

## CRIS Prescriber Online Training Information and Process



Department of Clinical Research Informatics

Effective April 25, 2008, Prescriber CRIS training is available online.

### *Who should participate:*

- Prescribers that will be placing medical orders and anticipate being credentialed through the Office of Credentialing Services.
- Prescribers do not need to be credentialed by the Credentialing Services Office prior to participating in training; however, they must be credentialed to be given a Prescriber CRIS code (which allows entering of medical orders).

### *Advantages of this format include:*

- 24 hour access to course material
- Remote access (outside of DCRI Classroom and/or NIH campus )
- Optional completion prior to arrival at NIH
- Enhanced online tutorials
- Self-paced

### *Training components include:*

- Part I: Online Tutorials (four), followed by
- Part II: An Online Skills Assessment.

### *Training requirements include:*

- In order to receive a personal log on code for CRIS (live system), both portions of training with a passing score of 70% on the Skills Assessment must be completed.

### *Details about how to begin and what to expect:*

- Training is self-paced and generally takes approximately 4 hours to complete.
- Following submission of a credentialing packet to the Office of Credential Services, incoming Prescribers will receive detailed instructions about online training *via their email* of record. Email address must be valid and accessible 60 days prior to arrival. Subsequently, online CRIS training can begin at any time.
- Training may be completed prior to or after entering on duty. However, it is recommended that Prescribers fulfill their CRIS training requirements as early as possible, preferably prior to entry on duty (EOD). *NOTE: Institutes and Departments will be expected to provide workstation space to access CRIS online training for those new Prescribers who have not concluded CRIS coursework prior to EOD.*

### *Code Pickup/Distribution/Password Reset:*

- The code is given to the Prescriber by the Office of Credentialing Services – information is given to Prescriber at conclusion of training.
- Resetting CRIS passwords: for assistance with resetting CRIS password ( e.g. in the event the password is forgotten), CRIS Support may be contacted at (301) 496-8400 during business hours and Systems Monitoring may be contacted at (301) 496-7525 during non-business hours.

### *Questions:*

- Please feel free to contact the CRIS Training Team at (301) 496-8400 if you have any questions or need assistance.

### *Doctors that will **not** be placing medical orders:*

- Prescribers that are not going through the full credentialing process with Credentialing Services) and are requesting 'view only' rights have two options: they may register for Introduction to CRIS (#268) **OR** the Open Course/Introduction Section (#283) via the CIT website at <http://training.cit.nih.gov/courselst.asp?lname=cris>.

## **NIH INFORMATION SECURITY AWARENESS REQUIREMENT**

CRIS users are **required** to complete the NIH Information Security Awareness Training (<http://irtsectraining.nih.gov>) as mandated by OPM Regulation 5 CFR 930.301 prior to obtaining their CRIS access code. CRIS users must print a copy of their certificate of completion and bring it along to Medical Staff Credential to obtain their access code.

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