EpiCare
One care for all.

EpiCare & Clinical Informatics Training Catalog

2016

EpiCare Training Department

860-714-7000

-or-

epictraining@stfranciscare.org

Most courses can be registered for

online by clicking on the HealthStream logo:

For more information please visit the

EpiCare Training website by clicking on the Saint Francis logo:

HealthStream®

SAINT FRANCIS *Care*
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CURRICULUM: EpiCare Ambulatory Provider

Course	Description	Objectives	Time / Date – 6 hours
EpiCare Ambulatory Provider 100 **EpiCare Ambulatory Provider 200**	This classroom based course is for outpatient medical and procedural **Physicians, Surgeons, APRNs, NPs, PAs, Residents and Pharmacists** *(who act as Providers)* who need training in Epic ambulatory functionality. *100 + 200 are **mandatory** classes	In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: reviewing and updating patient information, managing medications, documenting an assessment, placing orders, using SmartTools, closing and billing an encounter, and creating an addendum on a closed encounter.	AMB 100 8a-11a, Wednesdays & Fridays AMB 200 12p-3p, Wednesdays & Fridays
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN051** (Overview of Ordering – 5 min) **CLN055** (Overview of Writing Notes – 10 min) **CLN059** (Reviewing the Chart – 5 min) **CLN050** (Overview of In Basket – 5 min) **AMB150** (Primary Office Care Visit Demonstration – 10 min)		

CURRICULUM: EpiCare Ambulatory Provider Personalization

Course	Description	Objectives	Time / Date – 1 hour
EpiCare Ambulatory Provider Personalization	This 1:1 classroom based course is for outpatient medical and procedural **Physicians, Surgeons, APRNs, NPs, PAs, Residents and Pharmacists** *(who act as Providers)* *Prerequisites are Provider 100 and 200	This is a required course which will enable Providers to optimize their Epic workflows. Topics covered include but are not limited to: customizing notes, creating smartphrases, macros & preference lists, and other quick tips for maximizing efficiency. (1:1 with instructor – about 1 hour in length)	Please contact the Epic Training Department at: Epictraining@stfranciscare.org - or - 860-714-7000 To make an appointment

CURRICULUM: EpiCare Inpatient Provider

Course	Description	Objectives	Time / Date - 5 hours
EpiCare Inpatient Provider	This classroom based course is for inpatient: **Physicians, APRNs, NPs, PAs, Residents and Pharmacists** *(who act as Providers)* and thus need training in Epic inpatient functionality.	The objective of this course is to prepare you to complete various functions in the Epic system such as reviewing patient charts; admitting, transferring, and discharging patients; managing orders; creating documentation; documenting procedures; and managing your in-basket.	7:00 a – 12:00 p Tuesdays Location: Bishop's Corner in West Hartford
E-Learnings	**SFH000** (Overview of the EpiCare System – 20 min) **GEN005** (Overview of Hyperspace – 30 min) **CLN005** (Reviewing Past Vitals and Results – 15 min)		

CURRICULUM: EpiCare Inpatient Surgeon

Course	Description	Objectives	Time / Date - 5 hours
EpiCare Inpatient Surgeon	This classroom based course is for inpatient: **Surgeons** who need training in Epic inpatient surgeon functionality.	The objective of this course is to prepare you to complete various functions in the Epic system such as reviewing patient charts; addressing pre-op, post-op, and inpatient activities that include completing medication reconciliation, creating documentation, documenting patient history, and updating patient problem lists; and managing your in-basket.	7:00 a – 12:00 p Thursdays Location: Bishop's Corner in West Hartford
E-Learnings	**SFH000** (Overview of the EpiCare System – 20 min) **GEN005** (Overview of Hyperspace – 30 min) **CLN005** (Reviewing Past Vitals and Results – 15 min)		

CURRICULUM: EpiCare Ambulatory Nurse

Course	Description	Objectives	Time / Date – 6 hours
EpiCare Ambulatory Nurse	This classroom based course is for: **Registered Nurses (RN), Licensed Practical Nurses (LPN), and Medical Assistants (MA)** working in an ambulatory setting.	In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: rooming a patient, investigating and updating patient history, managing medications, placing orders, documenting immunizations and facility administered medications, and ordering and resulting point of care orders. You will also explore additional activities in Epic that you will use most often for your job role. Functionality covered includes: managing In Basket, documenting telephone encounters, using flowsheets, charging in EpiCare, Using SmartTools, using Care Everywhere, and documenting anticoagulation therapy (if applicable).	8:30a-3:30p, Wednesdays
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN050** (Overview of In Basket – 5 min) **CLN051** (Overview of Ordering – 5 min) **CLN059** (Reviewing the Chart – 5 min) **RFL006** (Physician to Physician Referrals – 15 min) **AMB040** (Follow Up on Patient Calls for Nurses and Front Desk – 10 min)		

NOTE: If you are a Nurse or MA who also needs to register or check in patients at the front desk, please sign up for either Front Desk or the abbreviated version of Front Desk; Cadence 911.

CURRICULUM: EpiCare Ambulatory Clinical Support

Course	Description	Objectives	Time / Date – 2 hours
EpiCare Ambulatory Clinical Support	This classroom based course is for: **Front Desk personnel, Office Managers, Secretaries and any other *NON-LICENSED* office personnel** who will be working in Epic to assist licensed personnel during the patient care process.	In this course, you will learn how to use the different pieces of functionality in Epic, including: documenting telephone encounters, placing refill orders, and managing In Basket.	1p-3p, Thursdays
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN050** (Overview of In Basket – 5 min) **CLN051** (Overview of Ordering – 5 min) **CLN059** (Reviewing the Chart – 5 min)		

CURRICULUM: EpiCare Front Desk (Ambulatory)

Course	Description	Objectives	Time / Date - 6 hours
EpiCare Front Desk (Ambulatory)	This classroom based course is designed for: **Front Desk end users** who will need to know functionality of front end operations. This is intended for end users who are employees to AMBULATORY sites associated with St. Francis who are going live with Cadence.	At the conclusion, participants should be able to: schedule appointments, register patients, register appointments, check in patients, check out patients, transcribe orders, use workqueues, balance cash drawers, as well as run numerous reports that will help perform routine daily tasks for front desk staff	8:30a-4p, every Tuesday
E-Learnings	**GEN006** (Overview of Hyperspace for Revenue and Access Products – 10 min) **CAD050** (Overview of Appointment Desk – 5 min) **CAD052** (Overview of Making an Appointment – 10 min) **CAD010** (Cancelling and Rescheduling Appointments – 30 min) **CAD051** (Overview of the Department Appointment Reports – 5 min) **CAD013** (Checking in a Patient with Incorrect Registration Information – 10 min) **CAD024** (Following Up with Cancels and No-Shows – 5 min) **CAD060** (Interpreting Provider Schedules – 10 min) **CAD303** (Quickly Record an Individual Call About an Appointment – 1 min) **EBL006** (Balancing Your Cash Drawer – 10 min) **CRM001** (Overview of CRM – 15 min) **PRE050** (Overview of Workqueues for Access – 15 min)		

NOTE: If your primary position requires you to perform Front Desk duties, but you also need to occasionally fill in as an MA, please also sign up for the Curriculum; EpiCare Ambulatory Clinical Support.

CURRICULUM: EpiCare Cadence Referrals (Outpatient)

Course	Description	Objectives	Time / Date - 3 hours
EpiCare Cadence Referrals (Outpatient)	This classroom based course is designed for: **End users who will create, edit or authorize referrals.**	At the conclusion, participants should be able to: create, edit and authorize a referral. Participants will also learn how to navigate their Referral Workqueue's and how to schedule an appointment from a referral.	9a-12p, every other Thursday
E-Learning	**RFL001** (Using Referrals in Epic – 5 min) **RFL002** (Create a Referral – 10 min) **RFL003** (Schedule a Referral – 10 min) **RFL004** (Responding to Required Referral Warnings – 30 min) **RFL005** (Documenting Pre-Authorization Numbers – 1 min) **RFL006** (Physician to Physician Referrals – 15 min)		

CURRICULUM: EpiCare Cadence 911 (Outpatient)

Course	Description	Objectives	Time / Date – 3 hours
EpiCare Cadence 911 (Outpatient)	This classroom based course is designed for: **End users who will NOT need the full Cadence training. It is targeted towards MA's or other staff members** who need to know the core basics of scheduling and registration.	Users will learn how to schedule appointments, register new patients, cancel/reschedule appointments, check in patient appointments, register a patient's appointment, collect money for services and close out the cash drawer.	9a-12p, every other Thursday
E-Learning	**GEN006** (Overview of Hyperspace for Revenue and Access Products – 10 min) **CAD050** (Overview of Appointment Desk – 5 min) **CAD052** (Overview of Making an Appointment – 10 min) **CAD002** (Basic Appointment Entry – 15 min) **CAD060** (Interpreting Provider Schedules – 10 min) **MYC001** (Overview of MyChart Patient Portal – 10 min) **MYC003** (Activating Patients for MyChart – 10 min)		

CURRICULUM: EpiCare Cadence Manager (Ambulatory)

Course	Description	Objectives	Time / Date- 2 hours
EpiCare Cadence Manager (Ambulatory)	This classroom based course is designed for: **Scheduling and Office Supervisors**	This course will focus on how to find reports, run reports and create reports. Users will also learn how to dismiss patients from the practice and edit a provider's schedule. (Course is 2 hours in length)	10:30a-12p, every other Friday
E-Learnings	**CAD025** (Merging Guarantor Accounts – 5 min) **CAD008** (Report Setup – 15 min) **RPB061** (Posting Individual Guarantor Payments – 10 min)		

CLASS: EpiCare Cadence Office Hours

Course	Description	Objectives	Time / Date- 2 hours
EpiCare Cadence Office Hours	This is an open format, classroom based environment, for current Front Desk users to work with a trainer on issues relevant to their workflow / practice.	This session is for current end users to brush up on skills and/or explore answers to questions pertaining to their office. ***Registration is mandatory, no walk-ins. Please enroll via HealthStream.**	*12:30p-2:30p – once per month on Friday*

PROFESSIONAL BILLING

Professional Billing is responsible for the billing of claims generated for work performed by physicians, suppliers, and other non-institutional providers for both outpatient and inpatient services at Saint Francis.

CURRICULUM: EpiCare Professional Billing Part - 1

Course	Description	Objectives	Time / Date – 6.5 hours
EpiCare Professional Billing – Part 1	This course is designed to cover four large training subjects in the PB workflow. New end users (first time Epic access) must attend full training day. Existing PB end users (refresher training) may come to parts of the training day as they see fit <u>*Mandatory</u>: End users attending class for refresher training must receive approval from the training department before attending* Prerequisite to PB Part 1 is Front Desk	Participants will learn about the following Professional Billing Topics: (1) Charge Entry (8:00a-10:00a) (2) Charge Review (10:15a-10:45a) (3) Batch Payment Posting (10:45a -1:30p) (4) Claim Edit Workqueues (1:30- 2:30p)	*8a-2:30p - Wednesdays*
E-Learnings	**RPB010** – (Entering Charges in Batches – 20 min) **RHB030** – (Posting Insurance Payments – 10 min) **RPB057** – (Overview of Payment Posting – 5 min) **RPB012** – (Using Charge Review Workqueues– 10 min) **RPB055** – (Using Claim Edit Workqueues – 5 min)		

CURRICULUM: EpiCare Professional Billing – Part 2

Course	Description	Objectives	Time / Date – 6.5 hours
EpiCare Professional Billing – Part 2	This course is designed to cover four large training subjects in the PB workflow. New end users (first time Epic access) must attend full training day. Existing PB end users (refresher training) may come to parts of the training day as they see fit *Mandatory*: *End users attending class for refresher training must receive approval from the training department before attending* Prerequisite to PB Part 2 is Front Desk .	Participants will learn about the following Professional Billing Topics: (1) Insurance Follow Up – (8:00a-10:00a) (2) Remittance (10:15a-11:15a) (3) Credit Specialist – (11:15a-12:15p) (4) Self-Pay Follow-Up / Customer Service – (12:45p-2:30p)	*8a-2:30p - Fridays*
E-Learnings	**SBO021** – (Overview of Account Maintenance – 10 min) **RPB061** – (Posting Individual Guarantor Payments – 10 min) **RPB077** – (Overview of Follow Up Workqueues – 5 min) **RPB065** – (Overview of Credits – 5 min) **RPB056** – (Overview of Electronic Remittance – 10 min) **RHB032** – (Correcting Remittance Processing – 25 min) **RPB031** – (Working Remittance Workqueues – 2 min)		

NOTE: If you are a manager, we suggested these additional independent classes: Reporting

CURRICULUM: EpiCare Professional Billing for AAB

Course	Description	Objectives	Time / Date - 2 hours
EpiCare Professional Billing for AAB	This course is only open to AAB (American Adjustment Bureau) employees.	Participants in this course will be trained in the following areas: 1. Self- Pay Follow Up 2. Customer Service	*12:30-2:30p - Fridays*
E-Learnings	**RPB061** – (Posting Individual Guarantor Payments – 10 min) **RPB077** – (Overview of Follow Up Workqueues – 5 min)		Watch in HealthStream

CLASS: EpiCare Professional Billing Office Hours

Course	Description	Objectives	Time / Date- 2 hours
EpiCare Professional Billing Office Hours	Office hours are open to all users; however please sign up ahead to ensure we can adequately staff the session based on the # of expected participants.	This is an open session which allows users to work on issues, ask questions and / or use the time to either work in the training environment or Production. ***Registration is mandatory, no walk-ins. Please enroll via HealthStream.**	*2:30p-4:30p – Wednesdays & Fridays*

CLASSES: Dragon

Course	Description	Objectives	Time / Date — 30 mins
Dragon Basics Online Course	Learn the basics of Dragon dictation via an E-Learning in HealthStream. There is no need to attend the Dragon Basics class; however those who prefer classroom learning can sign up for the Dragon Basics class.	At the conclusion of this training, you will be able to: • Set Up a Voice Profile • Perform Microphone Management • Train Dragon • Log In/Out *Note: Users can choose to take either this E-Learning or the Dragon Basics Class for their basic training needs; it is not necessary to do both*	This is an E-Learning found in HealthStream

Course	Description	Objectives	Time / Date - 1 hour
Dragon Basics	Learn the basics of Dragon dictation with a Dragon trainer in a live in-person classroom setting. **Prerequisite:** All Epic classes and associated E-Learnings completed	At the conclusion of this training, you will be able to: • Set Up a Voice Profile • Perform Microphone Management • Train Dragon • Log In/Out *Note: Users can choose to take either this E-Learning or the Dragon Basics Class for their basic training needs; it is not necessary to do both*	2x per month Register in HealthStream

Course	Description	Objectives	Time / Date - 2 hours

Dragon Advanced Features	Learn advanced features of Dragon to enhance productivity in EPIC.
	
	This class allows users to customize advanced features to their needs.
	
	Prerequisite: All Epic classes and E-Learnings completed. High proficiency level in Epic.
		At the conclusion, participants should be able to utilize:
		
		1. Tips and Tricks
		   i. Use Dictation Box
		   ii. Search for Websites (i.e. PubMed or WebMD)
		2. Learn Commands
		   i. Text and Graphics
		   ii. Step by Step
		   iii. Macro Recorder
		3. Customize Commands
			1x per month Register in HealthStream

HIM (Health Information Management)

CLASS: EpiCare ROI (Release of Information)

Course	Description	Objectives	Time / Date - 1 hour
EpiCare ROI	This course is for users who need to know how to handle Release of Information in the Ambulatory setting.	At the conclusion, participants should be able to: manage Release of Information in Epic in the Ambulatory setting.	Please contact the Epic Training Department at: Epictraining@stfranciscare.org - or - 860-714-7000 To make an appointment

CLASS: EpiCare Scanning for OnBase and Epic Media Manager

Course	Description	Objectives	Time / Date - 1 hour
EpiCare Scanning for OnBase and Epic Media Manager	This course for users who need to know how to scan and handle documents in OnBase and Epic Media Manager.	At the conclusion, participants should be able to • Scan, index, retrieve and view documents in OnBase • Correct Scanning errors in Epic • Utilize best recommended practices for scanning.	Please contact the Epic Training Department at: Epictraining@stfranciscare.org - or - 860-714-7000 To make an appointment
E-Learnings	• Epic Scanning for Physician Offices – 60 mins • On-Base Training Documents – please request from Epic Training Department		Watch in HealthStream

CLASS: EpiCare Reporting

Course	Audience	Brief Description	HealthStream Name	Time / Date – 4 hours
EpiCare Reporting	This course for users in need of using Epic Reports.	In this course, you will learn how to: • Run and edit Reporting Workbench Reports • Run and edit Crystal Reports • Create a report from a Template • Access and Navigate a Dashboard	EpiCare Reporting	8am-12p, varying days as scheduled
E-Learnings	No e-Learnings at this time			

CURRICULUM: Rehabilitation Therapist Inpatient Curriculum

Course	Description	Objectives	Time / Date - 4 hours
EpiCare Therapy 100	This classroom based course is for PT, PTA, OT, OTA, SLP, SLP CFY and therapy students who will need training in functionality EPIC to be able to perform required job functions in Inpatient and Outpatient Rehabilitation Therapy areas.	In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: Hyperspace and logging on, department selection, patient lists, patient list reports, searching for patients using lists and Patient Station, opening a chart, patient header in the chart, EPICARE Patient Summary reports, chart review functionality, Results review, Reviewing orders and order history, viewing and writing a note, reviewing and updating PTA Home Medications and Allergies, and using selected SmartTools.	Please see Healthstream for list of dates, time and location.
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN058** (Overview of a Navigator-5 min) **CLN059** (Reviewing the Chart – 5 min) **INP061** (Documenting in Flowsheets-5 min)		Watch in HealthStream

Course	Description	Objectives	Time / Date - 4 hours
EpiCare Therapy 200	This classroom based course is for PT, PTA, OT, OTA, SLP, SLP CFY and therapy students who will need training in functionality EPIC to be able to perform required job functions in Inpatient and Outpatient Rehabilitation Therapy areas.	In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes a brief review of Therapy 100, Navigators for use in documentation and review of existing therapy documentation, Flowsheet documentation, Charge Capture, Time Capture, Plan of Care, Education, required documentation, core measure/meaningful use for therapy.	Please see Healthstream for list of dates, time and location.
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN058** (Overview of a Navigator-5 min) **CLN059** (Reviewing the Chart – 5 min) **INP061** (Documenting in Flowsheets-5 min)		Watch in HealthStream

CURRICULUM: Rehabilitation Therapist Outpatient Curriculum

Course	Description	Objectives	Time / Date - 4 hours
EpiCare Therapy 100	This classroom based course is for PT, PTA, OT, OTA, SLP, SLP CFY and therapy students who will need training in functionality EPIC to be able to perform required job functions in Inpatient and Outpatient Rehabilitation Therapy areas.	In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: Hyperspace and logging on, department selection, patient lists, patient list reports, searching for patients using lists and Patient Station, opening a chart, patient header in the chart, EPICARE Patient Summary reports, chart review functionality, Results review, Reviewing orders and order history, viewing and writing a note, reviewing and updating PTA Home Medications and Allergies, and using selected SmartTools,	Please see Healthstream for list of dates, time and location.
E-Learnings	**CLN001** (Overview of Hyperspace for Clinical Applications – 10 min) **CLN058** (Overview of a Navigator-5 min) **CLN059** (Reviewing the Chart – 5 min) **INP061** (Documenting in Flowsheets-5 min)		Watch in HealthStream

Course	Description	Objectives	Time / Date - 4 hours
Medilinks Outpatient Therapy	This classroom based course is for PT, PTA, OT, OTA, SLP, SLP CFY, therapy students, Department Assistants, Rehabilitation Technicians, and Insurance Auth Specialists, who will be working in Outpatient areas using Medilinks and need training to be able to perform required job functions in Outpatient Rehabilitation Therapy areas	In this course, you will learn how to use the different pieces of functionality in Medilinks including logging in, EPIC-ML interfaces, customization of tools and PIP, and relationship, searching for patients, Daily Schedule, Tasks, Reports, Activating a patient from Daily Schedule, Reviewing Patient Demographics, Account information, Referral entry, Authorization entry, Viewing patient appointment listing, viewing and printing charting, entering charting and charges for services provided, Plan of Care functionality, and edits vs addendum.	Please see Healthstream for list of dates, time and location.
E-Learnings	NONE		

*For those end users who are NOT therapists (ie: front desk staff or insurance authorization staff) you will register for Medilinks Outpatient Therapy as a standalone course and not the Rehabilitation Therapist Curriculum for clinical end users which includes EpiCare Therapy 100.

CURRICULUM: EpiCare View-Only Curriculum (Self-Training for Access)

Description	Process

Audience: For employees and students of SFH who require View-only access to Epic.
 	
![EpiCare Training logo]
 	
Click image to go to the EpiCare Training Website
	1. Your manager or Saint Francis liaison fills out a security access request form (SAR) to start the process for gaining EpiCare access as soon as possible. The form can be accessed from the Epic Training Website under "Step 1".
	
	2. In HealthStream, watch the selected E-learnings in the Curriculum "EpiCare View Only Curriculum" ****Required for Access**:**
	CLN001 Overview of Hyperspace for Clinical Applications (10 minutes)
	CLN059 Reviewing the Chart (5 minutes)
	Optional (*if you will be expected to document a note on a patient*):
	CLN055 Overview of Writing Notes (7 minutes)
	
	   ➢ For outside users access HealthStream via our training website: (click on image to the left)
	   ➢ If you need a HealthStream user ID & password, e-mail epictraining@stfranciscare.org
	
	3. Receive department / workflow specific training from a designated person in your office / organization. Once completed, have a manager confirm via email that you have completed your training:
	   a. epictraining@stfranciscare.org
	
	4. The Clinical Informatics department emails the Security department with confirmation of your ability to gain Epic access.
	
	5. The Security department grants access and a login via a confirmation email. The end user then contacts Security (X 45519) to reset their password.

CURRICULUM: EpiCare Willow Pharmacist (Inpatient) Curriculum

Course	Description	Objectives	Time / Date
EpiCare Willow Pharmacist (Inpatient)	This 16 hours classroom based course is for : **Inpatient Pharmacist** who need training in Epic inpatient pharmacist functionality	At the end of this course, pharmacist's will have an understanding of: • Order entry, down-stream effects of order entry on the MAR and on Dispensing. • Manage Complex orders like PCA's, TPN's, Order sets, Boluses and Infusions, Non Formulary, Custom Infusion Builder and patient supplied medication, patient consults. • Verify Orders and Reverify functionality, Documenting pharmacist interventions, Medication reconciliation. • Dispensing workflows and functionality like charging, processing cart fills, Phases of Care, Advanced Preparation, redispensing, and managing medication messages. • Patient Monitoring using Patient Lists, System Lists, Accordian Reports, Progress Notes, and Reviewing Past history and documenting review. • Treatment Plans and Protocols using Beacon	Please check HealthStream for times & dates
Pre-requisite E-Learnings	• **RX000**: Introduction to Willow • **RX001:** Verify Orders • **RX002:** Managing Orders as a Pharmacist • **RX003:** Interruptions (Required) • **RX307:** Use Scanner for medications Preparations • **RX450:** Charge Capture for Willow Inpatient • **RX004:** Bulk Charge • **INP230:** Overview of the MAR • **INP185**: Placing Orders With Order sets • INTERDISCIPLINARY MEDICATION RECONCILIATION • **INP238:** Documenting Override Pulls		Watch in HealthStream

CURRICULUM: EpiCare Willow Pharmacy Manager (Inpatient) Curriculum

Course	Description	Objectives	Time / Date
EpiCare Willow Pharmacy Manager (Inpatient)	This 4 hours course is for: **Inpatient Pharmacy Mangers** Prerequisite is the Willow Pharmacist course.	At the end of this course, pharmacy managers will have an understanding of: • Running Pharmacy Reports • Pharmacy Charges	Please check HealthStream for times & dates
Pre-requisite E-Learnings	▪ RPT001: Overview of Reporting and Reporting Tools ▪ RPT005: Run and Manage Reporting Workbench Reports		Watch in HealthStream

CURRICULUM: EpiCare Willow Pharmacy Technician (Inpatient) Curriculum

Course	Description	Objectives	Time / Date
EpiCare Willow Pharmacy Technician (Inpatient)	This 4 hours course is for: **Inpatient Pharmacy Technicians**	At the end of this course the pharmacy technician will have an understanding of all the dispensing workflows including: ▪ How charging of medications work ▪ How to manually do bulk charging ▪ Overview of dispensing with Epic ▪ Processing IV room Batch fills and Unit Dose Cart fills ▪ How Epic and AccuDose interact ▪ Overview Phases of Care and dispensing for surgery patients ▪ Managing of medication messages to and from the nurses ▪ Re-dispensing of already dispensed medications	Please check HealthStream for times & dates
Pre-requisite E-Learnings	▪ RX307 Use Scanner for medications Preparations ▪ RX450 Charge Capture for Willow Inpatient ▪ RX004: Bulk Charge		Watch in HealthStream

CURRICULUM: Medical Student Curriculum

Course	Description	Objectives	Time / Date – 2 hours
EpiCare Medical Student	This classroom based course is for: **Inpatient & Ambulatory Medical Students, PA Students and APRN Students**	This is a 2-3 hour class depending on the curriculum. We offer Inpatient training, Ambulatory training, or both. Participants will learn the functionality of EPIC, how to navigate through a patient's chart to view clinical data. They will learn how to document during the "rooming" process for a patient, as well as how to write a note.	1p-3p or 4p, Most Every Other Monday
E-Learnings	**PCB001** (Computer Basics for Hyperspace - 15 min) **GEN001** (eLearning Tutorial – 30 min) **SFH000** (Introduction to EpiCare – 20 min) **GEN005** (Overview of Hyperspace - 30 min) **CLN005** (Reviewing Past Visits and Results – 15 min)		

CURRICULUM: EpiCare Inpatient Nurse

Course	Description	Objectives	Time / Date – 4 hours
EpiCare Inpatient RN 100	This *classroom based course* is for: **Registered Nurses (RN),** *(Adult, ICU, Pediatrics, NICU, Behavioral Health)* **Licensed Practical Nurses (LPN), and Medical Assistants (MA)** working in an inpatient setting.	In this course, you will be introduced to EpiCare Inpatient Functionality. Functionality covered includes: Finding a patient and maintaining patient lists. Reviewing the patient chart and getting report, which includes reviewing notes, labs, vitals and I/O. Documenting vitals and assessments in the flowsheet activity. Using the Medication Administration Record (MAR) to document medication administrations using a barcode scanner.	12:30p-4:30p, Tuesday, twice monthly
E-Learnings	*CLN001 (Overview of Hyperspace for Clinical Applications – 10 min)* *CLN050 (Overview of In Basket – 5 min)* *INP050 (Finding Your Patients – 5 min)* *CLN059 (Reviewing the Chart – 5 min)* *INP061 (Documenting in Flowsheets – 5 min)* *INP062 (Administering Medications on the Mar – 5 min)* *INP064 (Nurse Charting Tools – 5 min)*		

Course	Description	Objectives	Time / Date – 4 hours
EpiCare Inpatient RN 200	This *classroom based course* is for: **Registered Nurses (RN),** *(Adult, ICU, Pediatrics, NICU, Behavioral Health)* **Licensed Practical Nurses (LPN), and Medical Assistants (MA)** working in an inpatient setting.	In this course you learn how to document collecting labs and point of care tests, how to document basic intakes and outputs in the Flowsheets activity, how to add Lines, Drains, Tubes, Wounds and Airways, how to document IVs and infusions, PCA medications and how to manage orders within EPIC.	10:00a-2:00p, Wednesday, twice monthly
E-Learnings	*INP065 (Nurse Managing Orders – 5 min)* *INP230 (Overview of the Mar – 30 min)* *INP246 (Validating Monitor Data – 30 min)* *INP282 (Documenting IV Fluids and Medications – 30 min)* *INP284 (Documenting Medication Drips – 30 min)*		

Course	Description	Objectives	Time / Date – 4 hours
EpiCare Inpatient RN 300	This *classroom based course* is for: **Registered Nurses (RN),** *(Adult, ICU, Pediatrics, NICU, Behavioral Health)* **Licensed Practical Nurses (LPN), and Medical Assistants (MA)** working in an inpatient setting.	In this course you learn how to admit a patient from the ED, use Epic Navigators to complete an Admission Assessment, add a care plan, and how to add and document patient education.	8:00a-12:00p, Thursday, twice monthly
E-Learnings	*INP002* *(Nurse Start of Shift – 15 min)* *INP282* *(Nurse Transfer Overview – 15 min)* *INP004a* *(Nurse Admission Overview Part 1 – 30 min)* *INP004b* *(Nurse Admission Overview Part 2 – 20 min)*		

Course	Description	Objectives	Time / Date - 4 hours
EpiCare Inpatient RN 400	This *classroom based course* is for: **Registered Nurses (RN),** *(Adult, ICU, Pediatrics, NICU, Behavioral Health)* **Licensed Practical Nurses (LPN), and Medical Assistants (MA)** working in an inpatient setting.	In this course you learn how to document blood administration and restraints, how to document a rapid response or code and how to place hospital charges. You will also complete independent exercises based on complete workflows, (ie: admission/transfer and discharge) that will include functionality learned in Nurse 100, Nurse 200 and Nurse 300.	1:00p-4:30p, Friday, twice monthly
E-Learnings	*INP006* *(Physician and Nurse Discharge Overview – 30 min)* *INP066* *(Placing Hospital Charges – 5 min)* *SFCT – EPIC elearning Blood Product Administration Module* (BPAM – 10 min)		

CURRICULUM: EpiCare ASAP (Emergency Department) Provider

Course	Description	Objectives	Time / Date – 5 hours
EpiCare ASAP ED Provider 100	This classroom based course is for ED Providers: **MD's, PA's, APRN's** Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare, including: navigating ASAP; reviewing patient charts; managing orders; creating documentation; documenting procedures; admitting, transferring, and discharging patients; As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED001** (Overview of Hyperspace for ASAP Users) - 10 minutes **ED150** (Signing In and Getting up to Speed) – 5 minutes **ED006** (Patient Tracking) - 10 minutes **ED304** (Sort Charts by Priority on the Track Board) – 1 minute **ED014** (Placing Orders from an Order Sets) – 5 minutes **ED015** (Placing Orders Using Quick Lists) – 5 minutes **ED153 (**Preparing a Patient for an Exam) – 5 minutes **ED016 (**Documenting an Exam) – 10 minutes		Watch in HealthStream

Course	Description	Objectives	Time / Date – 5 hours
EpiCare ASAP ED Provider 200	This classroom based course is for ED Providers: **MD's, PA's, APRN's** Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use different pieces of functionality in EpiCare including: Use of SmartTools; Situational Awareness; Personalization Lab; Independent Exercises.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED017** (Review Results) – 5 minutes **ED155** (Discharging a Patient) – 5 minutes **ED307** (Complete Discharge Documentation Using Smart Sets) – 1 minute **ED008** (ED Shift Change) - 5 minutes **ED309** (Mark Charts as Complete) – 1 minute **ED313** (Finding Patients You've Recently Treated) – 1 minute		Watch in HealthStream

CURRICULUM: EpiCare ASAP (Emergency Department) Nurse

Course	Description	Objectives	Time / Date – 5 hours
EpiCare ASAP EDRN 100	This classroom based course is for EDRN: Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare, including: navigating ASAP; reviewing patient charts; managing orders; creating documentation; admitting, transferring, and discharging patients; As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED001** (Overview of Hyperspace for ASAP Users) - 10 minutes **ED150** (Signing In and Getting up to Speed) – 5 minutes **ED006** (Patient Tracking) - 10 minutes **ED007** (Overview of History/Medications/Allergies) – 10 minutes **ED015** (Placing Orders Using Quick Lists) – 5 minutes **ED005** (Introduction to the ED Narrator) – 5 minutes		Watch in HealthStream

Course	Description	Objectives	Time / Date – 5 hours
EpiCare ASAP EDRN 200	This classroom based course is for EDRN: Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare; administering medications/blood products; using Specialty Narrators; reviewing Boarder Patients. As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED009** (MAR/Medication Administration) – 10 minutes **ED008** (ED Shift Change) - 5 minutes **ED313** (Finding Patients You've Recently Treated) – 1 minute **ED305** (Personalize the Narrator) – 1 minute EpiCare Code Simulation Video – 6 minute video EpiCare Trauma Simulation Video - 15 minutes		Watch in HealthStream

CURRICULUM: EpiCare ASAP (Emergency Department) Tech

Course	Description	Objectives	Time / Date – 4 hours
EpiCare ASAP ED Tech	This classroom based course is for ED Tech: Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare, including: navigating ASAP; reviewing patient charts; reviewing reports; managing tasks; documenting using the ED Narrator. As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED001** (Overview of Hyperspace for ASAP Users) - 10 minutes **ED150** (Signing In and Getting up to Speed) – 5 minutes **ED006** (Patient Tracking) - 10 minutes **ED008** (ED Shift Change) - 5 minutes **ED305** (Personalize the Narrator) – 1 minute **ED313** (Finding Patients You've Recently Treated) – 1 minute		Watch in HealthStream

CURRICULUM: EpiCare ASAP (Emergency Department) ED Clerk (Secretary)

Course	Description	Objectives	Time / Date – 3 hours
EpiCare ASAP ED Clerk	This classroom based course is for ED Clerk: Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare, including: navigating ASAP; reviewing patient charts; Consult Tracking; Patient Transport; Reviewing Report.. As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED001** (Overview of Hyperspace for ASAP Users) - 10 minutes **ED006** (Patient Tracking) - 10 minutes **ED040** (Consult Tracking) – 10 minutes		Watch in HealthStream

CURRICULUM: EpiCare ASAP (Emergency Department) ED Crisis Worker

Course	Description	Objectives	Time / Date – 5 hours
EpiCare ASAP EDCW	This classroom based course is for ED Crisis Worker: Who will be working in EpiCare during the patient care process.	In this course, you will learn how to use the different pieces of functionality in EpiCare, including: navigating ASAP; reviewing patient charts; documenting Consults; Completing Forms;Consult Tracking. As it all relates to patients in the Emergency Department.	Please check HealthStream for times & dates
Pre-requisite E-Learnings	**ED001** (Overview of Hyperspace for ASAP Users) - 10 minutes **ED006** (Patient Tracking) - 10 minutes **ED040** (Consult Tracking) – 10 minutes		Watch in HealthStream

CURRICULUM: EpiCare Beacon Oncology Provider

Course	Description	Objectives	Time / Date – 4 hours
EpiCare Beacon Oncology Provider	This classroom based course is designed for: **The medical Oncology Physician, APRN, PA and NP** who will need to know Beacon inpatient and ambulatory functionality .	At the conclusion, participants should be able to: update and manage treatment plans, therapy plans, blood transfusion therapy plans, and how to transition a patient's care between outpatient and inpatient. Staging a patient's cancer, how to effectively use the Synopsis activity, review the Oncology history activity and Oncology reporting will also be reviewed.	Please check Healthstream for times & dates
E-Learnings	**ONC003**- Modifying the Treatment Plan **ONC005**- Cancel or Defer Treatment Plans **ONC060**- Staging a Patient's Cancer		

CURRICULUM: EpiCare Beacon Non-Medical Oncology Provider

Course	Description	Objectives	Time / Date – 3 hours
EpiCare Beacon Non-Medical Oncology Provider	This classroom based course is designed for: **The non-medical Oncology Physician, APRN, PA and NP** who will need to know Beacon inpatient and ambulatory functionality .	At the conclusion, participants will know how to: stage a patient's cancer and how to effectively use the Synopsis activity. A detailed overview will be provided of an oncology summary report which encompasses treatment plans and therapy plans. Finally users will work with the oncology history activity and oncology reporting.	Please check Healthstream for times & dates
E-Learnings	**ONC050-** Overview of Treatment Plans **ONC060**- Staging a Patient's Cancer		

CURRICULUM: EpiCare Beacon Inpatient Nurse

Course	Description	Objectives	Time / Date – 2 hours
EpiCare Beacon Inpatient Nurse	This classroom based course is designed for: **The medical Oncology Inpatient Nurse** who will need to know Beacon inpatient functionality .	At the conclusion, participants should be able to: Navigate and document a chemotherapy infusion visit in Epic and document in the oncology nursing flowsheets. Also, users will administer orders within a treatment plan, and learn how to defer and cancel treatment. Finally users will work with the oncology history activity and oncology reporting.	Please check Healthstream for times & dates
E-Learnings	**ONC005**- Cancel or Defer Treatment Plans **ONC050-** Overview of Treatment Plans		

CURRICULUM: EpiCare Beacon Outpatient Nurse

Course	Description	Objectives	Time / Date – 3 hours
EpiCare Beacon Outpatient Nurse	This classroom based course is designed for: **The medical Oncology Outpatient Nurse** who will need to know Beacon Outpatient functionality .	At the conclusion, participants should be able to: Navigate and document a chemotherapy infusion visit in Epic and document in the oncology nursing flowsheets. Also, users will learn how to defer and cancel treatment, administering therapy plans and blood transfusion therapy plans. Finally, users will work with the oncology history activity and oncology reporting.	Please check Healthstream for times & dates
E-Learnings	**ONC005**- Cancel or Defer Treatment Plans **ONC050-** Overview of Treatment Plans		

CURRICULUM: EpiCare Beacon Non-Medical Outpatient Nurse

Course	Description	Objectives	Time / Date – 2 hours
EpiCare Beacon Non-Medical Outpatient Nurse	This classroom based course is designed for: **The non-medical Oncology Outpatient Nurse** who will need to know Beacon Outpatient functionality .	At the conclusion, participants should be able to: review the oncology summary report which encompasses treatment plans and therapy plans. Finally users will learn how to effectively use the oncology view in the synopsis activity, the oncology history activity and oncology reporting. .	Please check Healthstream for times & dates
E-Learnings	**ONC050**- Overview of Treatment Plans		

CURRICULUM: EpiCare Beacon Cancer Center Pharmacist

Course	Description	Objectives	Time / Date
EpiCare Beacon Cancer Center Pharmacist	This classroom based course is designed for: **The Cancer Center Pharmacist** who will need to know Beacon Outpatient functionality .	At the conclusion, participants should be able to: Demonstrate how to effectively use the Synopsis activity, how to properly use and manage treatment plans, AUC dosing, therapy plans, and transitioning care between outpatient and inpatient. Finally users will learn how to work with the oncology reporting.	Please check Healthstream for times & dates
E-Learnings	**ONC050-** Overview of Treatment Plans **ONC003**- Modifying the Treatment Plan		

CURRICULUM: EpiCare Beacon Staff Pharmacist

Course	Description	Objectives	Time / Date
EpiCare Beacon Staff Pharmacist	This classroom based course is designed for: **The Staff Pharmacist** who will need to know Beacon Inpatient functionality .	At the conclusion, participants should be able to: Demonstrate how to effectively use the Synopsis activity, how to properly use and manage treatment plans, AUC dosing, therapy plans, and transitioning care between outpatient and inpatient.	Please check Healthstream for times & dates
E-Learnings	**ONC050**- Overview of Treatment Plans **ONC003**- Modifying the Treatment Plan		