



# EPIC TRAINING

## 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***

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## Parkview Student ID Number and Password

Parkview students may access training and associated applications through **NetLearning**.

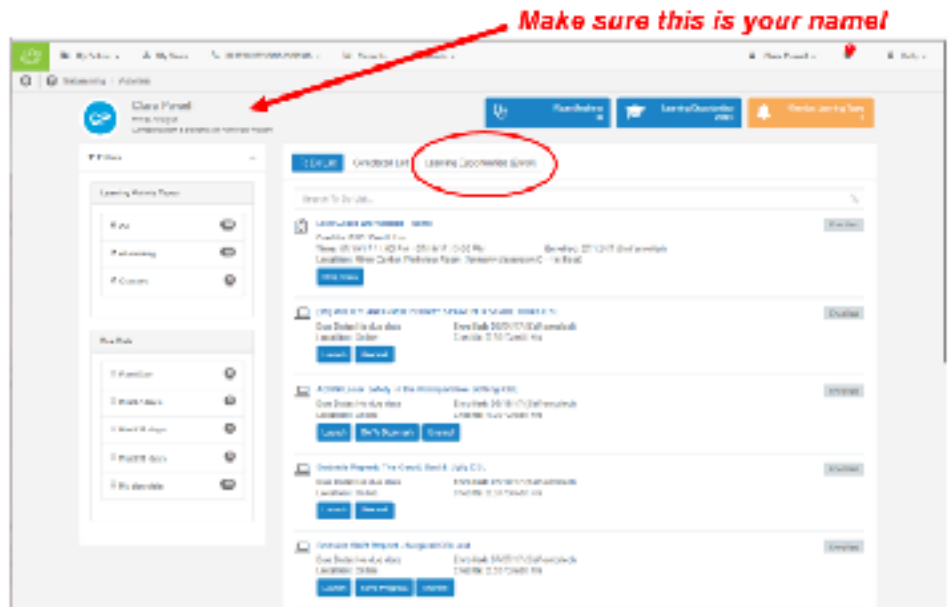
Parkview **Student ID numbers and passwords** will be sent by a student's designated school representative or Parkview leader overseeing the student experience.

### How to Work in NetLearning

1. Go to the website <https://lms.netlearning.com/mynetlearning/parkview> (the "S" in <https://> is **VERY important**)
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**.

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

4. Search for the CBLs you need in Learning Opportunities page.
5. Click Enroll to enroll and review the course material.
6. After completing the course, BE PATIENT after X-ing out. If you hit the X too many times you will not receive credit for the course.



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

<b>Medical Students – EPIC Inpatient</b>		
<b>E-Learning List via Parkview NetLearning</b>		
EPI	INP000	Overview of Hyperspace
EPI	INP001	Physician Rounding Overview
EPI	INP001	Physician Rounding Overview
EPI	INP128	Completing a Consult Note
EPI	CLN005	Viewing Past Visits and Results
EPI	INP185	Placing Orders with Order Sets
EPI	INP140	Chart Completion Using In Basket
EPI	HIM005	Quick Disclosure

- **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.

### 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 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.

## 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.

Medical Students - EPICCare Ambulatory		
E-Learning via NetLearning CBLs		
EPI	GEN 001	E-Learning Tutorial
EPI	AMB006	Placing Orders
EPI	AMB018	Same Day After Visit Follow Up
EPI	AMB019	MultiProblem Visit Workflow for Physician
EPI	AMB029	Clinic Administered Medications
EPI	AMB055	E Prescribing-Retail
EPI	CLN005	Reviewing Past Visits and Results

- **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.

#### 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.



## 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>. 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.

## 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.

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

- **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.

## EPIC Training for NP and PA Students - EPICCare AMBULATORY

### PPG Locations (Updated: 03/28/17)

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.

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

#### **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.

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

- **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.

Nursing Students - Standard and Mental Health		
EPIC	CLN00	Overview of Hyperspace for Clinical Applications CBL
EPIC	CLN05	Reviewing the Chart CBL
EPIC	INP060	Overview of Patient Assignments CBL
EPIC	INP061	Documenting in Flowsheets CBL
EPIC	INP062	Medications on the MAR CBL
EPIC	INP063	Nurses Writing Notes CBL
EPIC	INP064	Nurse Charting CBL
EPIC	INP162	Documenting Scheduled Overdue Missed and Held Meds... CBL
EPIC	INP160	Documenting LDAs, IV Fluids, and Medication Drips CBL
EPIC	INP153	Caring for a Patient Inpatient Nurse Demonstration CBL
EPIC	INP310	Customize Your My List CBL
EPIC	INP313	Update a Patient's Treatment Team CBL
EPIC	INP318	Find Your Pended Notes CBL
EPIC	INP321	See Which Medications Are Due Next CBL
EPIC	GEN30	Search a Patient's Chart CBL
EPIC Proficiency - Student Nurse 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>. 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.

<b>Nutritional Services Students</b>		
<b>E-Learning List via Parkview NetLearning</b>		
EPI	GEN 001	E-Learning Tutorial
EPI	INP000	Overview of Hyperspace
EPI	CLN005	Viewing Past Visits and Results
EPI	INP185	Placing Orders with Order Sets
EPI	INP240	Overview of Flowsheets
EPI	EPIC Proficiency - Student Nutritional Services 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>. 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.



## EPIC Training for REHAB THERAPY STUDENTS PT, OT, SLP, PTA and OTA

(Updated: 03/2)

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.

Rehab Therapy Students – PT, OT, SLP, PTA & OTA		
EPI	GEN 001	E-Learning Tutorial
EPI	INP000	Overview of Hyperspace
EPI	CLN005	Viewing Past Visits and Results
EPI	INP185	Placing Orders with Order Sets
EPI	INP240	Overview of Flowsheets
EPI	CAD002	Basic Appointment Entry
EPI	CAD007	Auto Scheduling Advanced Visit Types and Panels
EPI	CAD010	Canceling and Rescheduling Appointments
EPIC Proficiency - Student Rehab Therapy 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>. 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.

## EPIC Training for RESPIRATORY THERAPY STUDENTS

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

(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.

Respiratory Therapy Students		
E-Learning List via Parkview NetLearning		
EPI	GEN 001	E-Learning Tutorial
EPI	INP000	Overview of Hyperspace
EPI	CLN005	Viewing Past Visits and Results
EPI	INP230	Overview of the MARCBL
EPI	INP238	Documenting Override Pulls – Barcoding CBL
EPI	INP240	Overview of Flowsheets
EPIC Proficiency - Student Respiratory Therapy 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>. 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 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.

Social Work Students		
E-Learning List via Parkview NetLearning		
EPI	GEN 001	E-Learning Tutorial
EPI	INP000	Overview of Hyperspace
EPI	CLN005	Viewing Past Visits and Results
EPI	INP185	Placing Orders with Order Sets
EPI	INP240	Overview of Flowsheets
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>. 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 VIEW ONLY ACCESS (Updated: 03/28/17)

### 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.