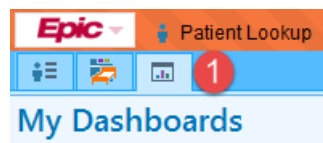


Audience: All Epic Users

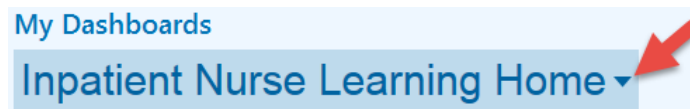
Date published: September 27th, 2018; updated February 14th, 2018

The following job aid will walk Epic users through accessing and reviewing the training for all Epic Upgrades, and to attest within Healthstream if you are an Epic user who has access to Healthstream (EL4U). If you do not have Healthstream (EL4U) access, report to your manager that you have completed training.

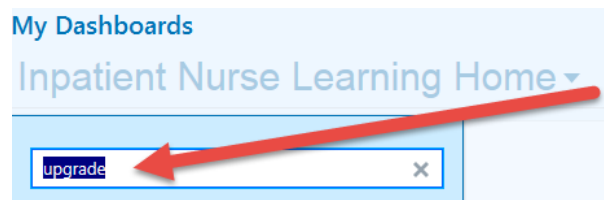
1. All of the Epic Upgrade training will be done through a new Upgrade Training dashboard, which you access through Epic. Log into Epic, access the Dashboard tab shown next to the number 1 below:



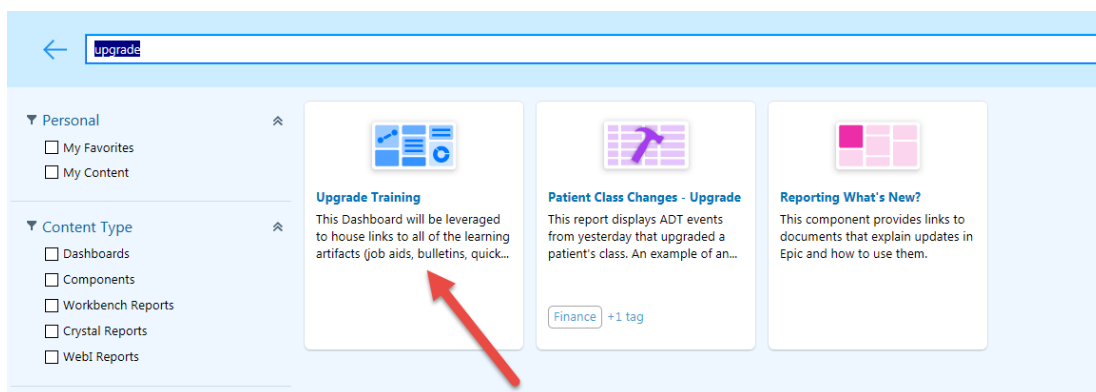
2. Everyone will have a slightly different default dashboard, but for everyone there will be a small carrot next to the name of the default dashboard. Click to expand the Dashboard search field:



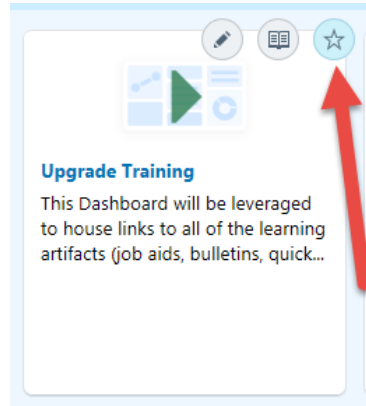
And then in the search field, type 'upgrade' and then click enter on your keyboard:



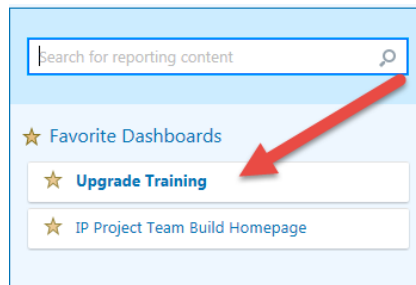
3. You may see a few different dashboards appear depending on your role, but you will specifically look for and click on the one that says 'Upgrade Training':



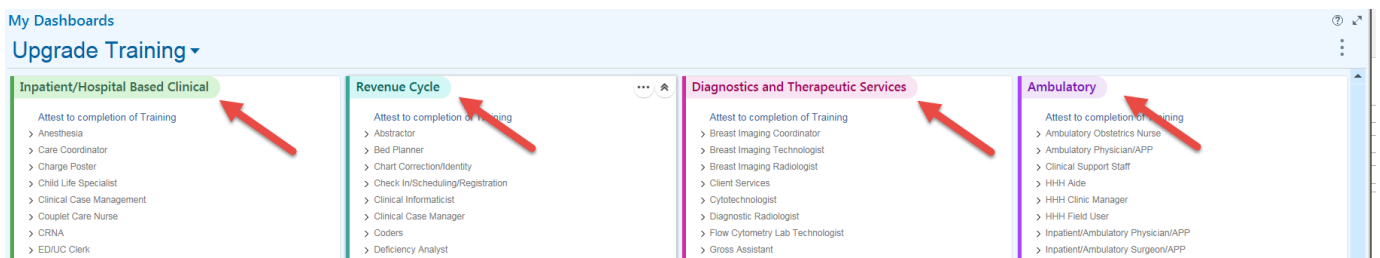
4. Hover your mouse overtop of the box for the Upgrade Training Dashboard, and a few icons will appear. One is a 'star', and by clicking it, you will make this dashboard a favorite so you can access it easily in the future:



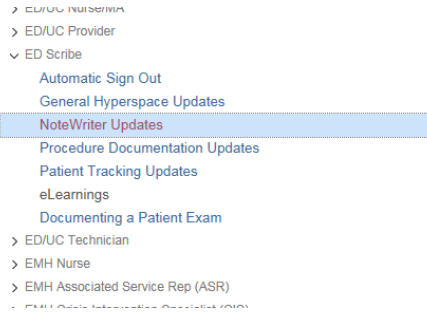
After you have made this dashboard a favorite, you can access it again with two clicks by clicking the dropdown next to your default dashboard as show in step # 2, and then clicking on 'Upgrade Training'. This is important because we will be using this same method to send you training on all of the quarterly upgrades starting next year:



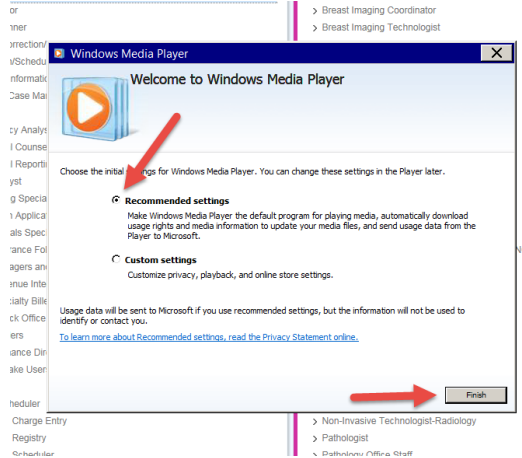
5. After accessing the Upgrade Training Dashboard, you will see four columns which represent the major towers of Epic users:



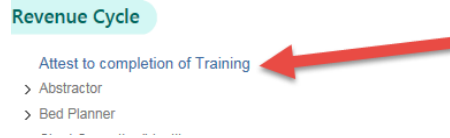
- Locate your tower, and beneath it will be an expandable list of roles. Find your role, click the arrow to the left of it, and it will expand to provide you links to all of the items you need to review for your upgrade training:



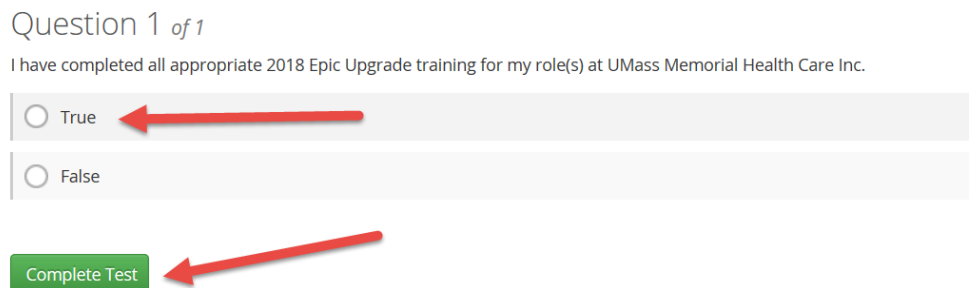
- Each item under your role will be a different piece of training material. These can be job aids, or bulletins with FYI's of smaller changes, or eLearning videos to show more detailed workflows or a change in appearance. The job aids and bulletins will automatically open for you once clicked, and you can read through the content. The eLearnings may require you to select a setting before they will play – if you get this popup shown below, select the first radio button for 'Recommended settings' and then click 'Finish':



- The videos will have closed captioning so that if you are not at a computer with audio capabilities, you can still review the content. You can look at the material housed beneath multiple roles, if you wear multiple hats within the organization. For example, someone who is both an Inpatient Unit Clerk and an Inpatient Patient Care Assistant should review the materials for both roles. After you have completed all of the training under your role(s), you need to attest that you have completed your Upgrade Training. To do so, click the '[Attest to completion of training](#)' hyperlink at the top of the column:



9. This will launch you into Healthstream if you are an employee of UMMHC, and it will take you directly to the 'Epic Upgrade Training Attestation' assignment. Click the 'Take Test', and when prompted, indicate 'True' to show you have completed your training:



10. Your leadership will have access to reports to ensure everyone completes their training on time, and you will receive weekly reminders that you need to complete this training until the attestation statement has been completed in Healthstream. You have 30 days from the date of assignment of the attestation to complete your training and complete the attestation.

If you have any questions about what training is appropriate for your role, please discuss with your manager. Managers, if you have any questions or difficulties with this process, please reach out to your Entity Leadership to report at the Training IWG, or contact Rachel Ambler, the IS Training Manager.