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.

Epic Training Requirements (CHCO)

- Prior to your arrival at Children’s Hospital Colorado trainees must complete The Target Zero module AND the Radiology Fundamentals for Residents (applies to Fellows as well).

- Please Note: The Target Zero module will be assigned to you in Cornerstone but you will have to search for Radiology Fundamentals for Residents. Instructions listed below.

- Please complete:
  1. Radiology Fundamentals for Residents (applies to both Residents and Fellows) AND
  2. Target Zero module

  - Upon completing the course, Epic access will be confirmed and granted within 24 business hours based on your role.
  - These are CHCO modules only, they are completely separate from the University modules.

Before you start:

- System Requirements: 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.

- Verify that you can access the course and exam.

- Allow sufficient time to complete your training in case you need assistance.

- See Troubleshooting information below.
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 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._

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. Click Cornerstone.
   
   Login in to Cornerstone (using the same login/password) 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 before CAS Training will open.

5. **ONCE YOU HAVE COMPLETED THE 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.**

### Troubleshooting

- For Citrix, Adobe Flash, Single Sign On (SSO) issues or you are unable to login, call the Help Desk 720-777-4357.

- In Cornerstone, if the course modules do not launch or modules do not complete, email CAStraining.

- For questions, to use an on-site computer for training, or to meet with an instructor after taking a course, email CAS Reg.