Learn@AMA – Key Contact

What is a Key Contact?

A Key Contact is someone within a clinic or organization that will add learners into specific courses. Key Contacts also have access to progress reports for all learners within their organization.
A clinic or organization can have multiple Key Contacts and this role is best suited for office managers, privacy officers, lead custodians, HR, education, and quality improvement leads.

* Organizations are encouraged to have multiple Key Contacts. The role is best suited for Managers, Privacy Officers, Lead Custodians, HR, Education and Quality Improvement Leads.

Enrolling Your Team in Learn@AMA and how to Create your Clinic Location

A user management system has been custom built to enrol entire clinic teams into Learn@AMA. This allows for an individual at the clinic to manage staff enrolment and access reports on learners' activity. Clinic staff and physicians can be enrolled all at once or over time.

Step 1: Assign a Key Contact

Select someone within your clinic to create your clinic or organization location. This person is called a Key Contact and will be responsible for enrolling staff and physicians into Learn@AMA courses and will have access to reports on learners' progress.
Once the clinic location has been created and added to the user management system, additional Key Contacts can be added. ▨(Jump to instructions to add multiple Key Contacts)

Step 2: Click to: Complete the enrolment form

Select whether you are a physician or non-physician to start the registration process.
If you are a physician, you will be prompted to go to the Physician Enrollment page and login with your member details.

Non-physicians will complete the form that appears after selecting No.

> **Important note:** Non-physician Key Contacts will be asked to name an approving physician who will receive an email to verify the person's identity and grant them permission to be a Key Contact. This step only has to be completed the first time you assign a Key Contact.

Contact Us
If you have any questions, contact us at learn@albertadoctors.org

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