

Computer Skills and EMRs

When you decide it is time for your clinic to transition to an electronic medical record (EMR) solution, you may have concerns about the technical abilities of physicians and clinic staff.

It is important to remember that basic computer skills can be learned quickly and effectively by most people, especially when learning takes place in an accommodating and helpful environment.

It will benefit your transition to an EMR if clinic physicians and staff are able to complete the following computer tasks successfully:

- Turn the computer on and off, use the computer Start menu, enter passwords and use the login function
- Use a computer mouse
- Be familiar with the keyboard layout and understand what the different keys can do
- Use the Internet to find a website
- Navigate Internet websites and be able to move back and forward through different screens
- Save files in specific places and print them
- Send email messages and attach files to email messages
- Create, open, save and format word processing documents

Learning new computer skills can feel overwhelming at first, but if you start slowly, it becomes easier with practice.

Resources for Beginners

Alberta Community Colleges

Across Alberta, local community colleges offer beginner courses in computer basics and or keyboarding. These courses provide participants the opportunity to become comfortable with the basic features of Microsoft Windows, Macintosh (Macs), Microsoft Word and the Internet. Once you have learned the basics, additional courses are available in more advanced areas like the Microsoft Office Suite (Word, Excel, Outlook).

The following website provides a listing of universities and community colleges in Alberta: <http://alis.alberta.ca/ec/ep/aas/post-secondary.html>.

Online Guides

If someone can help you get onto the Internet, there are resources that can help you understand computer basics on a personal computer (PC) or Mac.

- Computer Basics for Beginners (www.computerbasicsguide.com) – contains easy to read instructions for those needing to learn how to use a PC.
- Mac 101: Get started with the Mac (www.apple.com/support/mac101/) – will help you become familiar with using a Mac computer.
- PCs All-in-one For Dummies (www.dummies.com/how-to/content/pcs-allinone-for-dummies-cheat-sheet.html) – provides a general overview of using a PC for those new to computers.
- Computers for Seniors for Dummies (www.dummies.com/how-to/content/computers-for-seniors-for-dummies-cheat-sheet.html) – provides a general overview of computer use for seniors.
- Basic Tasks in Word 2010 (office.microsoft.com/en-us/word-help/basic-tasks-in-word-2010-HA101830016.aspx) – provides general instruction and a review of basic tasks in Microsoft Word 2010.

Computer Skills and EMRs

Public libraries

The Edmonton and Calgary public libraries have free courses and one-on-one coaching for library members who have no experience using computers. You can learn topics such as computer basics, using the Internet, using email and word processing.

Contact your local branch or see the following websites for further details:

- Edmonton Public Library (www.epl.ca)
- Calgary Public Library (www.calgarypubliclibrary.com)

A listing of Alberta public libraries is available at www.thealbertalibrary.ab.ca/about/members.html.

Touch Typing

Touch typing is a valuable skill for someone wishing to take full advantage of the keyboard. The following websites can help you learn to touch type:

- Learn Keyboard Typing (www.learnkeyboardtyping.com) – shows proper hand position and use of each finger.
- Typing Tutor (www-2.cs.cmu.edu/~rvirga/TypingTutor.html) – once you have learned proper positioning, this simple exercise will help to improve your touch typing skills.
- Mavis Beacon Typing (www.mavisbeacon.com) – programs are available for purchase online and also on CD and DVD.

Using a Computer Mouse

You will need to know how to use a computer mouse when you are using an EMR. It is easy to practice moving the cursor, and clicking and holding. An online game of Solitaire gives you practice using your mouse.

Play this game online at worldofsolitaire.com

Advanced Training

National Seminars Training – Star 12

National Seminars offers webinars, live seminars and online learning resources. A membership at Star 12 will help someone who wants to bring their computer skills from the basic level to a proficient or advanced level. Topics include Microsoft Office Suite (Word, Excel, Outlook) and business seminars. This training is suitable for the clinic manager or business manager seeking to augment their skills and knowledge. For more information, see the National Seminars training website at www.nationalseminarstraining.com

Books

Learning more about Microsoft Office tools is valuable for anyone using a computer. Books and reference guides provide good instruction on how to complete basic and advanced tasks. They are available at your local library or bookstore.