Training CHS Family Medicine Residents Updated 6/3/19

1. Each June, the administrator for the CHS Family Medicine residency (Rizzo, Pamela at [pweimer@chsbuffalo.org](mailto:pweimer@chsbuffalo.org)) sends to Sanford Levy at [SLevy@KaleidaHealth.Org](mailto:SLevy@KaleidaHealth.Org) a spread sheet with all second year Family Medicine residents and the start date of the rotation at OCH.
2. Dr. Levy will send the spread sheet to Luz Cardona, supervisor in Med Staff Office and Luz will flag her calendar to enter each resident into IntelliCred three weeks in advance of the start date of the rotation.
3. Manual entry in Med Staff Office of the resident into IntelliCred should automatically trigger a Courion email to the resident, instructing the resident to go to [*KPass*](https://kalcour.kaleidahealth.org/Direct/), register, and then create a Password (residents should add [Courion@kaleidahealth.org](mailto:Courion@kaleidahealth.org) to their address books to avoid the possibility of the Courion email going into a spam folder).
4. Manual entry in Med Staff Office of the resident into IntelliCred should also automatically trigger an email to the resident from **Talent Management**, instructing the resident to complete required web-based training.

**SEE #4 - #7 of the “Training for Visiting Residents” document**

1. Please note that for every user of the EMR at KH, the account is inactivated after 90 days of inactivity. Thus, upon arrival on day #1 of the rotation, any PGY III who has not rotated at KH for more than 90 days will need to call 859-7777 and request their account activated.
2. The resident will remain in IntelliCred as a resident until the date of graduation from CHS Family Medicine residency, and at that time will be converted to “Graduated Resident” and then to “Referring” the same as residents graduating from a KH residency.
3. If a resident drops out of the CHS Family Medicine program prior to graduation, the program is to notify Dr. Sanford Levy so that he can alert the pertinent individuals in IT at KH to modify the status of the individual in the KH medical staff database (convert to “Referring” medical status and to terminate access to the KH EMR).

This information is posted at the bottom of

[http://medicine.buffalo.edu/offices/gme/residents/hospital-access/kaleida-health.html](https://urldefense.proofpoint.com/v2/url?u=http-3A__medicine.buffalo.edu_offices_gme_residents_hospital-2Daccess_kaleida-2Dhealth.html&d=DwMGaQ&c=v0x-1ACxXH7Jxo4dj7mNYH7V2DizGyE0P3oGBLc-LQE&r=BfvGErrfr-i1V1r32oK8PzIlTVpW4BBFTZaU6vSH_ss&m=KxaPywTgIDS6EaHRTHQzHatOHbH2jPH0NEMplu0oZOU&s=vJsRAhxfAcNqoeGckKWH5apvPVEUGtRGLGQYwlbKwFs&e=)