



## How to Register for Course or Curriculum in HealthStream

Use the table below to learn how to register for EpiCare *course or curriculum* in HealthStream for those who are going to be self-enrolling in EpiCare training.

Note: These instructions assume you have access to the Catalog tab as a student. If you do not, direct all Epic training registration requests to [epictraining@stfranciscare.org](mailto:epictraining@stfranciscare.org).

**A *course* in HealthStream consists of one or more learning activities. For example, a course may consist of pre-requisite eLearning courses, a live classroom session, a test, and an evaluation.**

Results *Showing 1 - 2 of 2*

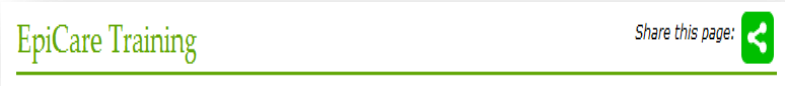
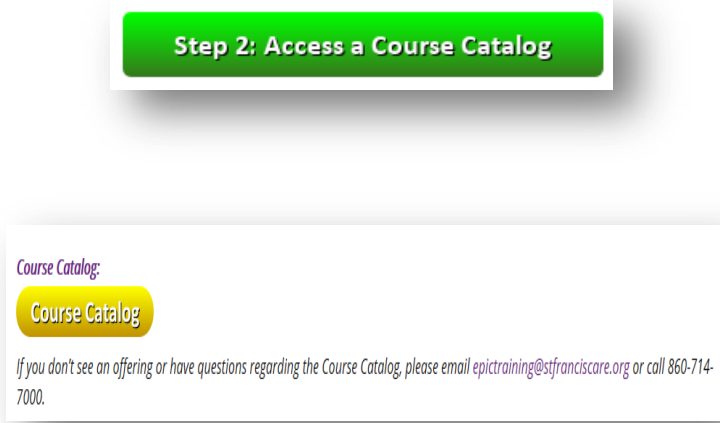

NER - EpiCare Rehabilitation Therapist Inpatient Curriculum CURRICULUM
NER - EpiCare Respiratory Therapist COURSE ACTIVITIES: Test, Evaluation, Live Class, Online Show additional information ▼

**A *curriculum* is a group of two or more *courses* that must be completed as a unit.**

Results *Showing 1 - 2 of 2*

NER - EpiCare Rehabilitation Therapist Inpatient Curriculum CURRICULUM
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We build both courses and curriculums in HealthStream for Epic training - different needs are met through courses and curriculums for each Epic application and we work with Epic Instructional Designers to determine that need.

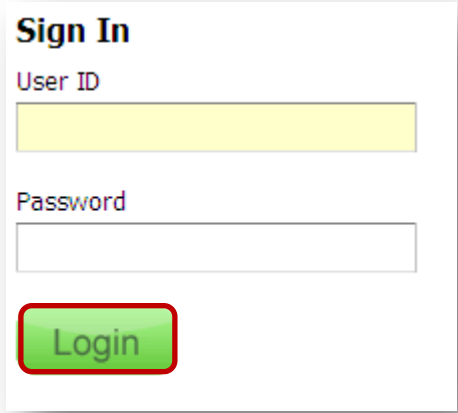
Directions	Picture
<p><b>Step 1</b></p> <p>Click the hyperlink below to access the Epic Training Website.</p> <p><a href="#">SFH EpiCare Training Website</a></p>	
<p><b>Step 2</b></p> <p>To determine classes available for registration, access a course catalog.</p> <p>Click the green button <b>Step 2: Access a Course Catalog</b>.</p> <p>Click the yellow <b>Course Catalog</b> button.</p>	
<p><b>Step 3</b></p> <p>To access HealthStream, click the <b>HealthStream</b> Login Button.</p> <p>Can't use the Login button? Use this link: <a href="#">HealthStream Login</a></p>	

**Step 4**

Enter your **User ID** and **Password**.

**Note:** If you are not a hospital employee, email [epictraining@stfranciscare.org](mailto:epictraining@stfranciscare.org) to request your User ID.

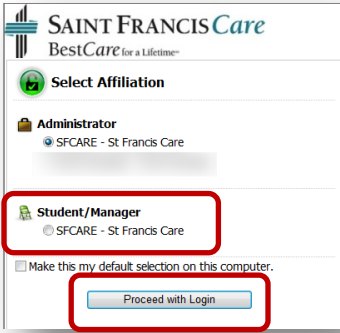
Click **Login**.



The image shows a 'Sign In' form with two input fields: 'User ID' and 'Password'. Below the fields is a green 'Login' button. The 'User ID' field is highlighted in yellow, and the 'Login' button is outlined in red.

**Note:** If you are presented with this screen, you have dual roles in HealthStream. Choose the radial button next to **Student/Manager**.

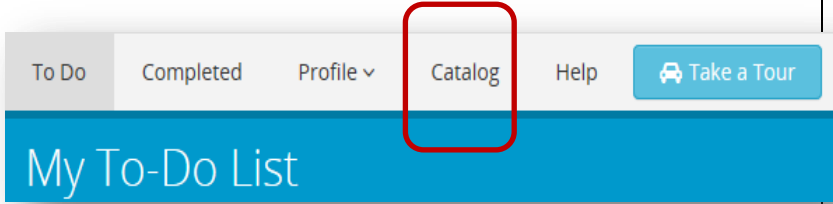
Click **Proceed with Login**.



The image shows the Saint Francis Care login screen. It features the logo 'SAINT FRANCIS Care' and the tagline 'BestCare for a Lifetime'. Below the logo is a 'Select Affiliation' section with two options: 'Administrator' and 'Student/Manager'. The 'Student/Manager' option is selected with a radio button. Below the options is a checkbox labeled 'Make this my default selection on this computer.' and a 'Proceed with Login' button. The 'Student/Manager' option and the 'Proceed with Login' button are both outlined in red.

**Step 5**

Click **Catalog**.



The image shows a navigation bar with several buttons: 'To Do', 'Completed', 'Profile', 'Catalog', 'Help', and 'Take a Tour'. The 'Catalog' button is highlighted with a red outline. Below the navigation bar is a blue banner with the text 'My To-Do List'.

**Step 6**

Access the course catalog.

Copy and paste (Ctrl + C and Ctrl + V) or type the **Curriculum Name** from the Course Catalog into the **Search field in HealthStream**.

If you prefer, you can type the name in the Search field.

Click **Search**.

**NER - Rehabilitation Therapist Inpatient Curriculum**

Course	Description	Objectives
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 using specialty-appropriate departments and patients. Functionality covers Hyperspace and logging on, department selection, patient lists, patient list searching for patients using lists and Patient Station, opening a chart, patin the chart, EPICARE Patient Summary reports, chart review functionality, F review, Reviewing orders and order history, viewing and writing a note, rev updating PTA Home Medications and Allergies, and using selected Smart
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)	

Course	Description	Objectives
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 using specialty-appropriate departments and patients. Functionality covers a brief review of Therapy 100, Navigators for use in documentation and re existing therapy documentation, Flowsheet documentation, Charge Capture, Plan of Care, Education, required documentation, core measure/ use for therapy.
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)	

Catalog

**Step 7**

Click the blue hyperlink for the curriculum you wish to enroll.

**Note:** Choose the correct one! Notice this screenshot lists both a **curriculum and a course**.

Results *Showing 1 - 2 of 2*

**NER - EpiCare Rehabilitation Therapist Inpatient Curriculum**

CURRICULUM

**NER - EpiCare Respiratory Therapist**

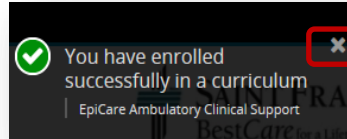
COURSE ACTIVITIES: Test, Evaluation, Live Class, Online

Show additional information ▾

**Step 8**

Click **Enroll**.

**Note:** You will get a confirmation of your enrollment into the curriculum in a pop up message in the upper left hand corner. To delete this, click the **X**.



**Step 9**

The curriculum is now in the To Do tab. Click the green **Start** button.



**Step 10**

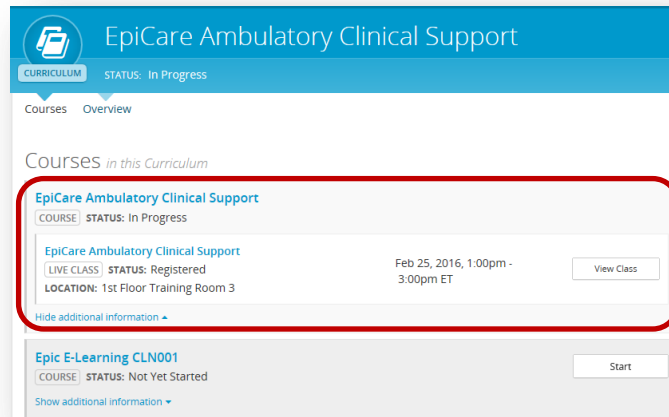
HealthStream will prompt you to start the first learning activity. Click Start next to the first learning activity and keep going until you get to the **Class** learning activity.

**Note:** If your manager or Epic training has already registered you

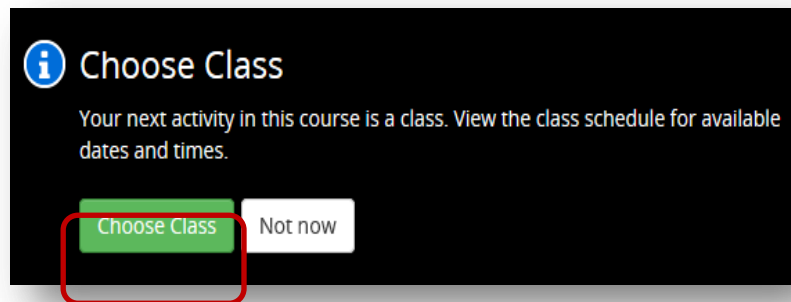


for the **class** that is part of the **curriculum**, HealthStream recognizes that registration.

Click **View Class**.



If you have not been registered for a class yet, click **Choose Class**.

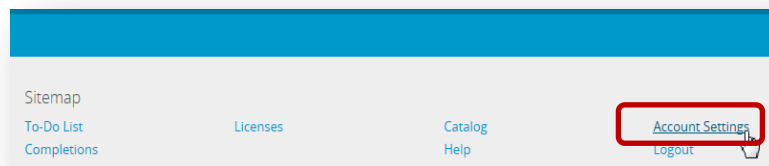


### Step 11



### Step 12

Do you want to view class information and location? If you would like to add the class to your email calendar, you need to have a valid email address on-file. To check this, scroll down to the bottom of the page and click **Account Settings** under Sitemap.



Enter a valid email address.

Click **Save Account Settings**.

The screenshot shows a form with a label 'Email Address' above a text input field. Below the input field are two buttons: a green button labeled 'Save Account Settings' and a white button labeled 'Cancel'. The 'Save Account Settings' button is highlighted with a red rectangular border.

**Step 13**

Back on the **To Do Tab** continue to view the next component to the curriculum.

Click **Start**.

Continue to repeat Step 12 until the entire curriculum is complete.

If you need to step away/log off and come back to the curriculum at a later date, use the **Quick Start** button under the **To Do** tab. It's a built-in HealthStream helper to guide you.

The screenshot shows two UI elements. The top element is a course card for 'Epic E-Learning CLN001' with a 'Start' button highlighted by a red border. The bottom element is a 'My To-Do List' section with a 'Quick Start' button.

**Step 14**

To Un-Enroll from a curriculum, click **Un-Enroll** under **Options** on the right hand side.

The screenshot shows a dialog box titled 'Options' with a button labeled 'Un-Enroll from Curriculum' highlighted by a red rectangular border.

Need Help?  
[epctraining@stfranciscare.org](mailto:epctraining@stfranciscare.org)