

# 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.

ALBERTA MEDICAL ASSOCIATION

Learn@AMA Enrollment

Request clinic approval (Completed) | Verification email | Physician approval | Create account email | Access Learn@AMA

About Learn@AMA

Registering for Learn@AMA

Eligibility Question

Are you a Physician?  Yes  No

[Click here to go to Physician Enrollment page](#)

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

**Eligibility Question**

Are you a Physician? \*  Yes  No

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**Become a Clinic Key Contact**

Each clinic or organization that wishes to access Learn@AMA must choose an individual to be their Clinic Key Contact. This person will be responsible for enrolling learners (physicians and staff) into courses within Learn@AMA.

By completing this registration form, you will become your organization's Clinic Key Contact for Learn@AMA.

If you are already a Clinic Key Contact, you do not need to use this enrollment application. You can login to your AMA Dashboard to add/modify clinics and clinic users.

**How to register**

- Fill out your contact information.
- Identify the clinic or organization where you will be the Clinic Key Contact.
- Search and select the physician who will approve you as the Clinic Key Contact.
- Check your email to verify your account.

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**Create your AMA Account**

As a Clinic Key Contact, you will receive access to an AMA dashboard where you can add staff to training and view Learn@AMA reports.

First Name \*

Last Name \*

Email \*

Confirm Email \*

Telephone \*

Telephone Ext.

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**Clinic Information**

Search for the clinic by using the clinic name or address. If the clinic is not listed, you can manually add the information.

Clinic Name \*

Building Name

Suite

Address Line 1 \*

Address Line 2

City \*

Postal Code \*



**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.

**Approving Physician**

Search for the physician. If you can not find the physician, please contact us.

Physician Name \*

**Contact Us**

If you have any questions, contact us at [learn@albertadoctors.org](mailto:learn@albertadoctors.org)

If you have further questions, please contact [Learn@albertadoctors.org](mailto:Learn@albertadoctors.org).