



New Provider Epic Training Guide - WU

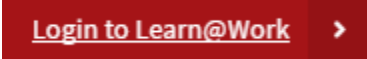
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Accessing Epic Training for WU Providers

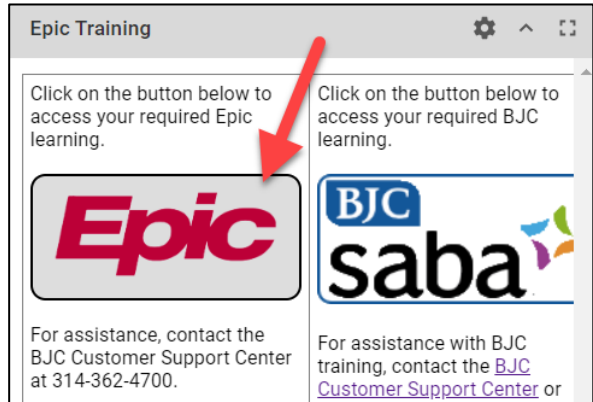
In order to access Epic Saba training courses, WU Providers should follow these steps:



- Open a Google Chrome web browser
- Using Google Chrome, go to <https://learnatwork.wustl.edu/>
- Once on the Learn@Work page, click Login to Learn@Work
- Enter your WUSTL Key username and password to log in
- If you do not have a WUSTL Key username and password, you are not able to complete Epic training. Establish your WUSTL Key and password as soon as possible. If you have not received information regarding your WUSTL Key, contact your hiring manager.

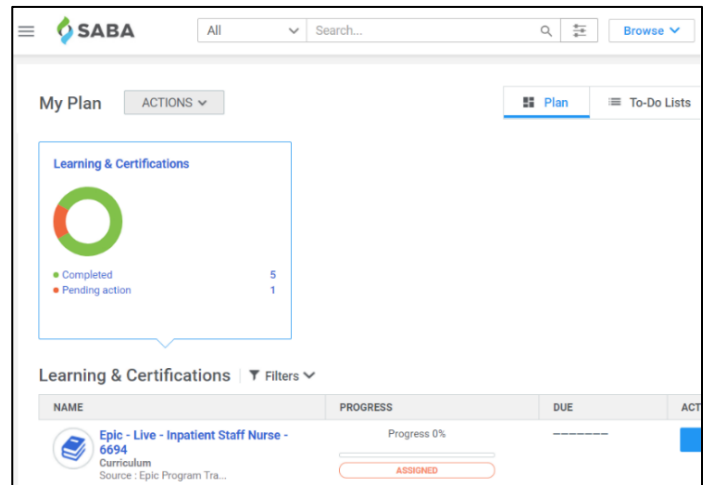


The home page includes a section for Epic Training. Click the red Epic button to proceed. A new tab will open and take the user to their “My Plan” page if a connection has been established.



The “My Plan” page looks like the picture at right. Once on the “My Plan” page, view and access your Epic curriculum as described in these instructions.


If you are unable to proceed, contact the Epic1 Training team at EpicProgramTraining@bjc.org.



Navigate to Epic Curriculum

You will be taken to your Me page in BJC Saba. Your Me page says “My Plan” at the top. Under “Learning & Certifications,” find your Epic curriculum. Your curriculum starts with the word “Epic” and says “Curriculum” underneath. Click the blue title of your Epic curriculum (3).

The screenshot shows the BJC Saba user interface. At the top left, a red box labeled '1' highlights the menu icon. Below it, the 'Me' profile card is highlighted with a red box labeled '2'. The main content area is titled 'My Plan' and contains two donut charts: 'Goals & Objectives' (10 Active) and 'Learning & Certifications' (2 In Progress, 69 Completed). Below the charts is a table of 'Learning & Certifications' with a 'Filters' dropdown. The table has columns for 'NAME' and 'PROGRESS'. The first row is highlighted with a red box labeled '3' and contains the following information:

NAME	PROGRESS
 Epic - Live - Medical Student 3rd and 4th yr - Ambulatory and Inpatient - E-Learning Only - 7302 Curriculum Source : Epic Program Tra...	Progress 13% <div style="border: 1px solid green; border-radius: 10px; padding: 2px; display: inline-block;">IN PROGRESS</div>

Complete E-Learning Lessons and Assessments

You are now viewing your Epic curriculum. Under the section header containing the word “E-Learning”, Saba displays the list of E-Learning lessons you are required to complete. You will see the E-Learning lessons first, followed by the Assessment that tests your comprehension of the previous lessons. Complete each group of lessons before taking the Assessment.

Under the top heading that says “E-Learning,” find the first lesson. Click View Classes (1). Click Enroll (2). The E-Learning lesson loads for you to view and complete. **You must complete the entire module from start to finish to receive credit for completion. Launch Saba using a Google Chrome web browser.**

! E-Learning completion may be lost if not using a Google Chrome browser.

Epic - Live - Medical Student 3rd and 4th yr - Ambulatory and Inpatient - E-Learning

PATH DETAILS

Progress 0%

Ambulatory E-Learning - REQUIRED* | Complete 11 of 11

Epic - E-Learning - HIPMD00...
Course

PENDING REGISTRATION

1 VIEW CLASSES

COURSE: EPIC - E-LEARNING - HIPMD001 OVERVIEW OF PHYSIC...

Narrow your results:

Start date:

Delivery type:

Class ID : 00023113
Web-Based

Language : English
Duration : 00:05

View detail Attachments >

1 - 1 of 1

2 ENROLL

After you complete a group of E-Learning lessons, take the Assessment. You must score an 80% or better on the Assessment to continue. The material in the Assessments is covered during the E-Learning lessons and exercises. Assessments are not timed, so carefully consider your selections.

You may have multiple groups of E-Learning lessons and Assessments to complete. Complete all E-Learning lessons and Assessments.

Ambulatory Assessment - REQUIRED* | Complete 1 of 1

Epic - E-Learning - HIPMDAMB099 Final Asses...
Web-Based

IN PROGRESS

LAUNCH


Retake Assessments

You must pass all Assessments with a score of 80% or better. The material in the Assessments is covered during the E-Learning lessons and exercises. Assessments are not timed, so carefully consider your selections.

If you do not pass, Saba shows you completed the Assessment unsuccessfully. You will see your score and may choose to review your answers.



When you close the Assessment viewing window, Saba shows your Assessment is “In Progress.” You must pass the Assessment before you can continue. To attempt the test again, click **View Summary**. Next, click **Re-launch**. This will repeat the test.

Ambulatory Assessment - REQUIRED * | Complete 1 of 1

 Epic - E-Learning - HIPMDAMB099 Final Asses...
Web-Based


IN PROGRESS

VIEW SUMMARY

EPIC - E-LEARNING - HIPMDAMB099 FINAL ASSESSMENT - ACTIVITIES			
NAME	STATUS	ACTION	
 HIPMDAMB099 Final Assessment Score: 40 completed on: 25-APR-2018	 Completed unsuccessfully	RE-LAUNCH	

After passing the test with an 80% or better, you will see a solid green icon stating you were successful. You can proceed to complete the rest of your Epic training.

Ambulatory Assessment - REQUIRED * | Complete 1 of 1

 Epic - E-Learning - HIPMDAMB099 Final Asses...
Web-Based

SUCCESSFUL
On 25-APR-2018

PRINT CERTIFICATE

Attend Provider Personalization Lab

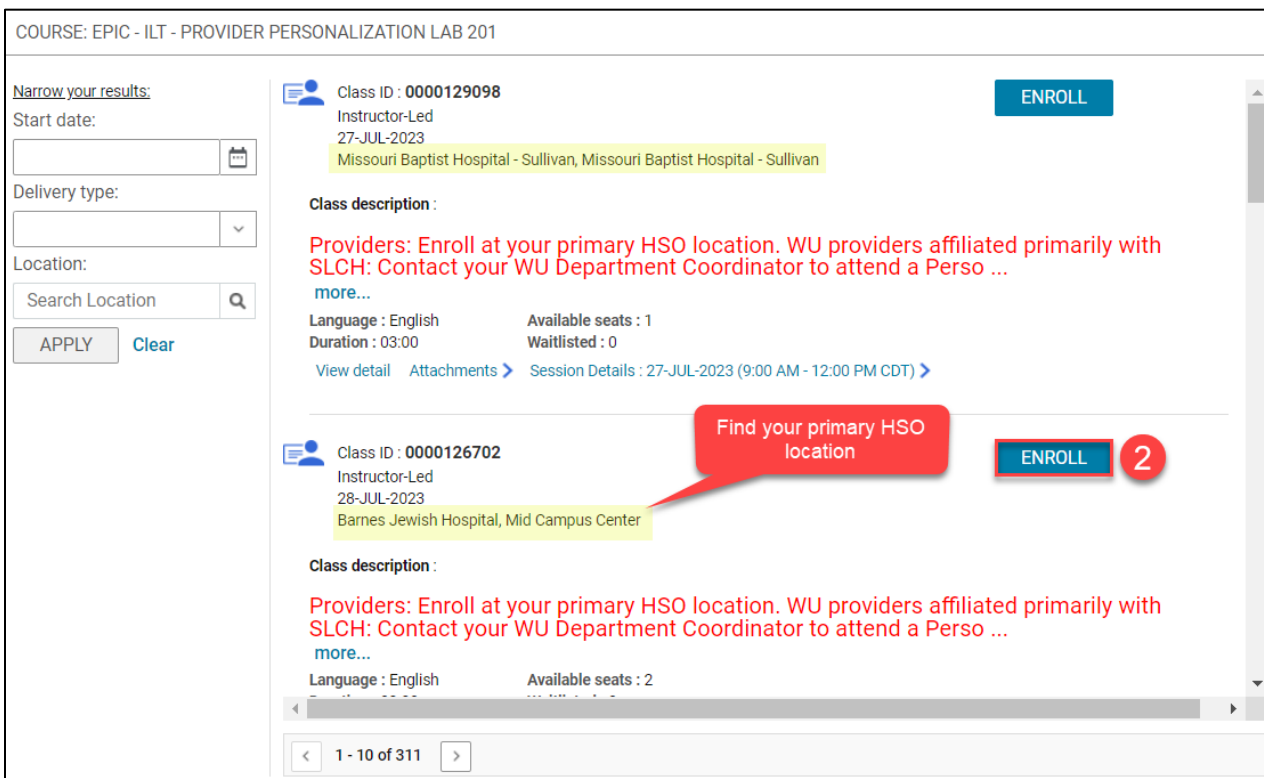
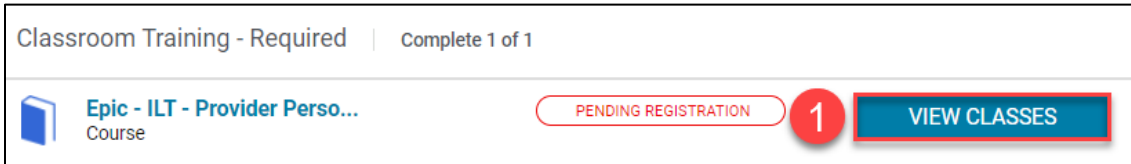
Attending a final 3-hour in person class, Provider Personalization Lab, is recommended. **Click View Classes (1), then Enroll (2) at your primary HSO location.** For assistance, email EpicProgramTraining@bjc.org.

WU Providers affiliated primarily with SLCH: Contact your WU Department Coordinator to attend a Personalization Lab.

Residents and Fellows: Contact your Residency Coordinator for direction to attend a Personalization Lab.

Anesthesia Providers: Contact Epic1 Training at EpicProgramTraining@bjc.org to attend a Personalization Lab.

READ BEFORE REGISTERING: Topics covered are regarding personalizing Epic, for example favoriting and customizing orders, creating SmartPhrase note templates, and setting up patient lists and the ambulatory schedule. Epic login access is necessary for Personalization Lab and access is granted according to the below.



Receive Epic Login Access

Once all training requirements are 100% complete in Saba, you will receive Epic login access no later than 5 pm the following business day. Providers log in to Epic using their BJC-NT ID if they are affiliated with BJC and WUSTL Key if they are affiliated with WU.

Example: If you complete Epic training on a Thursday at 2 pm, you will receive Epic access by the end of the following business day, Friday at 5 pm.