

2018

# Course Catalog

Epic@Jeff

**BEST VIEWED ON DESKTOP**



## REGISTRATION

To register yourself as a provider or your staff as their manager, go to [training.jefferson.edu](http://training.jefferson.edu) and click **Training Calendar**.

## CALENDAR

To view class dates, times and locations, go to [training.jefferson.edu](http://training.jefferson.edu) and click **Training Calendar**.

## QUESTIONS?

DICE.training@jefferson.edu  
3-EPIC






## PLEASE DO NOT PRINT

Classes are subject to change — and this document is too long!

View the latest Course Catalog anytime. Go to [training.jefferson.edu](http://training.jefferson.edu) and click **Training Courses**.

# HOW TO USE (DESKTOP ONLY)

In the **Table of Contents** (next page), click the **icon** next to your Epic Application.

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	<a href="#">Providers and Residents</a>
	<a href="#">Ambulatory</a>
	<a href="#">Anesthesia</a>
	<a href="#">Cadence</a>
	<a href="#">ASAP (Emergency Department)</a>

You'll jump to your Epic Application page(s) where you can find your Learning Track and view your Epic training requirements.

## AMBULATORY

**Clinical Support Learning Track**  
Practice Nurses, Medical Assistants, Transplant Coordinators and other staff w/ Ambulatory setting.

**Required:**

- [Epic Clinical Support \(Ambulatory\) 6 hrs](#)

**Additional Learning for Clinical Support:**  
For Staff that requires training on Telehealth Workflows, contact [jeffconnect@](mailto:jeffconnect@) the Telemedicine contact for your department.

- [Epic Anti-Coagulation Workflows \(Ambulatory\) 2 hrs](#)
- [Epic Obstetrics Workflows \(Ambulatory\) 2 hrs](#)

**Dietitian/Social Worker/Genetic Counselor Learning Track**

**Required:**

- [Epic Dietitian/Social Worker \(Ambulatory\) 3 hrs](#)

In your Learning Track, click a classroom course title.

## AMBULATORY

**Clinical Support Learning Track**  
Practice Nurses, Medical Assistants, Transplant Coordinators and other staff w/ Ambulatory setting.

**Required:**

- [Epic Clinical Support \(Ambulatory\) 6 hrs](#)

You'll jump to the Course Description.

**[Epic Clinical Support \(Ambulatory\) 6 hrs](#)**

Students learn how to identify and room the patients for whom they will be caring, and how to place orders and document encounters and results. They also will learn In Basket (Epic's task management system) and Care Everywhere, which is used to search for outside patient records. They will explore the Epic activities they'll use most often for their job roles and then work through common workflows using appropriate scenarios and patients.

**Prerequisites:** n/a

**Course Length:** 6 hrs























**Who Should Attend:**

- Practice Nurses/MAs
- Practice Supervisors/Managers
- Practice Pharmacists
- Transplant Coordinators

To go back to your Epic Application and Learning Track, click your Epic Application icon in the footer.



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# PROVIDERS and RESIDENTS

Click a specialty below to view training requirements for those Providers and Residents:

- [Anesthesia](#)
- [Cardiology](#)
- [Emergency Department](#)
- [Obstetrics](#)
- [Oncology](#)
- [Pathology](#)
- [Pediatrics](#)
- [Radiology](#)
- **Surgery:** Ambulatory and/or Inpatient Providers and Residents eLearning curricula, plus 1 additional Classroom Course (details to follow)

## Epic Inpatient Provider Pediatric Specific

- Epic Inpatient Provider – Pediatric Specific eLearning
- Epic Inpatient Provider – Pediatric Specific EUPA
- Epic End User Agreement

**All other Providers and Residents** must complete either the **Ambulatory or Inpatient Provider eLearning curricula** listed below, including all modules and the associated End-User Proficiency Assessment (EUPA) to gain access to Epic.

## Ambulatory Providers and Residents eLearning Curricula

- Epic Ambulatory: Provider Curriculum at Jefferson - Audio Required (1 min)
- MD050 Introduction to the Epic EMR (4 min)
- MD100 Overview of Hyperspace(10 min)
- Epic Ambulatory: Navigation and Patient Lists (9 min)
- MD103 Finding Patient Information (10 min)
- Epic Ambulatory: Finding Your Patient's Data - No Audio (2 min)
- CLN059 Reviewing the Chart (5 min)
- Epic Ambulatory Intro To Provider Schedule (8 min)
- AMB001 Office Visit Demonstration (10 min)
- MD105B Introduction to Patient History (5 min)
- Epic Ambulatory: Rooming Your Patient & Jefferson's Workflow on Patient Hx (3 min)
- MD105A Introduction to the Problem List (11 min)
- Epic Ambulatory: Adding a Problem and Changing a Diagnosis (1 min)
- MD105C Problem Oriented Charting (6 min)
- Epic Ambulatory: Problem-Oriented Charting - No Audio (1 min)
- MD107 Introduction to Orders (5 min)
- Epic Ambulatory Orders Part 1 (3 min)
- MDAMB107 Ordering in an Outpatient Context (10 min)
- Epic Ambulatory Orders Part 2 (3 min)
- AMB021 Order Management (10 min)
- Epic Ambulatory Orders Part 3 (3 min)
- CLN055 Overview of Writing Notes (14 min)
- Epic Ambulatory Notewriting Part 1 (2 min)
- MDAMB106 Writing Notes for Office Visits (10 min)
- Epic Ambulatory Notewriting Part 2 (2 min)
- MD102 Patient Engagement (3 min)
- MD109 Introduction to Communication Workflows (10 min)
- Epic Ambulatory Fridge List (1 min)
- MDAMB104 Wrapping Up a Visit (10 min)
- Epic Ambulatory In Basket Part 1 (6 min)

- AMB024 Reviewing Results with In Basket (10 min)
- Epic Ambulatory In Basket Part 2 (6 min)
- MDAMB108 Using In Basket (12 min)
- Epic Ambulatory In Basket Part 3 (6 min)
- AMB378 Grant Access to Your In Basket and Attach Someones In Basket to Yours (3 min)
- MDINP107C EpicCare Inpatient-Phases of Care (5 min)
- Epic Ambulatory Provider: Additional Documentation (4 min)
- Ambulatory Provider End User Proficiency Assessment
- ATT-Epic End User Agreement (5 min)
- **At the department's discretion, additional training may be required. Please check with your supervisor.**

### **Inpatient Providers and Residents eLearning Curricula (Non-Volunteer)**

- Introduction to the Epic Provider Curriculum Overview (1 min)
- Epic: MD050: Introduction to the Epic EMR 20015 (4 min)
- Epic: MD100: Overview of Hyperspace 2015 (10 min)
- Epic: MD103: Finding Patient Information (10 min)
- Epic: MDINP103: EpicCare Inpatient: Finding Patient Information (5 min)
- Epic Navigation Exercises (10 min)
- Epic: MD105A: Introduction to the Problem List (11 min)
- Epic: MD105B: Introduction to Patient History (5 min)
- Epic: MDINP105: EpicCare Inpatient: Problem List 2015 (4 min)
- Epic Problem List Exercise for Providers (5 min)
- Epic: MD107: Introduction to Orders (5 min)
- EPIC: MDINP107A: EpicCare Inpatient: Managing Orders 2015 (10 min)
- Epic: INP319: Quickly Cosign All of Your Orders
- Epic Orders Exercises for Providers (4 min)
- Epic: CLN055: Overview of Writing Notes (14 min)
- Epic Notes Exercise for Providers Part 1 (5 min)
- EPIC: MDINP106: EpicCare Inpatient: Notes 2015 (3 min)
- Epic Notes Exercise for Providers Part 2 (5 min)
- Epic: INP052: Addendums and Cosigns (5 min)
- Epic Notes Exercises for Providers Part 3 (10 min)
- Epic: INP304: Find Your Favorite SmartTexts Faster
- Epic: MD108: Overview of In Basket (10 min)
- Epic: MDINP108: EpicCare Inpatient: Using In Basket (10 min)
- Epic: INP318: Find Your Pended Notes
- Epic: AMB378: Grant Access to Your In Basket and Attach Someones In Basket to Yours
- Epic In Basket Exercises for Providers (3 min)
- Epic: CLN058: Overview of a Navigator 2015 (5 min)
- EPIC: MDINP107B: EpicCare Inpatient: Medication Reconciliation 2015 (15 min)
- Epic: MDINP107C EpicCare Inpatient: Phases of Care (5 min)
- Epic: INP151 Admitting a Patient from the Emergency Department (7 min)
- Epic: Inpatient Provider Transferring Patients (5 min)
- Epic: MD110: Introduction to Surgical Specialties 2015 (7 min)
- Epic: Guide to Surgery - Prep for Case v. Navigators
- Epic: Inpatient Surgeon Workflow
- Epic: INP326: Order Blood Transfusions with an Order Set
- Epic: Inpatient Provider Try-on-Your-Own Exercises (3 min)
- Inpatient Provider End User Proficiency Assessment
- Epic: User Agreement Attestation
- **At the department's discretion, additional training may be required. Please check with your supervisor.**



# AMBULATORY

## **Clinical Support Learning Track**

Practice Nurses, Medical Assistants, Transplant Coordinators and other staff whom provide Clinical Support in the Ambulatory setting.

### **Required:**

- Epic Clinical Support (Ambulatory) 6 hrs

### **Additional Learning for Clinical Support:**

For Staff that requires training on Telehealth Workflows, contact [jeffconnect@jefferson.edu](mailto:jeffconnect@jefferson.edu) to request training or contact the Telemedicine contact for your department.

- Epic Anti-Coagulation Workflows (Ambulatory) 2 hrs
- Epic Obstetrics Workflows (Ambulatory) 2 hrs

## **Dietitian/Social Worker/Genetic Counselor Learning Track**

### **Required:**

- Epic Dietitian/Social Worker (Ambulatory) 3 hrs

## **PT/OT/SLP Learning Track**

### **Required:**

- Epic PT/OT/SLP (Ambulatory) 4 hrs

## **Care Manager Learning Track**

### **Required:**

- Epic Clinical Support (Ambulatory) 6 hrs
- Epic Healthy Planet 2 hrs

## **Ambulatory Scribe Learning Track**

### **Required:**

- Epic Outpatient Scribe (Ambulatory) 3 hrs



# ANESTHESIA

## Anesthesia Provider Learning Track

### Prerequisites (Required for Providers and Residents with no prior Epic experience):

- CLN001: Overview of Hyperspace for Clinical Applications (5 minutes)
- CLN058: Overview of a Navigator (5 minutes)
- CLN051: Overview of Ordering (5 minutes)
- MDINP107C: EpicCare Inpatient: Phases of Care (5 minutes)
- CLN059: Reviewing the Chart (5 minutes)
- CLN050: Overview of In Basket (5 minutes)
- CLN055: Overview of Writing Notes (14 minutes)

### Required:

- Navigation (9 min)
  - Epic Anesthesia: Provider Curriculum at Jefferson - Audio Required (1 min)
  - Epic Anesthesia: Navigation - Audio Required (8 min)
- Preprocedure (15 min)
  - ANE001: Introduction to Anesthesia Preprocedure Documentation (8 min)
  - Epic Anesthesia Practice: Common Preprocedure Tasks - No Audio (5 min)
- Intraprocedure (35 min)
  - ANE002: Introduction to Anesthesia Intraprocedure (12 min)
  - ANE004: Manage Your Intraprocedure Documentation (5 min)
  - Epic Anesthesia Practice: Common Intraprocedure Tasks - No Audio (8 min)
  - Epic Anesthesia Practice: Staffing & PACU Delays - No Audio (5 min)
  - Epic Anesthesia Practice: Other Events & Troubleshooting Tips - No Audio (5 min)
- Post-Procedure & Closing Encounters (10 min)
  - Epic Anesthesia Practice: Common Postprocedure Tasks and Closing Encounters - No Audio (10 min)
- Ordering Tools & Blood Administration (8 min)
  - ANE008: Introduction to Anesthesia Ordering Tools (4 min)
  - Epic Anesthesia Practice: Blood Administration - No Audio (5 min)
- Block Procedures (10 min)
  - Epic Anesthesia Practice: Ad-hoc Block Procedures - No Audio (5 min)
  - Epic Anesthesia Practice: Scheduled Block Procedures - No Audio (5 min)
- Floor Procedures (9 min)
  - ANE006: Introduction to Anesthesia Floor Procedures
  - Epic Anesthesia Practice: Emergent Tubation - No Audio (5 min)
- Labor and Delivery (26 min)
  - ANE007: Introduction to Anesthesia for Labor and Delivery
  - Epic Anesthesia Practice: Labor Epidurals - No Audio (8 min)
  - Epic Anesthesia Practice: Epidural to C-Section - No Audio (3 min)
- **At the department's discretion, additional training may be required. Please check with your supervisor.**



# CADENCE

## CADENCE (SCHEDULING)

### Scheduling Learning Track - Basic

All Front Desk Staff, including Scheduling, Referrals, Front Desk, and Master Scheduling (Template Builder); All Supervisors/Managers of Front Desk Staff

#### Required:

- [Epic Schegistrar \(Cadence\) 1.5 Days](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)
- Epic: CAD008: Report Setup 2017 – Audio Required (10 min)
- Epic: CAD002: Basic Appointment Entry 2017 – Audio Required (10 min)
- Epic: CAD060: Interpreting Provider Schedules 2017 – Audio Required (5 min)
- Epic: CAD050: Overview of the Appointment Desk 2017 – Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)

### Template Builder (Master Scheduling) Learning Track

#### Required:

#### Prerequisite: Scheduling Learning Track – Basic

- [Epic Template Builder \(Cadence\) 1/2 Day](#)

#### Optional:

- Epic: CAD016: Making Template Changes 2017 – Audio Required (15 min)
- Epic: CAD017: Managing Template Exceptions 2017 – Audio Required (10 min)

### Surgical Scheduler Learning Track

#### Required:

- [Epic Clinic Surgery Scheduler 2 hrs](#)

### Referrals Learning Track

Master Scheduling Staff and Practice Supervisors/Manager

#### Required:

#### Prerequisite: Epic Schegistrar (Cadence) 1.5 Days

- [Epic Referrals \(Cadence\) 1/2 Day](#)

#### Optional:

- Epic: RFL001: Using Referrals in Epic 2017 – Audio Required (5 min)
- Epic: RFL002: Create a Referral 2017 – Audio Required (10 min)
- Epic: RFL003: Schedule a Referral 2017 – Audio Required (10 min)
- Epic: RFL004: Responding to Required Referral Warnings 2017 – Audio Required (15 min)
- Epic: RFL005: Documenting Preauthorization Numbers 2017 – Audio Required (10 min)

### Front Desk Learning Track

#### Required:

#### Prerequisites: Epic Schegistrar (Cadence) 1.5 Days and Epic Referrals (Cadence) 1/2 Day

- [Epic Front Desk \(Cadence\) 1 Day](#)

#### Optional:

- Epic: EBL006: Balancing Your Cash Drawer 2017 – Audio Required (10 min)
- Epic: CAD051: Overview of the Department Appointments Report 2017 – Audio Required (5 min)
- Epic: CAD014: Checking in a Patient with Outdated Information 2017 – Audio Required
- Epic: CAD019: Checking Out Appointments 2017 – Audio Required (5 min)
- Epic: WEL001: A Patient's Tour of Welcome 2017 – Audio Required (5 min)





# ASAP (EMERGENCY DEPARTMENT)

## Emergency Department Provider Learning Track

### Required:

- Epic ED (ASAP) Provider 1/2 Day
- Epic Inpatient Provider (Non-Volunteer) eLearning curriculum **(JHN Only)**

## ED Clerk Learning Track

### Required:

- Epic ED Clerk (ASAP) 3 hrs

### Optional:

- Epic: ED001: Overview of Hyperspace for ASAP Users 2017 - Audio Required (10 min)

## ED Nurse Learning Track

MHD, TJUH, JHN Nurse, Urgent Care Nurse

### Required:

- Epic ED Nurse (ASAP) 1 Day **OR** ED Nurse JHN (ASAP) 1 Day

### Optional:

- Epic: ED013: Clinical Information Review 2017 - Audio Required (10 min)
- Epic: ED005: Introduction to the ED Narrator 2017 - Audio Required (5 min)
- Epic: ED012: Arrival and Patient Search 2017 - Audio Required (10 min)
- Epic: ED009: MAR/Medication Administration 2017 - Audio Required (10 min)

## ED Scribe Learning Track

### Required:

- ED Scribe (ASAP) 2 hrs

## ED Technician Learning Track

Urgent Care/ED Medical Assistants

### Required:

- Epic ED Technician (ASAP) 3 hrs

### Optional:

- Epic: ED001: Overview of Hyperspace for ASAP Users 2017 - Audio Required (10 min)
- Epic: ED005: Introduction to the ED Narrator 2017 - Audio Required (5 min)
- Epic: ED012: Arrival and Patient Search 2017 - Audio Required (10 min)
- Epic: ED006: Patient Tracking 2017 - Audio Required (5 min)

## Urgent Care Radiology Tech Learning Track

### Required:

- Non-Invasive Technologist (Radiant) 1/2 Day



# BEACON (MEDICAL ONCOLOGY)

## Oncology Provider Learning Tracks

### Inpatient

#### Required:

- Epic Inpatient eLearning Curriculum (New Hire) - approx 2.5 hrs
- Epic (Beacon) Provider Supplemental Session 2 hrs

### Ambulatory (Outpatient)

#### Required:

- Epic Ambulatory: Provider Curriculum (NH Only) - approx 2.5 hrs
- Epic (Beacon) Provider Supplemental Session 2 hrs

## Oncology Pharmacist Learning Track

### Required:

- Epic Inpatient Pharmacist (Willow) 2 Days
- Epic (Beacon) Provider Supplemental Session 2 hrs

### Optional:

- Epic: RX000: Introduction to Willow Inpatient 2017 – Audio Required (15 min)
- Epic: RX001: Verify Orders 2017 – Audio Required (15 min)

## Cancer Registrar Learning Track

### Required:

- Epic Tumor Registrar (Beacon) 1 hr

## Outpatient Infusion Nurse (Oncology) Learning Track

### Required:

- Epic Clinical Support (Ambulatory) 6 hrs
- Epic Outpatient Infusion Nurse (Oncology) (Beacon) 1/2 Day

## Outpatient Infusion Nurse (Non-Oncology) Learning Track

### Required:

- Epic Clinical Support (Ambulatory) 6 hrs
- Epic Outpatient Infusion Nurse (Non-Oncology) (Beacon) 1 hr

## BMT Coordinator Learning Track

### Required:

- Epic Outpatient Infusion Nurse (Oncology) (Beacon) 1/2 Day
- Epic BMT Coordinator (Beacon) 1 hr

## Inpatient Oncology Nurse Learning Track

### Required:

- Epic Inpatient Nurse (EpicCare) 2 Days
- Epic Oncology Inpatient Nurse (Beacon) 2 hrs

### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)
- Epic: INP065: Nurse Managing Orders 2017 – Audio Required (5 min)
- Epic: INP160: Documenting LDAs, IV Fluids, and Medication Drips 2017 - Audio Required (20 Min)
- Epic: INP162: Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding) 2017 - Audio Required (15 Min)



# BEAKER (ANATOMIC & CLINICAL PATHOLOGY)

## Pathologist Learning Track

Cytopathology, Genomics, Hematopathology, Surgical, Autopsy

### Required:

- Epic Pathologist (Beaker) 1 Day

## LABORATORY STAFF LEARNING TRACKS

### Blood Bank Staff Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Blood Bank Staff (Beaker) 2 hrs

### Lab Processors, Client Services Professional, Professional Service Professional, AP Admin, AP Med Technician Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day

### Cytotechnologist Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Cytotechnologists (Beaker) 1/2 Day

### Histotechnologist & AP Med Technologist Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Histotechnologists (Beaker) 1/2 Day

### CP Medical Technologist Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic CP Medical Technologist (Beaker) 6 hours

### Microbiologist Technology Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Microbiology Technologist (Beaker) 6 hrs

### Pathology Assistant Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Pathology Assistant (Beaker) 1/2 Day

### Phlebotomist Learning Track

#### Required:

- Epic Phlebotomist (Beaker) 1 Day

### Phlebotomist Lab Processor (Methodist) Learning Track

#### Required:

- Epic Beaker Fundamentals (Beaker) 1 Day
- Epic Phlebotomist (Beaker) 1 Day

### Lab Manager Learning Track

#### Required:

- Epic Lab Manager (Beaker) 1/2 Day



# CUPID (CARDIOLOGY)

## Cardiologist Learning Track

### Inpatient

#### Required:

- Epic Inpatient eLearning Curriculum (New Hire) - approx 2.5 hrs
- Epic (Cupid) Supplemental Session 2 hrs

### Ambulatory (Outpatient)

#### Required:

- Epic Ambulatory: Provider Curriculum (NH Only) - approx 2.5 hrs
- Epic (Cupid) Supplemental Session 2 hrs

## INVASIVE STAFF LEARNING TRACKS

### Invasive Charge Entry Learning Track

#### Required:

- Epic Cupid (Cardiology) Invasive Charge Entry 3 hrs

#### Optional:

- Epic: CAR053: Overview of Invasive Charge Entry 2017 - Audio Required (5 min)
- Epic: CAR050: Overview of Report Settings 2017 - Audio Required (5 min)

### Invasive Nurse/Technologist Learning Track

#### Required:

- Cupid (Cardiology) Invasive Nurse/Technologist 1/2 Day

### Invasive Cardiology Manager

Managers must take the Learning Track(s) for the department(s) they supervise.

#### Required:

- Epic Cupid (Cardiology) Invasive Manager 1/2 Day

#### Optional:

- Epic: RAD056: Overview of the Manager Dashboard 2017 (5 min)

- Epic: CAR050: Overview of Report Settings 2017 - Audio Required (5 min)

## NON-INVASIVE STAFF LEARNING TRACKS

### Non- Invasive (Cardiac Tech, Stress Tech, Nuclear Medicine Tech) Learning Track

#### Required:

- Epic Non-Invasive Technologist (Cupid) 2 hrs

### Non-Invasive Nurse Learning Track

#### Required:

- Epic Non-Invasive Nurse (Cupid) 1/2 Day

### Non-Invasive Cardiology Manager

Managers must take the Learning Track(s) for the department(s) they supervise.

#### Required:

- Epic Cupid (Cardiology) Non-Invasive Manager 1/2 Day

#### Optional:

- Epic: RAD056: Overview of the Manager Dashboard 2017 (5 min)
- Epic: CAR050: Overview of Report Settings 2017 - Audio Required (5 min)

### Cardiology Scheduler Learning Track

Invasive and Non-Invasive Cardiology Schedulers

#### Required:

- Epic Schegistrar (Cadence) 1.5 Days

### Registry Abstractor Learning Track

#### Required:

- Epic Cupid (Cardiology) Registry Abstractor 3 hrs



# EPICCARE (CLINDOC)

## STAFF LEARNING TRACKS

### Patient Support Staff Learning Track

Art Therapy, Child Life Therapist, Pastoral Care, Social Workers

#### Required:

- [Epic Patient Support Staff \(EpicCare\) 1/2 Day](#)

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)

### Patient Care Tech Learning Track

Behavioral Health Tech, Scrub Tech, CNA, Critical Care Tech, Nurse Extern, Therapy Aide

#### Required:

- [Epic Patient Care Tech \(EpicCare\) 1/2 Day](#)

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: CLN059: Reviewing the Chart 2017 – Audio Required (5 min)
- Epic: INP060: Overview of Patient Assignments 2017 - Audio Required (5 Min)
- Epic: INP061: Documenting in Flowsheets 2017 - Audio Required (10 min)

### Unit Clerk Learning Track

#### Required:

- [Epic Unit Clerk \(EpicCare\) 1/2 Day](#)

## NURSING LEARNING TRACKS

### Inpatient Nurse Learning Track

#### Required:

- [Epic Inpatient Nurse \(EpicCare\) 2 Days](#)

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP065: Nurse Managing Orders 2017 – Audio Required (5 min)
- Epic: INP162: Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding) 2017 - Audio Required (15 Min)
- Epic: INP160: Documenting LDAs, IV Fluids, and Medication Drips 2017 - Audio Required (20 Min)
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)
- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)

### Inpatient Nurse Manager Learning Track

#### Required:

- [Epic Inpatient Nurse \(EpicCare\) 2 Days](#)
- [Epic Nurse Manager \(EpicCare\) 4 hrs](#)

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP065: Nurse Managing Orders 2017 – Audio Required (5 min)
- Epic: INP162: Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding) 2017 - Audio Required (15 Min)
- Epic: INP160: Documenting LDAs, IV Fluids, and Medication Drips 2017 - Audio Required (20 Min)
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)
- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)

## **Wound Care Nurse Learning Track**

### **Required:**

- Epic Wound Care Nurse (EpicCare) 1/2 Day

## **Dialysis Nurse Learning Track**

### **Required:**

- Epic Dialysis Nurse (EpicCare) 1/2 Day

## **PROFESSIONAL LEARNING TRACKS**

### **Case Management Learning Track**

#### **Required:**

- Epic Case Management (EpicCare) 1 Day

#### **Optional:**

- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: ADT003: Completing Authorization and Certification 2017 - Audio Required (10 min)

### **Physical Therapist, Occupational Therapist, Speech Language Pathologist Learning Track**

#### **Required:**

- Epic Ancillary Therapist (EpicCare) 1/2 Day

### **Dietitian Learning Track**

#### **Required:**

- Epic Dietitian (EpicCare) 1/2 Day

### **Respiratory Care Practitioner Learning Track**

#### **Required:**

- Epic Respiratory Care Practitioner (EpicCare) 6 hrs

#### **Optional:**

- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)
- Epic: INP162: Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding) 2017 - Audio Required (15 Min)



# GRAND CENTRAL (ADT)

## REGISTRATION LEARNING TRACKS

### Central Registration / Patient Access Learning Track Required:

- Epic Central Registration (Grand Central) 2 Days

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)
- Epic: PRE053: Overview of the Sidebar Checklist 2017 – Audio Required (5 min)
- Epic: ADT055: Overview of Event Management 2017 - Audio Required (10 min)
- Epic: EBL006: Balancing Your Cash Drawer 2017 – Audio Required (10 min)

### ED Registrar / Urgent Care Registrar Learning Track Required:

- Epic ED Registrar (Grand Central) 1 Day **OR** Epic Urgent Care Registrar (Grand Central) 1 Day

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: ED001: Overview of Hyperspace for ASAP Users 2017 - Audio Required (10 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE053: Overview of the Sidebar Checklist 2017 – Audio Required (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)
- Epic: EBL006: Balancing Your Cash Drawer 2017 – Audio Required (10 min)
- Epic: ED012: Arrival and Patient Search 2017 - Audio Required (10 min)

### Lab Registration / PAT Center/Registrar Learning Track Required:

- Epic Schegistrar (Cadence) 1.5 Days
- Epic Front Desk (Cadence) 1 Day **(PAT Center Staff Only)**

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)
- Epic: PRE053: Overview of the Sidebar Checklist 2017 – Audio Required (5 min)
- Epic: ADT055: Overview of Event Management 2017 - Audio Required (10 min)
- Epic: EBL006: Balancing Your Cash Drawer 2017 – Audio Required (10 min)
- Epic: CAD304: Schedule an Appointment Using One-Click (1 min)

### Insurance Verification Learning Track

#### Required:

- Epic Insurance Verification (Grand Central) 1/2 Day

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: ADT003: Completing Authorization and Certification 2017 - Audio Required (10 min)

## ADDITIONAL LEARNING TRACKS

### Bed Planner/Transfer Center/Transport, and Bed Planning Supervisor/Manager and Transfer Center Supervisor/Manager Learning Track Required:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: RPT001: Overview of Reporting and Reporting Tools 2017 – Audio Required (10 min)
- Epic: ADT061: Overview of Unit Manager 2017 - Audio Required (5 min)
- Epic: ADT057: Overview of Bed Planning 2017 - Audio Required (10 min)
- Epic: ED001: Overview of Hyperspace for ASAP Users 2017 - Audio Required (10 min)
- Epic: ED013: Clinical Information Review 2017 - Audio Required (10 min)
- Epic: CLN059: Reviewing the Chart 2017 – Audio Required (5 min)
- Epic: INP061: Documenting in Flowsheets 2017 - Audio Required (10 min)
- Epic: OR050: Overview of Finding Patients on the Status Board 2017 (5 min)
- Epic: OR051: Overview of OpTime Events 2017 (5 min)
- Epic: ADT022: Managing Transport 2017 - Audio Required (15 min)
- Epic: ADT020: Managing Environmental Services 2017 - Audio Required (20 min)
- Epic: ADT021: Transporting Patients and Non-patients – Audio Required (10 min)
- On the Job Training will then be conducted

### Transport Manager Learning Track

#### Required:

- [Epic Transport Manager \(Grand Central\) 2 hrs](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 - Audio Required (15 min)
  - Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
  - Epic: RPT001: Overview of Reporting and Reporting Tools 2017 - Audio Required (10 min)
  - Epic: ADT061: Overview of Unit Manager 2017 - Audio Required (5 min)
- ... Continued in second column

- Epic: ADT057: Overview of Bed Planning 2017 - Audio Required (10 min)
- Epic: ED001: Overview of Hyperspace for ASAP Users 2017 - Audio Required (10 min)
- Epic: ED013: Clinical Information Review 2017 - Audio Required (10 min)
- Epic: CLN059: Reviewing the Chart 2017 – Audio Required (5 min)
- Epic: INP061: Documenting in Flowsheets 2017 - Audio Required (10 min)
- Epic: OR050: Overview of Finding Patients on the Status Board 2017 (5 min)
- Epic: OR051: Overview of OpTime Events 2017 (5 min)
- Epic: ADT022: Managing Transport 2017 - Audio Required (15 min)
- Epic: ADT020: Managing Environmental Services 2017 - Audio Required (20 min)
- Epic: ADT021: Transporting Patients and Non-patients – Audio Required (10 min)

### EVS Manager Learning Track

#### Required:

- [Epic EVS Manager \(Grand Central\) 3 hrs](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT020: Managing Environmental Services 2017 - Audio Required (20 min)

### EVS Staff Learning Track

#### Required:

- [Epic EVS Staff \(Grand Central\) 1.5 hrs](#)

### Financial Counselor Learning Track

#### Required:

- [Epic Financial Counselor \(Grand Central\) 3 hrs](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: ADT051: Overview of Patient Station for Access Users 2017 - Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)
- Epic: RHB022: Account Maintenance for Billers 2017 – Audio Required (10 min)
- Epic: EBL060: Overview of the Patient Estimates Activity 2017 – Audio Required (10 min)



- Epic: RHB072: Account Maintenance for Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)



# HB/SBO (HOSPITAL & SINGLE BILLING OFFICE)

## HB LEARNING TRACKS

### HB Biller Learning Track

HB Billers, 3rd Party Billing Coordinators, and Worker's Comp/Auto Billers

#### Required:

- [Epic HB Billing Staff \(HB/SBO\) 1 Day](#)

#### Optional:

- Epic: RHB005: Overview of Claim Edit Workqueues 2017 (5 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: RHB007: Overview of Account Errors and Flags 2017- Audio Required (5 min)
- Epic: RHB016: Overview of Charge Review Workqueues 2017 – Audio Required (5 min)
- Epic: RHB004:-Overview of Account Maintenance 2017 - Audio Required (5min)

### HB Insurance Payment Poster Learning Track

#### Required:

- [Epic HB Insurance Payment Poster \(HB/SBO\) 4 hrs](#)

#### Optional:

- Epic: RHB004:-Overview of Account Maintenance 2017 - Audio Required (5min)
- Epic RHB006: Overview of Account Activities 2017 - Audio Required (5 min)
- Epic RHB007: Overview of Account Errors & Flags 2017- Audio Required (5 min)
- Epic RHP030: Posting Insurance Payments 2017 - Audio Required (10 min)
- Epic RHB033: Correcting E-Remit Processing Errors - 2017 - Audio Required (5 min)

### 3rd Party Accounts Receivable Specialist/Coordinator Learning Track

#### Required:

- [Epic HB Insurance Follow-Up \(HB/SBO\) 1/2 Day](#)
- [Epic HB/SBO Coverage Updates 1/2 Day](#)

#### Optional:

- Epic: SBO004: Overview of the Revenue Cycle for Single Billing Office 2017 – Audio Required (15 min)
- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: RHB004: Overview of Account Maintenance 2017 – Audio Required (5 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: RHB007: Overview of Account Errors & Flags 2017 - Audio Required (5 min)
- Epic: SBO041: Account Maintenance for SBO Insurance Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB009: Overview of Account Follow-Up Records 2017 – Audio Required (5 min)
- [Epic Onbase for Billing Staff \(HB/SBO\) 1/2 Day](#)

## HB MANAGEMENT LEARNING TRACKS

### Billing Supervisor/Manager Learning Track

#### Required:

- [Epic HB Billing Staff \(HB/SBO\) 1 Day](#)

### Optional:

- Epic: RHB005: Overview of Claim Edit Workqueues 2017 (5 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: RHB007: Overview of Account Errors & Flags 2017 - Audio Required (5 min)
- Epic: RHB016: Overview of Charge Review Workqueues 2017 – Audio Required (5 min)
- Epic: RHB004:-Overview of Account Maintenance 2017 - Audio Required (5min)
- **All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.**

### HB Cash Manager/Insurance Payment Poster Supervisor/Manager Learning Track

#### Required:

- Epic HB Insurance Payment Poster (HB/SBO) 4 hrs

#### Optional:

- Epic: RHB004:-Overview of Account Maintenance 2017 - Audio Required (5min)
- Epic RHB006: Overview of Account Activities 2017 - Audio Required (5 min)
- Epic RHB007: Overview of Account Errors & Flags 2017- Audio Required (5 min)
- Epic RHB030: Posting Insurance Payments 2017 - Audio Required (10 min)
- Epic RHB033: Correcting E-Remit Processing Errors - 2017 - Audio Required (5 min)
- **All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.**

### Supervisor, A/R Follow-Up Learning Track

#### Required:

- Epic HB Insurance Follow-Up (ROI User) (HB/SBO) 2 hrs
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO004: Overview of Single Billing Office 2017 – Audio Required (15 min)
- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: RHB004: Overview of Account Maintenance 2017 – Audio Required (5 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: RHB007: Overview of Account Errors & Flags 2017 - Audio Required (5 min)
- Epic: SBO041: Account Maintenance for SBO Insurance Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB009: Overview of Account Follow-Up Records 2017 – Audio Required (5 min)
- Epic Onbase for Billing Staff (HB/SBO) 1/2 Day
- **All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.**

### Director Learning Track

#### Required:

- Epic HB Insurance Follow-Up (HB/SBO) 1/2 Day **OR** Epic HB Insurance Follow-Up (ROI User) (HB/SBO) 2 hrs
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO004: Overview of the Single Billing Office 2017 – Audio Required (15 min)
- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: RHB004: Overview of Account Maintenance 2017 – Audio Required (5 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: RHB007: Overview of Account Errors & Flags 2017- Audio Required (5 min)
- Epic: SBO041: Account Maintenance for SBO Insurance Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB009: Overview of Account Follow-Up Records 2017 – Audio Required (5 min)
- Epic Onbase for Billing Staff (HB/SBO) 1/2 Day
- **All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.**

## SBO LEARNING TRACKS

### Customer Service/Self-Pay Learning Track

Patient Account Representative / Patient Financial Services - Call Center

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)
- SBO Self-Pay Credit Specialist 1/2 Day

### Payment Specialist Learning Track

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)
- SBO Self-Pay Credit Specialist 1/2 Day

### Revenue Integrity Team Learning Track

#### Required:

- Epic HB Billing Staff (HB/SBO) 1 Day
- Epic Revenue Integrity (HB/SBO) 2 hrs

### Clinical Case Manager Learning Track

#### Required:

- Epic Case Manager (SBO) 1 hr

#### Optional:

- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)

### 3rd Party Account Receivable Coordinator Learning Track

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)

### Collections Representative

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)

### Self-Pay (Vendor)

#### REQUIRED:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)

## SBO MANAGEMENT LEARNING TRACKS

### Supervisor, Manager, Director - Patient Financial Services Learning Track

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)
- All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.

### Supervisor, Credit & Collections Learning Track

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)
- All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.

### Self-Pay Collections Team Lead

#### Required:

- SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days
- Epic HB/SBO Coverage Updates 1/2 Day

#### Optional:

- Epic: SBO072: Account Maintenance for SBO Customer Service and Self-Pay Follow-Up 2017 – Audio Required (10 min)
- Epic: RHB006: Overview of Account Activities 2017 – Audio Required (5 min)
- Epic: REV150: SmartTools for the Billing Office 2017 – Audio Required (10 min)
- All Management Staff is highly recommended to attend Epic Reporting Workshop hosted by Jeffrey Catanese.



# HIM (HEALTH INFORMATION MANAGEMENT)

## CDI Specialist Learning Track

### Required:

- [Epic CDI Specialist \(HIM\) 1/2 Day](#)

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: RPT005: Run and Manage Reports 2017 – Audio Required (10 min)
- Epic: RDR101: Introduction to Radar 2017 – Audio Required (10 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)

## CODER LEARNING TRACKS

### Coder (Including PSI Reviewers) Learning Track

#### Required:

- [Epic Coder \(HIM\) 1 Day](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)

### Remote Coder Learning Track

#### Required:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM018: Coding an Account 2017 - Audio Required (5 min)
- Epic: HIM051: Exploring the Missing Doc Activity 2017 - Audio Required (5 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- EPIC: RHB005: Overview of Claim Edit Workqueues 2017 (5 min)

### Rehab Coder Learning Track

#### Required:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: HIM018: Coding an Account 2017 - Audio Required (5 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: Coding Communication Workflow
- Epic: Coding Navigating The EMR Workflow
- Epic: Coding Query Workflow

### Deficiency Analyst Learning Track

#### Required:

- [Epic Deficiency Analyst \(HIM\) 1/2 Day](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: RPT005: Run and Manage Reports 2017 – Audio Required (10 min)
- Epic: HIM012: Automatic Deficiency Creation and Initial Analysis 2017 - Audio Required (10 min)

## Data Integrity Specialist Learning Track

### Required:

- [Epic Data Integrity Specialist \(HIM\) 1 Day](#)

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: IDN002: Managing Non-Patient Identifiers 2017 – Audio Required
- Epic: IDN003: Explore the Chart Correction Workspace 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: RDR101: Introduction to Radar 2017 – Audio Required (10 min)

## File Room Clerk Learning Track

### Required:

- [Epic File Room Clerk \(HIM\) 3 hrs](#)

### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM002: Special Chart Requests
- Epic: HIM003: Pull List and Check Out
- Epic: HIM006: Check In and Chart Reconciliation
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)

## Medical Transcriptionist Learning Track

### Required:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: INP141: Partially Dictate in Epic
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)

## RELEASE OF INFORMATION LEARNING TRACKS

### CIOX Learning Track

#### Required:

- [Release of Information Clerk \(CIOX\) \(HIM\) 1/2 Day](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: HIM010A: Managing a Request 2017 – Audio Required (10 min)

### Standard ROI Learning Track

#### Required:

- [Epic Release of Information Clerk \(HIM\) 1/2 Day](#)

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM010A: Managing a Request 2017 – Audio Required (10 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: HIM010B: Payment Posting 2017 – Audio Required (5 min)

### Simple Visit Coding Learning Track (Online only)

#### Required:

- Epic Simple Visit Coding (HIM) eLearning

### Health Information Management Supervisor/Manager Learning Track

The HIM Supervisor must begin with the Learning Track(s) of the employees they supervise.

**Required:**

- [Health Information Management Supervisor/Manager 1/2 Day](#)

**Optional:**

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: IDN002: Managing Non-Patient Identifiers 2017 – Audio Required (10 min)
- Epic: IDN003: Explore the Chart Correction Workspace 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: RDR101: Introduction to Radar 2017 – Audio Required (10 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: HIM010A: Managing a Request 2017 – Audio Required (10 min)
- Epic: HIM010B: Payment Posting 2017 – Audio Required (5 min)
- Epic: RPT010: Modify the Search Criteria of a Report 2017 – Audio Required (10 min)
- Epic: RDR102: Personalize a Radar Dashboard – Audio Required (15 min)
- Epic: RPT020: Create and Save a Private View 2017 – Audio Required (5 min)

**Health Information Management Coding Supervisor Learning Track**

The HIM Supervisor must begin with the Learning Track(s) of the employees they supervise.

**Required:**

- [Health Information Management Supervisor/Manager 1/2 Day](#)

**Optional:**

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)

**HIM Practice Medical Records Learning Track****Required:**

- [Epic Practice Medical Records \(HIM\) 1/2 Day](#)

**Optional:**

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: HIM010A: Managing a Request 2017 – Audio Required (10 min)
- Epic: HIM101: Accessing Worklists 2017 – Audio Required (5 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)

**Privacy Officer Learning Track****Required:**

- [Privacy Officer \(HIM\) 1/2 Day](#)

**Optional:**

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: RPT010: Modifying the Search Criteria of a Report 2017 – Audio Required (10 min)
- Epic: RDR102: Personalize a Radar Dashboard – Audio Required (15 min)
- Epic: RPT020: Create and Save a Private View 2017 – Audio Required (5 min)



# OPTIME (OPERATING ROOM)

## PreAdmission Testing Learning Track

PAT Medical Assistants, Nurses, Nurse Practitioners

### Required:

- Epic PAT All Staff (OpTime) 6 hrs

## SURGICAL NURSE LEARNING TRACKS

### Endo/Bronch Nurse Learning Track

#### Required:

- Epic Endo/Bronch Nurse (OpTime) 1 Day

### Intra-Op Nurse Learning Track

#### Required:

- Epic Intra-Op Nurse (OpTime) 1 Day

### PACU Nurse Learning Track

#### Required:

- Epic PACU Nurse (OpTime) 1 Day

### Pre-Op Nurse Learning Track

#### Required:

- Epic Pre-op Nurse (OpTime) 6 hrs

### JSC Surgical Center Nurse Learning Track

#### Required:

- Epic Surgical Center Nurse (OpTime) 1 Day

## ADDITIONAL LEARNING TRACKS

### Charge Poster Learning Track

#### Required:

- Epic Charge Poster (OpTime) 1/2 Day

### Endoscopy Technician Learning Track

#### Required:

- Epic Endoscopy Technician (OpTime) 1/2 Day

### OR Manager Learning Track

#### Required:

- Epic OR Manager (OpTime) 1/2 Day

### Preference Card Builder Learning Track

#### Required:

- Epic Preference Card Builder (OpTime) 1/2 Day

### OR Scheduler Learning Track

#### Required:

- Epic OR Scheduler (OpTime) 1/2 Day





# ORDERS

## Medicine and Surgery Provider Learning Curricula

### Inpatient

#### Required:

- Epic Inpatient eLearning Curriculum (New Hire) - approx 2.5 hrs

### Ambulatory (Outpatient)

#### Required:

- Epic Ambulatory: Provider Curriculum (NH Only) - approx 2.5 hrs

## EEG/EMG Technician Learning Track

### Required:

- Epic Neurodiagnostic Technician (Orders) 2 hrs

### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: CAD053: Overview of the Snapboard 2017 – Audio Required (5 min)
- Epic: CLN058: Overview of a Navigator 2017 - Audio Required (5 min)
- Epic: RAD051: Introduction to Ancillary Orders 2017 (5 min)
- Epic: INP070: Prepare for a Hospital Outpatient Visit 2017 – Audio Required (5 min)

## Pulmonary Function Tech Learning Track (Online Learning)

### Required:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP070: Prepare for a Hospital Outpatient Visit 2017 – Audio Required (5 min)
- Epic: CAD053: Overview of the Snapboard 2017 – Audio Required (5 min)
- Epic: CLN058: Overview of a Navigator 2017 - Audio Required (5 min)
- Epic: RAD051: Introduction to Ancillary Orders 2017 (5 min)

## Infection Control Preventionist (ICON) Learning Track

### Required:

- Epic Infection Preventionist (Orders) 2 hrs

### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: RPT010: Modify the Search Criteria of a Report 2017 – Audio Required (10 min)
- Epic: RPT020: Create and Save a Private View 2017 – Audio Required (5 min)
- Epic: ICON120: Exporting Cases from Epic 2017 - Audio Required (5 min)
- RPT 005 - Run and Manage Reports
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)



# PHOENIX (TRANSPLANT STAFF)

## ABDOMINAL TRANSPLANT CARE TEAM LEARNING TRACKS

### Abdominal Transplant Admin Learning Track

**Required:**

- Epic Schegistrar (Cadence) 1.5 Days
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

**Optional:**

- Epic Schegistrar (Cadence) eLearning (See [Scheduling Learning Track – Basic in Cadence](#))

### Abdominal Transplant Coordinator Learning Track

**Required:**

- Epic Clinical Support (Ambulatory) 6 hrs
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

### Abdominal Transplant Data Coordinator Learning Track

**Required:**

- Epic Practice Medical Records (HIM) 1/2 Day
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

**Optional:**

- Epic Practice Medical Records (HIM) eLearning (See [HIM Practice Medical Records Learning Track](#))

### Abdominal Transplant Dietitian Learning Track

**Required:**

- Epic Dietitian/Social Worker (Ambulatory) 3 hrs
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

### Abdominal Transplant Financial Counselor Learning Track

**Required:**

- Epic Transplant Biller (Phoenix) 3 hrs
- Epic Abdominal Transplant Care Team 1/2 Day

### Abdominal Transplant Scheduler Learning Track

**Required:**

- Epic Schegistrar (Cadence) 1.5 Days
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

**Optional:**

- Epic Schegistrar (Cadence) eLearning (See [Scheduling Learning Track – Basic in Cadence](#))

### Abdominal Transplant Social Worker Learning Track

**Required:**

- Epic Dietitian/Social Worker (Ambulatory) 3 hrs
- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

### Abdominal Transplant Manager Learning Track

Managers must take the Learning Track(s) for the employees they manage.

**Required:**

- Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

# HEART/VAD TRANSPLANT CARE TEAM LEARNING TRACKS

## Heart/VAD Transplant Admin Learning Track

### Required:

- Epic Schegistrar (Cadence) 1.5 Days
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

### Optional:

- Epic Schegistrar (Cadence) eLearning (See [Scheduling Learning Track – Basic in Cadence](#))

## Heart/VAD Transplant Coordinator Learning Track

### Required:

- Epic Clinical Support (Ambulatory) 6 hrs
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

## Heart/VAD Transplant Data Coordinator Learning Track

### Required:

- Epic Practice Medical Records (HIM) 1/2 Day
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

### Optional:

- Epic Practice Medical Records (HIM) eLearning (See [HIM Practice Medical Records Learning Track](#))

## Heart/VAD Transplant Dietitian Learning Track

### Required:

- Epic Dietitian/Social Worker (Ambulatory) 3 hrs
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

## Heart/VAD Transplant Financial Counselor Learning Track

### Required:

- Epic Transplant Biller (Phoenix) 3 hrs
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

## Heart/VAD Transplant Scheduler Learning Track

### Required:

- Epic Schegistrar (Cadence) 1.5 Days
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

### Optional:

- Epic Schegistrar (Cadence) eLearning (See [Scheduling Learning Track – Basic in Cadence](#))

## Heart/VAD Transplant Social Worker Learning Track

### Required:

- Epic Dietitian/Social Worker (Ambulatory) 3 hrs
- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

## Heart/VAD Transplant Manager Learning Track

Managers must take the Learning Track(s) for the employees they manage.

### Required:

- Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

## Transplant Biller Learning Track

### Required:

- Epic Transplant Biller (Phoenix) 3 hrs



# PROFESSIONAL BILLING (PB)

## Anesthesia Coder Learning Track

### Required:

- Epic Schegistrar (Cadence) 1.5 Days
- Epic PB Charge Entry 1/2 Day
- Epic PB Charge Review 1/2 Day
- Epic PB Anesthesia Coder 1/2 Day

### Optional:

- Epic PB Anesthesia Coder eLearning
- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: RPB004 - Anesthesia Charge Entry - Audio Required (10 min)
- Epic: RPB810 - Overview of Anesthesia Billing - Audio Required (15 min)

## General Professional Billing Track

### Required:

- Epic Schegistrar (Cadence) 1.5 Days
- Epic PB Charge Entry 1/2 Day
- Epic PB Charge Review 1/2 Day

### Optional:

- Epic PB Claims 3 hrs
- Epic PB Remittance Processor & Workqueue User 1/2 Day
- Epic PB Insurance Credit Specialist 1/2 Day
- Epic PB Insurance Payment Poster 1/2 Day
- Epic PB Insurance Follow-Up 6 hrs
- Epic: SBO004: Overview of Single Billing Office 2017 – Audio Required (15 min)
- Epic: RPB002: Introduction to Account Maintenance 2017 – Audio Required (10 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: PRE052: Overview of Registration in a Clinic Setting 2017 – Audio Required (5 min)



# RADIANT (RADIOLOGY)

## RADIOLOGIST LEARNING TRACKS

### Breast Imaging Radiology Learning Track

#### Required:

- Epic Breast Imaging Radiologist (Radiant) 1/2 Day

### General Radiology Learning Track

#### Required:

- Epic Radiologist (Radiant) 1/2 Day

### Interventional Radiology Learning Track

#### Required:

- Epic Interventional Radiologist (Radiant) 1/2 Day

### Radiology Resident Learning Track

#### Required:

- Epic Radiology Resident (Radiant) 1/2 Day

## OTHER RADIOLOGY LEARNING TRACKS

### Breast Imaging Coordinator Learning Track

#### Required:

- Breast Imaging Coordinator (Radiant) 1/2 Day

### Breast Imaging Nurse Learning Track

#### Required:

- Epic Interventional Nurse Radiant 1/2 Day
- Breast Imaging Technologist (Radiant) 1/2 Day
- Additional Learning based on Nurse's Role: [Breast Imaging Coordinator \(Radiant\) 1/2 Day](#)

### Breast Imaging Technologist Learning Track

#### Required:

- Breast Imaging Technologist (Radiant) 1/2 Day

### Radiology - Front Desk Staff Learning Track

#### Required:

- Epic Referrals (Cadence) 1/2 Day
- Epic Front Desk (Cadence) 1 Day
- Epic Schegistrar (Cadence) 1.5 Days

#### Optional:

- Epic: GEN006: Overview of Hyperspace for Revenue and Access Products 2017 – Audio Required (15 min)
- Epic: CLN050: Overview of In Basket 2017 – Audio Required (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)
- Epic: PRE050: Overview of Workqueues for Access 2017 – Audio Required (10 min)
- Epic: CAD050: Overview of the Appointment Desk 2017 – Audio Required (5 min)
- Epic: CAD060: Interpreting Provider Schedules 2017 – Audio Required (5 min)
- Epic: CAD052: Overview of Making an Appointment 2017 – Audio Required (10 min)
- Epic: CAD002: Basic Appointment Entry 2017 – Audio Required (10 min)
- Epic: CAD008: Report Setup 2017 – Audio Required (10 min)
- Epic: PRE054: Overview of the Interactive Face Sheet 2017 – Audio Required (5 min)

- Epic: RFL001: Using Referrals in Epic 2017 – Audio Required (5 min)
- Epic: RFL002: Create a Referral 2017 – Audio Required (10 min)
- Epic: RFL003: Schedule a Referral 2017 – Audio Required (10 min)
- Epic: RFL004: Responding to Required Referral Warnings 2017 – Audio Required (15 min)
- Epic: RFL005: Documenting Preauthorization Numbers 2017 – Audio Required (10 min)
- Epic: EBL006: Balancing Your Cash Drawer 2017 – Audio Required (10 min)
- Epic: CAD051: Overview of the Department Appointments Report 2017 – Audio Required (5 min)
- Epic: CAD014: Checking in a Patient with Outdated Information 2017 – Audio Required
- Epic: CAD019: Checking Out Appointments 2017 – Audio Required (5 min)
- Epic: WEL001: A Patient’s Tour of Welcome 2017 – Audio Required (5 min)

## **Radiology Technologist Learning Track (CT, MRI, Ultrasound, Nuclear Medicine)**

### **Required:**

- [Non-Invasive Technologist \(Radiant\) 1/2 Day](#)

## **Image Library Learning Track**

### **Required:**

- [Epic Image Library \(Radiant\) 1 hr](#)

### **Optional:**

- Epic ROI Clerk eLearning

## **Interventional Nurse Learning Track**

### **Required:**

- [Epic Interventional Nurse Radiant 1/2 Day](#)

## **Interventional Technologist Learning Track**

### **Required:**

- [Interventional Technologist 1/2 Day](#)

## **Radiology Manager Learning Track**

**Managers must take the Learning Track(s) for the department(s) they supervise.**

### **Optional:**

- Epic Reporting Workshop recommended

## **Radiology (Outside Locations) Learning Track**

### **Required:**

- Epic Radiant for Outside Locations – Audio Required (10 min)
- Epic: CLN060: Overview of Media Manager 2017 – Audio Required (5 min)
- Epic: RAD054: Overview of the Technologist Work List 2017 (5 min)
- Epic: RAD051: Introduction Ancillary Orders 2017 (5 min)



# RESEARCH & REPORTING

## Grant Administrator Learning Track

### Required:

- JeffTrial/OnCore training (appropriate to role)
  - Delivered by Paul Park at JCRI x4070/215-503-4070 or Paul.Park@jefferson.edu
- [Epic Research Grants Administrator 1/2 Day](#)

### Recommended for Grant Administrators with no prior Epic experience:

- CLNAMB001 – Overview of Hyperspace in an Outpatient Setting
- CLN050 – Overview of InBasket
- RSCH001 – Overview of Research Studies in Epic
- RPT010 – Modify the Search Criteria of a Report
- **If applicable, managers should request Required and Recommended courses at the same time.**

## Research Coordinator Learning Track

### Required:

- JeffTrial/OnCore training (appropriate to role)
  - Delivered by Paul Park at JCRI x4070/215-503-4070 or Paul.Park@jefferson.edu
- [Epic Research Coordinator 1/2 Day](#)

### Recommended for Research Coordinators with no prior Epic experience:

- CLNAMB001 – Overview of Hyperspace in an Outpatient Setting
- CLN050 – Overview of InBasket
- RSCH001 – Overview of Research Studies in Epic
- RPT010 – Modify the Search Criteria of a Report
- **If applicable, managers should request Required and Recommended courses at the same time.**

## Reporting Learning Track

All Management Staff is highly encouraged to attend a Reporting Workshop conducted by Jeffrey Catanese x3-4855 / 215-503-4855 or [Jeffrey.Catanese@jefferson.edu](mailto:Jeffrey.Catanese@jefferson.edu).



# STORK (OB/GYN)

## PHYSICIAN LEARNING TRACKS

All **Gynecologists** and **OB/GYNs** will complete training through the Inpatient and/or Ambulatory curricula listed below. The curricula is online and consists of several short modules created by Epic and Jefferson to fulfill the objectives of Provider Training. The curricula include the End-User Proficiency Assessment (EUPA). All modules in the curricula must be completed prior to gaining access to the Epic EHR.

### Inpatient

#### Required:

- Epic Inpatient eLearning Curriculum (New Hire) - approx 2.5 hrs

### Ambulatory (Outpatient)

#### Required:

- Epic Ambulatory: Provider Curriculum (NH Only) - approx 2.5 hrs

In addition to Epic Provider Curriculum (Ambulatory &/or Inpatient), **Obstetricians** also must take:

#### Required:

- Epic (Stork) Supplemental Session 1/2 Day

## NURSE LEARNING TRACKS

### Labor & Delivery/Antepartum Nurse Learning Track

#### Required:

- Epic Labor & Delivery Nurse (Stork) 1.5 Days

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)
- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)
- Epic: INP065: Nurse Managing Orders 2017 – Audio Required (5 min)
- Epic: OB001: Overview of the L&D Grease Board 2017 (5 min)
- Epic: OB002: Overview of the L&D Manager 2017 (5 min)
- Epic: OB003: Overview of the Results Console 2017 (5 min)
- Epic: OB004: Overview of the Delivery Summary 2017 (5 min)

### Postpartum Nurse Learning Track

#### Required:

- Epic Inpatient Nurse (EpicCare) 2 Days

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP062: Administering Medications on the MAR 2017 - Audio Required (5 min)
- Epic: INP064: Nurse Charting Tools 2017 – Audio Required (5 min)
- Epic: INP065: Nurse Managing Orders 2017 – Audio Required (5 min)
- Epic: INP160: Documenting LDAs, IV Fluids, and Medication Drips 2017 - Audio Required (20 Min)
- Epic: INP162: Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding) 2017 - Audio Required (15 Min)



## Lactation Consultant Learning Track

### Required:

- Appropriate Nurse Track (L&D Nurse or Postpartum Nurse)
- [Epic Lactation Consultant \(Stork\) 1/2 Day eLearning](#)

## Labor & Delivery Nurse Supervisor/Manager – Clinical Nurse Specialist Learning Track

### Required:

- Appropriate Nurse Track (L&D Nurse, Postpartum Nurse)
- [Epic Inpatient Nurse Manager \(Stork\) 1/2 Day](#)

## LABOR & DELIVERY STAFF LEARNING TRACKS

### Labor & Delivery Patient Access Coordinator Learning Track

#### Required:

- [Epic L & D Patient Access Coordinator \(Stork\) 1 Day](#)

#### Optional:

- Epic: CLNINP001: Overview of Hyperspace for Inpatient Clinicians 2017 - Audio Required (10 min)
- Epic: INP060: Overview of Patient Assignments 2017 - Audio Required (5 Min)
- Epic: CLN059: Reviewing the Chart 2017 – Audio Required (5 min)
- Epic: OB001: Overview of the L&D Grease Board 2017 (5 min)
- Epic: OB002: Overview of the L&D Manager 2017 (5 min)
- Epic: OB003: Overview of the Results Console 2017 (5 min)
- Epic: OB004: Overview of the Delivery Summary 2017 (5 min)
- Epic: PRE051: Overview of Registration in a Hospital Setting 2017 – Audio Required (5 min)

### Nurse Extern / Labor & Delivery Scrub Tech / Patient Care Tech Learning Track

#### Required:

- [Epic Patient Care Tech \(EpicCare\) 1/2 Day](#)



# WILLOW (PHARMACY)

## Outpatient Pharmacy Staff Learning Track

### Required:

- Epic Outpatient Pharmacy Staff (Willow) 1.5 Days

### Optional:

- Epic: RXAMB001: Review New Electronic Prescriptions 2017 – Audio Required (5 min)
- Epic: RXAMB002: Verify Fills 2017 – Audio Required (5 min)
- Epic: RXAMB003: Enter New Prescriptions 2017 – Audio Required (5 min)
- Epic: RXAMB004: Convert Prescriptions 2017 – Audio Required (5 min)

## Inpatient Pharmacist Learning Track

### Required:

- Epic Inpatient Pharmacist (Willow) 2 Days

### Optional:

- Epic: RX000: Introduction to Willow Inpatient 2017 – Audio Required (15 min)
- Epic: RX001: Verify Orders 2017 – Audio Required (15 min)

## Inpatient Pharmacy Technician Learning Track

### Required:

- Epic Inpatient Pharmacy Technician (Willow) 1/2 Day



# VIEW ONLY (ALL APPLICATIONS)

eLearning Tracks for users who do not document in Epic, but need access to view patient information.

## Clinical View Only (Ambulatory)

- Epic: MD050: Introduction to the EMR
- Epic: MD100: Overview of Hyperspace
- Epic: CLNINP001: Overview of Hyperspace for Clinicians

## Cupid View Only

- Epic: MD050: Introduction to the EMR
- Epic: MD100: Overview of Hyperspace
- Epic: CLNINP001: Overview of Hyperspace for Clinicians

## Hospital Billing HB View Only

- Epic: MD050: Introduction to the Epic EMR
- Epic: RHB003: Resolute Hospital Billing Revenue Cycle Overview
- Epic: RHB022: Account Maintenance for Billers

## Inpatient View Only with Patient Lists

- Epic: MD050: Introduction to the EMR
- Epic: MD100: Overview of Hyperspace
- Epic: CLNINP001: Overview of Hyperspace for Clinicians

## Lab View Only (Abington Pathologists/Secretaries)

- Epic: MD050: Introduction to the EMR
- Epic: CLNINP001: Overview of Hyperspace for Clinicians
- Epic: ED013: Clinical Information Review
- Epic: LAB150: Overview of Beaker Clinical Pathology
- Epic: LAB151: Overview of Beaker Anatomic Pathology

## OpTime View Only Access

- Epic: MD050: Introduction to the EMR
- Epic: CLNINP001: Overview of Hyperspace for Clinicians
- Epic: OR050: Overview of Finding Patients on the Status Board
- Epic: CLN059: Reviewing the Chart

## Professional Billing Finance View Only Access

- Epic: MD050: Introduction to the EMR
- Epic: SBO004: Overview of the Single Billing Office
- Epic: RPB002: Introduction to Account Maintenance
- Epic: PRE050: Overview of Workqueues for Access

## Radiology View Only Access

- Epic: MD050: Introduction to the EMR
- Epic: MD100: Overview of Hyperspace
- Epic: CLNINP001: Overview of Hyperspace for Clinicians

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# CLASSROOM COURSE DESCRIPTIONS

## Breast Imaging Coordinator (Radiant) 1/2 Day

Students learn tasks related to following up on mammography procedures, managing patient letters and generating department statistics.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Breast Imaging Data Coordinator
- Breast Imaging Nurse
- Breast Imaging Manager

## Breast Imaging Technologist (Radiant) 1/2 Day

Students learn tasks related to entering paper orders into the electronic system, scheduling orders for walk-in, preparing for mammography exams, documenting the details of a completed mammography exam, and documenting the details of a mammography procedure.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Breast Imaging Nurse
- Breast Imaging Ultrasound Technologist

## Cupid (Cardiology) Invasive Nurse/Technologist 1/2 Day

In this course, students will learn tasks related to performing pre-, intra- and post-procedure care.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Cath Lab Nurses
- Cath Lab Technologists
- EP Nurses
- EP Technologists



## ED Nurse (ASAP) 1 Day

Students will learn the basics of tracking patients through common ED workflows, as well as ordering and nursing documentation basics from patient arrival through discharge. Students also will learn to administer complex medications in Epic by tracking patients through common ED workflows, as well as exploring practice workflows to treat and document on high acuity patients.

**Prerequisites:** Epic ED Nurse (ASAP) eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- ED Nurses at TJUH Center City and Methodist
- Urgent Care Nurses
- Urgent Care Medical Assistants

## ED Nurse JHN (ASAP) 1 Day

Students will learn the basics of tracking patients through common ED workflows, plus ordering and nursing documentation basics as they treat patients from arrival through discharge and beyond. Students also will learn how to administer complex medications in Epic by tracking patients through common ED workflows and explore practice workflows to treat and document on high acuity patients.

**Prerequisites:** Epic ED Nurse (ASAP) eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- JHN ED Nurses

## ED Scribe (ASAP) 2 hrs

Students will learn the basics of tracking patients through common ED workflows, navigate through the Intake Navigator to create Intake Provider notes, document chief complaints, medications, allergies, screenings, history and diagnoses. They also will learn how to review the chart. This course is currently taught by Dr. Kory London.

**Prerequisites:** n/a

**Course Length:** 2 hrs

**Who Should Attend:**

- ED Intake Scribes



## Epic Abdominal Transplant Care Team (Phoenix) 1/2 Day

In this course, students will learn the basics of Epic's transplant application as it relates to Abdominal transplants, including reviewing transplant information, documenting an evaluation visit, managing a checklist and participating in a committee review meeting.

### **Prerequisites by Role:**

- Admins – Epic Front Desk (Cadence) 1 Day or Epic Schegistrar (Cadence) 1.5 Days
- Coordinators – Epic Clinical Support (Ambulatory) 6 hrs
- Data Coordinator – Epic Practice Medical Records Clerk (HIM) 1/2 Day
- Dietitians – Epic Dietitian/Social Worker (EpicCare) 1/2 Day
- Financial Counselors – Epic Transplant Biller (Phoenix) 3 hrs
- Schedulers – Epic Schegistrar (Cadence) 1.5 Days
- Social Worker – Epic Dietitian/Social Worker (EpicCare) 1/2 Day
- Manager – Managers must take the Learning Track(s) for the employee(s) they manage

**Course Length:** 4 hrs

### **Who Should Attend:**

- All Abdominal Transplant Staff

## Epic Ancillary Therapist (EpicCare) 1/2 Day

Students will learn Epic-specific functionality for documentation of the patient populations they evaluate and/or treat. This course includes functionality-based lessons on working with schedules and referrals, reviewing patient charts and reports, documenting flowsheets and notes, and completing visits. The course includes exercises for Evaluation, Treatment and Discharge.

**Prerequisites:** n/a

**Course Length:** 4 hrs

### **Who Should Attend:**

- Physical Therapists
- Occupational Therapists
- Speech Language Pathologists

## Epic Anti-Coagulation Workflows (Ambulatory) 2 hrs

Students will learn an overview of the physician referral process and review an anti-coagulation therapy enrollment. They also will create an anti-coagulation encounter, document INR results and create a maintenance plan.

**Prerequisites:** Epic Clinical Support (Ambulatory) 6 hrs

**Course Length:** 2 hrs

### **Who Should Attend:**

- Clinical Support Staff who work with patients on anti-coagulation therapy



## Epic (Beacon) Provider Supplemental Session 2 hrs

Students will learn how to apply, modify and sign chemotherapy treatment plans, as well as therapy plans.

**Prerequisites:** Epic Provider Curriculum (Ambulatory and/or Inpatient) as required

**Course Length:** 2 hrs

**Who Should Attend:**

- Oncology Fellows
- Oncology Nurse Practitioners
- Oncology Pharmacists
- Oncology Physicians
- Oncology Physician Assistants

## Epic Beaker Fundamentals (Beaker) 1 Day

Students will learn different pieces of functionality in Epic, including working in hyperspace, viewing patient charts, processing specimens, packing lists, tracking and inquiry.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- All Beaker staff except Center City Phlebotomists and Pathologists

## Epic Blood Bank Staff (Beaker) 2 hrs

Students will learn how to use the different pieces of functionality in Epic. Functionality covered includes receiving specimens to interface to Soft, MSBOS reports, reviewing a patient's chart regarding blood product orders, and ED trauma patients. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 2 hrs

**Who Should Attend:**

- All Lab employees and Managers that work in the blood bank or use the Soft Blood Bank Program to process specimens



## Epic BMT Coordinator (Beacon) 1 hr

Students will learn how to perform the functions of a BMT Coordinator in Epic, including creating the BMT episode, filling out the BMT Smartform, ordering the cell product prescription, and creating the BMT Facesheet.

**Prerequisites:** n/a

**Course Length:** 1 hr

**Who Should Attend:**

- BMT Coordinators

## Epic Breast Imaging Radiologist (Radiant) 1/2 Day

Students learn how to review charts, result a study, review resident results, place orders, addend a study, and review MQSA statistics. They also will review In Basket and learn how to follow up on common messages.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- Breast Imaging Radiologist
- Breast Imaging Fellow

## Epic Case Management (EpicCare) 1 Day

Students will learn how to find, review and document patient information in the hospital, including assessments, care plans and utilization review. They also will learn how to document communication with payors, update bed Days, and manage basic post-discharge DME orders and management of events. Plus: how to document discharge placement and contribute to the AVS, as well as review and run reports to keep track of important patient information.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- Case Manager
- Case Manager Assistant

## Epic Case Manager (SBO) 1 hr

Students learn how to review potential Risk Management accounts identified by the Single Billing Office (SBO).

**Prerequisites:** Epic Case Manager (SBO) eLearning

**Course Length:** 1 hr

**Who Should Attend:**

- All Case Management Staff





## Epic CDI Specialist (HIM) 1/2 Day

Students learn how to review clinical documentation, query physicians, complete CDI reconciliation and complete a CDI review. They also will practice the tools and workflows learned throughout the class in a number of hands-on exercises.

**Prerequisites:** Epic CDI Specialist (HIM) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Clinical Documentation Improvement Specialists
- CDS Supervisors/Managers

## Epic Central Registration (Grand Central) 2 Days

Students will learn how to enter patient demographics, insurance and billing information prior to a patient's admission. They also will learn how to admit patients, and work with minor and Medicare patients. Plus: how to deal with additional hospital registration scenarios, such as registering patients with outdated billing and insurance information; how to use Event Management; and how to register radiology and lab patients.

**Prerequisites:** Epic Central Registration (Grand Central) eLearning

**Course Length:** 2 Days

**Who Should Attend:**

- Methodist Outpatient Admissions Staff
- Auditors
- JHN Outpatient Registration and Admissions Staff
- Patient Access Staff and Managers

## Epic Charge Poster (OpTime) 1/2 Day

Students will learn documentation tasks relevant to charge posters, including finding patients, reviewing documentation, posting logs, and understanding warnings, addendums and reporting.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- OR Charge Posters



## Epic Clinical Support (Ambulatory) 6 hrs

Students learn how to identify and room the patients for whom they will be caring, and how to place orders and document encounters and results. They also will learn In Basket (Epic's task management system) and Care Everywhere, which is used to search for outside patient records. They will explore the Epic activities they'll use most often for their job roles and then work through common workflows using appropriate scenarios and patients.

**Prerequisites:** n/a

**Course Length:** 6 hrs

**Who Should Attend:**

- Practice Nurses/MAs
- Practice Supervisors/Managers
- Practice Pharmacists
- Transplant Coordinators

## Epic Coder (HIM) 1 Day

Students will learn the coding workflow and what to do for coding follow-up. They will learn how to communicate with other staff, how to send accounts to their workqueues for review, and how to perform a coding query. They also will practice the tools and workflows with hands-on exercises.

**Prerequisites:** Epic Inpatient Coders eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- Coders
- Coding Supervisors/Managers
- PSI Reviewers

## Epic CP Medical Technologist (Beaker) 6 hrs

Students learn how to use Epic functionalities, including how to result and verify a test, perform quality control and document follow-up actions. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 6 hrs

**Who Should Attend:**

- Clinical Pathologist
- Medical Technologist
- Supervisors of Medical Technologist Lab Sections



## Epic Cupid (Cardiology) Invasive Charge Entry 3 hrs

In this course, students learn tasks related to entering charges for invasive procedures.

**Prerequisites:** n/a

**Course Length:** 3 hours

**Who Should Attend:**

- Invasive Procedural Cardiology Billers

## Epic Cupid (Cardiology) Invasive Manager 1/2 Day

Students learn tasks related to correcting documentation errors, resolving incomplete work, and generating department statistics.

**Prerequisites:** Managers must take the Learning Track(s) for the department they supervise prior to this class.

**Course Length:** 4 hrs

**Who Should Attend:**

- Procedural Cardiology Supervisors/Managers

## Epic Cupid (Cardiology) Non-Invasive Manager 1/2 Day

Students learn tasks related to correcting documentation errors, resolving incomplete work, and generating department statistics.

**Prerequisites:** Managers must take the Learning Track(s) for the department they supervise prior to this class.

**Course Length:** 4 hrs

**Who Should Attend:**

- Non-Invasive Procedural Cardiology Supervisors/Managers

## Epic (Cupid) Supplemental Session 2 hrs

Providers learn Cupid application-specific Navigation and Workflows.

**Prerequisites:** Epic Online Provider Curricula (Ambulatory and/or Inpatient as required)

**Course Length:** 4 hrs

**Who Should Attend:**

- Cardiology Providers
- Cardiology Fellows
- Cardiology Residents

## Epic Cytotechnologists (Beaker) 1/2 Day

Students learn how to use Epic functionalities, including documenting the completion of tasks, resulting and sign out cases, reviewing charges, documenting follow-up actions, and finding information about a particular case. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Cytotechnologists



## Epic Data Integrity Specialist (HIM) 1 Day

Students learn how to use the tools necessary for merging/unmerging patients and resolving chart correction cases. They also learn how to resolve incomplete records, how to resolve the overlay resolution report, and how to use other identity reports related to the job function. Students will build on these concepts using hands-on exercises.

**Prerequisites:** Epic Data Integrity Specialist (HIM) eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- Data Integrity Specialists
- HIM Supervisors/Managers

## Epic Deficiency Analyst (HIM) 1/2 Day

In this course, students learn to analyze documentation in a patient's chart, deficiency statuses, and understanding episodes and the deficiency completion activity. They will then practice concepts and workflows with hands-on exercises.

**Prerequisites:** Epic Deficiency Analyst (HIM) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Deficiency Analysts
- DT Supervisors/Managers

## Epic Dialysis Nurse (EpicCare) 1/2 Day

In this course, students learn how to find and schedule patients, maintain patient lists and treatment, document flowsheets, and administer medications and blood procedures. Documenting care plans and education will be covered, as well as how to complete the visit.

**Prerequisites:** n/a

**Course Length:** 4 hours

**Who Should Attend:**

- Dialysis Nurses



## Epic Dietitian (EpicCare) 1/2 Day

In this course, students will learn how to use Epic functionality related to finding and reviewing patients, documenting flowsheets, and documenting care plans and education records, as well as how to complete a visit.

**Prerequisites:** n/a

**Course Length:** 4 hours

**Who Should Attend:**

- Dietitians

## Epic ED Clerk (ASAP) 3 hrs

In this course, students learn the basics of tracking patients through common ED workflows, as well as the basics of chart review and consult tracking.

**Prerequisites:** ED Clerk (ASAP) eLearning

**Course Length:** 3 hrs

**Who Should Attend:**

- ED Patient Service Representatives
- ED Clerks



## Epic ED (ASAP) Provider 1/2 Day

Students will learn the basics of tracking patients through common ED workflows as well as reviewing the patient chart, placing orders, making notes (procedure, provider notes, attestations of resident/APP notes), creating dispositions, and learning how to complete necessary charting following shifts. This course is currently taught by Dr. Kory London and other providers in the Department of Emergency Medicine.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Emergency Department Physicians, Nurse Practitioners, Physician Assistants

## Epic ED Registrar (Grand Central) 1 Day

Students will learn how to register existing, new, temporary and anonymous patients in the emergency department. Procedures include how to scan insurance cards; collect patient copays; use cash drawer' register patients with workers' compensation guarantor accounts; request merging of patient accounts, coverages, and research; and work registration-related billing errors.

**Prerequisites:** Epic ED/Urgent Care Registrar eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- Emergency Department Registrars

## Epic ED Technician (ASAP) 3 hrs

In this course, students learn the basics of tracking patients through common ED workflows and the basics of charting documentation.

**Prerequisites:** Epic ED Technician (ASAP) eLearning

**Course Length:** 3 hrs

**Who Should Attend:**

- ED Technicians
- Methodist ED Nursing Assistants



## Epic Endo/Bronch Nurse (OpTime) 1 Day

Students learn documentation tasks relevant to endo nurses in pre/intra/post-op, including arrival documentation, orders, lines, medication administration and assessments. They also learn documentation tasks in intra-op, including events, staff, medications, supplies, equipment, implants and verifying the chart. The course will conclude with more complex endo documentation, including updating procedures, managing preference cards, advanced medication administration and documenting specimens. The course also covers canceled procedures and delays, patient education, patient movement and placing intra-procedure orders.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- Endoscopy and Bronchoscopy Nurse

## Epic Endoscopy Technician (OpTime) 1/2 Day

Students learn documentation tasks relevant to endoscopy technicians. This includes recording events, staff, supplies, equipment, implants and specimens. The course concludes with more complex endo documentation, including updating procedures and managing preference cards. The course also covers canceled procedures and delays.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Endoscopy Technicians who work Intra-Procedure

## Epic EVS Manager (Grand Central) 3 hrs

Students learn how to receive a cleaning request assignment, mark the assignment as In Progress, complete a cleaning request, and take additional actions in Hyperspace.

**Prerequisites:** Epic EVS Manager eLearning

**Course Length:** 3 hours

**Who Should Attend:**

- Environmental Services Managers

## Epic EVS Staff (Grand Central) 1.5 hrs

Students learn to utilize the iPhone to manage their daily functions, including how to indicate they are cleaning a patient room, complete the clean, put the cleaning request on hold, delay a request, put themselves on break, and sign in and out of the iPhone device.

**Prerequisites:** n/a

**Course Length:** 1.5 hours

**Who Should Attend:**

- Environmental Services Staff



## Epic File Room Clerk (HIM) 3 hrs

In this course, students learn the basics of fulfilling chart requests, monitoring the movement of paper charts, and maintaining charts. They will build on these concepts using hands-on exercises.

**Prerequisites:** Epic File Room Clerk (HIM) eLearning

**Course Length:** 3 hrs

**Who Should Attend:**

- Medical Record Center Clerks
- HIM Supervisors/Managers

## Epic Financial Counselor (Grand Central) 3 hrs

Students learn the basics of navigating and using account maintenance and registration to update data related to a patient's account. They also learn how to work Patient Workqueues, add Federal Poverty Level information, and work with Pending Medicaid coverages.

**Prerequisites:** Epic Financial Counselor eLearning

**Course Length:** 3 hrs

**Who Should Attend:**

- Financial Counseling Staff

## Epic Front Desk (Cadence) 1 Day

Students learn the complete arrival workflow, including check in, sign in, scanning, copay collection and refunds. This course contains additional workflows related to check out, batch reconciliation, end of day processing and recalls.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic Referrals (Cadence) 1/2 Day

**Course Length:** 8 hrs

**Who Should Attend:**

- Front Desk Staff
- Managers





## Epic HB Billing Staff (HB/SBO) 1 Day

Students learn the basics of preparing a hospital account for claims processing. In addition to working a variety of pre-billing edits, they learn the basics of combining accounts in Epic, get familiar with late-charge processing options, and practice resolving account errors.

**Prerequisites:** Epic HB Insurance Follow-Up eLearning

**Course Length:** 8 hrs

**Who Should Attend:**

- HB Billing Staff/Revenue Integrity Staff

## Epic HB Insurance Follow-Up (HB/SBO) 1/2 Day

Students will learn how to follow up with payors regarding outstanding claims and denials.

**Prerequisites:** Epic HB Insurance Follow-Up eLearning

**Course Length:** 1/2 Day

**Who Should Attend:**

- HB Accounts Receivable Follow-Up Staff

## Epic HB Insurance Follow-Up (ROI User) (HB/SBO) 2 hrs

Students learn about creating and fulfilling release requests exclusively in Epic. This is used by the AR Follow-Up Team when a payor requests clinical documentation to support a submitted claim.

**Prerequisites:** Epic HB Insurance Follow-Up eLearning

**Course Length:** 2 hrs

**Who Should Attend:**

- AR Follow-Up Staff who will release medical information to payor



## Epic HB Insurance Payment Poster (HB/SBO) 4 hrs

Students learn the basics of insurance payment posting; the workflows of posting specific types of insurance payments, including recoupments, denials and underpayments; and how to process electronic remittance and address electronic remittance errors. Finally, students practice basic and advanced insurance payment posting, including addressing errors. In addition, students practice processing electronic remittance.

**Prerequisites:** Epic HB Insurance Payment Poster (HB/SBO) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- HB Insurance Payment Posting/Cash Department Staff

## Epic HB/SBO Coverage Updates 1/2 Day

Students learn the basics of making coverage updates to Hospital Billing (HB), Professional Billing (PB) and Self-Pay accounts (SBO).

**Prerequisites:** Epic SBO Customer Service/Self-Pay Follow-Up Staff eLearning **AND** SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days; **OR** Epic HB Insurance Follow-Up eLearning **AND** Epic HB Insurance Follow-Up 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- HB AR Follow-Up Staff / SBO Staff

## Epic Heart/VAD Transplant Care Team (Phoenix) 1/2 Day

In this course, students learn the basics of Epic's transplant application as it relates to Heart/VAD transplants, including reviewing transplant information, documenting an evaluation visit, managing a checklist, and participating in a committee review meeting.

**Prerequisites by Role:**

- Admins — Epic Front Desk (Cadence) 1 Day or Epic Schegistrar (Cadence) 1.5 Days
- Coordinators — Epic Clinical Support (Ambulatory) 6 hrs
- Data Coordinator — Epic Practice Medical Records Clerk (HIM) 1/2 Day
- Dietitians — Epic Dietitian/Social Worker (EpicCare) 1/2 Day
- Financial Counselors — Epic Transplant Biller (Phoenix) 3 hrs
- Schedulers — Epic Schegistrar (Cadence) 1.5 Days
- Social Worker — Epic Dietitian/Social Worker (EpicCare) 1/2 Day
- Manager — Managers must take the Learning Track(s) for the employee(s) they manage

**Course Length:** 4 hrs

**Who Should Attend:**

- All Heart/VAD Transplant Staff



## Epic Histotechnologists (Beaker) 1/2 Day

Students learn how to use Epic's functionalities, including how to document the completion of tasks, track blocks and slides, document follow-up action, and find information about a particular case. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Histotechnologists
- AP Medical Technologists

## Epic Image Library (Radiant) 1 hr

In this course, students learn how to create and fulfill imaging release requests, track critical and follow-up results, and create orders for consult and import of radiology images.

**Prerequisites:** Epic ROI Clerk eLearning

**Course Length:** 1 hr

**Who Should Attend:**

- Image Library Staff

## Epic Infection Preventionist (Orders) 2 hrs

Students learn how to use the Infection Control module to investigate and report on infections. Other topics include infection reports and the abstraction sidebar.

**Prerequisites:** Epic Infection Preventionist (Orders) eLearning

**Course Length:** 2 hrs

**Who Should Attend:**

- Infection Control Preventionists



## Epic Inpatient Nurse (EpicCare) 2 Days

In this course, students learn to utilize the documentation tools needed to admit, transfer, discharge and manage patients' day-to-day care.

**Prerequisites:** Epic Inpatient Nurse (EpicCare) eLearning

**Course Length:** 2 Days

**Who Should Attend:**

- All Inpatient Nursing Staff
- Excludes Radiology, Urgent/Emergency Nurses and Surgical Nurses

## Epic Inpatient Nurse Manager (Stork) 1/2 Day

Students learn how to manage patient and unit assignments, and monitor Clinical metrics. Other topics include how to run and edit reports, manage orders, enter charges, review charges, and monitor revenue and patient safety.

**Prerequisites:** Epic Inpatient Nurse (EpicCare) Day 1 or 2 **OR** Epic Labor & Delivery Nurse (Stork) 1.5 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- Antepartum CNS – Clinical Nurse Specialist
- Antepartum Nurse Manager
- Antepartum Nurse Supervisor
- Labor & Delivery CNS – Clinical Nurse Specialist
- Labor & Delivery Nurse Manager
- Labor & Delivery Nurse Supervisor
- Postpartum CNS – Clinical Nurse Specialist
- Postpartum Nurse Manager
- Postpartum Nurse Supervisor

## Epic Inpatient Pharmacist (Willow) 2 Days

Students learn the basics of verifying and adjusting orders, and intervening on inappropriate therapy. The course also covers preparing medications, processing admission medication reconciliation, patient-supplied medications and more complex orders. Students will learn about decentralized workflows like rounding and completing discharge med rec, how to respond to consult orders, and how to monitor patient with lists and reporting workbench. They will then review all of the previous lessons in a hands-on, independent lab.

**Prerequisites:** Epic Inpatient Pharmacist (Willow) eLearning

**Course Length:** 2 Days

**Who Should Attend:**

- Inpatient Pharmacists
- Inpatient Pharmacy Managers
- Oncology Pharmacists



## Epic Inpatient Pharmacy Technician (Willow) 1/2 Day

In this course, students learn how to dispense medication, manage patient-supplied medications, and how Epic and ADS cabinets interact. They also will learn how to re-dispense medications, return orders, and compound and repackage medications. Then they will review all of the previous lessons in a hands-on, independent lab.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Inpatient Pharmacy Technicians

## Epic Insurance Verification (Grand Central) 1/2 Day

Students learn to use workqueues, enter authorization and certification information for a patient, and work claim edits.

**Prerequisites:** Epic Insurance Verification (Grand Central) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Insurance Verification Staff

## Epic Interventional Nurse (Radiant) 1/2 Day

This course focuses on task related to performing pre-procedure, intra-procedure and post-procedure care.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Radiology Nurses

## Epic Interventional Radiologist (Radiant) 1/2 Day

Students learn how to find patients, review their charts, and place orders; protocol exams; complete pre- and post-procedure documentation; and complete a clinic visit. They also will review In Basket and learn how to follow up on common messages.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Interventional Radiologists
- Interventional Radiology Fellows



## Epic Intra-Op Nurse (OpTime) 1 Day

Students learn to record tasks relevant to intra-operative nurses, including patient assessments, implants, specimen documentation, and complex intra-procedure documentation (patient movement, procedure delays and line documentation). A Resource Manager section lasts an additional hour. This addendum is for Charge Nurses (both weekend and holiday) to learn to determine which cases need resources assigned to them and different ways to assign resources to cases or rooms.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- Intra-Op RNs

## Epic Lab Manager (Beaker) 1/2 Day

This course will focus on the Epic tool and functionality used by Lab Managers in the clinical setting.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- All Lab Management Staff

## Epic Labor & Delivery Nurse (Stork) 1.5 Days

**DAY 1:** Students learn to identify which patients should be cared for during a shift, how to get reports and how to review a patient's chart. This includes reviewing notes, labs, vitals and I/O. The course also covers how to document on the MAR using a barcode scanner, documenting using vitals, assessments, and basic I&O's in the Flowsheets activity. Other topics include how to review tasks, collect labs, perform point of care tests, and document Care Plans and Education.

**DAY 2:** Students learn documentation, triage and the labor and delivery of pregnant patients in the hospital, in addition to postpartum care and discharge. The course also covers how to document IV intakes and medication drips using a barcode scanner, how to document PCA medications, scheduling and transfer workflows.

**Prerequisites:** n/a

**Course Length:** 12 hrs

**Who Should Attend:**

- Labor & Delivery Nurses
- Antepartum Nurses

## Epic Lactation Consultant (Stork) 1/2 Day eLearning

Students learn to identify patients who need a lactation consult, review patient information, document lactation information in flowsheets, write a lactation note, review how to update care plans, and patient education.

**Prerequisites:** Epic Labor & Delivery Nurse (Stork) 1.5 Days **OR** Epic Inpatient Nurse (EpicCare) 2 Days

**Who Should Attend:**

- Lactation Consultants



## Epic MHD Phlebotomist/Lab Processor (Beaker) 1 Day

Students learn how to use Epic's functionalities, including how to collect specimens in an outpatient and inpatient context, collect specimens using Rover, receive specimens collected at their organization, and find information about a particular specimen. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 8 hrs

**Who Should Attend:**

- Phlebotomists at Methodist Hospital

## Epic Microbiology Technologist (Beaker) 6 hrs

Students learn how to use Epic's functionalities, including how to result and verify microbiology tests and perform microbiology quality control. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 6 hrs

**Who Should Attend:**

- Microbiology Technologists and Managers

## Epic Neurodiagnostic Technician (Orders) 2 hrs

In this course, procedural and diagnostic technicians learn how to schedule patients and check in appointments; document an exam and place charges; and how to review patient information, verify orders, document staff info and study notes. The course also includes exercises to practice their own workflows from end to end.

**Prerequisites:** Epic Infection Preventionist (Orders) eLearning

**Course Length:** 2 hrs

**Who Should Attend:**

- EEG Technician
- EMG Technician



## Epic Non-Invasive Nurse (Cupid) 1/2 Day

In this course, students learn tasks related to documenting exams both with and without sedation.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Non-Invasive Nurses that perform/assist with Cardiology Procedures

## Epic Non-Invasive Technologist (Cupid) 2 hrs

Students learn tasks related to scheduling orders for walk-in and high-priority patients, and documenting exams.

**Prerequisites:** n/a

**Course Length:** 2 hrs

**Who Should Attend:**

- Cardiac Tech/Stress Tech
- Cardiology Nuclear Medicine Techs
- Cardiology Ultrasound Specialist/Echo Tech

## Epic Nurse Manager (EpicCare) 1/2 Day

In this course, students utilize the tools available within Epic to monitor documentation and compliance within their unit to ensure the best outcomes for the patient population.

**Prerequisites:** Epic Inpatient Nurse (EpicCare) 2 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- All Nursing Management Staff





## Epic Obstetrics Workflows (Ambulatory) 2 hrs

This class is an addendum to the Clinical Support class for OB/GYN staff. It explores creating a pregnancy episode, establishing the EDD, using the Results Console, and using the OB Scheduling tool. The class also will cover documenting in the Pre-natal Vitals and Notes section as opposed to the Vitals section.

**Prerequisites:** Epic Clinical Support (Ambulatory) 6 hrs

**Course Length:** 2 hrs

**Who Should Attend:**

- Clinical Support Staff who work with Obstetric patients

## Epic Onbase for Billing Staff (HB/SBO) 1/2 Day

In this course, students learn the process of processing documents that come into Onbase via an electronic lockbox. They also will learn how to transfer and process paper and electronic documents that are not included in the electronic lockbox.

**Prerequisites:** Epic SBO Customer Service/Self-Pay Follow-Up Staff eLearning & SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- HB AR Follow-Up Staff/SBO Staff

## Epic Oncology Inpatient Nurse (Beacon) 2 hrs

Students learn the basics of working through documenting and administering chemotherapy in the inpatient setting.

**Prerequisites:** Epic Inpatient Nurse (EpicCare) 2 Days

**Course Length:** 2 hrs

**Who Should Attend:**

- Inpatient Oncology Nurses



## Epic OR Manager (OpTime) 1/2 Day

Students learn documentation tasks relevant to OR managers, including running reports from dashboard, and customizing, refining and organizing reports. They also learn more complex OR manager workflows, including building blocks, releasing blocks manually and customizing reports.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- OR Management Staff

## Epic Outpatient Infusion Nurse (Non-Oncology) (Beacon) 1 hr

Students learn the basics of working through an infusion visit in Epic, and how to administer a patient's therapy plan.

**Prerequisites:** Epic Clinical Support (Ambulatory) 6 hrs

**Course Length:** 1 hr

**Who Should Attend:**

- Outpatient Non-Oncology Infusion Nurses

## Epic Outpatient Infusion Nurse (Oncology) (Beacon) 1/2 Day

Students learn the basics of working through a chemotherapy infusion visit in Epic. This course also covers how to administer a patient's therapy plan. Students will practice and expand upon workflows by completing an exercise booklet at the end of the lesson.

**Prerequisites:** Epic Clinical Support (Ambulatory) 6 hrs

**Course Length:** 4 hrs

**Who Should Attend:**

- Outpatient Oncology Infusion Nurses



## Epic Outpatient Pharmacy Staff (Willow) 1.5 Days

Students learn how to work the drop-off window, including filling, verifying and selling prescriptions. The course covers how to receive hard copy prescriptions into Epic, review new electronic scripts, update balances, process a partial fill, resolve adjudication errors, register new patients, fill and create mixtures, and handle prescriptions from Surescripts. They also learn how to reprint a label, convert coverage and prescriptions, review first fills, verify fills, transfer prescriptions, reactivate prescriptions, and enter, fill and discontinue prescriptions. Plus: how to monitor and adjust inventory levels, purchase and receive inventory, transfer inventory, and conduct cycle counts. Students will then practice what they've learned.

**Prerequisites:** Outpatient Pharmacy Staff eLearning

**Course Length:** 1.5 Days

**Who Should Attend:**

- Outpatient Pharmacists
- Outpatient Pharmacy Technicians
- Outpatient Pharmacy Managers

## Epic OR Scheduler (OpTime) 1/2 Day

Students learn documentation tasks relevant to OR schedulers, including case request creation, scheduling and schedule management. The course also covers more complex scheduler workflows, including copying past cases, releasing blocks and customizing the schedule

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Operating Room Scheduling Staff

## Epic PACU Nurse (OpTime) 1 Day

Students learn documentation tasks relevant to post-operative nurses in the PACU area, attaching devices and orders management. The course also covers more complex PACU documentation, including patient movement, override pulls and advanced medication documentation.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- PACU Nurses



## Epic PAT All Staff (OpTime) 6 hrs

Students learn to document a patient's PAT visit, including everything from the medical assistant's initial outreach call to the nurse's screening call to the patient's visit with the Nurse Practitioner.

**Prerequisites:** n/a

**Course Length:** 6 hrs

**Who Should Attend:**

- PAT Mas
- PAT Nurse
- PAT NP

## Epic Pathologist (Beaker) 1 Day

Students learn how to document an intra-op consult, document a permanent, view case processing information, review charges, case QA & correlation, resulting and signing out a case, and modifying a case after sign out.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- All Pathologists (Autopsy, Cytotechnology, Genomics, Hematopathology, Surgical)

## Epic Pathology Assistant (Beaker) 1/2 Day

Students learn Epic's functionalities, including how to document grossing of a specimen, print blocks/slide/cassettes, document follow-up actions, and find information about a particular case. This includes advanced practice exercises based on job role.

**Prerequisites:** Epic Beaker Fundamentals (Beaker) 1 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Pathology Assistants



## Epic Patient Care Tech (EpicCare) 1/2 Day

In this course, students learn to use the tools required for daily patient care documentation and management.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Patient Care Tech
- All Units - Nurse Externs
- Certified Nursing Assistants
- Therapy Aides
- Mental Health Techs
- Critical Care Techs
- Ortho Techs

## Epic Patient Support Staff (EpicCare) 1/2 Day

In this course, students learn how to maintain patient lists through the treatment team, how to find and document patient files, and how to review and document flowsheets, notes, care plans and education records.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Pastoral Care
- Psych (Art Therapist)
- Child Life
- Social Workers

## Epic PB Anesthesia Coder 1/2 Day

Students learn to use Anesthesia Charge Entry to access a batch, code a charge session from clinical activity, and post anesthesia charges.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic Charge Entry 1/2 Day & Epic Charge Review 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Anesthesia Coders and Management Staff



## Epic PB Charge Entry 1/2 Day

In this course, students learn to post charges in different scenarios, including entering basic charges, recording NDC information, attaching claim information records, and overriding procedure descriptions and prices.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- Business Services Staff
- Practice Billers
- Coders
- Management Staff for the above roles

## Epic PB Charge Review 1/2 Day

In this course, students learn how to identify and fix charges that have errors. This includes identifying errors, fixing coding problems, associating claim information records, and fixing charge sessions generated from clinical activity.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days & Epic PB Charge Entry 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Charge Entry Business Services Staff
- Coders
- Practice Billers
- Management Staff for the above roles

## Epic PB Claims 3 hrs

In this course, students learn about the major pieces that contribute to the claims process, such as how claims are checked for errors, how these errored claims are categorized, and where Epic stores the errored claims. Students also learn how to fix claims with errors.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic PB Charge Entry 1/2 Day, & Epic PB Charge Review 1/2 Day

**Course Length:** 3 hrs

**Who Should Attend:**

- Insurance Follow-Up Representatives and Management Staff



## Epic PB Insurance Credit Specialist 1/2 Day

Students learn about resolving insurance undistributed and over-posted credits using credit workqueues.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic PB Charge Entry 1/2 Day, & Epic PB Charge Review 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Credit Specialists and Management Staff

## Epic PB Insurance Follow-Up 6 hrs

Students learn the major workflows and tools used for following up with insurance companies on unpaid and denied claims. This includes working in follow-up workqueues and Account Maintenance to resolve denied claims and claims with no response from the payor. In this course, students learn to review visit filing order changes and use retro review workqueues.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic PB Charge Entry 1/2 Day, & Epic PB Charge Review 1/2 Day

**Course Length:** 6 hrs

**Who Should Attend:**

- Insurance Follow-Up Representatives and Management Staff

## Epic PB Insurance Payment Poster 1/2 Day

Students learn the basics of posting insurance payments, including how to post multiple checks, split one check among multiple invoices, post recoupments, post denials, and post payments from crossover payors.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic PB Charge Entry 1/2 Day, & Epic PB Charge Review 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Insurance Credit Specialists and Management staff
- Insurance Follow-Up Representatives and Management Staff
- Payment Posters and Management Staff



## Epic PB Remittance Processor & Workqueue User 1/2 Day

Students learn how to process remittance for checks that are loaded or unloaded. They learn how to identify potential load errors and respond to those errors. Plus, they learn how to identify and resolve a variety of remittance errors, including potential duplicate payment, invalid invoice, missing matching charge and invalid payor errors.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days, Epic PB Charge Entry 1/2 Day, & Epic PB Charge Review 1/2 Day

**Course Length:** 4 hrs

**Who Should Attend:**

- Payment Posters and Management Staff

## Epic Phlebotomist (Beaker) 1 Day

Students learn Epic's functionalities, including how to collect specimens in outpatient and inpatient contexts, and how to collect specimens using Rover. This includes advanced practice exercises based on job role.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- Phlebotomists at Center City Campus

## Epic Practice Medical Records (HIM) 1/2 Day

Students learn an array of HIM functions that they may need to do on an ad hoc basis. Topics covered include non-billable releases of information in Epic, scanning through Media Manager and/or Onbase Unity Client, marking patient records for merge, and creating a chart correction request. These concepts will be built upon in a number of hands-on exercises.

**Prerequisites:** Epic Practice Medical Records eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Any outpatient departmental staff that will need to perform HIM functions





## Epic Preference Card Builder (OpTime) 1/2 Day

Students learn documentation tasks relevant to preference card builders, including reviewing preference card contents, creating new preference cards by copying, updating an existing preference card, the change request process, global substitutions, and using the preference card dashboard.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- STS
- Preference Card Administrators

## Epic Pre-Op Nurse (OpTime) 6 hrs

Students learn the basics of pre-procedure documentation, including assessments, lines, vitals, orders and verification. This course also covers more complex pre-procedure documentation, including patient movement, pre-op phone calls and advanced medication documentation.

**Prerequisites:** n/a

**Course Length:** 6 hrs

**Who Should Attend:**

- APU/SPU Nurses

## Epic Radiologist (Radiant) 1/2 Day

Students learn how to find patients, review their charts, and place orders; protocol exams; complete pre-and post-procedure documentation; and notify other providers of critical results. They also will review In Basket and learn how to follow up on common messages.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Abdominal Radiologists
- MSK Radiologists
- Neuro Radiologists
- Chest Radiologists
- Nuclear Imaging Radiologists
- Neuro Fellows
- Abdominal Fellows
- MSK Fellows
- Body Fellows



## Epic Radiology Resident (Radiant) 1/2 Day

Students learn how to find patients, review their charts, and place orders; protocol exams; complete pre-and post-procedure documentation for Interventional Radiology and General Radiology; and notify other providers of critical results. They also will review In Basket and learn how to follow up on common messages.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Radiology Residents

## Epic Pre-Op Nurse (OpTime) 6 hrs

Students learn the basics of pre-procedure documentation, including assessments, lines, vitals, orders and verification. This course also covers more complex pre-procedure documentation, including patient movement, pre-op phone calls and advanced medication documentation.

**Prerequisites:** n/a

**Course Length:** 6 hrs

**Who Should Attend:**

- APU/SPU Nurses

## Epic Referrals (Cadence) 1/2 Day

Students learn to create, assign and authorize appointment referrals.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- Referral Coordinators
- Front Desk Staff
- Phone Room Staff
- Pre-Cert Specialists
- Financial Coordinators
- Insurance Verification
- Medical Assistants
- Nurses
- Case Managers
- Social Workers
- End users who are responsible to get referrals for authorizations



## Epic Cupid (Cardiology) Registry Abstractor 3 hrs

In this course, students learn tasks related to submitting information to the CathPCI Registry.

**Prerequisites:** n/a

**Course Length:** 3 hrs

**Who Should Attend:**

- Any user who is reporting to the Cath PCI and ICD Registry

## Epic Research Coordinator 1/2 Day

Students learn how a patient's research status gets updated and how to add a patient to a timeline. This course addresses the importance of associating an encounter to a study and various ways to accomplish this. The course covers how to manage study participation, including associating orders to a study, running reports for the study, and using In Basket messaging.

**Prerequisites:** JeffTrial/OnCore training & Epic Research Coordinator eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Research Coordinators

## Epic Research Grants Administrator 1/2 Day

Students learn how to make a research study and billing calendar active. This course also covers how to review research charges, and research accounts for accuracy and rerouting of charges.

**Prerequisites:** JeffTrial/OnCore training & Epic Research Grants Administrator eLearning

**Course Length:** 1/2 Day

**Who Should Attend:**

- Research Grants Administrators



## Epic Respiratory Care Practitioner (EpicCare) 6 hrs

Students learn to document the management of patient care needs, as well as department-specific documentation and monitoring.

**Prerequisites:** n/a

**Course Length:** 6 hrs

**Who Should Attend:**

- Respiratory Therapists

## Epic Revenue Integrity (HB/SBO) 2 hrs

Students learn how to post charges manually in the system and how to review charges from a charge review workqueue. They'll be introduced to Revenue Guardian checks and resolve issues of accounts that have qualified for Revenue Guardian workqueues. They will focus on the reporting tools that allow them to monitor revenue for their specific department.

**Prerequisites:** HB Billing Staff 1 Day

**Course Length:** 2 hrs

**Who Should Attend:**

- Revenue Integrity Staff

## Epic Schegistrar (Cadence) 1.5 Days

Students learn how to schedule and register various types of patients, cancel and reschedule appointments, update guarantor accounts, message through In Basket, access reports, and use the Wait List and Confirm appointments functionalities.

**Prerequisites:** Epic Schegistrar (Cadence) eLearning

**Course Length:** 1.5 Days

**Who Should Attend:**

- Schedulers
- Front Desk Staff
- Phone Room Staff
- Administrative Assistants
- HOD Schedulers
- Managers



## Epic Surgical Center Nurse (OpTime) 1 Day

Students learn documentation tasks relevant to Ambulatory Surgical Center nurses. This includes pre-op, arrival documentation, orders, lines, medication administration and assessments. Documentation tasks relevant to Surgical Center nurses in intra-op include events, staff, medications, supplies, equipment, implants and verifying the chart. Documentation tasks relevant to endo nurses in post-op include post-procedure flowsheets and discharging the patient. This course concludes with surgical documentation.

**Prerequisites:** n/a

**Course Length:** 8 hrs

**Who Should Attend:**

- RNs who work at Jefferson Surgery Center

## Epic Clinic Surgery Scheduler 2 hrs

Students learn to create and edit a case request, and review case entry on behalf of a surgeon. Students will learn to place orders if applicable.

**Prerequisites:** Epic Clinical Support or Epic Schegistrar

**Course Length:** 2 hrs

**Who Should Attend:**

- Outpatient office staff who will schedule surgery

## Epic (Stork) Supplemental Session 1/2 Day

Providers learn Stork application-specific Navigation and Workflows.

**Prerequisites:** Epic Online Provider Curricula (Ambulatory and/or Inpatient as required)

**Course Length:** 4 hrs

**Who Should Attend:**

- Obstetric Physicians
- Obstetric Residents
- Obstetric Fellows
- Obstetric Nurse Practitioners

## Epic Template Builder (Cadence) 1/2 Day

Students learn how to build and maintain providers' schedules.

**Prerequisites:** Epic Schegistrar (Cadence) 1.5 Days

**Course Length:** 4 hrs

**Who Should Attend:**

- Administrative Assistants
- Managers
- End users who need to modify providers' schedules



## Epic Transplant Biller (Phoenix) 3 hrs

Students learn how to create a transplant-specific guarantor account, attach coverage to the patient's account, create bundled episodes that are used for consolidated tracking of the patient's transplant episode, and review evaluation charges for Medicare patients to add them to the Medicare Cost Report, plus how to manage Cash Drawer for specific cash instances.

**Prerequisites:** n/a

**Course Length:** 3 hrs

**Who Should Attend:**

- Transplant Billers
- Transplant Financial Coordinators

## Epic Tumor Registrar (Beacon) 1 hr

This course covers navigating through a patient's chart, handling cancer staging In Basket messages, and routing staging forms back to the provider.

**Prerequisites:** n/a

**Course Length:** 1 hr

**Who Should Attend:**

- Cancer Registration Staff

## Epic Unit Clerk (EpicCare) 1/2 Day

Students learn to find and arrive patients, review a patient's charts and discharge the patient.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Unit Clerks

## Epic Urgent Care Registrar (Grand Central) 1 Day

In this course, students learn how to register existing and new patients. The course covers how to register patients with workers' compensation guarantor accounts and coverages and how to request merging patient accounts. Students will learn how to apply payments, scan a patient insurance card, and use Cash Drawer (balance money that was collected).

**Prerequisites:** Epic ED/Urgent Care Registrar eLearning

**Course Length:** 1 Day

**Who Should Attend:**

- Urgent Care Registrars



## Epic Wound Care Nurse (EpicCare) 1/2 Day

Students learn how to use Epic functionality related to finding and reviewing patients, documenting flowsheets, and documenting care plans and education records, as well as how to complete a visit.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Wound Care Nurses

## Health Information Management Supervisor/Manager 1/2 Day

Students learn advanced HIM topics, such as managing workqueues, editing chart records, creating ROI requesters and using reporting tools. They will build on these concepts in numerous hand-on exercises.

**Prerequisites:** The HIM Supervisor must begin with the track of the employee(s) he or she supervises; Epic HIM Supervisor eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- HIM Supervisors/Managers

## Interventional Technologist (Radiant) 1/2 Day

This course focuses on tasks related to documenting invasive procedures.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Interventional Radiology Technologist
- Interventional NeuroRadiology Technologist
- INR Critical Care Tech



## Epic L & D Patient Access Coordinator (Stork) 1 Day

Students learn how to utilize Epic functionality to arrive and register patients, admit mothers and newborns, and schedule cases and appointments. Students will review how to enter and reconcile charges for deliveries, procedures, equipment, and babies, as well as posting case logs.

**Prerequisites:** Epic Labor & Delivery Unit Clerk/Registrar (Stork) eLearning

**Course Length:** 1 Day

**Who Should Attend:**

- Labor & Delivery Patient Coordinators
- Antepartum Unit Clerk
- Postpartum Unit Clerk

## Non-Invasive Technologist (Radiant) 1/2 Day

This course focuses on scheduling orders for urgent add-ons, inpatients, and documenting exams with or without contrasts.

**Prerequisites:** n/a

**Course Length:** 4 hrs

**Who Should Attend:**

- Radiology Technologist (CT, MRI, Ultrasound, Nuclear Medicine)
- Radiology Technical Assistant
- Urgent Care Center Radiology Technologist

## Release of Information Clerk (HIM) 1/2 Day

In this course, students learn about creating and fulfilling release requests exclusively in Epic. The course also covers payment posting and generating invoices. Students will then build on these concepts in numerous hands-on exercises.

**Prerequisites:** Epic Release of Information Clerk (HIM) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- JUP CMR Medical Records Specialists
- Staff members whose department is responsible for processing ALL release requests (IE do not send to JUP CMR)
- HIM Supervisors/Managers





## Release of Information Clerk (CIOX) (HIM) 1/2 Day

In this course, students learn about creating and fulfilling release requests that are started in Prism. They will build on these concepts in numerous hands-on exercises.

**Prerequisites:** Epic Release of Information Clerk (CIOX) (HIM) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- CIOX Release of Information Clerk
- HIM Supervisors/Managers

## Privacy Officer (HIM) 1/2 Day

Students learn how to monitor access to patient charts using reports and how to prevent inappropriate access to charts. They will build on these concepts in a number of hands-on exercises.

**Prerequisites:** Epic Practice Medical Records (HIM) eLearning

**Course Length:** 4 hrs

**Who Should Attend:**

- Privacy Officers
- Risk Management/Compliance Office Staff
- HIM Supervisors/Managers

## SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days

Students learn the basics of contacting guarantors about their outstanding balances. Focus is on true self-pay guarantors and guarantor updates. They also learn the basics of contacting guarantors about their outstanding balances, making coverage updates, and taking payments over the phone.

**Prerequisites:** Epic SBO Customer Service/Self-Pay Follow-Up Staff eLearning

**Course Length:** 1.5 Days

**Who Should Attend:**

- All SBO Staff

## SBO Self-Pay Credit Specialist (HB/SBO) 1/2 Day

In this course, you learn how to identify undistributed self-pay credits and resolve them across PB and HB. You will also you practice the concepts that you learned.

**Prerequisites:** SBO Customer Service and Follow-Up (HB/SBO) 1.5 Days

**Course Length:** 1/2 Day

**Who Should Attend:**

- Selected PB or SBO Staff who will distribute/ request refunds for guarantor funds



## Epic Transport Manager (Grand Central) 2 hrs

Students learn to use the Transport Management module to manage patient and non-patient transport. They also learn to manage transporters and transfer requests.

**Prerequisites:** Epic Bed Planner (Grand Central) eLearning

**Course Length:** 2 hrs

**Who Should Attend:**

- Transport Managers
- Transport Dispatcher

## Epic Dietitian/Social Worker (Ambulatory) 3 hrs

Students learn basic navigation, how to use the MPS (Multi-Provider Schedule) and Epic reports, how to write notes and letters using Epic's SmartTools, how to place charges for services rendered (if necessary), and how to use In Basket.

**Prerequisites:** n/a

**Course Length:** 3 hrs

**Who Should Attend:**

- Ambulatory Dietitians
- Ambulatory Social Workers

## Epic PT/OT/SLP (Ambulatory) 4 hrs

This course includes functionality-based lessons on working with schedules and referrals, reviewing patient charts and reports, documenting flowsheets and notes, and completing visits. Front Desk Check-In/Checkout also will be discussed as it relates to this job role. The course also includes exercises for an Evaluation, Treatment and Discharge.

**Prerequisites:** n/a

**Course Length:** 5 hrs

**Who Should Attend:**

- Physical Therapists
- Occupational Therapists
- Speech Language Pathologists
- PTAs

## Epic Healthy Planet 2 hrs

Description to come.

**Prerequisites:** Epic Clinical Support (Ambulatory) 6 hrs

**Course Length:** 2 hrs

**Who Should Attend:**

- Care Managers

## Epic Outpatient Scribe 3 hrs

Basic navigation and outpatient workflow for Scribes, including writing a note and creating an attestation in their designated department.

**Prerequisites:** n/a

**Course Length:** 3 hrs

**Who Should Attend:**

- Ambulatory Scribes



