**Training for Visiting Residents (see separate document “Training CHS Family Medicine Residents”)
Updated 11/30/18**

1. Residency coordinator contacts KH Medical Staff Office at 716-859-5502 or 716-859-5501 and provides the information necessary for Med Staff Office to enter the resident into IntelliCred, the medical staff database. This information will include the start and end date of the rotation.
2. Med Staff Office will enter the visiting resident into the medical staff category of “Visiting Resident.”
3. Within 24 hours of entry of the resident into the medical staff office database, IntelliCred, the resident will receive an auto-generated **Courion** email, with instructions. The resident should add Courion@kaleidahealth.org to their email address book now so this important email from Courion does not go into their spam folder.
4. The Courion email will instruct resident/fellow to navigate to [KPass](https://kalcour.kaleidahealth.org/Direct/) and register and then create a password. After they have done this, each must navigate to [Kaleida Health Talent Management](http://www.kaleidatms.com/) and log in using the user name (3 letters followed by 3 numbers) provided in the Courion email, preceded by ‘kaleida\’ such that the user name is entered as“**Kaleida\ [3 letters followed by 3 numbers]**” and the password just created in [KPass](https://kalcour.kaleidahealth.org/Direct/)) and follow the prompts to complete the required training. If the resident encounters difficulty; he/she should call the Kaleida Help Desk at 859-7777.
5. Within 2 business days of completion of the required EMR training, the resident will be granted access to PowerChart, the Kaleida EMR – **thus for the resident to have access to the EMR on Monday morning of their rotation, they must complete all EMR training by midnight on the prior Thursday**.
6. Visiting Residents need to navigate to [Kaleida Health IT Security](https://www.kaleidahealth.org/ISTSecurity) and on the form, they should request (1) InfoClique, (2) PowerChart, (3) remote access and (4) PACS. Select “other” for “Access Type” (do NOT select “Physician”), and then enter “visiting resident” twice, in the field for “other” and in the field for “Job title.” Fax number is a required field – you may enter “999-9999.” **The individual may leave the “Kaleida Associate Number” field blank.** In the “Comments” field, residents should enter their unique 5 digit DEA suffix. In the field of supervisor, enter the name of the residency coordinator for the specialty in which you are doing your rotation. You will need to enter the phone number and fax number of the residency coordinator, as these are required fields. A specialist in Kaleida IT Security Department will configure the resident for InfoClique access, remote access, PACS, Dragon (voice recognition dictation), and electronic prescribing. NOTE EMR access will not be granted until the resident has completed web-based training).
7. Once on site at Kaleida, the resident will need to obtain a Kaleida ID badge – the security guard at the main entrance can guide the resident as to how to obtain an ID badge.
8. Note the visiting resident will have EMR access terminated 5 business days after the end date of the clinical rotation (allowing the resident to follow up for educational purposes by viewing PowerChart, and also signing any unsigned orders or dictations from the final day of the rotation).