



June 15, 2018

SELF-ENROLL IN ELEARNING COURSE

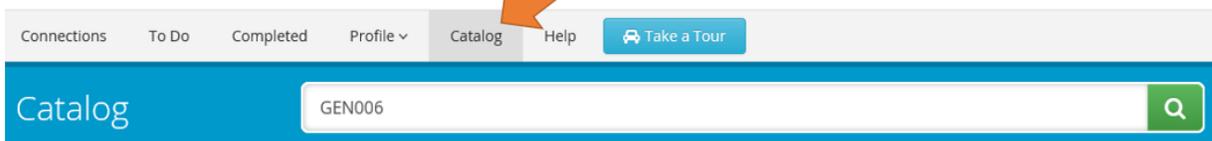
1. Reference the “Epic Course Catalog” to find the Epic eLearning Prerequisite courses for each class you are registered to attend. If you are not sure which prerequisites you need, please consult your Director or Manager.

Lab Registration 100

Course ID: Lab Registration 100	Prerequisites
<p>Course Length: 4 hours</p> <p>Audience: Lab registration staff and Manager and/or Supervisor</p> <p>Course Description: In this course you learn Epic navigation and how to schedule and register a patient for lab visits using one click.</p>	<ul style="list-style-type: none">• E-Learning: GEN006: Overview of Hyperspace for Revenue and Access Products• E-Learning: ADT051: Overview of Patient Station for Access Users

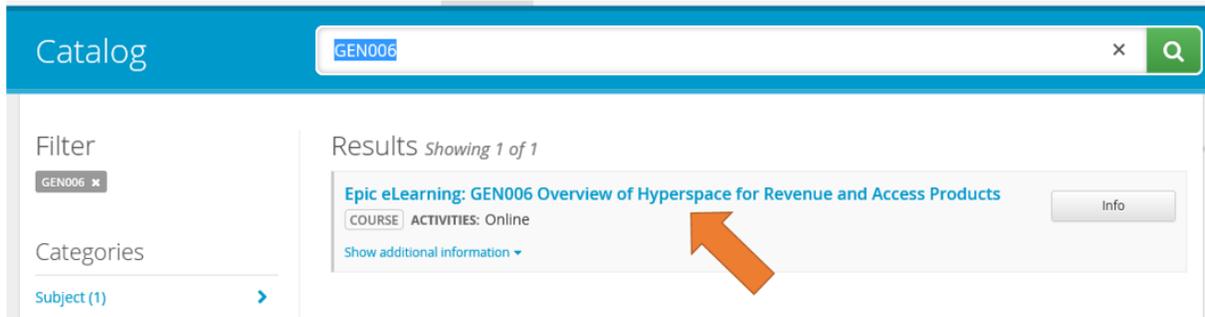


2. Log into Healthstream with your User ID and Password.
 - Note: If this is your first time to log in, enter your associate number for both your User ID and Password. You will be prompted to change your password.
3. Click onto the Catalog tab and enter the number of the course in the search field. Select the look up icon or select enter.

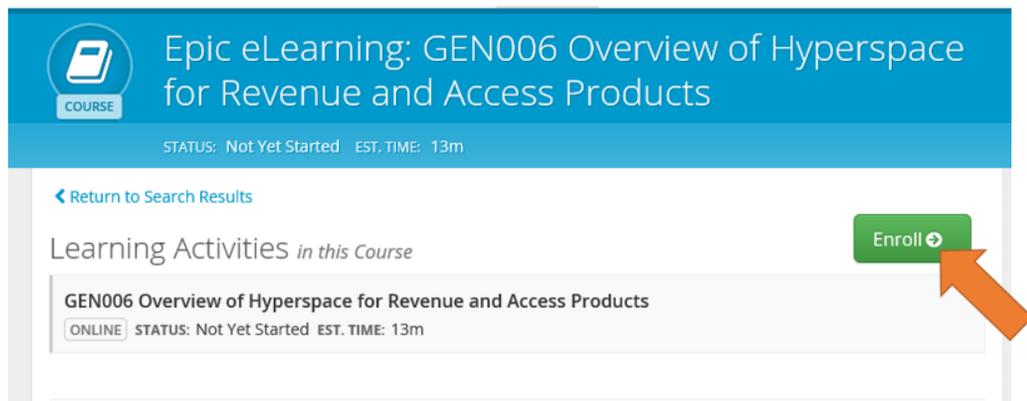


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- The entire course name and course number will be found. Click on the course name.



- Select "Enroll".



- You will receive a confirmation notice:



This eLearning is now available on your To Do page.

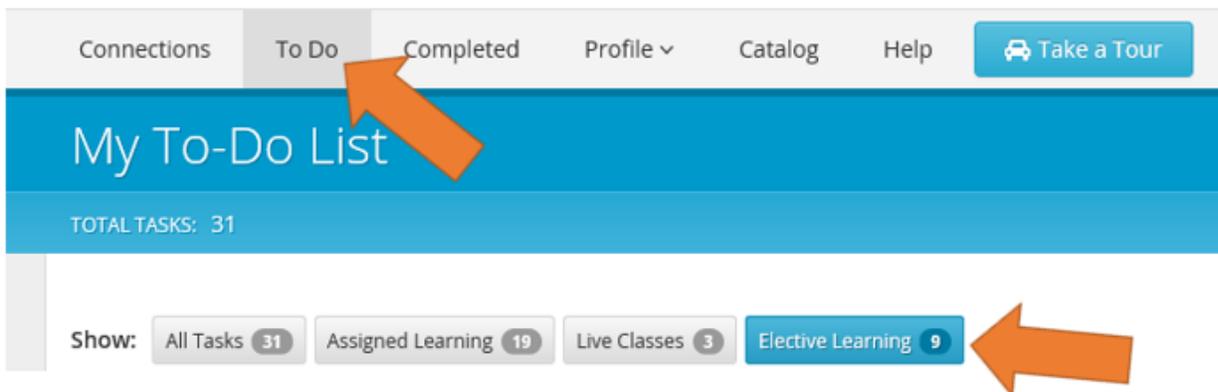
- To enroll in more prerequisite Epic eLearning courses, complete Steps 3-6 for each course you need to take.
- Any questions on how to self-enroll in the Epic eLearning courses, please call Educational Services at 317-745-8481 or call on Vocera.



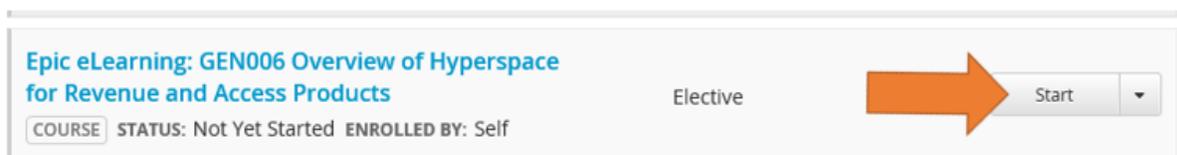
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COMPLETING EARNING COURSE

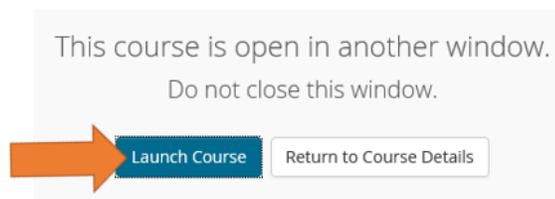
1. Go to the “To Do” tab and select Elective Learning.



2. You will find all of your Epic eLearning courses under Elective Learning in alphabetical order.
 - All of these prerequisite courses begin with “Epic eLearning”
3. To complete the course, select “Start”.



4. Select Launch Course and complete all of the course content.



5. After you complete the course. Your completion will be recorded on your “Completed” tab.



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PRINTING YOUR TRANSCRIPT

To print a transcript with all of your completed Epic eLearning courses listed on a single report, do the following:

1. Go to the “Completed” tab and click on the “Print” button on the right.

The screenshot shows the 'My Completions' page. At the top, there are navigation tabs: 'Connections', 'To Do', 'Completed', 'Profile', 'Catalog', and 'Help'. The 'Completed' tab is active. A blue header bar contains the text 'My Completions' and a 'Print' button with a right-pointing arrow. Below the header, it says 'TOTAL COMPLETIONS: 35 EST. LEARNING TIME: 20h 45m'. There are two dropdown menus: 'Date Range' set to 'Last 12 months' and 'Completions' set to 'All'. A list of courses is shown, with one entry: 'Epic eLearning: INP060 Overview of Patient Assignments' completed on 'May 21, 2018'. A 'Certificate' button is next to this entry. An orange arrow points to the 'Completed' tab, and another orange arrow points to the 'Print' button.

2. On the Customize & Print dialog set the “Sort by” option to “Name A-Z” to ensure that all of your Epic eLearning courses are listed together. Choose “Elective Only” for “Completions” and limit the date range to create a shorter list of courses on your transcript. Click on the “Continue” button.

The screenshot shows the 'Customize & Print' dialog box. It has a title bar with a close button (X). There are three dropdown menus: 'Choose a Range' set to 'Last 6 months', 'Sort By' set to 'Name A-Z', and 'Completions' set to 'Elective Only'. Below these is a link 'Show Additional Options'. At the bottom, there are two buttons: 'Continue' (highlighted with an orange arrow) and 'Close'.

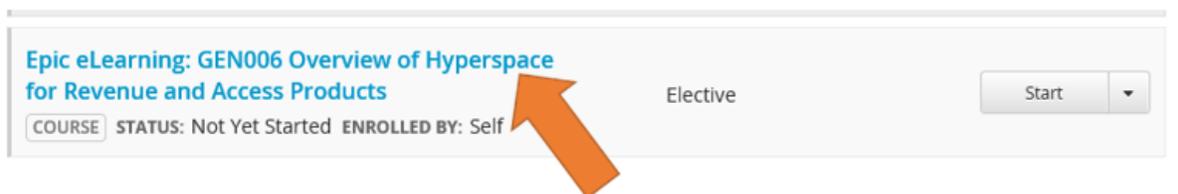
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3. You can now print your transcript report by clicking on the “Print” button

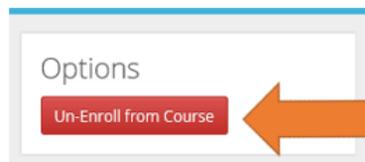


UNENROLL FROM ELEARNING COURSE

1. If you enrolled in the wrong eLearning course you can un-enroll yourself from that course. Go to your “To Do” page. Click on the course you need to drop.



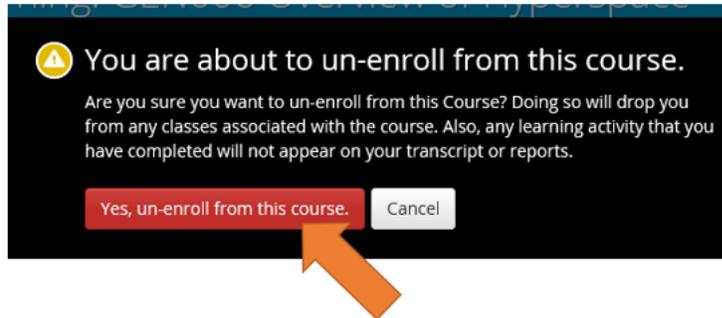
2. Select Un-Enroll from the Course.



3. You will receive the following notice. Select “Yes, un-enroll from the course”.



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4. You will receive this confirmation notice. The course has been removed from your "To Do" list.

