Epic Fundamentals E-Learning Instructions

>>> Residents/Fellows
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 the CAS training site for more helpful 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 only the course most relevant to your rotation/subspecialty.

The following e-learning courses are available:

- **Inpatient Fundamentals** (contains Inpatient only)
- **Ambulatory Fundamentals** (contains outpatient only)
- **Epic Fundamentals for Surgeons** (contains Surgical Information only—ALL surgery sub specialties should complete this)
- **ED/UC Fundamentals** (contains Emergency Medicine only)

3. After completing an above course, you must take and pass the accompanying, required performance exam in our learning management system.

4. Upon passing your exam, Epic access will be confirmed and granted within 24 business hours based on your role.

5. These are CHCO modules only; they are completely separate from University modules.

6. **ONCE YOU HAVE COMPLETED THE ASSESSMENT TEST WITH A PASSING SCORE, PLEASE TAKE A SCREEN SHOT. SAVE ONE FOR YOUR RECORDS AND BRING ONE WITH YOU TO THE EPIC PRACTICUM/ORIENTATION.**

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 CASTrainTeam.
Begin Your Training
The following pages outline instructions for accessing and completing your training.

Take Training from Home/Other Remote Location…

1. 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 on boarded 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.*

2. Using Internet Explorer, enter:
   
   **https://go.childrenscolorado.org**

   *Citrix Access Gateway will launch.*

3. Enter your **CHCO User name** and your **New Password** and click **Log On**. **PASSWORDS ARE CASE SENSITIVE.**

4. From this screen click **Apps** on the toolbar.
   
   *This will open the Application.*

   **For trouble logging in to Citrix, call the Help Desk at 720-777-HELP.**

   Go to Desktops or Apps, click on Details next to your choice and then select Add to Favorites.
5. From this screen click **CAS Training**.  
**This will open the CAS Training Home Page.**

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

**Note:** If you are using a personal computer (not a 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.

6. Under the **Epic E-Learning** section, click the **Children’s Hospital Colorado** button.

**This will open the full catalog of e-learning courses available to CHCO staff.**

7. Provider courses display by default. In the **Courses** column, click your required course title from page 1 of these instructions.

**The course will launch.**

**Return to this page if multiple courses are required for Epic access.**
8. Complete all the modules listed in the left menu.

9. Once you have reviewed the material, click the Take Final Exam menu link.

Instructions for completing the exam will display.

You are required to pass the exam to receive Epic access.

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Additional Help:

- Help Desk 720-777-4357 (open 24 hours)
- For assistance call 720-777-4469 or email CASTrainTeam@childrenscolorado.org during business hours, Monday – Friday, 8:30 am to 4:30pm.
- For further troubleshooting information, please call the EREX Hotline @ 720-777-3739.