Welcome to Children’s Hospital Colorado (CHCO)

The Clinical Applications Services (CAS) training team provides Epic Fundamentals training to prepare you for using the electronic medical record system. E-learning courses are offered to you online and can be completed at your convenience and pace. You may continue to access these courses as a reference after your initial training, and you are encouraged to revisit Altitude and Cornerstone training sites for more training information throughout your career.

Your Epic Training Requirement

1. Prior to your practicum and rotation at Children’s Hospital Colorado you must complete one of the following e-learning courses. Be prepared to apply this information to an exercise and exam during the practicum.

2. Do not take every course. Complete the course relevant to your rotation. The following e-learning courses are available:
   - CHCO – Epic CAS IP Provider Fundamentals
   - Epic Fundamentals for Surgeons
   - CHCO – Epic CAS ED Provider Fundamentals

3. Residents rotating to an ambulatory clinic or the Child Health Clinic (CHC) must also complete the following course(s) prior to your rotation in the clinic:
   - Ambulatory Fundamentals
   - CHC Workflow

4. To obtain access to Epic you must complete and pass a course(s) above, in Cornerstone, the learning management system (LMS).

5. Upon completing the course, Epic access will be confirmed and granted within 24 business hours based on your role.

Tips for Success

- Verify that you can access the course and exam prior to your start date.
- Allow sufficient time to complete your training in case you need assistance.
- You must use a PC with Windows XP or above, and Internet Explorer 8.0 or above. Use of other browsers and operating systems (e.g., Macs) are not supported.
- For questions, to use an on-site computer for training, or to meet with an instructor after taking a course, email CAS Reg.
To Take Training from Inside the Hospital...

1. Open Internet Explorer to access My Children’s Colorado.
2. Click Cornerstone.

3. Enter your CHCO Username and Password, and click Sign In.

4. Search for the course name (listed above). Search part or all of the title name to find the curriculum.

5. In Cornerstone the curriculum icon is a stack of books. If it does not open or display, click Training, then click the book icon in the left pane. All curricula matching the search criteria will display.
6. When the course displays, click Open Curriculum Player.

7. You must complete all modules in the course. The Launch button for each module will only display when you have completed the previous module. The percent of your progress will display on the left. Once you have achieved 100%, you have finished your training requirement for the course.

You are required to complete the course to receive Epic access.
To Take Training from Home/Other Remote Location

**FIRST STEP:** Call the CHCO Help Desk and register yourself for DUO security (remote access) and change your temporary password. (If you have an existing password please disregard). You must be onboarded and have a CHCO People Soft # before you can complete step this step. (Your PC will provide you with this). Help Desk 720-777-4357.

1. Using Internet Explorer, click or enter:
   
   https://go.childrenscolorado.org

   Citrix Access Gateway will launch.

2. Enter your CHCO User name and Password, and click Log On.

3. From this screen click Apps on the toolbar.

   This will open the Application.
4. From this screen click **Cornerstone**.

   *Follow the instructions on Page 2 and Page 3 to login, and search for the Epic course in Cornerstone.*

**Note:** To save the application as a favorite, click **Details**.

**Note:** If you are using a **personal computer** (not CHCO computer) you will need to install [http://www.citrix.com/go/receiver.html](http://www.citrix.com/go/receiver.html) before CAS Training will open.