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 instructor led practicum (CHCO Orientation) at Children’s Hospital Colorado you must complete a Target Zero module AND only one of the following e-learning courses listed below, A-D. Be prepared to apply this information to an exercise and exam during the practicum.
- Please Note: The Target Zero module will be assigned to you in Cornerstone but you will have to search for the other required e-learning module A-D. Instructions listed below.
- Please complete only:
  1. Target Zero module AND
  2. One of the following: (A, B, C or D)

Please choose the one module that best fits your learning needs.

  a. CHCO – Epic CAS IP Provider Fundamentals (Inpatient)
  b. CHCO – Epic CAS Ambulatory Fundamentals (Outpatient)
  c. CHCO – Epic Fundamentals for Surgeons (Surgical)
  d. CHCO – Epic CAS ED Provider Fundamentals (Emergency Medicine)

- 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

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

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**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.