

FINGER LAKES REGIONAL TRAINING CENTER
eFINDS v3.0 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 your facility scanner to the training. Laptops may be needed if the training is not located in a computer lab.

REQUIRED Equipment/Supplies:

- 9 eFINDS Training/Demo barcodes per workstation
- NYSDOH issued eFINDS Scanner
- Laptop with Wi-Fi capability if indicated (only if training is NOT in a computer lab)

9 eFINDS Demo Barcodes (per work station) will be utilized during the training session. Please print a PDF copy of your Demo/Training Barcode Assignment Scannable Log and bring to the training. Only individuals with an **eFINDS Reporting Administrator** role can access the Scannable Log.

[Click here for instructions](#) on downloading the PDF Barcode Assignment Scannable Log.

NOTE: eFINDS barcodes are restricted to one-time-use. If you've utilized all demo barcodes in a previous exercise or training you must request additional barcodes be added to your training/demo cache.

Requests for additional Barcodes: Facilities should send an e-mail to efinds@health.ny.gov 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-502 eFINDS version 3.0** webinar and/or possess a working knowledge of eFINDS. If you have not yet attended the CTI-502 eFINDS webinar training please do so at your earliest convenience. You may register for the course at <http://www.nylearnsph.com> and search course catalogue for **CTI-502**.

For any additional questions please contact the FLRTC:

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