



Phone: 334-206-9470 or 9471, Fax: 334-206-3751

*December 2019*

- We will continue with the **Immunization Kick-off calls and training videos** in December. We must schedule these with as little travel expense for the EHR staff as possible. You will be notified when your video training session and ImmPRINT kick-off are planned. All counties will make this transition. We will make every effort not to disrupt your clinic flow.
- **HOW TO VIEW THE MANDATORY IMMUNIZATION TRAINING VIDEO:**
  - \* We will notify scheduled clinics of the date and time[s] the ImmPRINT online training will be offered. You should tell us which you prefer, call 334-206-9470 or 9471.
  - \* The EHR staff will submit a list of participating counties to the ADPH Telehealth staff and Sandra Blakely will establish connections for each participating county.
  - \* Each clinic will receive emails from the ADPH Telehealth Office reminding the clinic staff of the time and date of the training. These emails go out to the nurse supervisor and the office manager for participating clinics. The nurse or office manager must log in to the Telehealth cart at the scheduled time. It automatically connects. Please watch for those emails and mark your calendars. If you will require assistance, please contact your IT person the day before your scheduled training.
  - \* We will email the manuals used in the training to the clinics. Attendees should copy them for use during the presentation and keep them for future reference.  
Reviewing the October *Bulletin* might be helpful.  
<http://www.alabamapublichealth.gov/ehr/assets/October2019.pdf>
- **When an employee transfers to another clinic and their User ID has changed, reconnecting to CureMD is not an instant fix.** Those requests must be sent to CureMD for processing as well. This workflow was reported in a previous *Bulletin* but we've seen a need to revisit it. EHR staff processes requests as soon as received from ADPH IT, however, even if the EHR staff processes the request as soon as IT sends it, the change is not complete until CureMD processes the request on their end. We need a request from the Nursing Supervisor or IT to process access requests.
- We have **EHR manuals**. Email [Victoria.brady@adph.state.al.us](mailto:Victoria.brady@adph.state.al.us) to request one.
- Jabari Sullen, State Clerical Director, asks that you please **do not crop drivers licenses** when scanning them into CureMD. This will help cut down on the number of duplicate charts being created in the EHR.

- Reminder to all staff: Please **Do not Test in Production!** All testing should be done in TEST only. Production (blue icon) is actual patient records whereas the red TEST icon (aka Staging) is just that. In TEST mode you may create dummy accounts, test functionality and new features, etc. as you wish without possibly triggering a mass update of actual patient records.
- **When working in TEST, please only click “SAVE”.** Do not click “SAVE and SEND”.
- **Calendar update.** ADPH CureMD calendars have been updated to include new standards across two different clinic types.

Large county calendar templates still have the nursing responsibilities split (IMM, FP, DCS, etc.). Large counties with this template are Houston, Madison, and Montgomery.

All other counties have all nursing responsibilities consolidated into the “Nurse” resource.

Social work has their own resource in Well Woman counties. Please use this when scheduling patients for social work or Well Woman.

- *The EHR Staff wishes each of you and your family a very Merry Christmas. We look forward to beginning the new year.*

