<table>
<thead>
<tr>
<th>General Information</th>
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**FORMAT FOR EPIC TRAINING** – The format requires that all new residents/fellows complete two (2) online epic module courses prior to arriving on campus + an instructor-led classroom practicum upon arrival. The online epic modules will be posted on the GME Website for the Program Coordinator to distribute. CHCO online modules are separate from University modules.

The instructor-led classroom practicum will last approximately 3 hours plus approximately 1 hour for Badging/Parking for a total of 3 ½ hours unless otherwise noted. The training will not be lecture format, but rather a practicum to review and practice the information covered in the online epic module in a live setting. EPIC instructors will proctor, answer questions and review the residents’/fellows’ work for accuracy and competency. Epic access will be granted only after successful completion of: 1) Online epic module (Inpatient, Ambulatory, ED, Surgery, Radiology) 2) classroom practicum and 3) Online Target Zero Module.

**LOCATION FOR BADGING/PARKING AND EPIC TRAINING** – Computer training rooms are located on the 2nd floor of the Village Pavilion (across Colfax Ave- directly South of Children’s Hospital) at 13100 E. 16th Avenue, Aurora, CO 80111, Suite 200. Same building as Panera. Please use the pedestrian bridge to cross over Colfax Ave.

- Attendees without a parking assignment can park at Children’s Hospital. (Lot #10-Visitor Parking/WEST SIDE ONLY. Enter Lot from Victor St.). The WEST side of the lot is our visitor’s parking lot therefore it is free of charge.

**BADGING/PARKING** – Residents/fellows will take pictures for their ID badges prior to their EPIC instructor-led class. In most cases badges will be ready by the end of EPIC class, or they may be picked up from the Access Control office (lower level main hospital). **A photo ID is required to obtain a badge and vehicle registration is required to obtain a parking sticker**
Section 2: CHCO ON BOARDING:

REQUIRED ON-LINE REGISTRATION FORMS FOR ALL NEW RESIDENTS/FELLOWS:

Deadline: Trainees must complete the on-line registration forms no later than Friday April 5, 2019.

**CHCO People Soft ID# and CHCO Login/passwords will be ready approximately May 1, 2019**

1. Non-Employee Staff Entry Form (SEF) – online form: (Completed by the Trainee)
   [https://sef.childrenscolorado.org](https://sef.childrenscolorado.org) (This will go directly to Andrea Reed)
   
   - Under SECTION #3: Program/Rotation (please enter start/end date for the entire program See example).

<table>
<thead>
<tr>
<th>TCH Program/Rotation:</th>
<th>Enter your home program</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCH Rotation Start Date:</td>
<td>Interns: 06/23/XXXX or PGY2 &amp; above: 07/01/XXXX</td>
</tr>
<tr>
<td>Program Completion Date:</td>
<td>Date/year in which you will complete your entire program i.e. 6/30/2021</td>
</tr>
</tbody>
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2. Security User Agreement (SUA) - online form (Completed by the Trainee)
   [https://agree.childrenscolorado.org](https://agree.childrenscolorado.org)
   
   - **Password**: Balloonboy (case sensitive)
   - Use Andrea Reed/Medical Education for staff owner/dept).
   - Trainees will *not* find their name in a search unless they have been previously on-boarded at Children's. In which case please click onto “create a new security user agreement”.
   - Trainees that have been previously on boarded do *not* need to complete a new SUA nor override it.

ON-LINE REGISTRATION FORMS (ABOVE) DUE: Friday April 5, 2019. Once the forms are received, trainees will be on boarded and given a CHCO People Soft ID# and CHCO Login/password. **These will be ready approximately May 1, 2019**.

Andrea Reed will email the CHCO People Soft ID# and CHCO Login/passwords to each PC which then should be given directly to their trainees.

3. Children’s Parking Form – online form: [https://parking.childrenscolorado.org/BadgingParkingForm](https://parking.childrenscolorado.org/BadgingParkingForm)
   Must bring a government issued photo ID and vehicle registration* A CHCO people soft number is needed in order to complete this form.

Section 3: CHCO ONLINE MODULES

CHCO modules instructions are available on the GME website as well.

- PC’s will provide trainees with their CHCO People Soft # and their temporary passwords.
- You must be on boarded, have a CHCO People Soft # and password in order to complete the modules.

CHCO online modules are **REQUIRED** and must be completed **prior** to CHCO orientation (Epic Training /Badging-Parking).

Trainees must complete one of the following Inpatient, Ambulatory, ED, Surgery, Radiology PLUS a Target Zero module. Two (2) total.

(Please note, these are completely separate from University modules).