CRIS Prescriber Registration and Training Process
Classroom Sessions

Training Information:

- Currently, Prescriber CRIS training is available in a classroom setting (building 10/DCRI room 1C-290). Online tutorials (Introduction to CRIS, Order Entry, Clinical Documentation for Prescribers, and Printing CRIS Reports) may be completed prior to coming to class. These tutorials are located on the CRIS Website at http://cris.cc.nih.gov/cristraining/cbt.html

- The number of class offerings for CRIS Prescriber Training has increased effective October 2007. Generally, the offerings are twice a week on Monday and Wednesday or Thursday, with the schedule varying during holiday weeks.

- Prescribers (that will be placing medical orders) have two options: they may register for the CRIS Prescriber Training (#271) **OR** the CRIS Open Course/Prescriber section (#283) via the CIT website at http://training.cit.nih.gov/courselst.asp?lname=cris. Prescribers may register themselves or have their designated Institute/Department staff member register them. Classroom time allocation is 4 hours.

- Doctors that will **not be placing medical orders** (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.

- For general assistance with registration, CIT Training may be called at **(301)594-6248. For additional assistance with registration, CRIS Support may be contacted at (301) 496-8400.**

- For prescriber(s): (1) needing special assistance with registering for CRIS training, (2) who have any scheduling conflicts with the existing class schedule, (3) who desire to attend a class that is marked as 'full', or (4) who has any questions, concerns, or special needs related to the current class schedule, contact CRIS Support at (301) 496-8400 and as to speak to a member of the training team.

- Prescribers do not need to be credentialed by the Credentialing Services Office prior to attending class; however, they must be credentialed to be given a Prescriber CRIS code (which allows entering of medical orders). The code is given to the Prescriber by the Medical Credentialing Services Office – information is given to Prescriber during class.

- 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.

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.