

Training for Visiting Residents (see separate document “Training CHS Family Medicine Residents”)

1. Residency coordinator contacts KH Medical Staff Office at 859-5502 or 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. Entry of a new person into IntelliCred triggers a Rhapsody email, and this triggers IT Security to configure visiting residents with Cerner (**Training required**), remote access, PACS, and ePrescribe for BGMC, MFSH, and OCH (but not configured for EPCS).
3. Within 24 hours of entry of the resident into the medical staff office database, IntelliCred, the resident will receive an auto-generated email from **Identity Access Management**, with instructions. **The resident should add IdentityAccessmanagement@kaleidahealth.org to their email address book now so this important email does not go into their spam folder.**
4. The **Identity Access Management** email will instruct resident/fellow to navigate to **KPass** and register and then create a password. After they have done this, each must navigate to “Talent Management” at www.kaleidatms.com and log in using the user name (3 letters followed by 3 numbers) provided in the **Identity Access Management** 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**) and follow the prompts to complete the required training (**Resident** curriculum). If the resident encounters difficulty; he/she should call the Kaleida Help Desk at 859-7777, option #3.
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. Once on site at Kaleida, the resident will need to obtain a Kaleida ID badge – to do so, present to the security guard at the main entrance of the hospital and provide them with your Kaleida Associate Number (this 6 digit number is provided to the student in the **Identity Access Management** email). A Security supervisor will be contacted to provide you with an ID badge. If the resident does not know their Kaleida Associate # the resident should call the IT Service Desk at (716) 859-7777, option #3 to request the Kaleida Associate Number.
7. 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).

This information is posted at the bottom of

<http://medicine.buffalo.edu/offices/gme/residents/hospital-access/kaleida-health.html>

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