




EpicTogether

Epic Training Course Catalog for End Users

August 2020 – November 2020

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New York-Presbyterian Weill Cornell Medical Center

HOSPITAL MAIN ENTRANCE

New York-Presbyterian Weill Cornell Medical Center



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Welcome to Training

Colleagues,

With Epic, each patient's story will reside in a single electronic record. Having ambulatory, inpatient, and perioperative information all in one place will dramatically enhance the way we practice medicine at Weill Cornell Medical Center. Columbia, Weill-Cornell, and NewYork-Presbyterian are working together to better track our patients from visit to visit for a more holistic view of their health. This change will have a profound impact on how our clinicians collaborate, improve communication between providers and patients, and enhance access to health information.

Implementing Epic is a massive undertaking, which requires not only a financial investment, but a substantial commitment of time and focus from each organization. The depth of knowledge and commitment of our colleagues is invaluable in this effort. We want to express our sincere appreciation to you as we implement new processes through this system. Through this challenging and transformative process, we are improving the patient experience, advancing the quality of patient care, and increasing our efficiency.

As we move into this important phase of the Epic project, we are reminded of our [Guiding Principles](#). Revamping workflows and learning new technology will bring about significant change for our enterprise. This transition will not be an easy one, but we have committed to change for the long-term benefits we anticipate for all.

Education is a fundamental pillar of our mission, and to support the needs of our users, robust readiness and training programs will educate our clinicians and staff on the new work processes and technology, to ensure that everyone is ready to make the leap to the new system on Day 1.

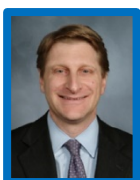
Our training curriculum blends e-learning and in many cases, live virtual instruction. Training is role-based, with specific courses for clinicians, nurses, rehab therapists, case managers, pharmacists, registrars, schedulers, and charge entry/billing personnel, to name a few. Assignments and class attendance will be tracked using the Saba learning management system to ensure that everyone is ready to use Epic.

If you have any questions about the pages that follow, we're here to help. Key contacts are listed in the introduction section of this catalog. These knowledgeable team members can guide you to the correct training programs and assist with the Saba learning management system.

For now, we want to personally acknowledge our enthusiasm for this transformation as well as our gratitude for the important role that each of you plays in taking care of our patients. We look forward to continuing to work with you as we transform the way we deliver care at Columbia, NewYork-Presbyterian, and Weill Cornell Medicine.

Respectfully,

Adam D. Cheriff, MD
Chief Medical Information Officer, Weill Cornell Medicine
Chief of Clinical Operations
Weill Cornell Medicine Co-Lead, EpicTogether



Irene Louh, MD, PhD.
Associate Chief Medical Officer, NewYork-Presbyterian
Assistant Professor of Medicine at CUIMC



About Epic Training

Overview

The EpicTogether team, in conjunction with Epic and SMEs from each institution, designed over two-hundred and forty role-based training programs on the electronic health record (EHR) system to prepare staff for go-live. The training programs, called training tracks, take a blended approach to learning, consisting of e-learning, live virtual instruction, and self-paced practice prior to go-live.

Our Commitment

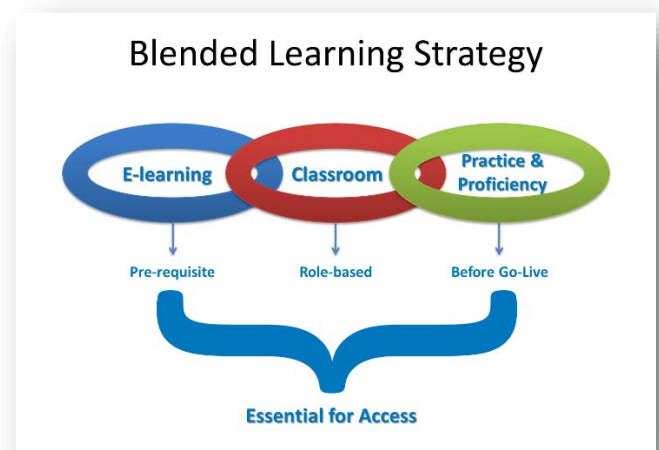
In designing and delivering training programs to prepare staff from Columbia University, NewYork-Presbyterian, and Weill-Cornell Medicine for the Epic go-live, we commit to:

1. Provide world class training to every staff member.
2. Celebrate diversity and inclusion in our classrooms and demonstrate cultural competence in our work.
3. Encourage open dialogue and take ownership of concerns, reporting back on discoveries made and outcomes achieved.
4. Evaluate our progress and that of our learners and adapt to changing needs for the improvement of the programs we deliver.

Essentials for Access

All staff who require access to the electronic health record must complete the following activities in order to receive system access:

1. Complete all e-learning courses ahead of live virtual training within his or her assigned training track.
2. Complete all live virtual training, including system personalization within the assigned training track.
3. Complete assessments within the assigned training track when viewing the recorded lessons, a score of 80% or higher is required to pass.



How to Use This Catalog

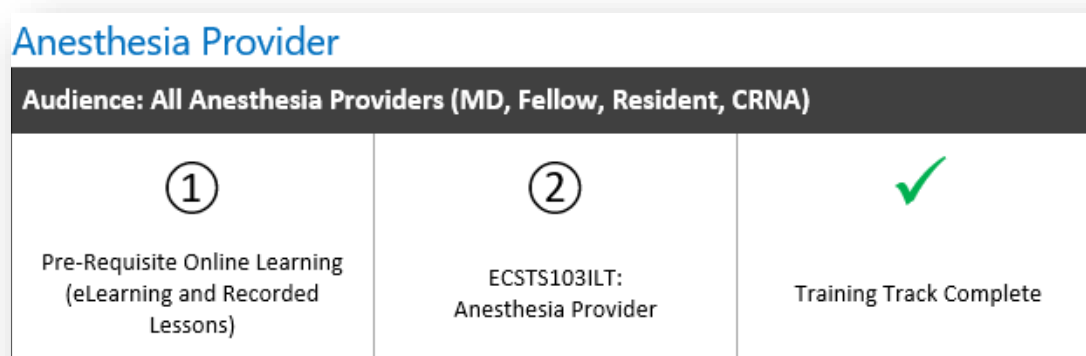
Overview

The Epic Course Catalog is designed to assist managers and staff in identifying the appropriate training track(s) to attend. A **training track** is the complete series of educational activities required for a given role to prepare them to use Epic. Every member of our institutions who will use Epic for their daily work must complete a corresponding training track. There are two main components in this catalog to pay close attention to: Training Track Diagrams and Course Information Boxes, both are explained below.

Training Track Diagrams

A **training track diagram** is a visual representation of the sequence of courses for a staff member to complete their training track. In the following example, the Anesthesia Provider has several educational activities required to complete the training track. First, pre-requisite online learning (eLearning and Recorded Lessons) must be completed ahead of attending the ECSTS103ILT: Anesthesia Provider live virtual training course. The ECSTS103ILT: Anesthesia Provider live virtual training course must not be taken before completing the pre-requisite online learning activities in Saba (the NYP Learning Center). After the completion of the ECSTS103ILT: Anesthesia Provider live virtual training course the training track is completed.

The **Audience** listed below the training track name indicates what roles the training is designed for. It's important to note that advanced practitioners and GME also attend the same training as attending providers.



Anesthesia Provider Training Track Diagram

Course Information Boxes

You learned that training track diagrams outline all of the steps learners must complete in order to be fully trained on Epic for their role and to receive access to the system. The Course Catalog also includes **Course Information Boxes** which provide additional detail on each course offered, including a description, course length, and the online learning pre-requisites for the course. In the following example, the Anesthesia Provider Course Information Box specifies the following key details:

- **Course ID:** This ID corresponds to the course in the Saba Learning Management System; it assists you in finding the course when using the search or filters available in Saba.
- **Course Length:** The course length specifies the length of the live virtual training course.
 - Note: This does not account for the length of pre-requisite online learning (eLearning and Recorded Lessons) (see Online Learning Length below).
- **Online Learning Length (eLearning and Recorded Lessons):** The online learning length specifies the length of all pre-requisite online learning activities (eLearning and Recorded Lessons) that must be completed before attending the live virtual training course.
- **Course Description:** The description below Course Length provides key topics taught during the live virtual training course.

Anesthesia Provider

Course ID: ECSTS103ILT	Prerequisites
Live Virtual Training Course Length: 3 hours	Online Learning Length (eLearning and Recorded Lessons): 4 hours
<p>Course Description: In this course, you will learn how to get through the essentials of anesthesia workflow, including preprocedure, intraprocedure, and postprocedure. You'll also learn how to document floor procedures, labor consults and epidurals, pre-surgical blocks, monitor concurrent cases, and order blood. You will also learn how to personalize the Epic system and clinical content for your specialty.</p>	<p>Optional eLearning Lessons: MD100 – Overview of Hyperspace MD103 – Finding Patient Information MD105A – Introduction to the Problem List MD108 – Overview of In Basket</p> <p>Required eLearning Lessons: ANE001 - Introduction to Anesthesia Preprocedure ANE002 - Introduction to Anesthesia Intraprocedure ANE003 - Introduction to Anesthesia Postprocedure ANE005 - Close Anesthesia Encounters ANE006 - Introduction to Anesthesia Floor Procedures ANE007 - Introduction to Anesthesia Labor and Delivery ANE008 - Introduction to Anesthesia Ordering Tools ANE020 - Pre-Admission Testing Evaluation MD105B - Introduction to Patient History MDINP103 - EpicCare Inpatient: Finding Patient Information MDINP104 - Overview of Transfer Center for Physicians MDINP105 – EpicCare Inpatient Problem List MDINP107A - EpicCare Inpatient: Managing Orders MDINP107C - EpicCare Inpatient: Phases of Care OB001 - Overview of the L&D Grease Board</p> <p>Recorded Lessons: Sign In Hand Off Care Everywhere DNR/DNI Preprocedure Intraprocedure Blood Administration Postprocedure Labor and Delivery Floor Patients Inpatient Acute Pain</p>

Anesthesia Provider Training Track Diagram

Frequently Asked Questions

Q: Is training required?

A: Yes. All users of the Epic system, more than 16,000 in all for the second go-live, will require formal Epic training in order to receive access to the Epic electronic health system. Most members of our organization, and the vendors we work with, will have formal training with online learning components. All items listed in a training track diagram are required to be completed in the order they appear. **Select roles from Weill Cornell Medicine, that already use Epic in their daily work, may only require job aids to transition to the new system.**

Q: When does registration begin?

A: Training registration for clinical and administration staff begins on June 1st, 2020. The Saba Learning Management System is used for training registration, online learning, assessments and training evaluations.

Q: What are the training dates?

A: Live virtual classes kick-off on August 24th, 2020, for the East Campus go-live. Classes will conclude by October 30th, 2020, ahead of the October 31st go-live date.

Q: Where is classroom training held?

A: Classroom training will not be conducted for this go-live as a preventative measure resulting from the COVID-19 pandemic. All training will be conducted virtually using the Saba learning management system to deliver and track the training activities.

Q: Who will train my class?

A: Courses requiring live virtual training will be conducted by Credentialed Trainers, who have gone through an extensive 6 week onboarding program to become experts in their designated application.

Q: Do I need to complete all of the training events I see listed in Saba for my assigned Epic training program?

A: Yes, all activities within your Epic training program are mandatory, unless an item indicates that it is optional.

Q: When will I take my prerequisite e-learning lessons?

A: E-Learning lessons are assigned to you in the Saba Learning Management System and need to be completed ahead of the recorded lessons assigned to you. For curricula requiring a live virtual training session, the prerequisites must be completed prior to attending class. **You will login to Saba with your CWID and associated password.**

Q: What equipment will I need to watch the e-learning lessons?

A: E-Learning lessons are online learning modules that contain some level of interactivity, audio, and quizzing elements. As such, you will need a computing device with a mouse or touch area, a keyboard, and the ability to wear headphones for audio narration or turn on closed captioning. You are encouraged to use Google Chrome as the preferred web browser for Saba.

Q: What do I do if I have difficulty playing the e-learning courses assigned to me?

A: If you experience issues with e-learning lessons not playing, freezing, or not completing in Saba, please open a ticket with the Service Desk at 212-746-4357.

Q: What do I do if I need to change the date of my live virtual training class?

A: You have the ability to cancel and reschedule the date of your live virtual training class in Saba.

Q: What do I need to bring to my live virtual training class?

A: Aside from curiosity and enthusiasm, you should plan to bring a writing instrument and paper to take notes, and headphones to connect to your computer or phone to hear the audio from the session.

Q: What are Super Users?

A: A Super User provides operational support during the Epic go-live. Super Users answer end-user questions, assist the EpicTogether project by helping users at-the-elbow during go-live, and serve as liaisons between end-users and the EpicTogether project. The Super User's support assignment will take place during and immediately following go-live. Please consult the [Epic Super User Assignment Description](#) available on www.epictotherny.org.

Q: Am I able to practice what I have learned after class?

A: Yes! A special Epic environment is created for you to use for practicing workflows and reviewing concepts, we call it Playground. The Playground environment is available on clinical and administrative workstations through Citrix. Information about the Playground environment is available on www.epictotherny.org. You will have access to an Exercise Booklet, Quick Start Guides, and Tip Sheets that you can use with the Playground environment.

Q: Will I receive access to Epic once I complete my classes?

A: When receiving training and practicing concepts, you will use a training username and password to access an Epic training environment. You will be able to test your Epic security ahead of go-live during an activity call a Login Lab. Details regarding Login Labs will be provided by the EpicTogether Security Team. **Your login credentials for Epic will be your CWID and associated password.**

Q: Who should I contact if I have questions?

A: Please e-mail us at epictothernytraining@nyp.org.

Cardiology

Invasive Charge Entry

Audience: Users who complete Charge Entry for Invasive Cardiology procedures


①	②	
Pre-Requisite E-Learning Courses	Invasive Charge Entry: Recorded Lessons	Training Track Complete

Invasive Charge Entry

Course ID: ECCAR110RL	Prerequisites: ECCAR110WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 38 minutes
<p>Course Description: In this course Invasive Charge Entry Users will learn how to find unposted logs, review and edit procedure documentation and review documentation driven charges. You will also learn how to add one time supply charges and how to post/ addend a log.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: CAR002 Invasive Cardiology Workflow Overview • E-Learning: CAR053 Overview of Invasive Charge Entry • E-Learning: CAR050 Overview of Report Settings • E-Learning: CAR054 Overview of the Procedure Log

Invasive Documenter

Audience: Staff who is responsible for ONLY intraprocedure documentation


①	②	
Pre-Requisite E-Learning Courses	Invasive Documenter: Live Virtual Training	Training Track Complete

Invasive Documenter

Course ID: ECCAR109ILT	Prerequisites: ECCAR109WBT
Instructor-Led Course Length: 4.5 hours	E-Learning Length: 32 minutes
<p>Course Description: Invasive documenters will learn how to find patients using status boards, update their status and document all intraprocedure events using a procedure log. Invasive documenters will also learn how to manage the schedule using the snapboard and schedule emergency STEMI cases.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CAR002 Invasive Cardiology Workflow Overview • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: CAR054 Overview of the Procedure Log

Invasive Manager

Audience: Managers of Invasive Cardiology areas




①	②	
Pre-Requisite E-Learning Courses	Cardiology Manager: Recorded Lessons	Training Track Complete

Invasive Cardiology Manager

Course ID: ECCAR108RL	Prerequisites: ECCAR108WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 48 minutes
<p>Course Description:</p> <p>In this course Invasive Managers will learn how to use their dashboard to generate department statistics. You will also learn how to correct documentation errors, resolve incomplete work, and edit cases.</p> <p>The Invasive Cardiology Manager should also attend the Invasive Nurse Training Track</p>	<ul style="list-style-type: none"> • Course: Invasive Nurse • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD056 Overview of the Manager Dashboard • E-Learning: CAR053 Overview of Invasive Charge Entry • E-Learning: RPT005 Run and Manage Reports • E-Learning: CAR050 Overview of Report Settings • E-Learning: CAR002 Invasive Cardiology Workflow Overview

Invasive Nurse

Audience: Cath Lab Nurses, EP Nurses, TEE/ Tilt table Nurses in Invasive areas

 Pre-Requisite E-Learning Courses	 Invasive Nurse: Live Virtual Training	 Training Track Complete
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Invasive Nurse

Course ID: ECCAR107ILT	Prerequisites ECCAR107WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 38 minutes
<p>Course Description:</p> <p>In this course, Invasive Cardiology Nurses will learn how to find patients using status boards, and update their status. They will also learn how to document performing preprocedure and postprocedure care, including transferring and discharging patients. Nurses will also learn how manage the schedule using the snapboard and. how to document TEE cases using a narrator in the event they are performed in the invasive location. If an invasive nurse also performs intraprocedure documentation, they will also need to take the Invasive Documenter training track.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CAR002 Invasive Cardiology Workflow Overview • E-Learning CLN058 Overview of a Navigator • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: RAD053 Overview of a Narrator

Invasive Scheduler

Audience: Staff who schedules Invasive Cardiology cases

①	②	
Pre-Requisite E-Learning Courses	Invasive Scheduler: Recorded Lessons	Training Track Complete

Invasive Scheduler

Course ID: ECCAR106RL	Prerequisites: ECCAR106WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 32 minutes
<p>Course Description: In this course Invasive Schedulers learn how to create, edit, cancel, schedule and reschedule invasive cases. They will also learn how to enter cases with multiple providers, and multiple procedures.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: CAR052 Intro to Case Creation • E-Learning: OR053 Overview of the Schedule • E-Learning: CAR002 Invasive Cardiology Workflow Overview

Non-Invasive Cardiology Manager

Audience: Cardiology Managers in Non Invasive areas


 Pre-Requisite E-Learning Courses	 Non-Invasive Manager: Recorded Lessons	 Training Track Complete
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Non-Invasive Cardiology Manager

Course ID: ECCAR105RL	Prerequisites: ECCAR105WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 46 minutes
<p>Course Description:</p> <p>In this course Non-Invasive Managers will learn how to use their dashboard to generate department statistics. You will also learn how to correct documentation errors, and resolve incomplete work.</p> <p>The Non-Invasive Cardiology Manager should also attend the track of the staff they supervise.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD056 Overview of the Manager Dashboard • E-Learning: RAD450 Overview of Charge Capture Workflows • E-Learning: RPT005 Run and Manage Reports • E-Learning: CAR050 Overview of Report Settings • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Non-Invasive Nurse

Audience: Non Invasive Procedural Cardiology Nurses


①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Nurse: Live Virtual Training	Training Track Complete

Non-Invasive Nurse

Course ID: ECCAR104ILT	Prerequisites: ECCAR104WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 38 minutes
<p>Course Description: In this course Non-Invasive nurses learn how to document exams both with and without sedation using navigators and narrators.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: CAR050 Overview of Report Settings • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: RAD053 Overview of the Narrator • E-Learning: CLN058 Overview of a Navigator • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Non-Invasive Scheduler

Audience: Schedulers who schedule procedural cardiology appointments


①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Scheduler: Recorded Lessons	Training Track Complete

Non-Invasive Scheduler

Course ID: ECCAR103RL	Prerequisites: ECCAR103WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 28 minutes
<p>Course Description:</p> <p>In this course Non-Invasive Schedulers learn tasks related to and unique to procedural cardiology appointments such as: entering orders for diagnostic procedures, scheduling and checking in appointments for future patients, and canceling and rescheduling appointments.</p> <p>If Non- Invasive Schedulers also schedule other types of appointments, are involved in registration, and perform other duties, appropriate Cadence trainings may be needed.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: CAR050 Overview of Report Settings • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Non-Invasive Technologist- Echo/Vascular

Audience: Non-Invasive Technologists who work with Echos and Vascular Studies


①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Technologist- Echo/Vascular: Live Virtual Training	Training Track Complete

Non-Invasive Technologist- Echo/Vascular

Course ID: ECCAR101ILT	Prerequisites: ECCAR101WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 34 minutes
<p>Course Description: In this course Non-Invasive Technologists learn tasks related to Echo and Vascular studies. This includes: adding patients on to the schedule, beginning and ending exams, and documenting tech-recorded findings.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: CAR050 Overview of Report Settings • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: CLN058 Overview of a Navigator • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Non-Invasive Technologist- Stress

Audience: Non-Invasive Technologists who work with Stress Studies


①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Technologist- Stress: Live Virtual Training	Training Track Complete

Non-Invasive Technologist- Stress

Course ID: ECCAR100ILT	Prerequisites: ECCAR100WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 34 minutes
<p>Course Description:</p> <p>In this course Non-Invasive Technologists learn tasks related to Stress studies. This includes: adding patients on to the schedule, beginning and ending exams, and documenting tech-recorded findings.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: CAR050 Overview of Report Settings • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: CLN058 Overview of a Navigator • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Non-Invasive Technologist - Device/Monitors

Audience: Non-Invasive Technologists who work with Holter/Event Monitors

①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Technologist- Device/Monitors: Live Virtual Training	Training Track Complete


Non-Invasive Technologist - Device/Monitors

Course ID: ECCAR102ILT	Prerequisites: ECCAR102WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 34 minutes
<p>Course Description: In this course Non-Invasive Technologists learn tasks related to Device/Monitor placement. This includes: adding patients on to the schedule, beginning and ending exams, and documenting monitor status.d</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: CAR050 Overview of Report Settings • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: CLN058 Overview of a Navigator • E-Learning: CAR001 Non-Invasive Cardiology Workflow Overview

Clinical Case Management

Behavioral Health Social Work


Audience: Behavioral Health Social Workers, Behavioral Health Social Work Assistants

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Pre-Requisite E-Learning Courses	Behavioral Health Social Work: Live Virtual Training	Training Track Complete

Behavioral Health Social Work

Course ID: ECCLN122ILT	Prerequisites: ECCLN122WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 30 minutes
<p>Course Description: In this course, you learn how to begin your shift, review the chart, plan for discharge, and coordinate continued care and services. You will learn how to perform patient discharge workflows and how to contribute to discharge documentation.</p> <p>Additionally, you will learn how to document group therapy, treatment plans/safety plans, and assessments.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001: Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061: Documenting in Flowsheets • E-Learning: INP073 Document on the Care Plan • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: ROV150: Overview of Inpatient Care with Rover

Case Manager


Audience: Care Manager, Case Manager, Case Manager Assistant, Care Coordinator		
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Pre-Requisite E-Learning Courses	Case Manager: Live Virtual Training	Training Track Complete

Case Manager

Course ID: ECCLN100ILT	Prerequisites: ECCLN100WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 30 minutes
<p>Course Description: In this course, you learn how to begin your shift, review the chart, plan for discharge, and coordinate continued care and services. You will view how to manage orders, prepare a patient for discharge, and how to contribute to discharge documentation. You will learn how to complete a utilization review, communicate with Payors and collect Auth/Cert information. In class, you will see how to manage avoidable and denied bed days/nights and monitor patient class. Lastly, you will review and run reports.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001: Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061: Documenting in Flowsheets • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: ROV150: Overview of Inpatient Care with Rover

Evaluation Center RN/Social Worker

Audience: Evaluation Center Nurse and Evaluation Social Worker

①	②	
Pre-Requisite E-Learning Courses	Evaluation Center RN/Social Worker: Live Virtual Training	Training Track Complete

Evaluation Center RN/Social Worker

Course ID: ECCLN125ILT	Prerequisites: ECCLN125WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 30 minutes
<p>Course Description: The course is specific to the Evaluation Center Registered Nurse and Social Worker on the Westchester campus.</p>	<ul style="list-style-type: none"> E-Learning: CLNINP001: Overview of Hyperspace in an Inpatient Setting E-Learning: INP061: Documenting in Flowsheets E-Learning: INP067 Nurse Reviewing the Chart E-Learning: ROV150: Overview of Inpatient Care with Rover

Utilization Manager

Audience: Utilization Manager, Patient Care Manager, PCM, Utilization Reviewer


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Pre-Requisite E-Learning Courses	Utilization Manager: Recorded Lessons	Training Track Complete

Utilization Manager (Patient Care Manager)

Course ID: ECCLN120RL	Prerequisites: ECCLN120WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 35 minutes
<p>Course Description: In this course, you learn to navigate through a patient's chart, how to complete a utilization review, how to work a workqueue, communicate with Payors, and collect Auth/Cert information. Additionally, you will learn how to manage avoidable and denied bed days/nights, monitor patient class, and complete a short stay review</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001: Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061: Documenting in Flowsheets • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: PRE050: Overview of Workqueues for Access • E-Learning: RHB004 Overview of Account Workqueues

Social Work

Audience: Social Workers, Social Work Assistants

①	②	
Pre-Requisite E-Learning Courses	Social Work: Live Virtual Training	Training Track Complete


Social Worker

Course ID: ECCLN108ILT	Prerequisites: ECCLN108WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 30 minutes
<p>Course Description: In this course, you learn how to begin your shift, review the chart, and plan for discharge. You will learn how to communicate with Payors, collect Auth/Cert information, and coordinate continued care and services. Lastly, in class you will prepare a patient for discharge and discuss how to end your shift.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001: Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061: Documenting in Flowsheets • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: ROV150: Overview of Inpatient Care with Rover

Dental

Hygienist

Audience: Dental Hygienist, Dental Assistant


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Pre-Requisite E-Learning Courses	Hygienist: Live Virtual Training	Training Track Complete

Hygienist

Course ID: ECDEN100ILT	Prerequisites: ECDEN100WBT
Instructor-Led Course Length: 3.5 hours	E-Learning Length: 1.78 hours
<p>Course Description:</p> <p>In this course you will learn how to get through the essentials of both routine and full-treatment office visits, including reviewing the chart, documenting problems and diagnoses, documenting dental findings and periodontal measurements, writing notes, and selecting procedures in the Treatment Plan activity. You'll also review In Basket and see how to follow up on common messages.</p>	<p>E-Learning: CLN055: Overview of Writing Notes</p> <p>E-Learning: MD001: Introduction to Epic Training</p> <p>E-Learning: MD100: Overview of Hyperspace</p> <p>E-Learning: MD103: Finding Patient Information</p> <p>E-Learning: MD105B: Introduction to Patient History</p> <p>E-Learning: MD108: Overview of In Basket</p> <p>E-Learning: MDAMB104: EpicCare Ambulatory: Wrapping Up a Visit</p> <p>E-Learning: MDAMB106: EpicCare Ambulatory: Writing Notes for Office Visits</p> <p>E-Learning: MDAMB107: EpicCare Ambulatory: Ordering in an Outpatient Context</p> <p>E-Learning: MDAMB109: Introduction to Communication Workflows</p> <p>E-Learning: WSD001: Using the Tooth Chart</p>

Dental Scheduler

Audience: All staff that schedule dental appointments

①	②	
Pre-Requisite E-Learning Courses	Dental Scheduler: Live Virtual Training	Training Track Complete

Dental Scheduler

Course ID: ECSCCH103ILT	Prerequisites: ECSCCH103WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 1.78 hours
<p>Course Description:</p> <p>In this course, you will learn how to register patients, schedule dental appointments for both preventive care and planned treatments, arrive and check out patients and update patient's insurance coverage. You will also learn how to follow up with patients for recall. Schedule from a workqueue and you will learn how the Snapboard is used for dental scheduling.</p>	<p>E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products</p> <p>E-Learning: ADT054: Overview of the Interactive Face Sheet</p> <p>E-Learning: CAD008: Report Setup</p> <p>E-Learning: CAD050: Overview of the Appointment Desk</p> <p>E-Learning: CAD052: Overview of Making an Appointment</p> <p>E-Learning: CAD053: Overview of the Snapboard</p> <p>E-Learning: CAD060: Interpreting Provider Schedules</p> <p>E-Learning: PRE050: Overview of Workqueues for Access</p> <p>E-Learning: PRE051: Overview of Registration in a Hospital Settings</p> <p>E-Learning: PRE052: Overview of Registration in an Outpatient Clinic Setting</p>

Emergency Department


ED Clerk

ED Clerks		
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Pre-Requisite E-Learning Courses	ED Clerk: Recorded Lessons	Training Track Complete

ED Clerk

Course ID: ECEMS100RL	Prerequisites: ECEMS100WBT
Recorded Lessons Length: 2 hours	E-Learning Length: .5 Hours
<p>Course Description: In this course you will learn the basics of tracking patients through common ED workflows, chart review and consult tracking.</p>	<ul style="list-style-type: none"> • E-Learning: ED001 Overview of Hyperspace for ASAP ED Users • E-Learning: ED002 Overview of the ED Map • E-Learning: ED006 Patient Tracking • E-Learning: ED012 Arrival and Patient Search




ED Nurse

ED Nurses and ED Nursing Management		
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Pre-Requisite E-Learning Courses	ED Nurse: Live Virtual Training	Training Track Complete

ED Nurse

Course ID: ECEMS101ILT	Prerequisites: ECEMS101WBT
Instructor-Led Course Length: 10 hours	E-Learning Length: 1.5 hours
<p>Course Description: You will learn how to start your shift, arrive and triage patients, place orders, document medication administration, document patient care for low-acuity patients, and discharge patients from the ED. Additionally, you will learn how to administer complex medications and how to care for high-acuity patients. This class will conclude with an assessment.</p>	<ul style="list-style-type: none"> • E-Learning: ED001 Overview of Hyperspace for ASAP Users • E-Learning: ED002 Overview of the ED Map • E-Learning: ED005 Introduction to the ED Narrator • E-Learning: ED006 Patient Tracking • E-Learning: ED007 Overview of History, Home Medications, and Allergies • E-Learning: ED008 Overview of Shift Change • E-Learning: ED009 MAR/Medication Administration • E-Learning: ED012 Arrival and Patient Search • E-Learning: ED013 Clinical Information Review

ED Technician

ED Technicians		
 Pre-Requisite E-Learning Courses	 ED Technician: Recorded Lessons	 Training Track Complete

ED Technician

Course ID: ECEMS102RL	Prerequisites: ECEMS102WBT
Recorded Lessons Length: 2.5 hours	E-Learning Length: .5 hours
Course Description: ED Technicians will be taught how to sign in for their shift, document vitals, complete tasks, and document an assessment. The course will conclude with an assessment.	<ul style="list-style-type: none"> • E-Learning: ED001 Overview of Hyperspace for ASAP ED Users • E-Learning: ED002 Overview of the ED Map • E-Learning: ED005 Introduction to the ED Narrator • E-Learning: ED006 Patient Tracking • E-Learning: ED008 Overview of Shift Change

Health Information Technology

CDI Specialist

Audience: DI Specialist, Manager for Clinical Documentation and the HIM Director


 Pre-Requisite E-Learning Courses	 CDI Specialist: Recorded Lessons	 Training Track Complete
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CDI Specialist

Course ID: ECHIM102RL	Prerequisites: ECHIM102WBT
Recorded Lessons Length: 3.5 hours	E-Learning Length: 40 minutes
<p>Course Description: In this course learners are taught how to review clinical documentation, query physicians and complete a Clinical Documentation Improvement (CDI) review. The purpose of clinical documentation review is to increase accuracy for the purpose of improving patient outcomes and obtaining accurate reimbursement.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM050 Coding Query • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: RDR101 Introduction to Radar • E-Learning: RPT005 Run and Manage Reports

Coder

Audience: Coder, Coding Manager and the HIM Director



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Pre-Requisite E-Learning Courses	HIM Coder: Live Virtual Training	Training Track Complete

Coder

Course ID: ECHIM103ILT	Prerequisites: ECHIM103WBT
Instructor-Led Course Length: 5.5 hours	E-Learning Length: 40 minutes
<p>Course Description:</p> <p>In this course learners are taught the basics of coding accounts and coding follow-up. The coder will learn the process required to appropriately research an account for accurate coding, create and send queries to clinicians, also resolve queries for missing documentation. The coder uses a third party encoder to calculate the Diagnosis Related Group on inpatient accounts in order to determine the appropriate reimbursement. Additionally, learners will be taught the claims creation process and how to identify when claims processing has occurred in the revenue cycle, also how to review HIM claim edits and denials. Learners will understand how to execute advanced coding workflows and ED charging. Additionally, users will learn how to communicate with billers about coding-related errors and route accounts to registration staff for review.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM018 Coding an Account • E-Learning: HIM050 Coding Query and Missing Documentation • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: RHB005 Overview of Claim Edit Workqueues

Deficiency Analyst

Audience: Deficiency Analyst, Medical Records Abstractor, Medical Records Clerk Manager of HIM, and the HIM Director

 Pre-Requisite E-Learning Courses	 Deficiency Analyst: Recorded Lessons	 Training Track Complete
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Deficiency Analyst

Course ID: ECHIM105RL	Prerequisites: ECHIM105WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 35 minutes
<p>Course Description:</p> <p>In this course the Deficiency Analyst is taught the basics of analyzing documentation in a patient's chart to identify missing deficiencies, checking to ensure deficiencies are complete , reassigning deficiencies to appropriate providers or identify where a deficiency got stuck in the process.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM012 Automatic Deficiency Creation and Initial Analysis • E-Learning: HIM101 Overview of Workqueues for HIM • E-Learning: MD108 Overview of In Basket

Privacy Officer

Audience: Privacy Officer and HIM Manager and HIM Director




 Pre-Requisite E-Learning Courses	 Privacy Officer: Recorded Lessons	 Training Track Complete
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Privacy Officer

Course ID: ECHIM107RL	Prerequisites: ECHIM107WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 20 minutes
<p>Course Description: The role of the Privacy Officer is maintain the confidentiality of patient records and ensure that the hospital remains within compliance. In this course the Privacy Officer is taught how to monitor access to patient charts using reports and how to prevent inappropriate access to charts.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: RPT005 Run and Manage Reports

Release of Information Clerk

Audience: ROI Clerk, Medical Chart Analyst, Medical Records Clerk, HIM Manager, HIM Director and Privacy Officer

 Pre-Requisite E-Learning Courses	 ROI Clerk: Recorded Lessons	 Training Track Complete
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ROI Clerk

Course ID: ECHIM108RL	Prerequisites: ECHIM108WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 30 minutes
<p>Course Description: In this course the Release of Information (ROI) Clerk will learn how to record, fulfill and bill appropriately for release requests. The ROI Clerk is taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM010A Managing a Request • E-Learning: HIM010B Payment Posting • E-Learning HIM101 Overview of Workqueues for HIM

Health Information Management Director

Audience: HIM Managers and Directors

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Pre-Requisite E-Learning Courses	HIM Directors: Recorded Lessons	Training Track Complete


HIM Director

Course ID: ECHIM106RL	Prerequisites: ECHIM106WBT
Recorded Lessons Length: 3 hours	Classroom Learning Length: 23 hours
<p>Course Description:</p> <p>In this course the HIM Director will learn advanced HIM topics, such as managing workqueues, editing chart records, creating ROI requesters, how to mark providers as delinquent, and reporting.</p>	<ul style="list-style-type: none"> • Course: Coder 100, 101 • Course: CDI 100 • Course: Deficiency Analyst • Course: Privacy Officer • Course: Release of Information Clerk • Course: Data Integrity Specialist 100, 101

- **NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Release of Information Clerk for Non-HIM Departments/Clinics

Audience: Radiology, Lab and Outpatient Clinics

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Pre-Requisite E-Learning Courses	ROI Clerk: Recorded Lessons	Training Track Complete

ROI Clerk (Non-HIM Departments)

Course ID: ECHIM101RL	Prerequisites: ECHIM101WBT
Recorded Lessons Length: 1 hours	E-Learning Length: 20 minutes
<p>Course Description: In this course you will learn how to record and fulfill medical records release requests. Learners are taught to ensure that they are accurately checking for proper authorization prior to generating a release and remain in compliance with the hospital policies.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: HIM010A Managing a Request

Simple Visit Coding (SVC)

Audience: Radiology, Rad Onc, Lab, Radiant, Recurring Therapies, PBB/ACNs, Oncology, Cardiac Rehab Therapy and other Outpatient departments

 Pre-Requisite E-Learning Courses	 Simple Visit Coding: Recorded Lessons	 Training Track Complete
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Simple Visit Coding

Course ID: ECHIM100RL	Prerequisites: ECHIM100WBT
Recorded Lessons Length: 1 hours	E-Learning Length: 25 minutes
<p>Course Description:</p> <p>The Simple Visit Coding (SVC) process automatically codes accounts for Labs, Recurring therapies, Radiology, and other outpatient depts. by pulling diagnoses entered upstream by Reg/clinical staff. If the validated checks run and errors are discovered, they must be corrected prior to the account processing for billing. This course teaches our learners how to locate the accounts that failed the validation checks and take the steps required in order to fix the inaccuracies and enable accounts to process for payment.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: HIM018 Coding an Account • E-Learning HIM101 Overview of Workqueues for HIM

Data Integrity Specialist

Audience: EMPI Team

①	②	
Pre-Requisite E-Learning Courses	Data Integrity Specialist: Recorded Lessons	Training Track Complete




Data Integrity Specialist

Course ID: ECHIM104RL	Prerequisites: ECHIM104WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 30 minutes
<p>Course Description:</p> <p>In this course the Data Integrity Specialist will learn the basics of managing the Enterprise Master Patient Index, such as how to identify duplicate records and merge patients. Additionally, you will learn how to manage chart correction issues using Epic's activities and tools.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: IDN003 Explore the Chart Correction Workspace • E-Learning: MD108 Overview of In Basket

Hematology and Oncology

Oncology Clinic Nurse

Audience: All RNs who manage chemotherapy plans in an outpatient


		
Pre-Requisite E-Learning Courses	Oncology Clinic Nurse: Live Virtual Training	Training Track Complete

Oncology Clinic Nurse

Course ID: ECONC101ILT	Prerequisites: ECONC101WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 4 minutes
<p>Course Description: In this course, you will learn about oncology-specific documentation and chemotherapy treatment plans in Epic. Reviewing the multi-provider schedule, Springboard report, rooming a patient, documenting visit, oncology assessments and toxicity.</p> <p>Further, you will learn how to manage treatment plans, review prior authorization for chemotherapy treatment and scheduling infusion visits and wrap up documentation.</p>	<ul style="list-style-type: none"> • E-Learning: ONC071 Overview of Therapy Plans – Nurse • Refer to EpicCare Ambulatory Nurse Shared (RN, LPN, MA) for list of additional E-Learnings. •

Oncology Infusion Nurse

Audience: All RNs who administer chemotherapy plans


①	②	
Pre-Requisite E-Learning Courses	Oncology Infusion Nurse: Live Virtual Training	Training Track Complete

Oncology Infusion Nurse

Course ID: ECONC102ILT	Prerequisites: ECONC102WBT
Instructor-Led Course Length: 7.5 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, you will learn about documenting a chemotherapy infusion visit in Epic. This includes: how to find patients on the schedule, using the Springboard report to review patient data, Pre-Treatment Prep, basic charting, release pre-treatment and treatment medication orders, Chemotherapy IV Infusion med administration.</p> <p>Further, you will learn how about Oncology documentation, Assessments, Patient History, and Toxicity Assessment.</p>	<ul style="list-style-type: none"> • E-Learning: ONC071 Overview of Therapy Plans – Nurse • E-Learning: ROV002 or ROV003 Administer Medications Using Rover for iOS or Android • E-Learning: ROV004 or ROV005 Document in Flowsheets Using Rover for iOS or Android • E-Learning: ROV 150 Overview of Inpatient Care with Rover • E-Learning: MD108 Overview of In Basket • E-Learning: AMB515 In Basket: Handling Refill Requests • E-Learning: AMB520 In Basket: Telephone Encounters • E-Learning: AMB525 In Basket: Following up on Results Messages • E-Learning: MYC003 Activating Patients for MyChart


Inpatient Oncology Nurse (Adult Med Surg Path)

Audience: All RNs who manage Adult chemotherapy plans in an Inpatient setting

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Pre-Requisite E-Learning Courses	Nurse – Adult Med Surg: Live Virtual Training	Inpatient Oncology Nurse: Live Virtual Training	Training Track Complete

Inpatient Oncology Nurse (Pediatric Med Surg Path)

Audience: All RNs who manage Pediatric chemotherapy plans in an Inpatient setting


①	②	③	
Pre-Requisite E-Learning Courses	Nurse – Pediatric Med Surg: Live Virtual Training	Inpatient Oncology Nurse: Live Virtual Training	Training Track Complete

Inpatient Oncology Nurse

Course ID: ECONC100ILT	Prerequisites: ECONC100WBT
Instructor-Led Course Length: 2.5 hours	E-Learning Length: .25 hours
<p>Course Description: In this course, you will learn the basics of administering chemotherapy in Epic; managing a treatment plan, releasing pre-treatment orders, dual signature for chemo infusion administration, and defer, hold, cancel or complete the treatment.</p>	<ul style="list-style-type: none"> E-Learning: ONC071 Overview of Therapy Plans – Nurse Refer to Adult Med Surg or Pediatric Med Surg for list of additional E-Learnings.

Oncology Pharmacist

Audience: All Oncology Pharmacists

①	②	③	
Pre-Requisite E-Learning Courses	Inpatient Pharmacist: Live Virtual Training	Oncology Pharmacist: Recorded Lesson	Training Track Complete

Oncology Pharmacist

Course ID: ECONC103RL	Prerequisites: ECONC103WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 1 hours
<p>Course Description:</p> <p>In this course you learn the basics of entering a course of chemotherapy treatment in Epic. In addition, you learn to intervene on treatment plan orders and use Epic to prepare for upcoming chemotherapy doses.</p>	<ul style="list-style-type: none"> • Course: Pharmacist training track from Willow Inpatient • E-Learning: ONC050 Overview of Beacon Treatment Plans • E-Learning: ONC060 Overview of Cancer Staging • E-Learning: ONC070 Overview of Therapy Plans - Physician

Tumor Registrar

Audience: All staff assigning a tumor stage

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Online Learning



Training Track Complete

Tumor Registrar Proctored Exercises

Online Learning: ECONC104WBT

E-Learning Length: 1 hour 2.5 min


- E-Learning: ONC050 Overview of Beacon Treatment Plans
- E-Learning: ONC060 Overview of Cancer Staging
- E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting
- E-Learning: RPT005 Run and Manage Reports
- E-Learning: RPT010 Modifying the Search Criteria of a Report
- E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting
- E-Learning: CLN050 Overview of In Basket
- E-Learning: GEN301 Search a Patient's Chart
- E-Learning: CLN059 Review the Chart
- E-Learning: RPT020 Create and Save a Private View

Oncology Research Coordinator

See Research Coordinator in the Research section of this Catalog.

Hospital Billing


HB Biller – Account

Audience: HB Biller – Account		
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Pre-Requisite E-Learning Courses	HB Biller – Account: Recorded Lessons	Training Track Complete

HB Biller - Account

Course ID: ECRHB101ILT	Prerequisites: ECRHB101WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, you learn the basics of preparing a hospital account for billing. In addition to working a variety of pre-billing edits, you learn the basics of combining accounts in Epic and late charge processing options.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB022 Account Maintenance for Billers • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB016 Overview of Charge Review Workqueues • E-Learning: RHB007 Overview of Account Errors and Flags • E-Learning: RHB032 Posting Adjustments


HB Biller – Claims

Audience: HB Biller - Claims		
①	②	
Pre-Requisite E-Learning Courses	HB Biller – Claims: Live Virtual Training	Training Track Complete

HB Biller - Claims

Course ID: ECRHB102ILT	Prerequisites: ECRHB102WBT
Instructor-Led Course Length: 5 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, you learn the basics of working claim edit workqueue errors. You learn how to resolve UB claim code and claim line errors.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Settings • E-Learning: RHB022: Account Maintenance for Billers • E-Learning: RHB005 Overview of Claim Edit Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB016 Overview of Charge Review Workqueues • E-Learning: RHB007 Overview of Account Errors and Flags

HB Biller Manager

Audience: HB Biller Managers		
①	②	
Pre-Requisite E-Learning Courses	HB Biller Manager – Claims: Recorded Lesson	Training Track Complete


HB Biller Manager

Course ID: ECRHB103RL	Prerequisites: ECRHB103WBT
Recorded Lessons Length: .5 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, you learn about dashboards in Hyperspace. Additionally, you learn how to run, analyze, and follow up on various reports.</p>	<ul style="list-style-type: none"> • E-Learning: RPT005 Run and Manage Reports • Course: HB Biller - Claims • Course: HB Biller - Account

- **NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

HB Customer Service

Audience: HB Customer Service Staff

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Pre-Requisite E-Learning Courses	HB Customer Service: Live Virtual Training	Training Track Complete

HB Customer Service

Course ID: ECRHB104ILT	Prerequisites: ECRHB104WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, you learn the basics of answering patient questions regarding balance and statement information, posting adjustments, collecting payments over the phone, creating payment plans, and generating documentation for outside sources.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB007 Overview of Account Errors and Flags • E-Learning: RHB032 Posting Adjustments • E-Learning: RHB072 Account Maintenance for Customer Service and Self-Pay Follow-Up • E-Learning: EBL060 Overview of the Estimates Activity (recommended) • E-Learning: REV150 SmartTools for the Billing Office (recommended)

HB Customer Service Manager

Audience: HB Customer Service Managers		
①	②	
Pre-Requisite E-Learning Courses	HB Customer Service Manager: Recorded Lesson	Training Track Complete


HB Customer Service and Self-Pay Follow-Up Manager

Course ID: ECRHB204RL	Prerequisites: ECRHB204WBT
Recorded Lessons Length: .5 hours	E-Learning Length: .5 hours
Course Description: In this course, you learn to measure AR and user activity using dashboards.	<ul style="list-style-type: none"> E-Learning: RPT005 Run and Manage Reports Course: HB Customer Service or Course: HB Self-Pay Follow-Up

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

HB Insurance Follow-Up

Audience: HB Insurance Follow-Up Staff

①	②	
Pre-Requisite E-Learning Courses	HB Insurance Follow-Up: Live Virtual Training	Training Track Complete

HB Insurance Follow-Up

Course ID: ECRHB106ILT	Prerequisites: ECRHB106WBT
Instructor-Led Course Length: 3.5 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, you learn the basics of following up with payors regarding outstanding claims and denials. You also learn how to initiate and review refunds.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB007 Overview of Account Errors and Flags • E-Learning: RHB009 Overview of Account Follow-Up Records • E-Learning: RHB042 Account Maintenance for Insurance Follow-Up

HB Insurance Follow-Up Manager

Audience: HB Insurance Follow-Up Managers

①	②	
Pre-Requisite E-Learning Courses	HB Insurance Follow-Up Manager: Recorded Lessons	Training Track Complete


HB Insurance Follow-Up Manager

Course ID: ECRHB206RL	Prerequisites: ECRHB206WBT
Recorded Lessons Length: .5 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, you learn how to approve or decline refunds, interpret key metrics from your dashboard, and analyze your users' productivity, and monitor denials and allowance discrepancies using various reports.</p>	<ul style="list-style-type: none"> E-Learning: RPT005 Run and Manage Reports Course: HB Insurance Follow-Up

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

HB Guarantor Payment Poster

Audience: HB Guarantor Payment Posters


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Pre-Requisite E-Learning Courses	HB Guarantor Payment Poster: Live Virtual Training	Training Track Complete

HB Guarantor Payment Poster

Course ID: ECRHB105ILT	Prerequisites: ECRHB105WBT
Instructor-Led Course Length: 2.5 hours	E-Learning Length: 1.5 hours
<p>Course Description: In this course, you learn how to post guarantor payments and adjustments.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB022 Account Maintenance for Billers • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB007 Overview of Account Errors and Flags • E-Learning: RHB031 Posting Guarantor Payments • E-Learning: RHB032 Posting Adjustments

HB Insurance Payment Poster

Audience: HB Insurance Payment Posters

①	②	
Pre-Requisite E-Learning Courses	HB Insurance Payment Poster: Live Virtual Training	Training Track Complete

HB Insurance Payment Poster

Course ID: ECRHB107ILT	Prerequisites: ECRHB107WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 1.5 hours
<p>Course Description: In this course, you learn the basics of insurance payment posting, including addressing errors and posting discrepancies.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB022 Account Maintenance for Billers • E-Learning: RHB033 Correcting E-Remit Processing Errors • E-Learning: RHB030 Posting Insurance Payments • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB007 Overview of Account Errors and Flags

HB Payment Poster Manager

Audience: HB Payment Poster Manager

①	②	
Pre-Requisite E-Learning Courses	HB Payment Poster Manager: Recorded Lessons	Training Track Complete


HB Payment Poster Manager

Course ID: ECRHB207RL	Prerequisites: ECRHB207RL
Recorded Lessons Length: .5 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, you learn how to interpret key metrics from your dashboard, analyze your users' productivity, and monitor payment volumes and batches using various reports.</p>	<ul style="list-style-type: none"> E-Learning: RPT005 Run and Manage Reports Course: HB Insurance Payment Poster Course: HB Guarantor Payment Poster

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

HB Self-Pay Follow-Up

Audience: HB Self-Pay Follow-Up Staff


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Pre-Requisite E-Learning Courses	HB Self-Pay Follow-Up: Live Virtual Training	Training Track Complete

HB Self-Pay Follow-Up

Course ID: ECRHB108ILT	Prerequisites: ECRHB108WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, you learn the basics of working with outstanding self-pay balances. You learn how to document work performed on accounts, flag accounts that require additional follow-up, post adjustments, collect payments over the phone, and create payment plans.</p>	<ul style="list-style-type: none"> • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051 Overview of Registration in a Hospital Setting • E-Learning: RHB004 Overview of Account Workqueues • E-Learning: RHB006 Overview of Billing Activities • E-Learning: RHB007 Overview of Account Errors and Flags • E-Learning: RHB032 Posting Adjustments • E-Learning: RHB072 Account Maintenance for Customer Service and Self-Pay Follow-Up • E-Learning: REV150 SmartTools for the Billing Office

HB Self-Pay Follow-Up Manager

Audience: HB Self-Pay Follow-Up Staff

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Pre-Requisite E-Learning Courses	HB Self-Pay Follow-Up Manager: Recorded Lesson	Training Track Complete


HB Customer Service and Self-Pay Follow-Up Manager

Course ID: ECRHB208RL	Prerequisites: ECRHB208WBT
Recorded Lessons Length: 2 hours	E-Learning Length: .5 hours
Course Description: In this course, you learn to measure AR and user activity using a dashboard.	<ul style="list-style-type: none"> E-Learning: RPT005 Run and Manage Reports Course: HB Customer Service or Course: HB Self-Pay Follow-Up

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Clinical Department Manager

Audience: Clinical Department Managers

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Pre-Requisite E-Learning Courses	Clinical Department Manager: Recorded Lessons	Training Track Complete

Clinical Department Manager

Course ID: ECRHB110RL	Prerequisites: ECRHB110RL
Recorded Lessons Length: .5 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, you learn how to post charges manually in the system and how to review charges from a charge review workqueue. You also use Revenue Guardian workqueues to identify and fix accounts.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RHB003 Overview of the Resolute Hospital Billing Revenue Cycle • E-Learning: RHB014 Overview of the Enterprise Encounter Charge Reconciliation Report • E-Learning: RHB090 Account Maintenance for Clinical Department Managers

- **NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Revenue Integrity Director

Audience: Revenue Integrity Direct

①	②	
Pre-Requisite E-Learning Courses	Revenue Integrity Director: Recorded Lessons	Training Track Complete


Revenue Integrity Director

Course ID: ECRHB109RL	Prerequisites:
Recorded Lessons Length: .5 hours	<ul style="list-style-type: none"> Course: Clinical Department Manager
<p>Course Description:</p> <p>In this course, you focus on the reporting tools that allow you to monitor revenue for your department.</p>	

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Infection Control

Infection Preventionist

Audience: Infection Preventionist		
①	②	
Pre-Requisite E-Learning Courses	IFC Preventionist: Live Virtual Training	Training Track Complete


Infection Preventionist

Course ID: ECIFC100ILT	Prerequisites: ECIFC100WBT
Instructor-Led Course Length: 4.5 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, the Infection Preventionist will use data to perform surveillance and reporting using Epic Dashboards. You will also learn how to investigate infections, create cases and export cases.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP067 Nurse reviewing the chart • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP064 Nurse Charting Tools • E-Learning: INP160 Documenting LDAs, IV Fluids, and Medication Drips • E-Learning: RPT005 Run and Manage Reports

Inpatient Clinical

Nutritionist

Audience: Nutritionists, Dietitians


①	②	
Pre-Requisite E-Learning Courses	Nutrition: Recorded Lessons	Training Track Complete

Nutritionist

Course ID: ECCLN113RL	Prerequisites: ECCLN113WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 38 minutes
<p>Course Description: In this course, you will learn how to identify patients that have a nutrition services consult order and how to review a patient's chart. You'll also learn how to complete nutrition care documentation using navigators, view orders, document on the care plan and in patient education, and writing notes.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: ROV150 Overview of Inpatient Care with Rover

Inpatient Therapies (Physical Therapists, Occupational Therapists, Speech Language Pathologists)

Audience: Physical Therapists, Occupational Therapists, Speech Language Pathologists, Physical Therapy Assistants, Occupational Therapy Assistants

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Pre-Requisite E-Learning Courses	Inpatient Therapy: Live Virtual Training	Training Track Complete

Inpatient Therapies

Course ID: ECCLN102ILT	Prerequisites: ECCLN102WBT
Instructor-Led Course Length: 5 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course you will learn how to find patients with scheduled appointments, identify patients that have a therapy consult order, and review a patient's chart. You'll also learn how to document a therapy evaluation and therapy treatment in navigators and Flowsheets, document on the care plan and in patient education, and write a note. The lesson also includes exercises for therapists to document therapy in different settings.</p>	<ul style="list-style-type: none"> • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Ancillary Therapies (Creative Arts, Recreational Therapy, Child Life Specialist)

Audience: Creative Arts Therapists, Child Life Therapist, Music Therapy, Recreational Therapy		
①	②	
Pre-Requisite E-Learning Courses	Ancillary Therapies: Recorded Lessons	Training Track Complete

Ancillary Therapies

Course ID: ECCLN101RL	Prerequisites: ECCLN119WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course, you will learn how to find patients utilizing patient lists, identify patients that have a therapy consult order, and review a patient's chart. You'll also learn how to document a therapy evaluation and therapy treatment in navigators and Flowsheets, document on the care plan and in patient education, and write a note. The lesson also includes exercises for therapists to document therapy in different settings.</p>	<ul style="list-style-type: none"> • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Behavioral Health Ancillary Therapies (Psychosocial Rehabilitation Specialists)

Audience: Psychosocial Rehabilitation Specialists, LCAT, LMHC, OT PSRs


①	②	
Pre-Requisite E-Learning Courses	Behavioral Health Ancillary Therapies: Recorded Lessons	Training Track Complete

Behavioral Health Ancillary Therapies

Course ID: ECCLN124RL	Prerequisites: ECCLN124WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course, you will learn how to find patients utilizing patient lists, identify patients that have a therapy consult order, and review a patient's chart. You'll also learn how to document a therapy evaluation and therapy treatment in navigators and Flowsheets, document on the care plan and in patient education, and write a note. The lesson is specific to those who work in Behavioral Health.</p>	<ul style="list-style-type: none"> • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Adult Med Surg Nurse

Audience: Adult Medical Surgical Nurses


①	②	
Pre-Requisite E-Learning Courses	Adult Med Surg Nurse: Live Virtual Training	Training Track Complete

Adult Med Surg Nurse

Course ID: ECCLN103ILT	Prerequisites: ECCLN103WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 3 hours
<p>Course Description:</p> <p>In this course, you will learn how to begin your shift, review the chart, and get report. You will document vitals and assessments, administer medications, collect specimens from Hyperspace and Rover. You will learn how to admit a patient from the ED, manager orders, administer IV medications, document on the care plan and patient education and end your shift. As a continuation of the Adult Med Surg course, you will learn how to arrive a transfer patient, administer blood products, administer complex medications and discharge a patient.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: INP069 Nurse Specimen collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP084 Overview of the Brain • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: INP163 Validating Monitor Data • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Pediatric Med Surg

Audience: Pediatric Medical Surgical Nurses


①	②	
Pre-Requisite E-Learning Courses	Pediatric Med Surg Nurse: Live Virtual Training	Training Track Complete

Pediatric Med Surg

Course ID: ECCLN109ILT	Prerequisites: ECCLN109WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 3 hours
<p>Course Description:</p> <p>In this course, you will learn how to begin your shift, review the chart, and get report. You will document vitals and assessments, administer medications, collect specimens from Hyperspace and Rover. You will learn how to admit a patient from the ED, manager orders, administer IV medications, document on the care plan and patient education and end your shift. As a continuation of the Pediatric Med Surg course, you will learn how to arrive a transfer patient, administer blood products, administer complex medications and discharge a patient.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the chart • E-Learning: INP069 Nurse Specimen Collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP084 Overview of the Brain • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: INP163 Validating Monitor Data • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Adult Intensive Care Nurse

Audience: Intensive Care Nurse, Burn Unit Nurse, Stepdown Nurses, Medical ICU Nurse, Surgical ICU Nurse, Critical Care Nurse, Cardiac Intensive Care Unit Nurse


①	②	
Pre-Requisite E-Learning Courses	Adult Intensive Care Nurse: Live Virtual Training	Training Track Complete

Adult Intensive Care Nurse

Course ID: ECCLN106ILT	Prerequisites: ECCLN106WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 3.1 hours
<p>Course Description:</p> <p>In this course, you'll learn how to begin your shift, find your patients, and review the chart, document vitals and assessments using Hyperspace and Rover. You will administer meds, document patient sedation, collect labs, document on the care plan and patient education and end your shift. As a continuation of the ICU course, you will prepare a patient for transfer, admit a patient to the unit, manage orders, and document restraints. You will document administration of blood products, override pulls, and document a code.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the chart • E-Learning: INP069 Nurse Specimen collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP084 Overview of the Brain • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: INP163 Validating Monitor Data • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Neonate and Pediatric ICU Nurse


Audience: Pediatric Intensive Care Nurse, Cardiac Pediatric Intensive Care Unit, Neonatal Intensive Care Unit Nurse, Neonatal Cardiac Intensive Care Unit Nurse

①	②	
Pre-Requisite E-Learning Courses	Neonate and Pediatric Intensive Care Nurse: Live Virtual Training	Training Track Complete

Neonate and Pediatric ICU Nurse

Course ID: ECCLN107ILT	Prerequisites: ECCLN107WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 3.3 hours
<p>Course Description:</p> <p>In this Neonate and Pediatric ICU course, you will learn how to begin your shift, find your patients, and review the chart, document vitals and assessments using Hyperspace and Rover. You will administer meds, document patient sedation, collect labs, document on the care plan and patient education and end your shift. As a continuation of the course, you will prepare a patient for transfer/discharge, admit a patient to the unit, manage orders, and document restraints. You will document administration of blood products, override pulls, and document a code.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the chart • E-Learning: INP069 Nurse Specimen collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP084 Overview of the Brain • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: INP163 Validating Monitor Data • E-Learning: OB001 Overview of the L&D Grease Board • E-Learning: OB002 Overview of the L&D Manager • E-Learning: OB003 Overview of the Results Console • E-Learning: OB004 Overview of the Delivery Summary • E-Learning: ROV002 Administer Medications Using Rover •

Behavioral Health Nurse




Audience: Behavioral Health, Inpatient Psychiatry Nurse		
①	②	
Pre-Requisite E-Learning Courses	Behavioral Health Nurse: Live Virtual Training	Training Track Complete

Behavioral Health Nurse

Course ID: ECCLN104ILT	Prerequisites: ECCLN104WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 2.5 hours
<p>Course Description:</p> <p>In this course, you will learn how to begin your shift, review the chart and get report. You will document vitals and assessments, administer medications, and collect specimens from Hyperspace and Rover. You will admit a patient from the ED, manage orders, administer IV meds, document patient education and care plans and end your shift. A continuation of the Behavioral Health Nurse course, you will arrive a transfer patient, administer blood products, administer complex medications, document using a treatment plan, and discharge a patient.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: INP069 Nurse Specimen Collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP074 Document Patient Education • E-Learning: INP084 Overview of the Brain • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Rehab Nurse

Audience: Inpatient Rehab Nurse


 Pre-Requisite E-Learning Courses	 Rehab Nurse: Live Virtual Training	 Training Track Complete
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Rehab Nurse

Course ID: ECCLN110ILT	Prerequisites: ECCLN110WBT
Instructor-Led Course Length: 7 hours	E-Learning Length: 2.7 hours
<p>Course Description:</p> <p>In this course, you will learn how to begin your shift, review the chart and get report. You will learn documentation of vitals and assessments, medication administration and specimen collection from Hyperspace and Rover. You will learn how to admit a patient from the ED, how to manage orders, administer IV meds, document patient education and care plans and end your shift. A continuation of the Rehab Nurse course, you will learn how to perform additional medication administration workflows and how to discharge a patient.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of the Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: INP069 Nurse Specimen Collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP084 Overview of the Brain • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Wound Care Nurse

Audience: Wound Care Nurses, Ostomy Nurses


①	②	
Pre-Requisite E-Learning Courses	Wound Care Nurse: Live Virtual Training	Training Track Complete

Wound Care Nurse

Course ID: ECCLN111ILT	Prerequisites: ECCLN111WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 2.3 hours
<p>Course Description:</p> <p>In this course, you'll learn how to begin your shift, review the chart, and how to document a simple and complex treatment. You will complete a consult and learn how to contribute to the discharge of the patient. You will document a wound assessment using Flowsheets. In class, there will be a demonstration of how to use the LDA Avatar to document additional wound assessments.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: INP069 Nurse Specimen Collection • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: RDR101 Introduction to Radar • E-Learning: RPT005 Run and Manage Reports • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Dialysis Nurse

Audience: Hemodialysis Nurses


①	②	
Pre-Requisite E-Learning Courses	Dialysis Nurse: Live Virtual Training	Training Track Complete

Dialysis Nurse

Course ID: ECCLN105ILT	Prerequisites: ECCLN105WBT
Instructor-Led Course Length: 5.5 hours	E-Learning Length: 2.86 hours
<p>Course Description:</p> <p>In this course, you'll learn how to begin your shift, manage the schedule, prepare for treatment, collect specimens and begin treatments. You will learn administration of medications, blood products, how to manage orders and how to complete the patient treatment. You will also learn how to treat patients at the bedside as well as outpatients.</p>	<ul style="list-style-type: none"> • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP067 Nurse Reviewing the Chart • E-Learning: INP069 Nurse Specimen Collection • E-Learning: INP072 Use the Admission Navigator • E-Learning: INP073 Document on the Care Plan • E-Learning: INP074 Document Patient Education • E-Learning: INP075 Document Infusion Volume • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: INP163 Validating Monitor Data • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Nurse Manager

Audience: Patient Care Directors, Clinical Nurse Managers, Directors of Nursing, Nurse Managers and Assistant Nurse Managers

①	②	
Pre-Requisite E-Learning Courses	Nurse Manager: Live Virtual Training	Training Track Complete

Nurse Manager

Course ID: ECCLN112ILT	Prerequisites: ECCLN112WBT
Instructor-Led Course Length: 6.5 hours	E-Learning Length: 12 minutes
<p>Course Description:</p> <p>In this course, you will learn how to manage patient assignments, review a patient's chart, monitor clinical metrics from dashboards, manage the unit, and arrive a patient.</p> <p>Additionally, you will learn how to run and edit reports using Reporting Workbench. You'll learn how to manage order compliance and monitor nursing documentation compliance, and how to monitor your department for potential patient safety risks.</p> <p>Note: If nurse managers should receive training on clinical workflows, nurse managers should complete the Nurse training track before attending the Nurse Manager training track.</p>	<ul style="list-style-type: none"> • Course: If nurse managers should also receive clinical training, enroll them in the appropriate nurse specialty training track. • E-Learning: MDINP103 EpicCare Inpatient: Finding Patient Information • E-Learning: RDR101 Introduction to Radar

Patient Care Technician

Audience: Patient Care Technician, Intensive Care Technicians, Nursing Assistants, Mental Health Workers, Nursing Attendants

①	②	
Pre-Requisite E-Learning Courses	Patient Care Technician: Recorded Lessons	Training Track Complete

Patient Care Technician

Course ID: ECCLN114RL	Prerequisites: ECCLN114WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 35 minutes
<p>Course Description: In this course, you will learn how to track your patient assignments, review the patient's chart, use the Work List to review your tasks, document vitals, document basic intake and output, and finish your documentation at the end of your shift.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP069 Nurse Specimen Collection • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Quality (Abstractor, Manager)

Audience: Quality Manager, Abstractor


①	②	
Pre-Requisite E-Learning Courses	Quality Manager: Recorded Lessons	Training Track Complete

Quality

Course ID: ECCLN115RL	Prerequisites: ECCLN115WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, you will learn how to document core measure data elements to gain an understanding of the full end to end workflow as a practicing patient care provider. This course includes reviewing core measures documentation in patient charts and using reports to identify patients with missing documentation and plan of care.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP062 Administering Medications on the MAR • E-Learning: MDINP103 EpicCare Inpatient: Finding Patient Information • E-Learning: MDINP106 EpicCare Inpatient: Writing Notes • E-Learning: MDINP107A EpicCare Inpatient: Managing Orders • E-Learning: MDINP107B EpicCare Inpatient: Medication Reconciliation • E-Learning: RDR101 Introduction to Radar • E-Learning: RPT001 Overview of Reporting and Reporting Tools • E-Learning: RPT005 Run and Manage Reports

Respiratory Care Practitioner

Audience: Respiratory Care Practitioners, Respiratory Care Supervisor, Respiratory Care Therapist

①	②	
Pre-Requisite E-Learning Courses	Respiratory Care Practitioner: Live Virtual Training	Training Track Complete

Respiratory Care Practitioner

Course ID: ECCLN116ILT	Prerequisites: ECCLN116WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 1.4 hours
<p>Course Description:</p> <p>In this course, you will learn how to complete tasks that are part of the initial assessment and treatment flow. This includes tracking patient assignments and patient care tasks, reviewing the patient's chart, and documenting assessments using flowsheets.</p> <p>Additionally, you will learn how to enter and modify a patient's orders, updated the care plan and document on patient education. Lastly, you will document administering a medication using Rover, collect an ABG using Rover, and file charges for respiratory care.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting IV Fluids and Medication Drips • E-Learning: INP162 Advanced Medication Administration on the MAR • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Spiritual Care Provider

Audience: Spiritual Care Provider, Chaplain, Pastoral Care

 Pre-Requisite E-Learning Courses	 Spiritual Care: Recorded Lessons	 Training Track Complete
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Spiritual Care

Course ID: ECCLN117RL	Prerequisites: ECCLN117WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 25 minutes
<p>Course Description: In this course, you will learn how to find patients with spiritual care consult orders, review the patient's chart, and document providing spiritual care using Flowsheets. You'll also learn how to document on the care plan and write a note as well as complete group documentation.</p>	<ul style="list-style-type: none"> E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting E-Learning: INP061 Documenting in Flowsheets E-Learning: ROV150 Overview of Inpatient Care with Rover

Technicians - ECG

Audience: ECG Technicians

①

Online E-Learning Courses



Training Track Complete

Tech - ECG

Online Learning Courses: ECCLN121WBT

E-Learning Length: 20 minutes


Course Description:

In this course, ECG technicians will learn how to find patients, review pertinent information, and complete ECG orders. Trainees also have exercises to practice their own workflows from end to end.

- E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting
- E-Learning: RAD051 Introduction to Ancillary Orders
- E-Learning: ROV150 Overview of Inpatient Care with Rover

Technicians - Procedural and Diagnostic (Neurodiagnostic and PFT Techs)

Audience: Procedural/Diagnostic Technicians, Pulmonary Function Technicians, Neurodiagnostic/EEG Technicians


①	②	
Pre-Requisite E-Learning Courses	Tech – Procedural and Diagnostic: Recorded Lessons	Training Track Complete

Procedural/Diagnostic Tech

Course ID: ECCLN118RL	Prerequisites: ECCLN118WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 25 minutes
<p>Course Description: In this course, procedural and diagnostic technicians will learn how to schedule patients and check in appointments, document an exam and place charges, and how to review patient information, verify orders, and document staff info and study notes. The course also includes exercises to practice their own workflows from end to end.</p>	<ul style="list-style-type: none"> • E-Learning: CAD053 Overview of the Snapboard • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: ROV150 Overview of Inpatient Care with Rover

PPS Coordinator

Audience: Prospective Payment System Coordinators




①	②	
Pre-Requisite E-Learning Courses	PPS Coordinator: Live Virtual Training	Training Track Complete

PPS Coordinator

Course ID: ECCLN123ILT	Prerequisites: ECCLN123WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 30 minutes
<p>Course Description: This course is specific to the prospective payment system coordinators who work in the Therapies and Rehab departments.</p>	<ul style="list-style-type: none"> • E-Learning: INP200: Exporting the IRF-PAI • E-Learning: RDR101: Introduction to Radar • E-Learning: RPT001: Overview of Reporting • E-Learning: RPT005: Run and Manage Reports

Unit Clerk

Audience: Unit Clerks, Unit Assistants, Unit Secretary

 Pre-Requisite E-Learning Courses	 Unit Clerk: Recorded Lessons	 Training Track Complete
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Unit Clerk

Course ID: ECCLN119RL	Prerequisites: ECCLN119WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 25 minutes
<p>Course Description: In this course, you will learn how to track patients arriving to and leaving your unit, review the patient's chart, discharge a patient, manage your unit through unit manager, and print forms such as wristbands, patient labels.</p>	<ul style="list-style-type: none"> • E-Learning: ADT061 Overview of Unit Manager • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: ROV150 Overview of Inpatient Care with Rover

Lab

Lab Support Staff

Audience: Lab supervisors, Lab client services, Lab front desk, Lab managers

①	②	
Pre-Requisite E-Learning Courses	Lab Support Staff: Recorded Lessons	Training Track Complete

Lab Support Staff

Course ID: ECLAB101RL	Prerequisites: ECLAB101WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 5 minutes
<p>Course Description: In this course, you will learn how to:</p> <ul style="list-style-type: none"> Understand and practice how to access and navigate within Hyperspace. Review information in the Summary activity. Review various types of test results, notes in the Chart. Review visit documentation, and medications, as well as other grouped types of information. Find an existing patient using Patient Station and schedule a patient. Register a new patient. Understand Sign In and Check In workflows. Register a patient at check in. Transcribe orders for an out-of-network patient. Register and schedule appointments for walk in patients. Schedule an appointment for a walk in patient. Use Requisition Entry to enter information from a submitting organization. Learn to follow 	<ul style="list-style-type: none"> E-Learning: Overview of Hyperspace in an Inpatient Setting (CLNINP001) E-Learning: Receiving Specimens (LAB051)

up on missing requisition information using the Follow-up Work List.

- Add a provider who isn't in the system using the Provider on the Fly button.
- Use Specimen Inquiry to find information about tests, lab results, and patients.
- Cancel a test from within Specimen Inquiry.
- Link an order to an existing appointment.
- Run, view, and filter Reporting Workbench reports. Edit report criteria.
- Identify and run Crystal reports.

Phlebotomist

Audience: Phlebotomists (blood collection is the primary role)


①	②	
Pre-Requisite E-Learning Courses	Lab: Phlebotomist: Recorded Lessons	Training Track Complete

Phlebotomist

Course ID: ECLAB100RL	Prerequisites: ECLAB100WBT
Recorded Lessons Length: 2.5 hours	E-Learning Length: 1.5 hours
<p>Course Description: In this course you will learn how to collect blood specimens in both the Inpatient and Outpatient setting.</p>	<ul style="list-style-type: none"> • CLNAMB001 Overview of Hyperspace in an Outpatient Setting • INP067 Nurse Reviewing the chart • INP069 Nurse Specimen collection • LAB058 Collecting Specimens with Rover

Labor and Delivery

Labor and Delivery Nurse

Audience: Labor and Delivery Nurse		
①	②	
Pre-Requisite E-Learning Courses	Labor and Delivery Nurse: Live Virtual Training	Training Track Complete


Labor & Delivery Nurse

Course ID: ECLAD101ILT	Prerequisites: ECLAD101WBT
Instructor-Led Course Length: 10 hours	E-Learning Length: 2.2 hours
<p>Course Description:</p> <p>In this course, you will learn how to start your shift, arrive and triage L&D patients, admit patients, manage Lines/Drains/Airways, administer medications, document assessments and intake/output, and end your shift.</p> <p>Additionally, you'll learn how to document a C-Section, import and validate monitor data, collect labs, document deliveries, admit babies, transfer patients, administer blood, manage orders, document override pulls, and discharge patients.</p>	<ul style="list-style-type: none"> • E-Learning: OB000 Overview of Hyperspace in a Labor and Delivery Setting • E-Learning: OB001 Overview of the L&D Grease Board • E-Learning: OB002 Overview of the L&D Manager • E-Learning: OB003 Overview of the Results Console • E-Learning: OB004 Overview of the Delivery Summary • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting LDAs, IV Fluids, and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls • E-Learning: INP163 Validating Monitor Data

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| | <ul style="list-style-type: none">• E-Learning: ROV002 Administer Medications Using Rover• E-Learning: ROV004 Document in Flowsheets Using Rover• E-Learning: ROV150 Overview of Inpatient Care with Rover |
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Couplet Care Nurse

Audience: Couplet Care Nurse, Mother/Baby Nurse, Nursery Nurse, Postpartum Nurse


①	②	
Pre-Requisite E-Learning Courses	Couplet Care Nurse: Live Virtual Training	Training Track Complete

Couplet Care Nurse

Course ID: ECLAD100ILT	Prerequisites: ECLAD100WBT
Instructor-Led Course Length: 9 hours	E-Learning Length: 2.2 hours
<p>Course Description:</p> <p>In this course, you learn how to start your shift, arrive transfers to postpartum and complete arrival documentation, document assessments, manage Lines/Drains/Airways and administer medications, document breast milk feeding and intake/output, and end your shift.</p> <p>Additionally, you will learn how to import and validate monitor data, addend the Delivery Summary, administer blood, manage orders, document override pulls, collect specimens via Rover, transfer patients, and discharge patients.</p>	<ul style="list-style-type: none"> • E-Learning: OB000 Overview of Hyperspace in a Labor and Delivery Setting • E-Learning: OB001 Overview of the L&D Grease Board • E-Learning: OB002 Overview of the L&D Manager • E-Learning: OB003 Overview of the Results Console • E-Learning: OB004 Overview of the Delivery Summary • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP063 Nurse Writing Notes • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP066 Placing Hospital Charges • E-Learning: INP085 Managing LDAs Using the Avatar • E-Learning: INP160 Documenting LDAs, IV Fluids, and Medication Drips • E-Learning: INP161 Administering Blood Products • E-Learning: INP162 Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls • E-Learning: INP163 Validating Monitor Data • E-Learning: ROV002 Administer Medications Using Rover • E-Learning: ROV004 Document in Flowsheets Using Rover • E-Learning: ROV150 Overview of Inpatient Care with Rover

Labor and Delivery Unit Clerk

Audience: Labor and Delivery Unit Clerk, Postpartum Unit Clerk, Antepartum Unit Clerk

①	②	
Pre-Requisite E-Learning Courses	Labor and Delivery Unit Clerk: Recorded Lessons	Training Track Complete

L&D Unit Clerk

Course ID: ECLAD104RL	Prerequisites: ECLAD104WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 0.5 hours
<p>Course Description: In this course, you learn how to start your shift, arrive patients, complete patient movement including admission, transfer, and discharge, schedule C-sections and other procedures, and utilize the L&D Grease Board and Manager.</p>	<ul style="list-style-type: none"> • E-Learning: OB000 Overview of Hyperspace in a Labor and Delivery Setting • E-Learning: OB001 Overview of the L&D Grease Board • E-Learning: OB002 Overview of the L&D Manager • E-Learning: ROV150 Overview of Inpatient Care with Rover

Lactation Consultant

Audience: Lactation Consultant		
①	②	
Pre-Requisite E-Learning Courses	Lactation Consultant: Recorded Lessons	Training Track Complete

Lactation Consultant

Course ID: ECLAD102RL	Prerequisites: ECLAD102WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 0.5 hours
<p>Course Description: In this course, you will learn to start your shift, perform a chart review on mom and baby, identify patients who need a lactation consult, document lactation information, document in the lactation navigator, update care plans and patient education, and write a lactation note.</p>	<ul style="list-style-type: none"> • E-Learning: OB000 Overview of Hyperspace in a Labor and Delivery Setting • E-Learning: INP061 Documenting in Flowsheets • E-Learning: OB001 Overview of the L&D Grease Board • E-Learning: ROV150 Overview of Inpatient Care with Rover

Sonographer

Audience: Sonographer		
①	②	
Pre-Requisite E-Learning Courses	Sonographer: Recorded Lessons	Training Track Complete


Sonographer

Course ID: ECLAD103RL	Prerequisites: ECLAD103WBT
Recorded Lessons Length: 1 hour	E-Learning Length: 10 minutes
<p>Course Description:</p> <p>In this course, you will learn to identify patients who need an ultrasound performed, check in an ultrasound appointment, and begin and end the exam. You will learn how to review patient information, verify orders, and document staff info and study notes. The course also includes exercises to practice their own workflows from end to end.</p>	<ul style="list-style-type: none"> E-Learning RAD054: Overview of the Technologist Work List E-Learning RAD051: Introduction to Ancillary Orders

Ophthalmology

Ophthalmic Tech/Nurse

Audience: Ophthalmology RNs and Techs

①	②	
Pre-Requisite E-Learning Courses	Ophthalmology Tech/Nurse: Live Virtual Training	Training Track Complete


Ophthalmic Tech/Nurse

Course ID: ECOPT100ILT	Prerequisites: ECOPT100WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: 1 hour
<p>Course Description: In this course you will learn about how to find patients on the schedule, room a patient, document a base exam, and use Imaging and Procedures to document tests.</p>	<ul style="list-style-type: none"> • E-Learning: Overview of Hyperspace in an Outpatient Setting (CLNAMB001) • E-Learning: Ophthalmology Office Visit Demonstration (KAL001) • E-Learning: Introduction to Imaging and Procedures Activity (KAL002) • E-Learning: Finding Patient Information (MD103) • E-Learning: In Basket: Handling Refill Requests (AMB515) • E-Learning: In Basket: Telephone Encounters (AMB520) • E-Learning: Sending and Reviewing Patient Questionnaires (MYCO10)

Orthopedics

Orthopedic Nurse

Audience: Orthopedic RN, Orthopedic Medical Assistant, Athletic Trainer

①	②	
Pre-Requisite E-Learning Courses	Orthopedic Nurse: Live Virtual Training	Training Track Complete

Orthopedic Nurse 100

Course ID: ECORT100ILT	Prerequisites: ECORT100WBT
Instructor-Led Course Length: 7.5 hours	E-Learning Length: 1.5 hours
<p>Course Description:</p> <p>In this course you will learn how to room a patient, document affected body locations, document an office injection procedure, and document group education about joint replacement.</p> <p>Further, you will learn how to place orders, manage In Basket and use Care Everywhere to request, review and reconcile outside patient information.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: AMB001 Office Visit Demonstration • E-Learning: MD103 Finding Patient Information • E-Learning: MDAMB107 EpicCare Ambulatory: Ordering in an Outpatient Context • E-Learning: AMB029 Clinic-Administered Medications • E-Learning: MD108 Overview of In Basket • E-Learning: AMB515 In Basket: Handling Refill Requests • E-Learning: AMB520 In Basket: Telephone Encounters • E-Learning: AMB525 In Basket: Following up on Results Messages • E-Learning: MYC003 Activating Patients for MyChart

Outpatient Clinical

Clinic Manager

Audience: For Staff who Clinically Manage Ambulatory Settings not already live on WCM Epic

①	②	
Pre-Requisite E-Learning Courses	Clinic Manager: Recorded Lessons	Training Track Complete


Clinic Manager

Course ID: ECAMB101RL	Prerequisites: ECAMB101WBT
Recorded Lessons Length: 1 hour	E-Learning Length: 1.5 Hours
<p>Course Description:</p> <p>In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: how to use Reporting Workbench to gather current information about your clinic and advanced In Basket management tools to help improve efficiency in your clinic.</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • AMB001- Office Visit Demonstration • MD103 – Finding Patient Information • MDAMB107 – Amb: Ordering in an Outpatient Setting • AMB029 – Clinic-Administered Medications • MD108 – Overview of InBasket • AMB515 – InBasket: Handling Refill Requests • AMB520 – InBasket: Telephone Encounters • AMB525 – InBasket: Following up on Result Messages • MYC003 – Activating Patients for MyChart • ONC071 – Overview of Therapy Plans – Nurse • Course: Nurse Shared (RN, LPN, MA)

- **NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Ambulatory Nurse Shared (RN, LPN, MA)

Audience: For RN, LPN and MA working in an Ambulatory Setting not already live on WCM Epic




①	②	
Pre-Requisite E-Learning Courses	Ambulatory Nurse Shared (RN, LPN, MA): Live Virtual Training	Training Track Complete

Ambulatory Nurse Shared (RN, LPN, MA)

Course ID: ECAMB100ILT	Prerequisites: ECAMB100WBT
Instructor-Led Course Length 6.5 hours	E-Learning Length: 1.3 hours
<p>Course Description: In this course you will learn how to identify and room the patients you will be caring for. The course also covers how to place orders, how to document encounters and results, and includes lessons on anticoagulation and therapy plans for those who need them.</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • AMB001- Office Visit Demonstration • MD103 – Finding Patient Information • MDAMB107 – Amb: Ordering in an Outpatient Setting • AMB029 – Clinic-Administered Medications • MD108 – Overview of InBasket • AMB515 – InBasket: Handling Refill Requests • AMB520 – InBasket: Telephone Encounters • AMB525 – InBasket: Following up on Result Messages • MYC003 – Activating Patients for MyChart • ONC071 – Overview of Therapy Plans - Nurse

Obstetric Nurse

Audience: For Obstetric RN working in an Ambulatory Setting not already live on WCM Epic




		
Pre-Requisite E-Learning Courses	OB Nurse: Live Virtual Training	Training Track Complete

Obstetric Nurse

Course ID: ECAMB102ILT	Prerequisites: ECAMB102WBT
Instructor-Led Course Length 5.5 hours	E-Learning Length: 1.2 hours
<p>Course Description:</p> <p>In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: rooming a pregnant patient, placing orders, resulting point of care tests, documenting immunizations and facility administered medications, writing notes, and managing In Basket.</p>	<ul style="list-style-type: none"> • Video: Nurse Leader • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: AMB001 Office Visit Demonstration • E-Learning: MD103 Finding Patient Information • E-Learning: MDAMB107 Ordering in an Outpatient Context • E-Learning: AMB029 Clinic-Administered Medications • E-Learning: MD108 Overview of In Basket • E-Learning: MYC003 Activating Patients for MyChart • E-Learning: AMB022 Clinical Support Visit (Recommended) • E-Learning: MYC010 Sending and Reviewing Patient Questionnaires (Recommended)

Outpatient Therapist

Audience: For Physical, Occupational Therapists and Speech language Pathologists working in an Ambulatory Setting not already live on WCM Epic


 Pre-Requisite E-Learning Courses	 OP Therapies: Live Virtual Training	 Training Track Complete
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Outpatient Therapist

Course ID: ECAMB105ILT	Prerequisites: ECAMB105WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 1.5 hours
<p>Course Description: In this course you will learn the essentials of an evaluation visit, a treatment visit, and a discharge visit. You'll learn how to create a therapy episode, review the chart, document visit diagnoses, write notes, and file charges. You'll also review In Basket and see how to follow up on common messages.</p>	<ul style="list-style-type: none"> • CLN055 – Overview of Writing Notes • INP061 – Documenting in Flowsheets • MD001 – Introduction to Epic Training • MD100 – Overview of Hyperspace • MD103 – Finding Patient Information • MD108 – Overview of InBasket • MDAMB104 – Amb: Wrapping Up A Visit • MDAMB106 – Amb: Writing Notes for Offices Visits • MDAMB109 – Introduction to Communication Workflows • Epic EMR Success

Ambulatory Psychology/Social Work

Audience: For Psychologist and Social Workers working in an Ambulatory Setting not already live on WCM Epic

①	②	
Pre-Requisite E-Learning Courses	Psych/Social Work: Live Virtual Training	Training Track Complete

Ambulatory Psych/Social Work

Course ID: ECAMB103ILT	Prerequisites: ECAMB103WBT
Instructor-Led Course Length 6.5 hours	E-Learning Length: 1.2 hours
<p>Course Description: In this course, you will learn how to identify and find patients you are caring for. The course also covers how to write a therapy note and a group therapy note, review chart information, document any appropriate charges and route messages to appropriate staff and clinicians</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • AMB001- Office Visit Demonstration • MD103 – Finding Patient Information • MD108 – Overview of InBasket • AMB520 – InBasket: Telephone Encounters • AMB525 – InBasket: Following up on Result Messages • MYC003 – Activating Patients for MyChart • ONC071 – Overview of Therapy Plans - Nurse

Ambulatory Nutritionist

Audience: For Nutritionist working in an Ambulatory Setting not already live on WCM Epic

①	②	
Pre-Requisite E-Learning Courses	Nutritionist: Recorded Lessons	Training Track Complete


Ambulatory Nutritionist

Course ID: ECAMB102RL	Prerequisites: ECAMB102WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 1.2 hours
<p>Course Description: In this course, you will learn how to identify and find patients you are caring for. The course also covers how to write a note, document a telephone encounter and manage messages from the In Basket.</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • AMB001- Office Visit Demonstration • MD103 – Finding Patient Information • MD108 – Overview of InBasket • AMB520 – InBasket: Telephone Encounters • AMB525 – InBasket: Following up on Result Messages • MYC003 – Activating Patients for MyChart • ONC071 – Overview of Therapy Plans - Nurse

Patient Access - Hospital

Bed Planner

Audience: Bed Planners and Admitting/Patient Access Staff

①	②	
Pre-Requisite E-Learning Courses	Bed Planner: Live Virtual Training	Training Track Complete

Bed Planner

Course ID: ECADM103ILT	Prerequisites: ECADM103WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course, Bed Planners will learn how to use Bed Planning to view bed requests, assign provider teams to patients, place patients in beds, and view occupancy data. Finally, you will learn the purpose of a dashboard and key reports.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products • E-Learning: ADT051: Overview of Patient Station for Access Users • E-Learning: RPT001: Overview of Reporting and Reporting Tools • E-Learning: ADT057: Overview of Bed Planning • E-Learning: ADT055: Overview of Event Management (Recommended) • E-Learning: ADT061: Overview of Unit Manager (Recommended)

EVS Staff

Audience: EVS Staff, Housekeepers, EVS Manager & Supervisor

①	②	
Pre-Requisite E-Learning Courses	EVS Staff: Recorded Lessons	Training Track Complete

EVS Staff

Course ID: ECADM101RL	Prerequisites: ECADM101WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 20 minutes
<p>Course Description:</p> <p>In this course EVS Staff will learn to use Rover, Epic's Mobile Application to receive cleaning assignments, mark assignments as In Progress, Delay assignments when necessary, place assignments On Hold and Complete cleaning requests. Housekeepers will also use Rover to sign in at the beginning of their shift, go On Break and End a Shift.</p>	<ul style="list-style-type: none"> E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products E-Learning: ADT019: Cleaning Beds

EVS Manager

Audience: EVS Manager & Supervisor		
①	②	
Pre-Requisite E-Learning Courses	EVS Manager: Recorded Lessons	Training Track Complete

EVS Staff Manager

Course ID: ECADM201RL	Prerequisites: ECADM201WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 20 minutes
<p>Course Description:</p> <p>In this course, EVS Managers and Supervisors will learn how to use the EVS Command Center to manage Environmental Services Staff. You will also learn to manually Sign Staff In at the beginning of their shift, sign staff out for Breaks and assign cleaning tasks. In addition, EVS managers and supervisors will learn how to create a new housekeeper record, perform cleaning inspections, manage and create ad-hoc bed cleaning requests, and how to use Environmental Services reports.</p>	<ul style="list-style-type: none"> COURSE: EVS Staff

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Transfer Center User

Audience: Transfer Center Users


①	②	
Pre-Requisite E-Learning Courses	Transfer Center User: Recorded Lessons	Training Track Complete

Transfer Center User

Course ID: ECADM102RL	Prerequisites: ECADM102WBT
Recorded Lessons Length: 4 hours	E-Learning Length: 30 minutes
<p>Course Description:</p> <p>In this course, Transfer Center Users will learn how to create and manage transfer requests. You will also learn how to start a new request for consults and direct admit patients, complete a transfer request, work with the attending on call tool and review clinical information in the patient's Medical Record from the Transfer Center. This includes using the worklist, completing the navigator sections, and tracking communication history in the Communication Log.</p>	<ul style="list-style-type: none"> E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products E-Learning: RPT001: Overview of Reporting and Reporting Tools E-Learning: ADT057: Overview of Bed Planning

Transporter

Audience: Transporter


①	②	
Pre-Requisite E-Learning Courses	Transporter: Recorded Lessons	Training Track Complete

Transporter

Course ID: ECADM100RL	Prerequisites: ECADM100WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 20 minutes
<p>Course Description: In this course you will learn how to Sign in for your shift, acknowledge assignments, mark assignments as delayed, request help with assignments, complete, cancel and postpone assignments, go on Break and Sign out of shift. Transporters will also learn how to use Secure Chat to communicate with other departments and complete non patient tasks.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: ADT021: Transporting Patients and Non-Patients

Transport Manager

Audience: EVS Manager, Transport Manager, Transport Supervisor


①	②	
Pre-Requisite E-Learning Courses	Transporter: Recorded Lessons	Training Track Complete

Transport Manager

Course ID: ECADM200RL	Prerequisites: ECADM200WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 11 minutes
<p>Course Description:</p> <p>In this course, Transport Managers and Supervisors will learn how to use the Transport Command Center to manage transporters. You will also learn to manually Sign Staff In at the beginning of their shift, sign staff out for Breaks and assign non transport tasks. In addition, transport managers and supervisors will learn how to create a new employee records, perform bundle transport tasks, manage and create ad-hoc transport requests, and how to use transport Services reports.</p>	<ul style="list-style-type: none"> Course: Transporter

- NOTE:** It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.

Admission Supervisor

Audience: Admitting Supervisor, Manager and Director						
①	②	③	④	⑤	⑥	
Pre-Requisite E-Learning Courses	Registration Basics: Live Virtual Training	Patient Access: Live Virtual Training	L&D Registrars: Recorded Lessons	ED Registrars: Recorded Lessons	Admission Supervisor: Recorded Lessons	Training Track Complete


Admission Supervisor

Course ID: ECREG107RL	Prerequisites: ECREG107WBT
Recorded Lessons Length: 1 hours	E-Learning Length: 112 minutes
<p>Course Description:</p> <p>In this course you will learn how to fix incorrect Guarantor Accounts and Coverages, Report on Registration Census Data and deal with additional hospital registration scenarios. You will also learn how to use Event Management.</p>	<ul style="list-style-type: none"> • E-Learning: Overview of Patient Station for Access Users (ADT051) • E-Learning: Overview of Workqueues for Access (PRE050) • E-Learning: Overview of Event Management (ADT055) • E-Learning: Overview of Hyperspace for Revenue and Access Products(GEN006) • E-Learning: Overview of the Interactive Facesheet (PRE054) • E-Learning: Overview of Registration in a Hospital Setting (PRE051) • E-Learning: Overview of Registration in an Outpatient setting (PRE052) • E-Learning: Overview of Hyperspace for ASAP Users (ED001) • E-Learning: Overview of Arrival and Patient Search

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| | <ul style="list-style-type: none">• E-Learning: Overview of the Appointment Desk (CAD050)• E-Learning: Overview of the Appointment Desk (CAD050)• E-Learning Course: Overview of Unit Manager (ADT061) |
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Financial Clearance Center

Audience: Access Staff Involved in Clearance of Patient Admissions and Procedures in the Hospital Setting

①	②	
Pre-Requisite E-Learning Courses	Financial Clearance Center: Live Virtual Training	Training Track Complete

Financial Clearance Center

Course ID: ECREG105ILT	Prerequisites: ECREG105WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 20 minutes
<p>Course Description:</p> <ul style="list-style-type: none"> In the Financial Clearance Center 100 course, you will learn key functions on how to navigate the Pre-admission/Surgery workflow to validate the patient's pre-admission, update demographics, insurance, and billing information prior to a patient's admission/surgery. You will also learn how to Verify patient level information (Real Time Eligibility, RTE), and validate the Medical Necessity for Medicare Patients. <p>Scope:</p> <ul style="list-style-type: none"> Pre-Registration Validation Medical Necessity for Medicare Patients Eligibility and Benefits Verification Pre-Certifications/Authorizations Financial Class Selection 	<ul style="list-style-type: none"> Course: Financial Clearance Center E-Learning: ADT051: Overview of Patient Station for Access Users E-Learning: PRE050: Overview of Workqueues for Access E-Learning: ADT055: Overview of Event Management

- Coordination of Benefits
- Liability Estimation
- Financial Counseling Referral

Financial Counselor

Audience: Staff dealing with self-pay/ PRENATAL CARE ASSISTANCE PROGRAM (PCAP) population


①	②	
Pre-Requisite E-Learning Courses	Financial Counselor: Recorded Lessons	Training Track Complete

Financial Counselor FA/FPL

Course ID: ECREG106RL	Prerequisites: ECREG106WBT
Recorded Lessons Length: 2.5 hours	E-Learning Length: 44 minutes
<p>Course Description: In this course, you learn the basics of navigating and using account maintenance and registration to update data related to a patient's account. You will also learn how to add Federal Poverty Level information and work with Pending Medicaid coverages.</p>	<ul style="list-style-type: none"> • E-Learning: ADT051: Overview of Patient Station for Access Users • E-Learning: ADT054: Overview of the Interactive Face Sheet • E-Learning: ADT054: Overview of the Interactive Face Sheet • E-Learning: ADT003: Collecting Authorization and Certification Information • E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE050: Overview of Workqueues for Access • E-Learning: PRE051: Overview of Registration in a Hospital Setting

Patient Access

Audience: Admitting Staff, ED Registrars, L&D Registrars, Patient Financial Advisors (PFA), Patient Registrars.

①	②	③	④	⑤	
Pre-Requisite E-Learning Courses	Registration Basics: Live Virtual Training	Patient Access: Live Virtual Training	L&D Registrars: Recorded Lessons	ED Registrars: Recorded Lessons	Training Track Complete

Patient Access

Course ID: ECREG101ILT	Prerequisites: ECREG101WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: 107 minutes
<p>Course Description: In this course you learn how to:</p> <ul style="list-style-type: none"> Admit Pre-admitted Patients Admit a Direct Admit Patient Manage Events Work with Denials Correct Coverage Effective for Stay DNB Check Follow up on Registration Related Claim Edits Work with Registration Related Denials Work with Stop Bills, Claim Edits, and Discharge Not Billed edits. 	<ul style="list-style-type: none"> E-Learning: Overview of Patient Station for Access Users (ADT051) E-Learning: Overview of Workqueues for Access (PRE050) E-Learning: Overview of Event Management (ADT055) E-Learning: Overview of Hyperspace for Revenue and Access Products(GEN006) E-Learning: Overview of the Interactive Facesheet (PRE054) E-Learning: Overview of Registration in a Hospital Setting (PRE051) E-Learning: Overview of Registration in an Outpatient setting (PRE052) E-Learning: Overview of Hyperspace for ASAP Users (ED001) E-Learning: Overview of Arrival and Patient Search E-Learning: Overview of the Appointment Desk (CAD050)

Birth Registry

Audience: Birth Registrar		
①	②	
Pre-Requisite E-Learning Courses	Birth Registrar: Recorded Lessons	Training Track Complete

Birth Registrar

Course ID: ECREG102RL	Prerequisites: ECREG102WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 20 minutes
<p>Course Description: In this course, you will learn key workflows and perform functions specific to updating patient's information and navigating the Interactive Face Sheet.</p>	<ul style="list-style-type: none"> • E-Learning: Overview of Hyperspace for Revenue and Access Products (GEN006) • Overview of the Interactive Face Sheet (PRE054) • E-Learning: ADT051: Overview of Patient Station for Access Users • E-Learning: PRE050: Overview of Workqueues for Access

Registration Basics

Audience: Patient Access, Registrars, Admitting Staff and Schedulers

①	②	
Pre-Requisite E-Learning Courses	Registration Basics: Live Virtual Training	Training Track Complete

Registration Basics

Course ID: ECREG100ILT	Prerequisites: ECREG100WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 30 minutes
<p>Course Description:</p> <p>In this course you learn basic registration knowledge. This includes information about the Interactive Face Sheet, how to work with guarantors, coverages, and hospital accounts, how to update existing registration information, and how to create new patient records.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE051: Overview of Registration in a Hospital Settings • E-Learning: ADT054: Overview of the Interactive Face Sheet • E-Learning: PRE052: Overview of Registration in an Outpatient Clinic Setting

Hospital Authorizations User

Audience: Hospital authorization and certification users

①	②	
Pre-Requisite E-Learning Courses	Hospital Authorization: Recorded Lessons	Training Track Complete


Hospital Authorizations User

Course ID: ECREF101RL	Prerequisites: ECREF101WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 40 minutes
<p>Course Description:</p> <p>In this course, you learn to authorize referrals for appointments taking place in the hospital setting, document authorization, certification, and benefit information for pre-admitted and admitted patients and locating procedures requiring authorization</p>	<ul style="list-style-type: none"> • E-Learning: ADT003: Completing Authorization and Certification • E-Learning: ADT051: Overview of Patient Station for Access Users • E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products • E-Learning: PRE056: Overview of Benefit Collection • E-Learning: RFL001: Using Referrals In Epic

Patient Access - Outpatient

Clinic Referrals User

Audience: For Referrals Users not already live on WCM Epic


①	②	
Pre-Requisite E-Learning Courses	Clinic Referrals: Recorded Lessons	Training Track Complete

Clinic Referrals User

Course ID: ECREF100RL	Prerequisites: ECREF100WBT
Recorded Lessons Length: 6 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course, you learn about creating, assigning, and authorizing referrals for appointments, closing the loop with documentation and using different types of referral reports</p>	<ul style="list-style-type: none"> • E-Learning: CAD050: Overview of the Appointment Desk • E-Learning: CAD052: Overview of Making an Appointment • E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products • E-Learning: RFL001: Using Referrals in Epic • E-Learning: RFL002: Create a Referral

Front Desk

Audience: For Front Desk staff not already live on WCM Epic


①	②	③	④	
Pre-Requisite E-Learning Courses	Registration Basics: Live Virtual Training	Schegistrar: Live Virtual Training	Front Desk: Live Virtual Training	Training Track Complete

Front Desk

Course ID: ECSCH101ILT	Prerequisites: ECSCH101ILT
Instructor-Led Course Length: 5 hours	E-Learning Length: 38 minutes
<p>Course Description:</p> <p>In this course, you learn how to checking in and arrive patients, collect and refund payments, balance cash draws, schedule walk in and recurring appointment series for patients and using Care Everywhere</p>	<ul style="list-style-type: none"> • Course: Registration Basics • Course: Schegistrar • Course: Front Desk • E-Learning: EBL006: Balancing Your Cash Drawer • A Patient's Tour of Welcome (WEL001)

Schegistrar

Audience: For Scheduling and Registration staff not already live on WCM Epic


①	②	③	
Pre-Requisite E-Learning Courses	Registration Basics: Live Virtual Training	Schegistrar: Live Virtual Training	Training Track Complete

Schegistrar

Course ID: ECSCCH100ILT	Prerequisites: ECSCCH100WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 35 minutes
<p>Course Description: In this course, you learn how to schedule and register patients with different insurance types, schedule recurring appointments, schedule appointments for procedures, referrals, link orders, create referrals during scheduling and also cancel and reschedule appointments.</p>	<ul style="list-style-type: none"> • Course: Registration Basics • E-Learning: CAD008: Report Setup • E-Learning: CAD050: Overview of the Appointment Desk • E-Learning: CAD052: Overview of Making an Appointment • E-Learning: CAD053: Overview of the Snapboard • E-Learning: CAD060: Interpreting Provider Schedules • E-Learning: PRE050: Overview of Workqueues for Access

Template Builder

Audience: For any scheduling template builders not already live on WCM Epic


 Pre-Requisite E-Learning Courses	 Template Builder: Recorded Lessons	 Training Track Complete
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Template Builder

Course ID: ECSCCH102RL	Prerequisites: ECSCCH102WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 45 minutes
<p>Course Description: In this course, you learn how to build templates, maintain providers and resources schedules, make temporary and permanent changes to a template and also make modifications to templates after they are built</p>	<ul style="list-style-type: none"> • E-Learning: CAD050: Overview of the Appointment Desk • E-Learning: CAD052: Overview of Making an Appointment • E-Learning: CAD060: Interpreting Provider Schedules • E-Learning: CAD115: Building Schedules Using Edit Template • E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products

Pharmacy

Inpatient Pharmacist


Audience: Inpatient Pharmacist		
①	②	
Pre-Requisite E-Learning Courses	Inpatient Pharmacist: Live Virtual Training	Training Track Complete

Inpatient Pharmacist

Course ID: ECRXC100ILT	Prerequisites: ECRXC100WBT
Instructor-Led Course Length: 14 hours	E-Learning Length: 2 hours
<p>Course Description:</p> <p>In this course you will learn the basic tasks of verifying orders including finding and verifying new orders, adjusting orders in verification, and intervening on inappropriate therapy. You will then learn about dispensing and preparing medications in a number of contexts. This includes verifying non-formulary medications and processing therapeutic interchanges. You will also learn how to monitor patients using Epic tools and functionality. Additionally, you will learn to support medication reconciliation at admission/discharge, advanced prep meds for surgery, ordering and verifying TPN, performing patient education, performing antimicrobial stewardship</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: RX000 Introduction to Willow Inpatient • E-Learning: MDINP107B EpicCare Inpatient Medication Reconciliation • E-Learning: MDINP107A EpicCare Inpatient Modifying Orders • E-Learning: RX001 Verify Orders • E-Learning: RX003 Interruptions • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP162 Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding)

Inpatient Pharmacy Technician

Audience: Inpatient Pharmacy Technicians and Pharmacy Technician Managers

①	②	
Pre-Requisite E-Learning Courses	Inpatient Pharmacy Technician: Live Virtual Training	Training Track Complete

Inpatient Pharmacist Technician

Course ID: ECRXC101ILT	Prerequisites: ECRXC101WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 1 hours
<p>Course Description:</p> <ul style="list-style-type: none"> In this course you learn how to read labels and dispense meds, as well as how to return orders, charge in bulk, and compound and repackage medications. You'll also learn how to assist with admission med rec and inventory management. 	<ul style="list-style-type: none"> E-Learning: CLNINP001 Overview of Hyperspace for Inpatient Clinicians E-Learning: RX003 Interruptions E-Learning: INP062 Administering Medications on the MAR <p>E-Learning: INP162 Documenting Scheduled, Overdue, Missed, and Held Medications and Override Pulls (Barcoding)</p>

Population Health

Care Manager

Audience: Care Managers working in the Ambulatory Setting




①	②	
Pre-Requisite E-Learning Courses	Care Manager: Recorded Lessons	Training Track Complete

Care Manager

Course ID: ECPOP100RL	Prerequisites: ECPOP100WBT
Recorded Lessons Length: 4 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you will learn care management workflows in Epic, including how to use dashboards and Reporting Workbench to identify trends in care at your practice, and how to follow up with your most high risk patients.</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • MD103 – Finding Patient Information • MD108 – Overview of InBasket • MYC003 – Activating Patients for MyChart • POSS078 – It's Possible...Social Determinants of Health • Overview of Population Outreach and Care Management

ED Patient Navigator

Audience: Care Managers and Patient Navigator working in the Emergency Department

 Pre-Requisite E-Learning Courses	 ED Patient Navigator: Recorded Lessons	 Training Track Complete
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Patient Navigator

Course ID: ECPOP102RL	Prerequisites: ECPOP102WBT
Recorded Lessons Length: 4 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you will learn care management workflows in Epic, including how to use dashboards and Reporting Workbench to identify trends in care at your practice, and how to follow up with your most high risk patients. Navigating Care Gaps and completing patient tasks for Patients in the Emergency Department</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • MD103 – Finding Patient Information • MD108 – Overview of InBasket • MYC003 – Activating Patients for MyChart • POSS078 – It’s Possible...Social Determinants of Health • Overview of Population Outreach and Care Management

Community Health Worker

Audience: Care Managers and Patient Navigator working in Community Health Setting


①	②	
Pre-Requisite E-Learning Courses	Community Health Worker: Recorded Lessons	Training Track Complete

Community Health Worker

Course ID: ECPOP103RL	Prerequisites: ECPOP103WBT
Recorded Lessons Length: 3 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you will learn care management workflows in the Healthy Planet Link app for Care Managers working outside of the clinic setting.</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • MD103 – Finding Patient Information • MD108 – Overview of InBasket • MYC003 – Activating Patients for MyChart • POSS078 – It's Possible...Social Determinants of Health • Overview of Population Outreach and Care Management

Care Manager Admin

Audience: Care Managers and Patient Navigator working in the Emergency Department

①	②	
Pre-Requisite E-Learning Courses	Care Manager Admin: Recorded Lessons	Training Track Complete


Care Manager Admin

Course ID: ECPOP101RL	Prerequisites: ECPOP101WBT
Recorded Lessons Length: 4 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you will learn care management workflows in Epic, including how to use dashboards and Reporting Workbench to identify trends in care at your practice, and how to follow up with your most high risk patients. Navigating Care Gaps and completing patient tasks for Patients in the Emergency Department. This class will emphasis on reporting tools and analytics</p>	<ul style="list-style-type: none"> • CLNAMB001 – Overview of Hyperspace in an Outpatient Setting • MD103 – Finding Patient Information • MD108 – Overview of InBasket • MYC003 – Activating Patients for MyChart • POSS078 – It’s Possible...Social Determinants of Health • Overview of Population Outreach and Care Management

Professional Billing

PB Dental Charge Entry

Audience: Staff responsible for manually entering dental charges.




①	②	
Pre-Requisite E-Learning Courses	PB Dental Charge Entry: Live Virtual Training	Training Track Complete

PB Dental Charge Entry

Course ID: ECRPB103ILT	Prerequisites: ECRPB103WBT
Instructor-Led Course Length: 6.5 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, you learn to manually post charges in different scenarios, including entering basic charges, recording teeth and surface numbers where applicable, attaching claim information records, attaching dental treatment plans and overriding procedure descriptions.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting

PB Anesthesia Coder

Audience: Staff responsible for coding anesthesia charges.




 Pre-Requisite E-Learning Courses	 PB Anesthesia Coder: Live Virtual Training	 Training Track Complete
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PB Anesthesia Coder

Course ID: ECRPB100ILT	Prerequisites: ECRPB100WBT
Instructor-Led Course Length: 6.5 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, you learn to use Anesthesia Charge Entry to access a batch, code a charge session from clinical activity, and post anesthesia charges. In this course, you will also learn to manually post charges in different scenarios, including entering basic charges, recording NDC information, attaching claim information records, and overriding procedure descriptions. You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting • E-Learning: RPB810 Anesthesia Billing

PB Charge Entry

Audience: Staff responsible for manually entering physician's charges.


 Pre-Requisite E-Learning Courses	 PB Charge Entry: Live Virtual Training	 Training Track Complete
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PB Charge Entry

Course ID: ECRPB101ILT	Prerequisites: ECRPB101WBT
Instructor-Led Course Length: 5.5 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, you learn to manually post charges in different scenarios, including entering basic charges, recording NDC information, attaching claim information records, and overriding procedure descriptions.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products E-Learning: RPB002 Introduction to Account Maintenance E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting

PB Charge Review

Audience: Billers or Coders responsible for correcting charge edits.


①	②	③	
Pre-Requisite E-Learning Courses	PB Charge Entry: Live Virtual Training	PB Charge Review: Live Virtual Training	Training Track Complete

PB Charge Review

Course ID: ECRPB101ILT	Prerequisites: ECRPB101WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .15 hours
<p>Course Description:</p> <p>In this course you 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.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • Course: PB Charge Entry • E-Learning: RPB052 Overview of Charge Review Tools

PB Charge Capture Supervisor

Audience: Individuals supervising Charge Entry & Charge Review Staff.


①	②	③	
Pre-Requisite E-Learning Courses	Appropriate Charge Entry Course	Charge Capture Supervisor: Live Virtual Training	Training Track Complete

PB Charge Capture Supervisor

Course ID: ECRPB104ILT	Prerequisites: ECRPB104WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .25 hours
<p>Course Description:</p> <p>In this course, you learn how to reconcile charges at the end of the day, monitor charge volume and end user productivity, and save report settings. In addition, you learn how to reconcile inpatient professional charges and perform supervisor functions in a workqueue.</p>	<ul style="list-style-type: none"> Staff will be required to complete their necessary Charge Entry Course based on the scope of their job function: PB Anesthesia Coder, PB Charge Entry, or PB Dental Charge Entry E-Learning: RPT005 Run and Manage Reports

PB Claims Reviewer

Audience: Staff responsible for resolving claim submission errors.


①	②	
Pre-Requisite E-Learning Courses	PB Claims Reviewer: Live Virtual Training	Training Track Complete

PB Claims

Course ID: ECRPB105ILT	Prerequisites: ECRPB105WBT
Instructor-Led Course Length: 7 hours	E-Learning Length: .75 hours
<p>Course Description:</p> <p>In this course, you learn about the major pieces that contribute to the claims process, such as how claims are checked for errors, how claims with errors are categorized, and where Epic stores the errored claims. You also learn how to fix claims with errors and submit to payers.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: RPB054 Overview of Claims • E-Learning: RPB055 Using Claim Edit Workqueues • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting

PB Remittance & Insurance Payment Poster

Audience: Staff responsible for posting lockbox insurance payments and working electronic insurance payments


①	②	
Pre-Requisite E-Learning Courses	PB Remittance & Insurance Payment Poster: Live Virtual Training	Training Track Complete

PB Remittance Processing, Remittance Edits, & Insurance Payment Posting

Course ID: ECRPB109ILT	Prerequisites: ECRPB109ILT
Instructor-Led Course Length: 13 hours	E-Learning Length: .50 hours
<p>Course Description:</p> <p>In this course, you will learn how to post insurance payments received via Lockbox. You will also learn how to post denials, crossover payments as well as recoupments.</p> <p>For remittance, you learn how remittance for checks are loaded and processed. You will learn how to identify potential load errors and respond to those errors. You will also learn how to identify and resolve a variety of remittance errors including invalid invoices, missing matching charges, and invalid payor errors.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Product • E-Learning: PRE052 Overview of Registration in a Clinic • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: RPB056 Overview of Electronic Remittance • E-Learning: RPB057 Overview of Payment Posting

PB Self-Pay Payment Poster

Audience: Staff responsible for posting lockbox patient payments.


①	②	
Pre-Requisite E-Learning Courses	PB Self-Pay Payment Poster: Live Virtual Training	Training Track Complete

PB Self-Pay Payment Posting

Course ID: ECRPB112ILT	Prerequisites: ECRPB112WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: .50 hours
<p>Course Description: In this course, you learn to post guarantor payments, payments made with non-sufficient funds, payments from collection agencies, and how to monitor guarantor payment posting. You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB057 Overview of Payment Posting • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting

PB Payment Posting Supervisor

Audience: Manager's overseeing payment posting staff.


①	②	③	④	
Pre-Requisite E-Learning Courses	PB Remittance & Insurance Payment Poster: Live Virtual Training	PB Self-Pay Payment Poster: Live Virtual Training	PB Payment Posting Supervisor: Live Virtual Training	Training Track Complete

PB Payment Posting Supervisor

Course ID: ECRPB209ILT	Prerequisites: ECRPB209ILT
Instructor-Led Course Length: 3 hours	E-Learning Length: .25 hours
<p>Course Description:</p> <p>In this course you learn how to generate and track deposits, create cash control groups, and monitor payment posting using a variety of reports.</p>	<ul style="list-style-type: none"> • Course: PB Remittance & Insurance Payment Poster • Course: PB Self-Pay Payment Poster • E-Learning: RPT005 Run and Manage Reports

PB Insurance Follow-Up & Supervisor

Audience: Billers responsible for account receivable follow-up.


①	②	
Pre-Requisite E-Learning Courses	PB Insurance Follow-Up: Live Virtual Training	Training Track Complete

PB Insurance Follow-Up

Course ID: ECRPB108ILT	Prerequisites: ECRPB108WBT
Instructor-Led Course Length: 6.5 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, you 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 Inquiry to resolve denied claims and claims with no response from the payor. You will also learn to review visit filing order changes and use retro review workqueues.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting • E-Learning: REV150 SmartTools for the Business Office • E-Learning RPB077: Overview of Follow-Up Workqueues

PB Insurance Follow-Up Supervisor

Audience: Manager’s overseeing insurance follow-up staff.


①	②	③	
Pre-Requisite E-Learning Courses	PB Insurance Follow-Up: Live Virtual Training	PB Insurance Follow Up Supervisor: Live Virtual Training	Training Track Complete

PB Insurance Follow-Up Supervisor

Course ID: ECRPB208ILT	Prerequisites: ECRPB208WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .25 hours
<p>Course Description:</p> <p>In this course, you learn the different types of reporting data and how to monitor insurance Accounts Receivable as well as the volume of records in follow-up workqueues. You'll also learn how to monitor end user productivity and track and manage denials.</p>	<ul style="list-style-type: none"> • Course: PB Insurance Follow-Up • E-Learning: RPT005 Run and Manage Reports

PB Insurance Credit Specialist

Audience: Staff responsible for researching insurance credit balances.


①	②	
Pre-Requisite E-Learning Courses	PB Insurance Credit Specialist: Live Virtual Training	Training Track Complete

PB Insurance Credit Specialist

Course ID: ECRPB107ILT	Prerequisites: ECRPB107WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you learn about resolving insurance undistributed and over posted credits using credit workqueues. You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting • E-Learning: RPB065 Overview of Credits

PB Self-Pay Credit Specialist

Audience: Staff responsible for researching self-pay credit balances.


①	②	
Pre-Requisite E-Learning Courses	PB Self-Pay Credit Specialist: Live Virtual Training	Training Track Complete

PB Self-Pay Credit Specialist

Course ID: ECRPB111ILT	Prerequisites: ECRPB111WBT
Instructor-Led Course Length: 4 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you learn about resolving self-pay undistributed and overposted credits using credit workqueues. You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in an Outpatient Clinic Setting • E-Learning: RPB065 Overview of Credits

PB Credit Supervisor

Audience: Manager's overseeing insurance and self-pay credit specialists.


①	②	③	④	
Pre-Requisite E-Learning Courses	PB Insurance Credit Specialist: Live Virtual Training	PB Self-Pay Credit Specialist: Live Virtual Training	PB Credit Supervisor: Live Virtual Training	Training Track Complete

PB Credit Supervisor

Course ID: ECRPB207ILT	Prerequisites: ECRPB207WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .25 hours
<p>Course Description:</p> <p>In this course, you learn how to review and act on refund requests made by credit specialists. You also learn how to use the dashboard and reports to monitor credit metrics and keep track of the productivity of users.</p>	<ul style="list-style-type: none"> • Course: PB Insurance Credit Specialist • Course: PB Self-Pay Credit Specialist • E-Learning: RPT005 Run and Manage Reports

PB Customer Service

Audience: Staff responsible for handling inbound patient calls pertaining to billing questions.


①	②	
Pre-Requisite E-Learning Courses	PB Customer Service: Live Virtual Training	Training Track Complete

PB Customer Service

Course ID: ECRPB106ILT	Prerequisites: ECRPB106WBT
Instructor-Led Course Length: 7.5 hours	E-Learning Length: 1 hour
<p>Course Description:</p> <p>In this course, you learn how to log incoming calls, perform account research activities, update account and coverage information and post payments over the phone.</p> <p>You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning RPB002 Introduction to Account Maintenance • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in a Clinic Setting • E-Learning: REV150 SmartTools for the Business Office • E-Learning: EBL060 Overview of the Patient Estimates Activity

PB Customer Service Supervisor

Audience: Managers overseeing customer service staff.


①	②	③	
Pre-Requisite E-Learning Courses	PB Customer Service: Live Virtual Training	PB Customer Service Supervisor: Live Virtual Training	Training Track Complete

PB Customer Service Supervisor

Course ID: ECRPB206ILT	Prerequisites: ECRPB206WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, you learn how to use Account and Adjustment Review workqueues to respond to escalated accounts. You will also learn how to use reporting tools to monitor productivity metrics and a variety of posting activities.</p>	<ul style="list-style-type: none"> • Course: PB Customer Service • E-Learning RPB044 Correcting Charges on Denials • E-Learning: RPT005 Run and Manage Reports

PB Self-Pay Follow-Up

Audience: Staff responsible for contacting patient's pertaining to their outstanding self-pay balance.


①	②	
Pre-Requisite E-Learning Courses	PB Self-Pay Follow-Up: Live Virtual Training	Training Track Complete

PB Self-Pay Follow-Up

Course ID: ECRPB110ILT	Prerequisites: ECRPB110WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: .75 hours
<p>Course Description: In this course, you learn how to perform self-pay follow-up and collections activities in Epic. You will also practice workflows independently with proctored exercises to enforce skills learned during the course.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RPB051 Overview of the Professional Billing Revenue Cycle • E-Learning: PRE052 Overview of Registration in a Clinic Setting • E-Learning: RPB002 Introduction to Account Maintenance • E-Learning: RPB075 Overview of Account Workqueues • E-Learning: REV150 SmartTools for the Business Office

PB Self-Pay Follow-Up Supervisor

Audience: Manager's overseeing self-pay follow-up staff.


①	②	③	
Pre-Requisite E-Learning Courses	PB Self-Pay Follow-Up: Live Virtual Training	PB Self-Pay Follow-Up Supervisor: Live Virtual Training	Training Track Complete

PB Self-Pay Follow-Up Supervisor

Course ID: ECRPB210ILT	Prerequisites: ECRPB210WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: 15 minutes
<p>Course Description: In this course, you learn how to use reporting tools to monitor productivity metrics and workqueue volume.</p>	<ul style="list-style-type: none"> • Course: PB Self-Pay Follow-Up • E-Learning: RPT005 Run and Manage Reports

Radiology

Breast Imaging Coordinator


Audience: Breast Imaging Coordinators		
①	②	
Pre-Requisite E-Learning Courses	Breast Imaging Coordinator: Recorded Lessons	Training Track Complete

Breast Imaging Coordinator

Course ID: ECRAD100RL	Prerequisites: ECRAD100WBT
Recorded Lessons Length: 3 hours	E-Learning Length: 29 minutes
<p>Course Description: In this course you will learn tasks related to following up on breast imaging procedures, managing patient letters, and generating department MQSA statistics.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD151 Update Missing Required Data • E-Learning: RAD152 Track and Update Result Letters • E-Learning: RAD056 Overview of the Manager Reporting Dashboard • E-Learning: RAD400 Reporting on MQSA Statistics in Hyperspace

Breast Imaging Technologist

Audience: Breast Imaging Techs


①	②	
Pre-Requisite E-Learning Courses	Breast Imaging Technologist: Recorded Lessons	Training Track Complete

Breast Imaging Technologist

Course ID: ECRAD101RL	Prerequisites: ECRAD101WBT
Recorded Lessons Length: 2 hours	E-Learning Length: 18 minutes
<p>Course Description:</p> <p>In this course you will learn tasks related to entering paper orders into the electronic system, adding patients on to the schedule, and documenting the beginning and end of breast imaging exams.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054: Overview of the Technologist Work List • E-Learning: RAD051 Introduction to Ancillary Orders

Interventional Nurse

Audience: All RNs documenting procedural tasks


①	②	
Pre-Requisite E-Learning Courses	Interventional Nurse: Live Virtual Training	Training Track Complete

Interventional Nurse

Course ID: ECRAD102ILT	Prerequisites: ECRAD102WBT
Instructor-Led Course Length: 2.5 hours	E-Learning Length: 23 minutes
<p>Course Description: In this course you will learn tasks related to performing pre-procedure, intra-procedure, and post-procedure care.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD053 Overview of the Narrator • E-Learning: CAR050 Overview of Report Settings • E-Learning: CLN058 Overview of a Navigator

Non-Invasive Nurse

Audience: All RNs documenting procedural tasks

①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Nurse: Live Virtual Training	Training Track Complete

Interventional Nurse

Course ID: ECRAD105ILT	Prerequisites: ECRAD105WBT
Instructor-Led Course Length: 2.5 hours	E-Learning Length: 23 minutes
<p>Course Description: Non-Invasive Radiology Nurse that uses the Status board to document non-invasive procedure, such as IV placement and medication, temperature and blood pressure.. Non-invasive Nurses also have the ability to Start and End procedures on the Tech Work list.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD053 Overview of the Narrator • E-Learning: CAR050 Overview of Report Settings • E-Learning: CLN058 Overview of a Navigator

Interventional Technologist

Audience: All procedural technologists


①	②	
Pre-Requisite E-Learning Courses	Interventional Technologist: Recorded Lessons	Training Track Complete

Interventional Technologist

Course ID: ECRAD103RL	Prerequisites: ECRAD103WBT
Recorded Lesson Length: 2.5 hours	E-Learning Length: 23 minutes
<p>Course Description: In this course you will learn tasks related to scheduling and documenting invasive procedures.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: CAR050 Overview of Report Settings • E-Learning: RAD051 Introduction to Ancillary Orders

Radiology Manager

Audience: All Radiology Managers Across Modalities


①	②	
Pre-Requisite E-Learning Courses	Radiology Manager: Recorded Lessons	Training Track Complete

Radiology Manager

Course ID: ECRAD107RL	Prerequisites: ECRAD107WBT
Recorded Lesson Length: 3 hours	E-Learning Length: 12 minutes
<p>Course Description: In this course you will learn tasks related to correcting documentation errors, resolving incomplete work, and generating department statistics.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: CAD053 Overview of the Snapboard • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: RAD450 Overview of Charge Capture Workflows • E-Learning: RAD056 Overview of the Manager Dashboard • E-Learning: RPT005 Run and Manage Reports

Non-Invasive Technologist

Audience: Non-Invasive Techs


①	②	
Pre-Requisite E-Learning Courses	Non-Invasive Technologist: Recorded Lessons	Training Track Complete

Non-Invasive Technologist

Course ID: ECRAD104RL	Prerequisites: ECRAD104WBT
Recorded Lesson Length: 2 hours	E-Learning Length: 18 minutes
<p>Course Description: In this course you will learn tasks related to scheduling orders for high priority patients, and documenting exams with contrast and without contrast.</p>	<ul style="list-style-type: none"> • E-Learning: CLNAMB001: Overview of Hyperspace in an Outpatient Setting • E-Learning: RAD054 Overview of the Technologist Work List • E-Learning: RAD051 Introduction to Ancillary Orders

Radiology Front Desk

Audience: All staff working the front desk in a radiology setting

①	②	
Pre-Requisite E-Learning Courses	Radiology Front Desk: Recorded Lessons	Training Track Complete


Radiology Front Desk

Course ID: ECRAD106RL	Prerequisites: ECRAD106WBT
Recorded Lesson Length: 3.5 hours	E-Learning Length: 19 minutes
<p>Course Description: In this course you will learn tasks related to entering paper orders into the electronic system, scheduling future and walk-in appointments, canceling and rescheduling appointments, and checking in patients.</p>	<ul style="list-style-type: none"> • E-Learning: GEN006 Overview of Hyperspace for Revenue and Access Products • E-Learning: RAD051 Introduction to Ancillary Orders • E-Learning: CAD053 Overview of the Snapboard

Reporting

High Needs Reporting Users – Clinical

Clinical staff that require reporting tools to complete their daily tasks.


①	②	
Pre-Requisite E-Learning Courses	Reporting in Epic for Clinicians: Recorded Lessons	Training Track Complete

Reporting in Epic for Clinicians

Course ID: ECREP100RL	Prerequisites: ECREP100WBT
Recorded Lesson Length: 5 hours	E-Learning Length: 45 minutes
<p>Course Description: Clinical Power Users will learn the difference between operational and analytical reporting tools, how to access and navigate Radar dashboards, and how to edit and create Reporting Workbench reports. Power Users will also learn how to choose the right reporting tool and view Epic-Crystal reports.</p>	<ul style="list-style-type: none"> • E-Learning: RPT001 Overview of Reporting and Reporting Tools • E-Learning: RPT005 Run and Manage Reports • E-Learning: RPT010 Modifying the Search Criteria of a Report • E-Learning: RDR101 Introduction to Radar • E-Learning: RDR102 Personalize a Radar Dashboard

High Needs Reporting Users – Operations

Non-clinical staff that require reporting tools to complete their daily tasks.

①	②	
Pre-Requisite E-Learning Courses	Reporting in Epic for Operations: Recorded Lessons	Training Track Complete

Reporting in Epic for Operations

Course ID: ECREP101RL	Prerequisites ECREP101WBT
Recorded Lesson Length: 5 hours	E-Learning Length: 45 minutes
<p>Course Description: Reporting Operations Power Users will learn the difference between operational and analytical reporting tools, how to access and navigate Radar dashboards, and how to edit and create Reporting Workbench reports. Power Users will also learn how to choose the right reporting tool and view Epic-Crystal reports.</p>	<ul style="list-style-type: none"> • E-Learning: RPT001 Overview of Reporting and Reporting Tools • E-Learning: RPT005 Run and Manage Reports • E-Learning: RPT010 Modifying the Search Criteria of a Report • E-Learning: RDR101 Introduction to Radar • E-Learning: RDR102 Personalize a Radar Dashboard

Research

Research Charge Reviewer

Audience: Staff who are not part of the study roster but would need to review research study information


①	②	
Pre-Requisite E-Learning Courses	Research Charge Reviewer: Recorded Lessons	Training Track Complete

Research Charge Reviewer

Course ID: ECRSH102RL	Prerequisites: ECRSH102WBT
Recorded Lesson Length: 2 hours	E-Learning Length: 5 minutes
<p>Course Description: In this course, you will learn how to:</p> <ul style="list-style-type: none"> • Use Study Maintenance to view a research study. • Review research charges for accuracy and reroute charges. • Overview of the workflow to review research charges using the Research Charge Review activity 	<ul style="list-style-type: none"> • E-Learning: E-Learning: RSCH080 Overview of the Research Billing Review Activity

Research Coordinator

Audience: Research Coordinators, Research technicians, Research assistants, Research program managers, Research program coordinators


①	②	
Pre-Requisite E-Learning Courses	Research Coordinator: Live Virtual Training	Training Track Complete

Research Coordinator

Course ID: ECRSH103ILT	Prerequisites: ECRSH103WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: 40 minutes
<p>Course Description: In this course, you will learn how to:</p> <ul style="list-style-type: none"> • Use the schedule activity to view and access different department and provider schedules. • Review the Chart. Review visit documentation, various types of test results, and medications. • Pend Orders. • Write a research note. • Document telephone encounters. • Associate patients to research studies. • Associate orders to research studies. • Associate encounters to research studies. • Releasing information to study monitors. • Performing coordinator review of research-related charges. • Use and create reports to find patients associated to your research studies and patients associated to your research studies with upcoming appointments. 	<ul style="list-style-type: none"> • E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting • E-Learning: MD108 Overview of In Basket • E-Learning: RSCH001 Overview of Research Studies in Epic • E-Learning Overview of Media Manager (CLN060) • E-Learning Ordering in an Outpatient Context (MDAMB107) • E-Learning: RSCH080 Overview of the Research Billing Review Activity

Credentialed Study Team Member


Audience: Providers and research study members who are licensed. Pharmacists, Social workers, Nurses, PIs

①	②	
Pre-Requisite E-Learning Courses	Credentialed Study Team Member: Live Virtual Training	Training Track Complete

Credentialed Study Team Member

Course ID: ECRSH101ILT	Prerequisites: ECRSH101WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: 15 minutes
<p>Course Description: In this course, you will learn how to:</p> <ul style="list-style-type: none"> Associate patients to Research Studies. Associate orders to Research Studies. Associate encounters to Research Studies. Releasing information to study monitors. Performing coordinator review of research-related charges. Use and create reports to find patients associated to your research studies and patients associated to your research studies with upcoming appointments. 	<ul style="list-style-type: none"> E-Learning: RSCH001 Overview of Research Studies in Epic E-Learning: RSCH080 Overview of the Research Billing Review Activity Course: Prior to this course, credentialed study team members should receive clinical training appropriate for their discipline.

Clinical Trials Offices

Audience: Clinical Trials Office		
①	②	
Pre-Requisite E-Learning Courses	Clinical Trial Offices: Recorded Lessons	Training Track Complete


Clinical Trial Offices

Course ID: ECRSH100RL	Prerequisites: ECRSH100WBT
Recorded Lesson Length: 2 hours	E-Learning Length: 11 minutes
<p>Course Description:</p> <p>In this course, you will learn how to:</p> <ul style="list-style-type: none"> Review information in the Summary activity, patient Demographics and other grouped types of information Learn Study Maintenance and how to maintain a research study. Associate patients to Research Studies. Review research charges for accuracy and reroute charges. Overview of the workflow to review research charges using the Research Charge Review activity. 	<ul style="list-style-type: none"> E-Learning: CLNAMB001 Overview of Hyperspace in an Outpatient Setting E-Learning: RSCH001 Overview of Research Studies in Epic E-Learning: RSCH080 Overview of the Research Billing Review Activity

Surgical Services

Pre-op & Post-op Nurse

Audience: All Pre-Operative and Post-Operative RNs

①	②	
Pre-Requisite E-Learning Courses	Pre-op & Post-op Nurse: Live Virtual Training	Training Track Complete


Pre-op & Post-op Nurse

Course ID: ECSUR100ILT	Prerequisites: ECSUR100WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 2.5 hours
<p>Course Description:</p> <p>In this course, the user will learn the basics of pre-procedure, phase II, and PACU documentation, including assessments, orders, lines, medication administration, and blood administration. Users will also practice workflows.</p>	<ul style="list-style-type: none"> CLNINP001 Overview of Hyperspace in an Inpatient Setting CLN058 Overview of a Navigator OR110 Finding Patients and Beginning Charting OR126 Documenting Vitals and Patient Assessments in a Navigator INP061 Documenting in Flowsheets INP062 Administering Medications on the MAR INP065 Nurse Managing Orders INP074 Document Patient Education INP085 Manage LDAs Using the LDA Avatar INP160 Documenting IV Fluids and Medications Drips INP162 Advanced Medication on the MAR INP163 Validating Monitor Data OR127 Pre-Procedure Phone Call OR155 Postprocedure Phone Call ED200 Document in the Code Narrator

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Intra-op Nurse

Audience: RN staff working inside of the Operating Room


①	②	
Pre-Requisite E-Learning Courses	Intra-op Nurse: Live Virtual Training	Training Track Complete

Intra-op Nurse

Course ID: ECSUR101ILT	Prerequisites: ECSUR101WBT
Instructor-Led Course Length: 5 hours	E-Learning Length: 2 hours
<p>Course Description:</p> <p>In this course, the user will learn the basics of intra-procedure documentation, including pre-incision tasks, procedure tasks, and closing tasks. Users will also learn how to create an add-on case and will practice workflows.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CLN058 Overview of a Navigator • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: OR126 Documenting Vitals and Patient Assessments in Navigator • E-Learning: INP065 Nurse Managing Orders • E-Learning: OR144 Intraoperative Documentation • E-Learning: OR103 Case Creation and Scheduling • E-Learning: Document in the Code Narrator

Procedure Nurse

Audience: Procedure Nurses

①	②	
Pre-Requisite E-Learning Courses	Endo Nurse: Live Virtual Training	Training Track Complete

Endo Nurse

Course ID: ECSUR103ILT	Prerequisites: ECSUR103WBT
Instructor-Led Course Length: 8 hours	E-Learning Length: 1.5 hours
<p>Course Description:</p> <p>In this course, the user will learn the basics of short procedure documentation (endoscopy, bronchoscopy, cystoscopy, etc.) including pre-procedure, intra-procedure, and post-procedure tasks. <u>The intra-procedure part of this class is specific to GI. Any nurse who also circulates in the main ORs should take Intra-op nurse, as the tools are different.</u> Users will also learn how to create an add-on case and will practice workflows.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CLN058 Overview of a Navigator • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: OR126 Vitals and Patient Assessments in a Navigator • E-Learning: OR127 Pre-procedure Phone Call • E-Learning: INP061 Documenting in Flowsheets • E-Learning: INP062 Administering Medications on the MAR • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP074 Document Patient Education • E-Learning: INP085 Manage LDAs Using the LDA Avatar • E-Learning: INP163 Validating Monitor Data • E-Learning: OR155 Postprocedure Phone Call • E-Learning: OR103 Case Creation and Scheduling • E-Learning: ED200 Document in the Code Narrator

PAT Nurse

Audience: All Pre Admission Testing Nurses

①	②	
Pre-Requisite E-Learning Courses	PAT Nurse: Recorded Lessons	Training Track Complete

PAT Nurse

Course ID: ECSUR107RL	Prerequisites: ECSUR107WBT
Recorded Lesson Length: 2 hours	E-Learning Length: 1 hours
<p>Course Description: In this course, the user will learn the basics of pre-admission testing documentation, including the PAT Screening Call and the PAT Appointment. Users will also practice workflows.</p>	<ul style="list-style-type: none"> • E-Learning CLNINP001: Overview of Hyperspace for Inpatient Clinicians • E-Learning CLN058: Overview of a Navigator • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: OR126 Documenting Vitals and Patient Assessments in a Navigator • E-Learning: OR127 Pre-procedure Phone Call • E-Learning: INP065 Nurse Managing Orders • E-Learning: INP074 Document Patient Education

Surgery Scheduler

Audience: All Staff Scheduling Surgeries


①	②	
Pre-Requisite E-Learning Courses	Surgery Scheduler: Recorded Lessons	Training Track Complete

Surgery Scheduler

Course ID: ECSUR110RL	Prerequisites: ECSUR110WBT
Recorded Lesson Length: 2 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, you will learn documentation tasks relevant to surgery schedulers, including case request creation, scheduling and schedule management.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: OR053 Overview of the Schedule • E-Learning: OR102 Office Staff Case Requests • E-Learning: OR103 Case Creation and Scheduling

OR Manager


Audience: All Staff managing OR support staff

①	②	
Pre-Requisite E-Learning Courses	OR Manager: Recorded Lessons	Training Track Complete

OR Manager

Course ID: ECSUR105RL	Prerequisites: ECSUR105WBT
Recorded Lesson Length: 1 hour	E-Learning Length: .5 hours
<p>Course Description: In this course, the user will learn the basic functionality of the OR Manager Dashboard, including running reports, finding additional reports, and utilizing reports.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: OR052 Overview of an OpTime Manager Dashboard • E-Learning: OR053 Overview of the Schedule • E-Learning: RPT001 Overview of Reporting and Reporting Tools • E-Learning: RPT005 Run and Manage Reports • E-Learning: OR170 Capturing Charges in OpTime

Charge Poster


Audience: Charge Posters		
①	②	
Pre-Requisite E-Learning Courses	Charge Poster: Recorded Lessons	Training Track Complete

Charge Poster

Course ID: ECSUR102RL	Prerequisites: ECSUR102WBT
Recorded Lesson Length: 2 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, the user will learn the basics of posting charges for OR and GI cases, including how to review documentation and address warnings and errors.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CLN058 Overview of a Navigator • E-Learning: OR170 Capturing Charges in OpTime

Preference Card Builder

Audience: All Staff Building Preference Cards

①	②	
Pre-Requisite E-Learning Courses	Preference Card Builder: Recorded Lessons	Training Track Complete

Preference Card Builder

Course ID: ECSUR108RL	Prerequisites: ECSUR108WBT
Recorded Lesson Length: 2 hours	E-Learning Length: .5 hours
<p>Course Description:</p> <p>In this course, the user will learn the basics of creating preference cards to be used for setting up OR rooms. Users will also learn how to update cards, make global substitutions, and use the Preference Card Dashboard.</p>	<ul style="list-style-type: none"> E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting E-Learning: OR055 Overview of Preference Cards

Resource Manager

Audience: All staff working with Resource Assignment in an OR setting

①	②	
Pre-Requisite E-Learning Courses	Resource Manager: Recorded Lessons	Training Track Complete

Resource Manager

Course ID: ECSUR109RL	Prerequisites: ECSUR109WBT
Recorded Lesson Length: 1 hours	E-Learning Length: 1 hour
<p>Course Description: In this course, the user will learn the basics of assigning staff to rooms or cases. This functionality is utilized by the anesthesia department.</p>	<ul style="list-style-type: none"> • E-Learning: OR053 Overview of the Schedule • E-Learning: OR054 Overview of Resource Assignment • E-Learning: OR160A Assigning Staff and Resources Part 1 • E-Learning: OR160B Assigning Staff and Resources Part 2

Patient Care Assistant


Audience: All Patient Care Assistants

①	②	
Pre-Requisite E-Learning Courses	Patient Care Assistant: Recorded Lessons	Training Track Complete

Patient Care Assistant

Course ID: ECSUR106RL	Prerequisites: ECSUR106WBT
Recorded Lesson Length: 1 hour	E-Learning Length: .5 hours
<p>Course Description: In this course, you will learn perioperative support tasks including updating event times, printing recording baseline vitals, and requesting transport. <u>This class is for Periop Patient Care Techs and Patient Service Associates.</u></p>	<ul style="list-style-type: none"> E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting E-Learning: INP061 Documenting in flowsheets E-Learning: OR126 Documenting Vitals and Patient Assessments in a Navigator

Perfusionist

Audience: Perfusionist		
①	②	
Pre-Requisite E-Learning Courses	Perfusionist: Live Virtual Training	Training Track Complete

Perfusionist

Course ID: ECSUR112ILT	Prerequisites: ECSUR112WBT
Instructor-Led Course Length: 3 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, the user will learn the basics of intra-procedure documentation, including pre-precision tasks, procedure tasks, and closing tasks. Users will also learn how to create an add-on case and will practice workflows.</p>	<ul style="list-style-type: none"> • E-Learning: CLNINP001 Overview of Hyperspace in an Inpatient Setting • E-Learning: CLN058 Overview of a Navigator • E-Learning: OR110 Finding Patients and Beginning Charting • E-Learning: OR126 Documenting Vitals and Patient Assessments in Navigator • E-Learning: INP065 Nurse Managing Orders • E-Learning: OR144 Intraoperative Documentation • E-Learning: OR103 Case Creation and Scheduling • E-Learning: Document in the Code Narrator

Central Sterile Technician

Audience: Anesthesia Tech

①

Online Learning E-Learning Courses



Training Track Complete

Central Sterile Technician


Course ID:

Online Learning Length: .5 hours

Course Description:

In this course, you will learn how to perform tasks related to your position as an Central Sterile Technician.

Anesthesia Tech

Audience: Anesthesia Tech		
①	②	
Pre-Requisite E-Learning Courses	Anesthesia Tech Recorded Lessons	Training Track Complete

Anesthesia Tech

Course ID:	Prerequisites:
Recorded Lesson Length 15 minutes	E-Learning Length: .5 hours
<p>Course Description: In this course, you will learn how to perform tasks related to your position as an Anesthesia Tech.</p>	

OR Administrative Support

Audience: All supporting Perioperative Administration Staff

①	②	
Pre-Requisite E-Learning Courses	OR Administrative: Recorded Lessons	Training Track Complete


OR Administrative Support

Course ID: ECSUR104RL	Prerequisites: ECSUR104WBT
Recorded Lesson Length: 1.5 hours	E-Learning Length: .5 hours
<p>Course Description: In this course, you will learn perioperative administrative support tasks including managing the schedule, updating event times, printing forms, and requesting transport. <u>This class is for Periop Unit Assistants, Periop Unit Clerks, and Business Assistants.</u></p>	<ul style="list-style-type: none"> • E-Learning: OR053 Overview of the Schedule • E-Learning: OR054 Overview of Resource Assignment • E-Learning: OR103 Case Creation and Scheduling •

Transplant Services

Transplant Coordinator

Audience: Transplant Coordinator (NP, PA, RN)

①	②	
Pre-Requisite E-Learning Courses	Transplant Coordinator: Live Virtual Training	Training Track Complete

Transplant Coordinator

Course ID: ECTXP100ILT	Prerequisites: ECTXP100WBT
Instructor-Led Course Length: 6 hours	E-Learning Length: .50 hours
<p>Course Description:</p> <p>In this course, you learn the basics of Epic's transplant application by performing tasks common to transplant coordinators of pre- and post-transplant patients as well as potential donors. In addition, you learn the basics of maintaining and organizing your patient population through various tools and activities.</p>	<ul style="list-style-type: none"> • E-Learning: INP060: Overview of Patient Assignments • E-Learning: INP064: Nurse Charting Tools • E-Learning: INP065: Nurse Managing Orders • E-Learning: TXP050: Reviewing Transplant Information in the Patient Chart • E-Learning: TXP051: Exploring the Transplant Information Activity • E-Learning: TXP052: Using Reporting Workbench for Transplant Reporting • E-Learning: TXP053: Exploring the Committee Review Encounter

Transplant Team

Audience: All non-provider transplant staff (Social Workers, Nutritionist, Psychologists, etc.)

①	②	
Pre-Requisite E-Learning Courses	Transplant Team: Recorded Lessons	Training Track Complete

Transplant Team

Course ID: ECTXP101RL	Prerequisites: ECTXP101WBT
Recorded Lesson Length: 2 hours	E-Learning Length: .25 hours
<p>Course Description: In this course, you learn the basics of Epic's transplant application including reviewing transplant information, documenting an evaluation visit, and participating in a committee review meeting.</p>	<ul style="list-style-type: none"> • E-Learning: TXP050: Reviewing Transplant Information in the Patient Chart • E-Learning: TXP051: Exploring the Transplant Information Activity • E-Learning: TXP052: Using Reporting Workbench for Transplant Reporting • E-Learning: TXP053: Exploring the Committee Review Encounter

Transplant Assistant

Audience: All Transplant Assistants

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Pre-Requisite E-Learning Courses	Transplant Assistant: Recorded Lessons	Training Track Complete

Transplant Assistant 100

Course ID: ECTXP112RL	Prerequisites: ECTXP112WBT
Recorded Lesson Length: 2 hours	E-Learning Length: .25 hours
<p>Course Description:</p> <p>In this course, you learn the basics of Epic's transplant application including reviewing transplant information, Establishing initial patient contact, using Care Everywhere and documenting surgical workflows</p>	<ul style="list-style-type: none"> • E-Learning: INP060: Overview of Patient Assignments • E-Learning: INP064: Nurse Charting Tools • E-Learning: TXP050: Reviewing Transplant Information in the Patient Chart • E-Learning: TXP051: Exploring the Transplant Information Activity

View-Only Epic Access

Epic: View-Only for Access and Revenue Cycle Users

Audience: All Access and Revenue Cycle End-users needing access to view Epic. No-Documentation

①

View Only E-Learning Courses



Training Track Complete

Epic: View-Only for Access and Revenue Cycle Users

Course ID: EVO100WBT	Prerequisites:
Recorded Lesson Length: 80.5 minutes	E-Learning Length: n/a
<p>Course Description:</p> <p>In this course you will learn how to login and navigate through Hyperspace, search for patients, view patient accounts and charts, as well as understand the two main types of reports and related reporting tools. Revenue Cycle view only users will also learn how to review the different types of charges and how they post to patient accounts.</p>	<p>Revenue:</p> <ul style="list-style-type: none"> • Overview of Hyperspace for Revenue and Access Products (GEN006) • Resolute Hospital Billing Revenue Cycle Overview (RHB003) • Overview of Account Errors and Flags (RHB007) • Overview of the Professional Billing Revenue Cycle (RPB051) • Introduction to Account Maintenance (RPB002) • Account Maintenance for Customer Service and Self-Pay Follow-Up (RHB072) <p>Access:</p> <ul style="list-style-type: none"> • Overview of the Department Appointments Report (CAD051) • Overview of Making an Appointment (CAD052) • Overview of the Snapboard (CAD053) • Overview of Patient Station for Access Users (ADT051) • Overview of Unit Manager (ADT061) • Overview of Registration in a Hospital Setting (PRE051)

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| | <ul style="list-style-type: none"> • Overview of Registration in a Clinic Setting (PRE052) • Overview of Workqueues for Access (PRE050) |
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Epic: View-Only for Clinical Users

Audience: All Clinical End-users needing access to view Epic. No-Documentation

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Pre-Requisite E-Learning Courses



Training Track Complete

Epic: View-Only for Clinical Users

Course ID: EVO102WBT	Prerequisites:
Recorded Lesson Length: 67 minutes	E-Learning Length: n/a
<p>Course Description: In this course you will learn how to login and navigate through Hyperspace, review information on past visits and labs, and search for patients. Clinical view only users will also learn how to view patient results and reports in addition to using In Basket.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace (MD100) • Overview of Hyperspace in an Outpatient Setting (CLNAMB001) • Overview of Hyperspace in an Inpatient Setting (CLNINP001) • Overview of Hyperspace for ASAP users (ED001) • Overview of the ED Map (ED002) • Clinical Information Review (ED013) • Overview of the L&D Grease Board (OB001) • Overview of the L&D Manager (OB002) • Overview of Finding Patients on the Status Board (OR050)

Training Locations

Reserve a desktop space through your administrator.



**Weill Cornell
Medicine**

**NewYork-
Presbyterian**



Columbia

