

# **Epic Training Process**

*For Student Nurses*

## Introduction

**H**ello and welcome to Legacy Health Systems Epic Training Center. Epic's Electronic Health Record (EHR) system is a collection of applications or modules that cover everything from pre-admission and patient access to follow-up patient care and billing. With the new Legacy EHR, powered by Epic, healthcare providers will be able to enter one login and password to access nearly all of their patients' medical information.

In order to better support your students, we have developed this process that allows us to track student's training progress create seamless access for their rotations.

## Overview

1. Two (2) weeks prior to clinical rotations, the schools will receive the usernames and passwords for nursing students to access E+ to complete their Epic trainings. The Epic training must be completed prior to starting clinical rotations.
2. The E+ training is titled **EPIC.PRE.INP.Nursing Student** and will take 3-4 hours to complete. The learner must have 'good' headphones (i.e. use personal ear buds from I-Pods) to be able to listen to the training content.

## Changing your network password for first time use

Before logging into E+, you will be required to change your password.

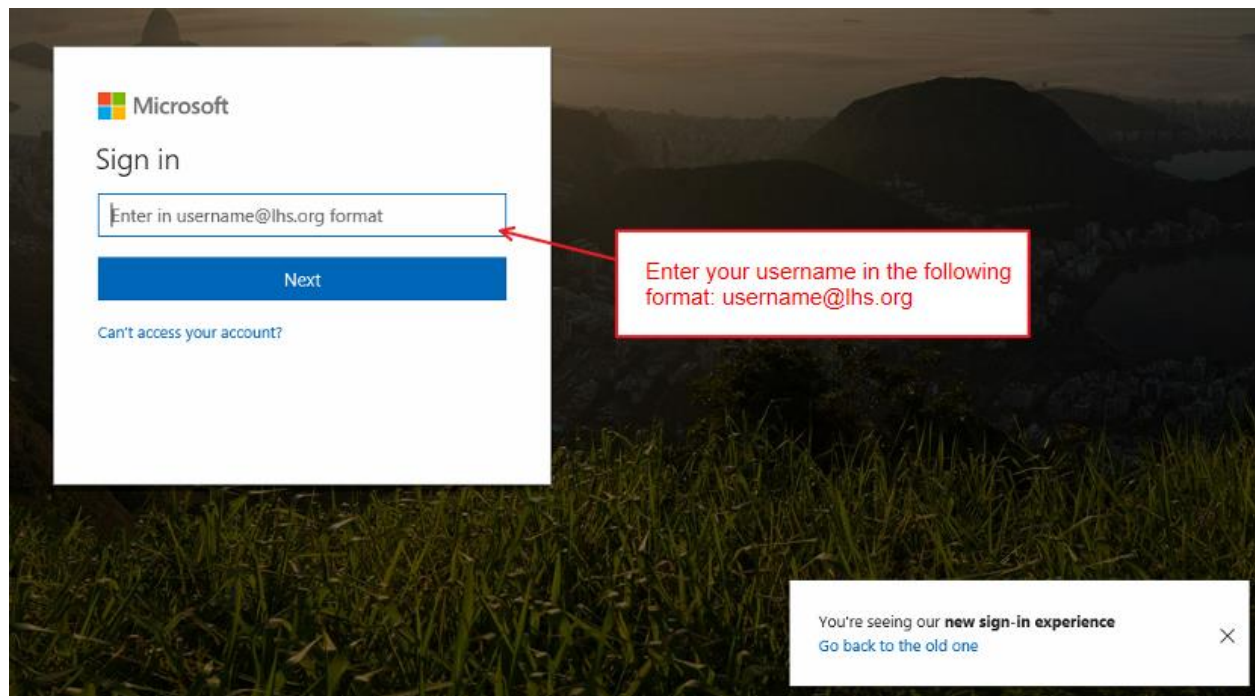
1. From any computer with internet access, open a browser window. We recommend Internet Explorer, but any modern browser should work.
2. Type in the address (URL) <https://mypassword.lhs.org>.
3. Review the conditions of use presented on the page and check the “I accept the Terms & Conditions” box.
4. Enter your Legacy login in all lowercase letters.
5. Enter the temporary password provided. (Note, the password field is case sensitive.)
6. You will be prompted to set a new password. Your new password must:
  - Have a minimum of eight (8) characters
  - Contain at least 3 of the following 4 items:
    - At least one lower-case letter (a-z)
    - At least one upper-case letter (A-Z)
    - At least one number (0-9)
    - At least one special character (punctuation or symbols)
7. When finished, click the **Change Password** button to accept the change.

## Accessing E+

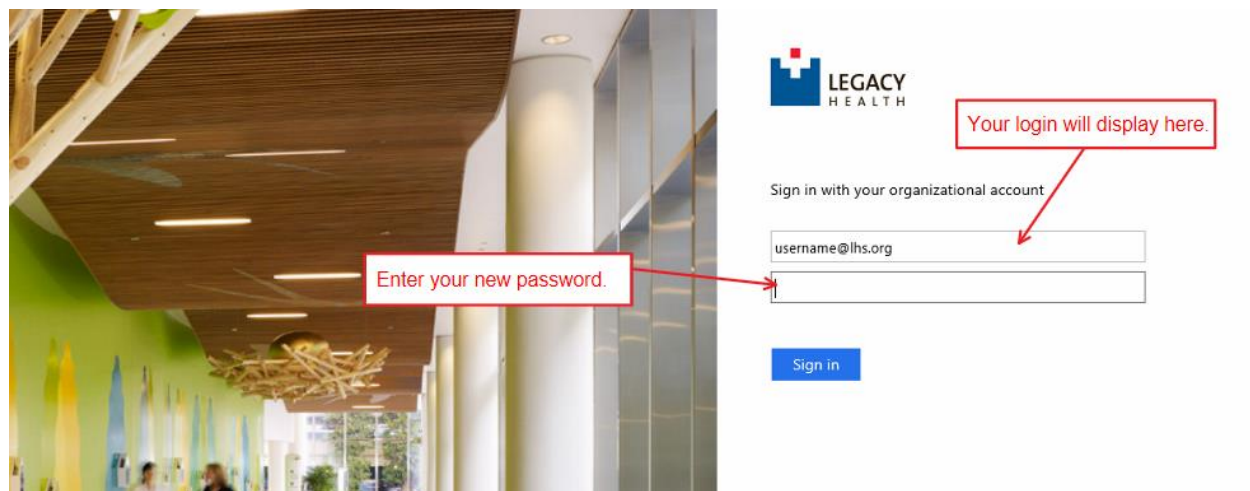
The Legacy E+ Learning Management system is a web-based application. Only the Safari browser on Mac or Internet Explorer 7 (or higher) can be used. E+ may not display properly in a Mozilla browser like Firefox.

Legacy E+ can be accessed by going to <http://eplus.lhs.org>

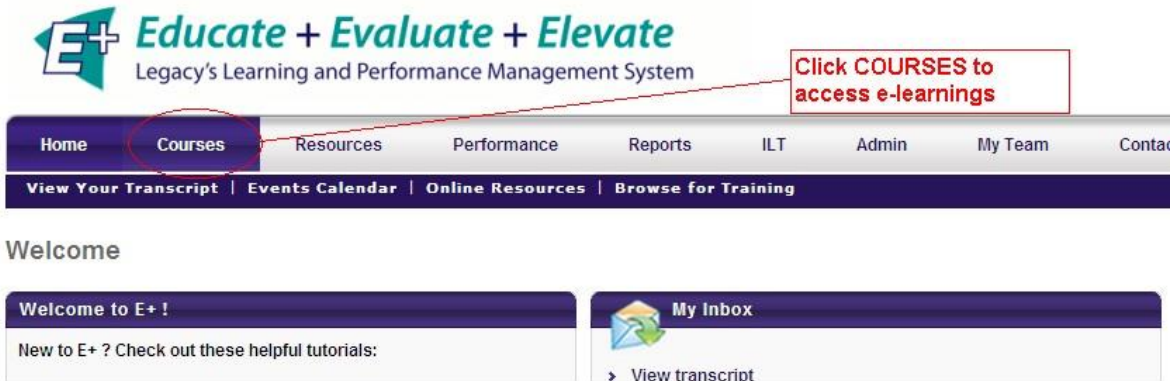
To sign in, follow the instructions below:



After entering your username, you will be re-directed to a login screen, as shown.



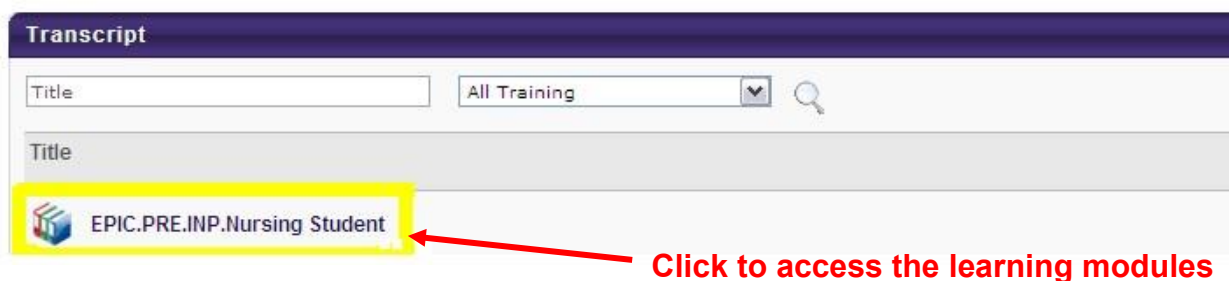
Once in E+, click the **Courses** tab at top of page to access the list of assigned courses.



Each student should have **EPIC.PRE.INP.Nursing Student** curriculum assigned. If the curriculum is not assigned, please contact the Epic Training Center at 503.415.4820.



Click the curriculum  to access the individual learning modules.



### Training Details

Training Type: Curriculum  
 Provider: Epic  
 Version: 1.0  
 Training Hours: Information not supplied by provider  
 Description: Required Epic prerequisite eLearning for Nursing Students  
 Status: In Progress  
 Due Date: None

## Curriculum

View ☒ All Training ☐ Activated Training ☐ Not Activated Training

TITLE (CLICK ON ⓘ TO SEE COURSE DESCRIPTION)	TYPE	DUE DATE	EXEMPT	STATUS	OPTIONS	DETAILS
📌 EPIC.INP000 Overview of Hyperspace	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP002 Start of Shift Overview	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP004A Nurse Admission Overview Part 1	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP004B Nurse Admission Overview Part 2	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP005 Physician and Nurse Transfer Overview	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP006 Discharge Overview	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP135 Managing Orders	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP185 Placing Orders with Order Sets	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP230 Overview of the MAR	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP238 Documenting Override Pulls	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP240 Overview of Flowsheets	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP282 Documenting IV Fluids and Medications	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.INP284 Documenting Medication Drips	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.CLN005 Viewing Past Visits and Results	Epic eLearning Course	None	No	Registered	Launch   Mark Complete	📌 ⓘ
📌 EPIC.Student Nursing	Test	None	No	Registered	Launch   Mark Complete	📌 ⓘ

Click the **Launch** to start each learning module. Each module will open in its own window.

When the module has completed, close the window and click **Mark Complete**.

When all modules have been completed, click **Launch Test** to start the assessment. The test can be retaken until a passing score is achieved. Students must achieve a passing score of 90%.

If you have any questions, contact the Legacy Epic training center at 503.415.4820.