EPICTRAINING
Student Manual

Medical Students
Medical Students – EPICCare Ambulatory
Medical Assistant Students – EPICCare Ambulatory
NP and PA Students
NP and PA Students – EPICCare Ambulatory
Nursing Instructors
Nursing Students
Nutritional Services Students
Pharmacy Students
Rehab Therapy Students
Respiratory Therapy Students
Social Work Students
View Only Access

March 2017
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For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
Parkview Student ID Number and Password

Parkview students may access training and associated applications through *NetLearning*. Parkview **Student ID numbers and passwords** will be shared with a student’s designated school representative or Parkview leader overseeing the student experience.

**How to Work in NetLearning**

2. **Username:** enter your 6-digit Parkview ID (for example 199999)
3. **Password:** if you have never logged into the Parkview NetLearning program your password is “parkview” – all lower case with no quote marks.
   - If you are a returning Parkview student with previous login history (and existing private password), your password is the **same existing password**.
   - Use the Main Menu/My profile section to add an email address. This will allow the system to send you an email if you have forgotten your password. You can also reset your password here.

**How to Enroll in COMPUTER BASED LEARNING (CBL) in NetLearning**

4. Search for the CBLs you need to Enroll in the CBL widget.
5. Click the “+” sign to enroll and review the course material.

When you enroll in a course it moves to your To Do list. After you pass the test, it returns to the Enroll in CBL list.

**To see your Transcript** click “Report” then “Transcript” *(select dates at top)* – this shows your record of completed CBLs and classes in alpha order.

**Required Parkview Net Learning CBLS for all Students**

- (12) Corporate Compliance CBL
- Corporate Compliance Acknowledgement CBL
- Computer Security Introduction CBL
- Plain Language for Emergency Alerts CBL
- Workplace Violence: Active Shooter… CBL

For any issues with Parkview login, please contact **Parkview IS Service Center** at (260) 266-8500.
EPIC Training for Medical Students  
(Updated: 03/28/2017)

College medical students in clinical rotations/clerkships at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

For active documentation level access:
  STEP 1: E-Learning  
  STEP 2: Attend Live Class  
  STEP 3: Practice Time  
  STEP 4: Final Proficiency Test

E-Learning
All medical students caring for inpatients that need active documentation level access are required to complete the list of associated e-learning modules below. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Medical Students – EPIC Inpatient E-Learning List via Parkview NetLearning</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC INP000</td>
</tr>
<tr>
<td>EPIC INP001A</td>
</tr>
<tr>
<td>EPIC INP001B</td>
</tr>
<tr>
<td>EPIC INP128</td>
</tr>
<tr>
<td>EPIC CLN005</td>
</tr>
<tr>
<td>EPIC INP185</td>
</tr>
<tr>
<td>EPIC INP140</td>
</tr>
<tr>
<td>EPIC HIM005</td>
</tr>
</tbody>
</table>

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit https://ims.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
Attend Live Class
All medical students needing *active documentation* level access when caring for inpatients are required to attend a live class (length 8 hours).

For most provider specialties the live course to attend is **Physician 100 and 200**.

If the provider’s specialty is surgical, the live course to attend is **Surgeon 100 and 200**.

**You may self-enroll in an available scheduled class session. Go to NetLearning and select “Enroll in Class” option.**

*Tip:* Use the drop down options to select the type of EPIC Class by name. This will help limit the displayed sessions to just those for the specific course.

These class sessions are typically held on Tuesdays at Parkview Hospital Randalla 8am-5pm. Classroom location and parking instructions will be included in the class session details.

All prerequisite e-learning modules (via NetLearning) must be completed prior to attending the live class.

*Tip:* If you are unable to attend a live EPIC class session prior to the beginning of the rotation with your assigned provider, it is recommended that you complete the View Only access training. This can provide you with viewing access capability until you can complete the required training for active documentation access.

**Practice Time**
EPIC has a virtual practice environment referred to as the “playground.” Following the live courses, participants will be directed to practice in the playground in between courses and prior to the final exam and validation of proficiency. Instructions and access codes will be given during the live courses.

**Final Proficiency Test**
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.

*Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.*

**Students Who Are Parkview Co-workers:**
**Critical Step:** USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact **Parkview IS Service Center** at (260) 266-8500.
EPIC Training for Medical Students – EPICCare AMBULATORY  
(Updated: 03/28/17)

College medical students in clinical rotations/clerkships at our Parkview Physicians Group (PPG) ambulatory practice offices and clinics are required to complete all of the following steps by their first day of clinicals to gain independent access to EPICCare - Ambulatory, the office version of EPIC. Returning students that have already completed student-level training do not need to repeat the training.

**STEP 1: E-Learning**  
**STEP 2: Final Proficiency Test**

**E-Learning**
All medical students caring for patients in our Parkview Physicians Group (PPG) ambulatory practice offices and clinics are required to complete the e-learning modules listed below. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Medical Students - EPICCare Ambulatory</th>
<th>E-Learning via NetLearning CBLs</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC GEN 001</td>
<td>E-Learning Tutorial</td>
</tr>
<tr>
<td>EPIC AMB006</td>
<td>Placing Orders</td>
</tr>
<tr>
<td>EPIC AMB018</td>
<td>Same Day After Visit Follow Up</td>
</tr>
<tr>
<td>EPIC AMB019</td>
<td>MultiProblem Visit Workflow for Physician</td>
</tr>
<tr>
<td>EPIC AMB029</td>
<td>Clinic Administered Medications</td>
</tr>
<tr>
<td>EPIC AMB055</td>
<td>E Prescribing-Retail</td>
</tr>
<tr>
<td>EPIC CLN005</td>
<td>Reviewing Past Visits and Results</td>
</tr>
</tbody>
</table>

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the *How to Work in NetLearning* section.

- To enroll in e-learning, please visit [https://lms.netlearning.com/mynetlearning/parkview](https://lms.netlearning.com/mynetlearning/parkview). All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

**Attend Live Class**
All medical students needing active documentation level access when caring for inpatients are required to attend a live class (length 8 hours).

For most provider specialties the live course to attend is **AMB Physician 100 and 200**.

If the provider’s specialty is surgical, the live course to attend is **AMB Surgeon 100 and 200**.

**You may self-enroll in an available scheduled class session. Go to NetLearning and select “Enroll in Class” option.**

**Tip:** Use the drop down options to select the type of EPIC Class by name. This will help limit the displayed sessions to just those for the specific course.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
These class sessions are typically held on Tuesdays at Parkview Hospital Randallia 8am-5pm. Classroom location and parking instructions will be included in the class session details.

All prerequisite e-learning modules (via NetLearning) must be completed prior to attending the live class.

**Tip:** If you are unable to attend a live EPIC class session prior to the beginning of the rotation with your assigned provider, it is recommended that you complete the View Only access training. This can provide you with viewing access capability until you can complete the required training for active documentation access.

**Practice Time**
EPIC has a virtual practice environment referred to as the “playground.” Following the live courses, participants will be directed to practice in the playground in between courses and prior to the final exam and validation of proficiency. Instructions and access codes will be given during the live courses.

**Final Proficiency Test**
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.

**Take the EPIC Proficiency exam (85% passing score is required).** If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

**Students Who Are Parkview Co-workers:**

**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for Medical Assistant Students – EPICCare AMBULATORY

**PPG Locations: VIEW ONLY ACCESS**  
(Updated: 03/28/17)

College *Medical Assistant students* in clinicals at our *Parkview Physicians Group (PPG)* ambulatory practice offices and clinics have the ability at this time to have View Only access to the patient’s electronic health record.

**For View Only access:**
- **For EPICCare Ambulatory (in the physician practice offices):**
  
  Please go to NetLearning to enroll in “EPIC Proficiency - View Only Access Ambulatory CBL.” View and complete the test at the end of the learning module.

- **Students must enroll in the CBL.** The CBL will not automatically show up in your To Do basket. You must and select it first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the *How to Work in NetLearning* section.

- **To enroll in e-learning, please visit [https://lms.netlearning.com/mynetlearning/parkview](https://lms.netlearning.com/mynetlearning/parkview).** All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

**Final Proficiency Test**
You must complete this training and pass the test with an 85% to obtain a valid production ID and password assigned by Parkview to use EPIC.

**Students Who Are Parkview Co-workers:**
**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact *Parkview IS Service Center* at (260) 266-8500.
EPIC Training for NP and PA Students

Inside the Hospital Facilities
(Updated: 03/28/17)

College Nurse Practitioner and Physician Assistant students in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

For active documentation level access:
- STEP 1: E-Learning
- STEP 2: Attend Live Class
- STEP 3: Practice Time
- STEP 4: Final Proficiency Test

E-Learning
All NP and PA students caring for inpatients that need active documentation level access are required to complete the listed of associated e-learning modules below. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>NP and PA Students – EPIC Inpatient</th>
<th>E-Learning List via Parkview NetLearning</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC INP000</td>
<td>Overview of Hyperspace</td>
</tr>
<tr>
<td>EPIC INP001A</td>
<td>Physician Rounding Overview Part 1 – Reviewing a Patient’s…</td>
</tr>
<tr>
<td>EPIC INP001B</td>
<td>Physician Rounding Overview Part 2 – Documenting on a Patient…</td>
</tr>
<tr>
<td>EPIC INP128</td>
<td>Completing a Consult Note</td>
</tr>
<tr>
<td>EPIC CLN005</td>
<td>Viewing Past Visits and Results</td>
</tr>
<tr>
<td>EPIC INP185</td>
<td>Placing Orders with Order Sets</td>
</tr>
<tr>
<td>EPIC INP140</td>
<td>Chart Completion Using In Basket</td>
</tr>
<tr>
<td>EPIC HIM005</td>
<td>Quick Disclosure</td>
</tr>
</tbody>
</table>

- Students must enroll in all items individually. The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit https://lms.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title.

Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
Attend Live Class
All NP and PA students needing active documentation level access when caring for inpatients are required to attend a live class (length 8 hours).

For most provider specialties the live course to attend is **Physician 100 and 200**.

If the provider’s specialty is surgical, the live course to attend is **Surgeon 100 and 200**.

**You may self-enroll in an available scheduled class session. Go to NetLearning and select “Enroll in Class” option.**

_**Tip:** Use the drop down options to select the type of EPIC Class by name. This will help limit the displayed sessions to just those for the specific course._

These class sessions are typically held on Tuesdays at Parkview Hospital Randallia 8am-5pm. Classroom location and parking instructions will be included in the class session details.

All prerequisite e-learning modules (via NetLearning) must be completed prior to attending the live class.

_**Tip:** If you are unable to attend a live EPIC class session prior to the beginning of the rotation with your assigned provider, it is recommended that you complete the View Only access training. This can provide you with viewing access capability until you can complete the required training for active documentation access._

Practice Time
EPIC has a virtual practice environment referred to as the “playground.” Following the live courses, participants will be directed to practice in the playground in between courses and prior to the final exam and validation of proficiency. Instructions and access codes will be given during the live courses.

Final Proficiency Test
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.

_Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access._

Students Who Are Parkview Co-workers:
**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact **Parkview IS Service Center** at (260) 266-8500.
College Nurse Practitioner and Physician Assistant students in clinicals at our Parkview Physicians Group (PPG) ambulatory practice offices and clinics are required to complete all of the following steps by their first day of clinicals to gain independent access to EPICCare - Ambulatory, the office version of EPIC. Returning students that have already completed student-level training do not need to repeat the training.

For EPICCare Ambulatory (in the physician practice offices):

To enroll in e-learning, please visit https://lms.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

<table>
<thead>
<tr>
<th>NP and PA Students - EPICCare Ambulatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC GEN001 E-Learning Tutorial CBL</td>
</tr>
<tr>
<td>EPIC CLNAMB001 Overview of Hyperspace in an Outpatient setting</td>
</tr>
<tr>
<td>EPIC AMB017 Basic Office Visit Workflow</td>
</tr>
<tr>
<td>EPIC AMB021 Order Management</td>
</tr>
<tr>
<td>EPIC AMB022 Clinical Support Visit</td>
</tr>
<tr>
<td>EPIC AMB018 Same Day After Visit Follow Up</td>
</tr>
<tr>
<td>EPIC AMB019 MultiProblem Visit Workflow for Physician</td>
</tr>
<tr>
<td>EPIC AMB020 Documenting Immunizations</td>
</tr>
<tr>
<td>EPIC MDAMB106 Writing Notes for Office Visits</td>
</tr>
<tr>
<td>EPIC MD105B Introduction to Patient History</td>
</tr>
<tr>
<td>EPIC AMB029 Clinic-Administered Medications</td>
</tr>
<tr>
<td>EPIC AMB055 E-Prescribing - Retail</td>
</tr>
<tr>
<td>EPIC CLN050 Overview of In Basket</td>
</tr>
<tr>
<td>EPIC AMB024 Reviewing Results With In Basket</td>
</tr>
</tbody>
</table>

Students must enroll in all items individually. The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

Final Proficiency Test
You must complete this training and pass the test with an 85% to obtain a valid production ID and password assigned by Parkview to use EPIC.

Students Who Are Parkview Co-workers:
Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for NURSING INSTRUCTORS*
(Updated: 03/28/17)

College nursing instructors teaching clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning instructors that have already completed instructor-level training do not need to repeat the training.

STEP 1: E-Learning
STEP 2: Attend Live Class
STEP 3: Practice Time
STEP 4: Final Proficiency Test

*Mental Health nursing instructors teaching at Parkview Behavioral Health may complete an abridged training to receive View Only access. Please see View Only Training section. The live class is not required for Mental Health nursing instructors.

E-Learning
All nursing instructors caring for inpatients are required to complete fifteen (15) associated e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Nursing Instructors - Standard &amp; OB</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC CLN001 Overview of Hyperspace for Clinical Applications CBL</td>
</tr>
<tr>
<td>EPIC CLN059 Reviewing the Chart CBL</td>
</tr>
<tr>
<td>EPIC INP060 Overview of Patient Assignments CBL</td>
</tr>
<tr>
<td>EPIC INP061 Documenting in Doc Flowsheets CBL</td>
</tr>
<tr>
<td>EPIC INP062 Medications on the MAR CBL</td>
</tr>
<tr>
<td>EPIC INP063 Nurses Writing Notes CBL</td>
</tr>
<tr>
<td>EPIC INP064 Nurse Charting CBL</td>
</tr>
<tr>
<td>EPIC INP160 Documenting LDAs, IV Fluids, and Medication Drips CBL</td>
</tr>
<tr>
<td>EPIC INP153 Caring for a Patient Inpatient Nurse Demonstration CBL</td>
</tr>
<tr>
<td>EPIC INP162 Documenting Scheduled Overdue Missed and Held Meds... CBL</td>
</tr>
<tr>
<td>EPIC INP310 Customize Your My List CBL</td>
</tr>
<tr>
<td>EPIC INP313 Update a Patient's Treatment Team CBL</td>
</tr>
<tr>
<td>EPIC INP318 Find Your Pended Notes CBL</td>
</tr>
<tr>
<td>EPIC INP321 See Which Medications Are Due Next CBL</td>
</tr>
<tr>
<td>EPIC GEN301 GEN301 Search a Patient's Chart CBL</td>
</tr>
</tbody>
</table>

EPIC Proficiency – Student Nurse CBL (Includes FINAL TEST)

- Instructors must enroll in all items individually. The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit https://lms.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
Attend Live Class
All college nursing instructors caring for inpatients are required to attend a live class (length 8 hours).

For standard inpatient nursing instructors the live course is named Nurse 100 and 200.

For inpatient nursing instructors in OB/Family Birthing Centers, the live course is named Stork 100 and 200.

Please contact Parkview Student Services for assistance in getting enrolled in a live class session. These class sessions are typically held on Tuesdays at Parkview Hospital Randallia 8am-5pm.

There are prerequisite e-learning modules (via NetLearning) that must be completed prior to attending the live class. The listings of e-learning modules associated with each course are included in the EPIC Inpatient Training Course Catalog.

Practice Time
EPIC has a virtual practice environment referred to as the “playground.” Following the live courses, participants will be directed to practice in the playground in between courses and prior to the final exam and validation of proficiency. Instructions and access codes will be given during the live courses.

Final Proficiency Test
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.
Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

Faculty Who Are Parkview Co-workers:
The above requirements are the minimum needed for the college nursing faculty/clinical instructor role. If you are already completing each of these requirements for your Parkview co-worker role, then completion will count towards the instructor requirement. Please ensure that you are completing the items required for the hospital departments you will be teaching in. Superuser level courses will count as the equivalent staff level version. Parkview co-workers should complete requirements available in NetLearning using their Instructor accounts. The co-worker NetLearning transcript will be reviewed for completion.

Nursing Students and EPIC Training
The nursing student version of training is different than yours. Nursing students must complete an abridged version of the staff nurse training and should consist mostly of e-learning modules via NetLearning. Final proficiency test will also be offered via NetLearning.

Students who are Parkview co-workers will still need to complete separate nursing student training items specific to the clinical student role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for NURSING STUDENTS
(Updated: 03/28/17)

College nursing students in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

STEP 1: E-Learning
STEP 2: Practice Time
STEP 3: Final Proficiency Test

E-Learning
All nursing students caring for inpatients are required to complete sixteen (16) associated e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Nursing Students - Standard and Mental Health</th>
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<tbody>
<tr>
<td>EPIC</td>
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<td>EPIC</td>
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<td>EPIC</td>
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<tr>
<td><strong>EPIC Proficiency - Student Nurse CBL (includes FINAL TEST)</strong></td>
</tr>
</tbody>
</table>

- Students must enroll in all items individually. The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit https://lms.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC2014” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
Practice Time

EPIC has a virtual practice environment called the Hyperspace “playground.” Students should spend time practicing in the playground between the CBLs and before the final exam/validation of proficiency.

To practice in Hyperspace, go to https://mycitrixapps.parkview.com.

1. Enter your Parkview ID and password.
2. Click to open the XenApp folder and select Hyperspace PLY.

You will use the following login IDs to practice in the playground:

- trn26240
- trn26241
- trn26242
- trn26243
- To
- trn26349

The password for all login IDs is train.

3. Type one of the User IDs listed above and press TAB on your keyboard.
4. Type the password train and press ENTER on your keyboard.
5. Log in to the PRMC Surgical Department by typing PRMC space SURG and pressing ENTER on the keyboard.
6. Click the selection tool to choose Inpatient Nurse as your cosigner.
7. Press Enter and Enter again, to open Hyperspace.

While Hyperspace might look a bit different in each unit, the basic structure is the same for all users. At the top, you see the Hyperspace title bar. It tells you the department and environment you are in.

Final Proficiency Test

Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.

Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

Students Who Are Parkview Co-workers:

Critical Step: PLEASE USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING!

The nursing student requirements are the minimum needed for the college nursing student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for NUTRITIONAL SERVICES STUDENTS
(Updated: 03/28/17)

College Dietetic and Nutritional Services students in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

STEP 1: E-Learning
STEP 2: Final Proficiency Test

E-Learning
All Dietetic and Nutritional Services students caring for inpatients are required to complete six (6) associated e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Nutritional Services Students</th>
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</thead>
<tbody>
<tr>
<td>E-Learning List via Parkview NetLearning</td>
</tr>
<tr>
<td>EPIC GEN 001</td>
</tr>
<tr>
<td>EPIC INP000</td>
</tr>
<tr>
<td>EPIC CLN005</td>
</tr>
<tr>
<td>EPIC INP185</td>
</tr>
<tr>
<td>EPIC INP240</td>
</tr>
<tr>
<td>EPIC EPIC Proficiency - Student Nutritional Services CBL (includes FINAL TEST)</td>
</tr>
</tbody>
</table>

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit [https://lms.netlearning.com/mynetlearning/parkview](https://lms.netlearning.com/mynetlearning/parkview). All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

Final Proficiency Test
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account. Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

Students Who Are Parkview Co-workers:
**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**
The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for PHARMACY STUDENTS
(Updated: 03/28/17)

College Pharmacy students in clinicals at our Parkview Health hospital facilities are required to complete training on EPIC during the beginning of their learning experience to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

For the latest student training information for EPIC, please contact the Parkview Pharmacy Manager at the facility to which you will be assigned.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for REHAB THERAPY STUDENTS
PT, OT, SLP, PTA and OTA
(Updated: 03/28/17)

College PT, OT, SLP, PTA and OTA students in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

STEP 1: E-Learning
STEP 2: Final Proficiency Test

E-Learning
All Rehab Therapy students caring for inpatients are required to complete e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Rehab Therapy Students – PT, OT, SLP, PTA &amp; OTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC</td>
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<tr>
<td>EPIC</td>
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<td>EPIC</td>
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<tr>
<td>EPIC Proficiency - Student Rehab Therapy CBL (includes FINAL TEST)</td>
</tr>
</tbody>
</table>

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the How to Work in NetLearning section.

- To enroll in e-learning, please visit https://lms.netlearning.com/mynetlearning/parkview. All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

Final Proficiency Test
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account. Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

Students Who Are Parkview Co-workers:
**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**
The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact Parkview IS Service Center at (260) 266-8500.
EPIC Training for RESPIRATORY THERAPY STUDENTS  
(Updated: 03/28/17)

College respiratory therapy students in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

**STEP 1: E-Learning**  
**STEP 2: Final Proficiency Test**

**E-Learning**  
All respiratory therapy students caring for inpatients are required to complete seven (7) associated e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Respiratory Therapy Students</th>
<th>E-Learning List via Parkview NetLearning</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC GEN 001</td>
<td>E-Learning Tutorial</td>
</tr>
<tr>
<td>EPIC INP000</td>
<td>Overview of Hyperspace</td>
</tr>
<tr>
<td>EPIC CLN005</td>
<td>Viewing Past Visits and Results</td>
</tr>
<tr>
<td>EPIC INP230</td>
<td>Overview of the MARCBL</td>
</tr>
<tr>
<td>EPIC INP238</td>
<td>Documenting Override Pulls – Barcoding CBL</td>
</tr>
<tr>
<td>EPIC INP240</td>
<td>Overview of Flowsheets</td>
</tr>
</tbody>
</table>

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the *How to Work in NetLearning* section.

- To enroll in e-learning, please visit [https://lms.netlearning.com/mynetlearning/parkview](https://lms.netlearning.com/mynetlearning/parkview). All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

**Final Proficiency Test**  
Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user’s Parkview network account.  
**Take the EPIC Proficiency exam (85% passing score is required).** If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.

**Students Who Are Parkview Co-workers:**  
**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**

The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact [Parkview IS Service Center](tel:(260) 266-8500) at (260) 266-8500.
EPIC Training for SOCIAL WORK STUDENTS  
(*Updated: 03/28/17*)

College **Social Work students** in clinicals at our Parkview Health hospital facilities are required to complete all of the following steps by their first day of clinicals to gain independent access to EPIC. Returning students that have already completed student-level training do not need to repeat the training.

**STEP 1: E-Learning**  
**STEP 2: Final Proficiency Test**

**E-Learning**  
All Social Work students caring for inpatients are required to complete six (6) associated e-learning modules. The e-learning modules range from 10-30 minutes each.

<table>
<thead>
<tr>
<th>Social Work Students</th>
<th>E-Learning List via Parkview NetLearning</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPIC</td>
<td>GEN 001 E-Learning Tutorial</td>
</tr>
<tr>
<td>EPIC</td>
<td>INP000 Overview of Hyperspace</td>
</tr>
<tr>
<td>EPIC</td>
<td>CLN005 Viewing Past Visits and Results</td>
</tr>
<tr>
<td>EPIC</td>
<td>INP185 Placing Orders with Order Sets</td>
</tr>
<tr>
<td>EPIC</td>
<td>INP240 Overview of Flowsheets</td>
</tr>
</tbody>
</table>

**EPIC Proficiency - Student Social Work CBL (includes FINAL TEST)**

- **Students must enroll in all items individually.** The CBLs will not automatically show up in your To Do basket unless you search and select them first from the class catalog in NetLearning. The login ID (Emp ID) for the NetLearning Student Interface screen is the student’s current Parkview login 6-digit number (without the “s”). For more information, please refer to the *How to Work in NetLearning* section.

- To enroll in e-learning, please visit [https://lms.netlearning.com/mynetlearning/parkview](https://lms.netlearning.com/mynetlearning/parkview). All EPIC items are listed in NetLearning with “EPIC” or “EPIC Class” as the first part of their title. Please pay close attention to exact titles because there are > 200 EPIC items in the NetLearning directory.

**Final Proficiency Test**

Users will need to pass a final exam/validation of proficiency. Once this step has been completed, access to EPIC will be activated on each user's Parkview network account.  
**Take the EPIC Proficiency exam (85% passing score is required). If necessary, students can have up to 3 attempts to pass this exam. A notification will be sent to the EPIC team for their activation of your access.**

**Students Who Are Parkview Co-workers:**

**Critical Step: USE YOUR STUDENT ID# FOR STUDENT TRAINING AND YOUR CO-WORKER ID# FOR CO-WORKER TRAINING !!!**  
The student requirements are the minimum needed for the student role. If you are completing training requirements for your Parkview co-worker role, it will not count towards the student requirement, and your student access to EPIC will not be activated. The student account NetLearning transcript will be the one reviewed for completion and granting student role access. Keep your training separate for your co-worker role.

For any issues with Parkview login, please contact **Parkview IS Service Center** at (260) 266-8500.
View Only Access EPIC Training
Training for co-workers and students/instructors who need to review a patient's chart but not do any documentation is now ready in NetLearning. This is for anyone who needs to only view a patient's chart. You will learn how Hyperspace is structured so you can navigate efficiently through the system to locate patient information.

You will learn to:

- Log in to Hyperspace
- Locate and run reports
- Find a patient in the system
- Review patient information using Chart Review

For **EPIC Inpatient (inside the hospital facilities)**:
Please go to NetLearning to enroll in “EPIC Proficiency - View Only Access **Inpatient** CBL” and view at your convenience.

For **EPICCare Ambulatory (in the physician practice offices)**:
Please go to NetLearning to enroll in “EPIC Proficiency - View Only Access **Ambulatory** CBL” and view at your convenience.

You must complete this training and pass the test with an 85% to obtain a valid production ID and password assigned by Parkview to use EPIC.

For any issues with Parkview login, please contact **Parkview IS Service Center** at (260) 266-8500.