

FINGER LAKES REGIONAL TRAINING CENTER eFINDS Training Pre-Requisites and Requirements

Review the eFINDS training details and requirements below. Don't forget to **obtain a HCS eFINDS Reporting Administrator role** and bring laptops and your facility scanner to the training. You may also wish to print a copy of the [eFINDS Presentation Handout](#) – hardcopies will not be provided.

REQUIRED Equipment/Supplies:

- Laptop with Wi-Fi capability
- NYSDOH issued eFINDS Scanner
- 7 eFINDS Training/Demo barcodes per workstation

7 eFINDS Demo Barcodes (per work station) will be utilized during the training session. You have the option to bring the Demo Wristbands provided by NYSDOH (the demo wristbands were included in the box with eFINDS scanner and facility wristbands) or you can print a PDF copy of your Demo/Training Resident Tracking Sheet and bring to the training. Only individuals with an **eFINDS Reporting Administrator** role can access the tracking sheet – [click here for instructions](#) on downloading the PDF demo/training resident tracking sheet.

NOTE: eFINDS barcodes are restricted to one-time-use. If you've utilized the demo wristbands in a previous exercise or training they cannot be re-used. If you intend to download the PDF tracking sheet please ensure you have at least 7 barcodes available (not previously used).

Requests for additional Barcodes: Facilities should send an e-mail to efinds@health.state.ny.us and copy the appropriate NYSDOH RO Representative. The facility should provide a 1 week notice if possible. Refer to [NYSDOH Non-emergency eFINDS Request Process](#) for more details.

Pre-requisites:

Prior to attending this course participants must meet the following pre-requisites:

- Have a current and active Health Commerce System (HCS) account. If you have a HCS account it must be active (you have accessed Commerce within the past six months).
- Assigned an eFINDS role in the Communications Directory as an **eFINDS Reporting Administrator**.
- Completion of the CTI-500 eFINDS webinar course or have viewed the recording of the course and possess a working knowledge of eFINDS. The basic use of eFINDS will not be covered and participants will be asked to demonstrate registering and receiving patients/residents early on in the program using the system. If you have not yet attended the CTI-500 eFINDS training course please do so at your earliest convenience. You may register for the course at <http://www.nylearnsph.com>. Alternately you may choose to view the recording of the webinar at <http://nysdoh.webex.com>.

For any additional questions please contact the FLRTC:

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