Epic Training Ambulatory and Inpatient Course Catalog

One team. One record. One focus: Our patients.
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About Training

Your experience with the Epic Electronic Medical Record system starts long before your Go-Live day. To ensure a smooth transition, we immediately work with you to establish a site leadership team, deployment schedule and training needs. Our goal is to provide a smooth install for your practice so you can realize greater operational efficiencies and improve overall patient care.

With hundreds of commonly used diagnoses, procedures, medications and documentation tools already preloaded, practices get up and running quickly. There are distinct courses for physicians, surgeons, clinical support staff, registrars, schedulers, and charge entry/billing personnel. Our curriculum is a blended approach that combines e-learning activities with traditional classroom instruction. We will track both e-learning assignments and class attendance using a learning management system. At the appropriate time, you will be given user IDs and passwords for access.

Classroom training centers are located within the New Haven, Bridgeport and Greenwich communities.

For a successful implementation of Epic in your practice, everyone on staff must agree to comply with the requirements for training and Go-Live.

Once training is complete, we will provide consultation to ensure that your staff is proficient with the software. Our project analyst will evaluate on a regular basis how your clinicians and staff are using the application. The purpose is to improve skill, knowledge and confidence throughout your practice.
<table>
<thead>
<tr>
<th>Physician / Provider (MDs, PAs, APRNs)</th>
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<tbody>
<tr>
<td>Ambulatory Physician &amp; Provider 100</td>
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*Additional courses for MAs with front desk and scheduling responsibilities at a practice are on page 5.

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<th>Scheduler / Front Desk / Reception</th>
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<td>Abstraction</td>
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<td>YMG/YNHHS Scheduler 100</td>
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<th>Practice Management</th>
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<tbody>
<tr>
<td>Scanning &amp; Media Manager</td>
<td>90-minutes / Instructor</td>
</tr>
<tr>
<td>Reporting Essentials for Managers</td>
<td>90-minutes / Instructor</td>
</tr>
</tbody>
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<thead>
<tr>
<th>Medical Records / File / Front Desk Support</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In Basket &amp; Chart Review 100</td>
<td>10-min e-Learning / 2 hours / Instructor</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Practice Billing</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>My Practice &amp; Payment Posting</td>
<td>8 hours / Instructor</td>
</tr>
</tbody>
</table>

** Additional course for clinical support, medical records or front desk support
### Ambulatory Physician & Provider 100
**45-min e-Learning / 4 hours / Instructor**
- Navigate Epic Hyperspace
- View provider schedules
- Review, verify & update information (intake from nurse; allergies; medications; medical & surgical history; family & social history)
- Place, review & cancel orders
- Introduce documentation

### Ambulatory Physician & Provider 200
**Pre-Req: Physician & Provider 100 / 4 hours / Instructor**
- Document patient encounters using SmartTools
- Review, respond & manage results
- Manage messages regarding orders, transcriptions & charting

### Ambulatory Surgeon 100
**70-min e-Learning / 4 hours / Instructor**
- Navigate Epic Hyperspace
- Review admitted hospital patient lists & patient appointments
- Verify & update medications, diagnoses & allergies
- Document a progress note using NoteWriter & SmartTools
- Place, review & associate orders

### Ambulatory Surgeon 200
**Pre-Req: Surgeon 100 / 4 hours / Instructor**
- Review pre-visit documentation & surgical cases
- Place pre-operative orders
- Complete post-operative reviewing & charting
- Document H&P note, progress note, visit diagnosis, follow-up & charges; manage a patient’s problem list
- Prepare a letter to be sent to a referring physician
- Review, respond & manage results
- Manage messages about orders, transcription, & charting

### Practice Management
**Scanning & Media Manager / 90-minutes / Instructor**
- Clinical Scanning Workflow

### Practice Management: Reporting Essentials for Managers
**90-minutes / Instructor**
- Difference between scheduled, ad hoc, and application reports
- Options for generating, viewing and saving reports/results

### Ambulatory Clinical Support 100 (RN,MA)
**45-min e-Learning / 4 hours / Instructor**
- Document patient encounters using SmartTools
- Review, respond & manage results
- Manage messages regarding orders, transcriptions & charting

### Ambulatory Clinical Support 200
**4 hours / Instructor**
- Review pre-visit documentation & surgical cases
- Place pre-operative orders
- Complete post-operative reviewing & charting
- Document H&P note, progress note, visit diagnosis, follow-up & charges; manage a patient’s problem list
- Prepare a letter to be sent to a referring physician
- Review, respond & manage results
- Manage messages about orders, transcription, & charting

### Charge Entry / Billing
**70-min e-Learning / 6 hours / Instructor**
- Enter basic charges; add a coverage
- Attach claim information records
- Identify & fix charges and coding problems
- Record National Drug Code information
- Perform account inquiry/research activities

### My Practice & Payment Posting
**8 hours / Instructor**
- For community practices with few than 10 providers. Course covers streamlined Epic billing workflows and post payments from various sources.
# Our EPIC Project

## Ambulatory Courses

**YNHHS Schegistrar 100**
5 hours* / Instructor
- Schedule and Register a variety of patients (new, existing, adult, dependent)
- Canceling and Rescheduling patients
- Following up with No-Shows and Cancellations
- Wait List Functionality
- Setting Provider Times on Hold

**YNHHS Schegistrar 200**
5 hours* / Instructor
- Advanced scheduling methods (scheduling with multiple providers, pools of providers/resources, multiple visits simultaneously)
- Scheduling and Transcribing Orders
- Getting Hospital Outpatient Visits Ready for Check-In
- Confirming Appointments

**YNHHS Schegistrar 300 (Front Desk)**
4 hours* / Instructor
- Check Inpatient appointments, collect documents and co-pays
- Update coverage and billing info
- Schedule and register walk-in appointments
- Maintain accurate appointment statistics

**InBasket & Chart Review 100**
10-min e-Learning / 2 hours / Instructor
- Access InBasket
- Send/receive and organize messages
- Access chart information

**YNHHS Schegistrar 100**
4 hours / Instructor
- Schedule and a variety of patients (new, existing)
- Canceling and Rescheduling patients
- Following up with No-Shows and Cancellations
- Wait List Functionality
- Setting Provider Times on Hold
- Maintaining accurate appointment statistics

**YNHHS Schegistrar 200**
4 hours / Instructor
- Schedule and register new Dependent patients
- Using Wait List Functionality
- Accessing the Confirm Appointments Report
- Advanced scheduling methods (multiple providers, pools of providers, multiple visits simultaneously)
- Scheduling and Transcribing Orders

**YNHHS Schegistrar 300 (Front Desk)**
4 hours / Instructor
- Checking in patient appointments, scanning documents, collecting copays, e-signing documents
- Updating Registration Information at Check-In
- Registering Walk-In patients with Medicare and Workers’ Compensation
- Maintaining accurate appointment statistics
- Checking Out patients appointments

**Abstraction (designated staff)**
10-min e-Learning / 2 hours / Instructor
- In preparation for Go-Live, key medical information for the most active patients is “abstracted” from the current system. Course explains the process for entering data into Epic.
- Create an encounter
- Enter key medical data including current medications, problems, allergies and immunizations

**YNHHS Schegistrar 100**
4 hours / Instructor
- Inbasket & Chart Review 100
- See previous section.

**YM/G/YNHHS Referrals and Authorizations**
2 hour / Instructor
- Creating and Scheduling Referrals
- Entering Authorizations

**YM/G/YNHHS Template Builder**
4 hours (2 hours Instruction / 2 hours Build)
- Create and revise provider and resource schedules

**YM/G Registrar 100**
6 hours / Instructor
- Using Workqueues to find unregistered patients with upcoming appointments
- Registering new patients, existing patients, adult patients, dependant patients, Medicare patients, and Worker’s Compensation patients
- Inactivating guarantor accounts and coverages

**YM/G Schegistrar 100**
4 hours / Instructor
- Abstraction (designated staff)
- See previous section.

**YM/G Schegistrar 200**
4 hours / Instructor
- YM/G/YNHHS Referrals and Authorizations
- See previous section.

**YM/G Schegistrar 300 (Front Desk)**
4 hours / Instructor
- YM/G/YNHHS Template Builder
- See previous section.
<table>
<thead>
<tr>
<th>Professional Billing/ Central Billing Office</th>
<th>Course Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Billing-Charge Entry &amp; Charge Review / 6 hours / Instructor</td>
<td>In this course you learn how to post charges from a fee ticket as well as how to correct and review charges that are caught in a workqueue.</td>
</tr>
<tr>
<td>Professional Billing-Account Inquiry and Maintenance / 2 hours / Instructor</td>
<td>In this course you will learn how to research transactions posted to the guarantor account. Transactions can be viewed by the transaction number, visit date or invoice number.</td>
</tr>
<tr>
<td>Professional Billing-Insurance Follow Up / 3 hours / Instructor</td>
<td>In this course you learn the major workflows and tools used for following up with insurance companies on unpaid and denied claims. This includes working in follow-up workqueues and Account Maintenance to resolve denied claims and claims with no response from the payer.</td>
</tr>
<tr>
<td>Professional Billing-Customer Service &amp; Statement-related Calls / 3 hours / Instructor</td>
<td>In this course you learn how to log incoming calls, perform account research activities, and use price lookup. Supervisors learn to use reporting tools that monitor account workqueues and user productivity.</td>
</tr>
<tr>
<td>Professional Billing-Reviewing and Correcting Claims / 2 hours / Instructor</td>
<td>In this course you learn about the major pieces that contribute to the claims process, such as how claims are checked for errors, how these erred claims are categorized, and where Epic stores the erred claims. You also learn how to fix claims with errors.</td>
</tr>
<tr>
<td>Professional Billing-Credit Analyst / 2 hours / Instructor</td>
<td>In this course you learn about resolving undistributed credits using credit workqueues. In addition, you learn the fundamentals of using a dashboard.</td>
</tr>
<tr>
<td>Professional Billing-Collections Training / 3 hours / Instructor</td>
<td>In this course you learn how to perform self-pay follow-up and collections activities in Epic.</td>
</tr>
<tr>
<td>Professional Billing-Payment Posting / 4 hours / Instructor</td>
<td>In this course you learn to post guarantor payments, payments made with non-sufficient funds, and payments from collection agencies, and you will learn how to monitor guarantor payment posting.</td>
</tr>
<tr>
<td>Professional Billing-Retroadjudication / 2 hours / Instructor</td>
<td>In this course, you will learn how to review coverage changes when they are routed to a retro review workqueue. Every entry in a retro review workqueue is due to a coverage change; your job is to research the history of this coverage change and determine if the charges should be voided and reposted or not.</td>
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### PHYSICIANS WITH HOSPITAL PRIVILEGES WHO WILL USE EPIC IN PRACTICE

The following series of classes should be taken in this order:

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<tr>
<td>1. Ambulatory Physician &amp; Provider 100 (Ambulatory P&amp;P 100) / 4 hours / Instructor</td>
<td>Core components will show you how to navigate in Epic Hyperspace; introduce documentation and show you how to review, view and update information as well as place orders.</td>
</tr>
<tr>
<td>2. Ambulatory Physician &amp; Provider 200 (Ambulatory P&amp;P 200) / 4 hours / Instructor</td>
<td>Core components will build from the 100-level class and will show you how to document with SmartTools; review and manage results, as well as manage messages regarding orders and transcriptions.</td>
</tr>
<tr>
<td>3. Ambulatory Trained Inpatient Physician &amp; Provider 300 (Amb Trained IP P&amp;P 300) / 5 hours / Instructor</td>
<td>This course builds on what is learned in the ambulatory courses to provide the required Inpatient training in a reduced amount of time. Please see the description for the Inpatient Physician &amp; Provider 100 &amp; 200 courses for the core functionality covered in this course.</td>
</tr>
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### SURGEONS WITH HOSPITAL PRIVILEGES WHO WILL USE EPIC IN PRACTICE

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<tr>
<td>1. Ambulatory Surgeon 100 (Amb Surg 100) / 4 hours / Instructor</td>
<td>Core components will show you how to navigate in Epic Hyperspace; introduce documentation and show you how to review and update information; place orders and review admitted hospital patient lists and appointments.</td>
</tr>
<tr>
<td>2. Ambulatory Surgeon 200 (Amb Surg 200) / 4 hours / Instructor</td>
<td>Core components will build from the 100-level class and will show you how to review surgical cases; place pre-operative orders; document with SmartTools; review and manage results, as well as manage messages regarding orders and transcriptions.</td>
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### PHYSICIANS WHO ARE NOT USING EPIC IN PRACTICE

The following series of classes should be taken in this order:

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<tr>
<td>1. Inpatient Physician &amp; Provider 100 (IP P&amp;P 100) / 4 hours / Instructor</td>
<td>This class will focus on navigating Epic Hyperspace, rounding on patients, order entry, writing H&amp;P notes, performing consults, performing procedures, charging, and Epic InBasket.</td>
</tr>
<tr>
<td>2. Inpatient Physician &amp; Provider 200 (IP P&amp;P 200) / 4 hours / Instructor</td>
<td>This class will focus on addressing the problem list, reviewing patient allergies and history, writing a progress note, dictation, Epic SmartTools, performing an admission, performing a transfer, performing a discharge, and medication reconciliation.</td>
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### SURGEONS WHO ARE NOT USING EPIC IN PRACTICE

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<tr>
<td>1. Inpatient Surgeon 100 (IP Surg 100) / 4 hours / Instructor</td>
<td>This class will focus on navigating Epic Hyperspace, reviewing notes and orders, pre-operative documentation and orders, writing a brief op note, discharge orders and instructions, and writing a progress note.</td>
</tr>
<tr>
<td>2. Inpatient Surgeon 200 (IP Surg 200) / 4 hours / Instructor</td>
<td>This class will focus on reviewing notes, reviewing orders, reviewing vitals, reviewing intake and output, performing consults, performing procedures, order management, and Epic InBasket.</td>
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</table>

### In addition to these core classes for Physicians and Surgeons, there are additional functionality training courses for Cardiologists, Obstetricians and Oncologists. These 2-3 hour classes will cover specialty-specific workflows and documentation.

As hospitals prepare to Go-Live with Epic, the Project Epic training team will look for opportunities to bring together sub-specialty groups for training.
EMERGENCY DEPARTMENT

Emergency Department Physician and Provider 100 (ED P&P 100)
4 hours / Instructor
This course begins with an overview of Hyperspace, learning to navigate through the Emergency Department platform. Through a series of lessons, you will be able to identify patient statuses and triggers and find and review patient’s charts, including reports about current and past visits. The majority of this course is spent writing a note and documenting about the patient’s condition, using SmartTools to supplement your documentation. Time is also spent learning about completing attending-resident documentation and requesting and tracking consults.

Emergency Department Physician and Provider 200 (ED P&P 200)
4 hours / Instructor
By the end of this course, you will be able to place orders using an Order Set and place, modify or discontinue individual orders. Learn to find and review laboratory and radiology results, and assign a disposition. This course includes lessons on the admission, discharge, transfer workflow, along with chart completion and charging.

Emergency Department Nursing 100
4 hours / Instructor
This course begins with an overview of Epic Hyperspace on the Emergency Department platform. Learn to identify patient statues and create an Emergency Department encounter. Included in this course are patient arrival, triage, treatment team assignment and patient assessment, including IV’s and wounds.

Emergency Department Nursing 200
4 hours / Instructor
This second nursing course builds on a patient’s visit. Learn to place orders and administer medications using barcode scanning. View reports about current and past visits. Also, prepare patients for admissions, discharges and transfers. Chart completion and charging is also covered in this course.

Emergency Department Nursing 300
4 hours / Instructor
This course covers critical care documentation, including simulations of Codes, Traumas and Sedations using the associated Narrators. In addition, this course focuses on workflow scenarios and additional time spent practicing in the system.

Emergency Department Unit Secretary/Information Associate
4 hours / Instructor
This course covers an overview of navigating through Epic Hyperspace and finding patient information necessary for radiology, admissions, transfers and discharges. Also included in this course is tracking consults for physicians and viewing orders and results. By the end of this course you will be able to complete your tasks as an Emergency Department Secretary.

Emergency Department Technician
4 hours / Instructor
This course covers an overview of navigating through Epic Hyperspace, along with creating a patient encounter and documenting triage vitals. In addition, learn to document inside the patient’s chart and complete EKGs and specimen collection. By the end of this course you will be able to complete your tasks as an Emergency Department Technician.

ONCOLOGY

Ambulatory Oncology Physician & Provider 100 (Amb Onc 100)
4 hours / Instructor
- Teach navigation skills to view provider schedules, patient demographics, appt information.
- Review workflows for accessing schedule and patient information including medication, allergies, chief complaints and e-prescribing
- Place and enter orders, review results
- Send electronic prescriptions
- Managing and Creating Cancer Regimens in Treatment Plans
- Staging a Patient’s Cancer

Ambulatory Oncology Physician & Provider 200
4 hours / Instructor (Amb Onc P&P 200)
- Document patient encounters
- Review, respond and manage results
- Manage messages
- Generate reports
- Modifying Treatment Plans

Ambulatory Oncology Pediatric Physician & Provider 100 (Amb Onc P&P 100)
4 hours / Instructor
- Teach navigation skills to view provider schedules, patient demographics, appt information.
- Review workflows for accessing schedule and patient information including medication, allergies, chief complaints and e-prescribing
- Place and enter orders, review results
- Send electronic prescriptions
- Managing and Creating Cancer Regimens in Treatment Plans
- Staging a Patient’s Cancer

Ambulatory Oncology Clinical Support 100
4 hours / Instructor
- Teach navigation skills to view provider schedules,
- Learn how to intake patient information including medication, allergies, immunizations and chief complaint.
- Review workflows to begin documenting patient encounter- intake information.
Ambulatory Oncology Clinical Support 200
4 hours / Instructor
- Respond and communicate via MyChart
- Document call backs
- Send and complete letters
- Review workflows to issue patient results

Ambulatory Oncology Clinical Support 300
4 hours / Instructor
- Start Progress Note
- Normal Infusion documentation
- Medication Administration documentation

Ambulatory Oncology Pediatric Physician & Provider 200 (Amb Onc P&P 100)
4 hours / Instructor
- Document patient encounters
- Review, respond and manage results
- Manage messages
- Generate reports
- Modifying Treatment Plans

Oncology Inpatient Clinical Support 600
3 hours / Instructor
- Normal Infusion Visit documentation
- Medication administration documentation
- Reviewing Cancer Regiment Treatment Plans
- Synopsis

Beacon Inpatient Physician & Provider 300 / (BCN IP P&P 300)
3 hours / Instructor
- Creating and managing a Cancer Regimen Treatment Plan
- Staging a Patient’s cancer
- Cumulative Dose Tracking
- AUC dosing

Oncology Tumor Registrar
3 hours / Instructor
- InBasket messaging
- Chart Review
- Reviewing patient’s cancer treatment plan
- Reviewing patient’s cancer staging information

Oncology Phleb/Lab Tech 100
2 hours / Instructor
- Oncology lab workflows associated with the Cancer Treatment Plans

Ambulatory Oncology Medical Assistant 100
2 hours / Instructor
- Vital signs, rooming a patient, reason for visit, basic documentation

CARDIOLOGY

Cardiologist Procedures 300
45-minutes / Instructor
For cardiologists with hospital privileges who read or perform Cath, EP, Echo, Nuclear Med Cardiology. Class covers how use and personalize the provider planner, look up study and procedure information, view Cardiology specific patient summary reports, history, and understand Status boards

Cardiology – Non Inv Cardiac Tech 100
4 hours / Instructor
For Cardiac techs who perform Stress tests and Holter & BP monitor hook ups
- Document the beginning of an exam
- Document the end of an exam
- Correct documentation Errors
- Use the Monitor Report

Cardiology – Non Inv Echo Tech 100
4 hours / Instructor
For Echo Techs:
- Document the beginning of an exam
- Document the end of an exam
- Correct documentation Errors
- Document Medication administration, LDAs, and orders

Cardiology – Non Inv Tech NM Cardiology 100
4 hours / Instructor
For techs who perform Nuc Med Cardiology Exams
- Document the beginning of an exam
- Document the end of an exam
- Correct documentation Errors
- Document Medication administration, LDAs, and orders

Cardiology – Invasive Tech 100
4 hours / Instructor
- Use the Status Board
- Create and Schedule an Emergent Case
- Document an Invasive Procedure
- Use the Assignment board
### Cardiology – Scheduling 100
5 hours / Instructor
- Transcribe orders
- Automatic and manually schedule appointments
- Reschedule and cancel appointments
- Use the monitors report
- Scan order requisitions

### Cardiology – Nurse Invasive 200
4 hours / Instructor
- Use the Status Board
- Create and schedule an emergent case
- Document an invasive procedure
- Use the assignment board

### Cardiology – Nurse Stress 100
4 hours / Instructor
- Document the beginning of an exam
- Document the end of an exam
- Use the encounter navigator
- Correct documentation errors
- Document medication administration, LDAs, and orders
- Use the provider planner
- Use the assignment board

### Cardiology Cath/EP Charge Entry 100
60 minutes / Instructor
- Locate and complete a case
- Enter procedural charges and supplies
- Edit a charge
- Remove a charge
- Post the charges

### Cardiology – Manager Non Inv 100
4 hours / Instructor
- Generate reports
- Manage non-invasive resources
- Make corrections

### Cardiology – Cardiologist 100
2 hours / Instructor
- Understand the provider planner
- Learn how to look up study information in Epic
- Edit, sign, and addend dictated studies in Epic
- Use the status board

### Cardiology/Radiology

#### Cardiology/Radiology – Manager Invasive 100
4 hours / Instructor
- Generate reports
- Manage invasive resources
- Make corrections

#### Cardiology/Radiology – Nurse Pre/Post Procedure 100
4 hours / Instructor
- Learn how to use the pre-procedure navigator
- Learn how to use the post procedure navigator

#### Cardiology/Radiology – Invasive Scheduling 100
5 hours / Instructor
- Create an invasive case
- Create a case for a new patient
- Schedule and reschedule invasive cases

#### Cardiology/Radiology – Sched for Clinical Staff 200
4 hours / Instructor
- Non invasive scheduling for technologists and managers
- Transcribe orders
- Automatic and manually schedule appointments
- Reschedule and cancel appointments
- Scan order requisitions

#### Cardiology/Radiology – Nurse Sedation 100
3 hours / Instructor
- Use the provider planner
- Learn how to use the sedation narrator
- Use the assignment board

### Radiology

#### IR Radiologist 300
1.5 hours / Instructor
- Learn how to use and modify the provider planner
- Understand the status board
- Understand the integration between PACs and Epic
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration</th>
<th>Instructor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radiology – Tech CT/MR</td>
<td>4 hours</td>
<td>Instructor</td>
<td>For techs who perform MRIs and CTs&lt;br&gt;• Document the beginning of an exam&lt;br&gt;• Document the end of an exam&lt;br&gt;• Correct documentation Errors&lt;br&gt;• Document Medication administration, LDAs, and orders</td>
</tr>
<tr>
<td>Radiology – Tech Nuc Med 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>For techs who perform Nuc Med Exams&lt;br&gt;• Document the beginning of an exam&lt;br&gt;• Document the end of an exam&lt;br&gt;• Correct documentation Errors&lt;br&gt;• Document Medication administration, LDAS, and orders</td>
</tr>
<tr>
<td>Radiology – Tech Xray/Fluoro 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>For techs who perform Xray and Fluoro Exams&lt;br&gt;• Document the beginning of an exam&lt;br&gt;• Document the end of an exam&lt;br&gt;• Correct documentation Errors&lt;br&gt;• Document Medication administration and orders</td>
</tr>
<tr>
<td>Radiology – Tech Mammography/US 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>For techs who perform Mammography and US exams (if you also perform Xrays, you just need to take the Xray class)&lt;br&gt;• Document the beginning of an exam&lt;br&gt;• Document the end of an exam&lt;br&gt;• Correct documentation Errors</td>
</tr>
<tr>
<td>Radiology – Tech Aide 100</td>
<td>1 hour</td>
<td>Instructor</td>
<td>Understand the Tech Worklist&lt;br&gt;Review a Patient’s chart&lt;br&gt;Scan documentation</td>
</tr>
<tr>
<td>Radiology – Tech Invasive 100</td>
<td>5 hours</td>
<td>Instructor</td>
<td>Use the Status Board&lt;br&gt;Create and Schedule an Emergent Case&lt;br&gt;Document an Invasive Procedure&lt;br&gt;Use the Assignment board</td>
</tr>
<tr>
<td>Radiology – Scheduling 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>For Radiology Schedulers (no Registration)&lt;br&gt;• Transcribe orders&lt;br&gt;• Automatic and Manually schedule appointments&lt;br&gt;• Reschedule and Cancel appointments&lt;br&gt;• Scan order requisitions</td>
</tr>
<tr>
<td>Radiology – Schegistrar 100</td>
<td>5 hours</td>
<td>Instructor</td>
<td>For Radiology Scheduler/Registrars&lt;br&gt;• Locate existing patients and create new patients&lt;br&gt;• Transcribe an order into the system&lt;br&gt;• Schedule, reschedule and cancel appointments&lt;br&gt;• Register patients&lt;br&gt;• Document a Pre-authorization number</td>
</tr>
<tr>
<td>Radiology – Schegistrar 200</td>
<td>5 hours</td>
<td>Instructor</td>
<td>For radiology Scheduler/registrars (Part 2)&lt;br&gt;• Locate existing patients and create new patients&lt;br&gt;• Transcribe an order into the system&lt;br&gt;• Schedule appointments&lt;br&gt;• Register patients with Workman’s comp and Medicare&lt;br&gt;• Scan documentation</td>
</tr>
<tr>
<td>Radiology – Nurse Invasive 200</td>
<td>4 hours</td>
<td>Instructor</td>
<td>Use the Status Board&lt;br&gt;Create and Schedule an Emergent Case&lt;br&gt;Document an Invasive Procedure&lt;br&gt;Use the Assignment board</td>
</tr>
<tr>
<td>Radiology – Manager Non Inv 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>Generate Reports&lt;br&gt;Manage Non Invasive Resources&lt;br&gt;Make Corrections</td>
</tr>
<tr>
<td>Radiology – Radiologist 100</td>
<td>4 hours</td>
<td>Instructor</td>
<td>Learn how to use the provider Schedule&lt;br&gt;Learn how to Order uses orders and order sets&lt;br&gt;Understand the inbasket&lt;br&gt;Understand the integration between PACs and Epic&lt;br&gt;Protocol an exam</td>
</tr>
</tbody>
</table>
### Radiology – Invasive Radiologist 100
2 hours / Instructor
- Learn how to use the provider planner
- Understand the status board
- Understand the integration between PACs and Epic
- Learn how to approve cases to be performed

### Radiology – File Room 100
4 hours / Instructor
- Import Outside Images
- Process Release of Information
- Looking up a patient’s chart

### REGISTRATION, ADMITTING AND EMERGENCY DEPARTMENT REGISTRATION

**Patient Access Staff 100**
5.5 hours / Instructor
In this introductory lesson, all Admitting registrars, verifiers, managers, and supervisors will learn how to identify patient’s who require inpatient pre-registration through workqueues. Demographic, Coverage, guarantor account type, and account note functionality will be taught in this lesson.

**Patient Access Staff 200**
5.5 hours / Instructor
In this lesson, users will learn more in depth registration functionality such as how to admit pre-registered patients, identify beds, and change event statuses when appropriate. MSPO and other coverage information will be covered in more detail. In addition, users will learn Epic’s Real Time Eligibility, E-Sig and document scanning workflows.

**Financial Counselor 100**
3 hours / Instructor
In this lesson users will learn the functionalities that apply to the Self pay, Medicaid, and Free Care application workflows. Documenting application statuses and adding Medicaid coverages will be taught in this lesson.

**Auth/Cert User 300**
3.5 hours / Instructor
In this lesson users who obtain inpatient benefits and authorization for inpatient or ambulatory surgery admissions will learn how to document benefit information, enter authorizations, and document approved days through workqueues. In addition Utilization Review staff will learn how to document denial information and clinical root causes through Account Maintenance screens.

**Emergency Department Registrar 300**
4.5 hours / Instructor
In this lesson Emergency Department Registrars will learn to identify patients who are ready to be registered by using the Emergency Department Trackboard. Registration scenarios specific to the Emergency Department will be taught as well as workflows such as dismissing and discharging patients from the Emergency Department.

**Bed Planner 300**
4.5 hours / Instructor
In this lesson Admitting clinical bed managers, transfer center staff, bed management staff, and admitting managers will learn Bed Planning workflows. Users will be taught how to identify, assign, block, and activate/ inactivate beds. Bed Management and census reporting will also be covered in this class.

**L&D Clerk/Registration 300**
2.5 hours / Instructor
In this lesson, the Admitting staff will learn how to arrive maternity patients prior to escorting them to labor and delivery. All L&D workflows will be introduced in this lesson so that Admitting understands the process as it is completed by the nursing staff on L&D.

**Claim & Reg Edits 400**
4 hours / Instructor
In this lesson all Admitting staff employees will learn about Epic’s registration DNB (discharged not billed) and Claim Edits. Errors made by the Admitting/Emergency Department registrars that may potentially prevent a claim from processing will be corrected by the staff themselves. This class will review the steps to take and the workflows to follow when identifying and correcting these edits through different types of workqueues.

**Admitting Manager/Supervisor 500**
3 hours / Instructor
In this lesson, admitting managers and supervisors will be introduced to their ADT dashboards and reporting capabilities. Canned reports, Epic’s reporting workbench and clarity reporting will be covered in this management class.

**YNHHS Schegistrar 100**
5 hours
- Blended Scheduling and Registration Workflows
  - Schedule and Register a variety of patients (new, existing, adult, dependent)
  - Canceling and Rescheduling patients
  - Following up with No-Show and Cancellations
  - Wait List Functionality
  - Setting Provider Times on Hold
### YNHHS Schegistrar 200
5 hours
- Blended Scheduling and Registration Workflows
- Advanced scheduling methods (scheduling with multiple providers, pools of providers/resources, multiple visits simultaneously)
- Schedule and Transcribing Orders
- Getting Hospital Outpatient Visits Ready for Check-In
- Confirm Appointments

### YNHHS Schegistrar 300 (Front Desk)
4 hours
- Blended Scheduling and Registration Workflows
- Check in patient appointments, scan documents, collect copays, e-signing documents
- Update Registration Information at Check-In
- Register Walk-In patients with Medicare/Workers’ Compensation
- Maintain accurate appointment statistics

### YNHHS Scheduler 100
4 hours
- Schedule and a variety of patients (new, existing)
- Canceling and Rescheduling patients
- Following up with No-Shows and Cancellations
- Wait List Functionality
- Checking In patient appointments
- Setting Provider Times on Hold
- Maintaining accurate appointment statistics

### YNHHS Scheduler 200
4 hours
- Advanced scheduling methods (schedule with multiple providers, pools of providers/resources, multiple visits simultaneously)
- Scheduling and Transcribing Orders
- Confirming Appointments
- Checking Out patients appointments

### YNHHS Referrals and Authorizations
2 hours
- Creating and Scheduling Referrals
- Enter Authorizations

### Template Builder
4 hours (2 hours / Instructor / 2 hours build)
- Create and revise provider and resource schedules

### Scanning & Media Manager
90-minutes Instructor

### Reporting Essentials for Managers
90-minutes Instructor

### InBasket & Chart Review 100
- Access InBasket
- Send/Receive and Organize Messages
- Access Chart information

### IP RN AND CLINICAL

#### IP Core RN 100
4 hours / Instructor
Basic overview of Epic. Create and manage patient lists. Getting report and reviewing the chart. Reviewing tasks on a Worklist and prioritizing patients. Basic medication administration and barcoding. Collecting labs and point of care tests. Viewing basic reports for the bedside nurse, including SBAR and flowsheet reports.

#### IP Core RN 200
4 hours / Instructor
Overview of flowsheet documentation including I&O, physical assessments; create and document lines, drains, and airways, and wounds; IV medications and fluids. Document falls and provider notification

#### IP Core RN 300
4 hours / Instructor
Introduction to admission and transfer documentation using a navigator. Learn to document patient history, allergies, PTA medications. Initiating and documenting on the care plan and patient education.

#### IP Core RN 400
4 hours / Instructor
Learn how to manage a patient’s orders based on a physician order. Documenting a discharge using the discharge navigator. Other topics covered in this course include: documenting override pulls with a barcode scanner; Code and RRT documentation.

#### IP Core RN 500
4 hours / Instructor
Apply the knowledge gained in RN 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.

#### IP ICU RN 500
4 hours / Instructor
Apply the knowledge gained in IP Core RN 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.
**Our Epic Project**  
**Inpatient Courses: Hospital Staff**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Instructor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IP PED RN 500</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Apply the knowledge gained in IP RN 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.</td>
</tr>
<tr>
<td><strong>IP Behavioral Health RN 500 &amp; IOP / 4 hours / Instructor RN</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Apply the knowledge gained in IP Core 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.</td>
</tr>
<tr>
<td><strong>HOD IOP 100 / RN &amp; Milieu Counselors (adult and Pedi) 4 hours / Instructor</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Focus on content and workflow specific to the IOP.</td>
</tr>
<tr>
<td><strong>IP Labor &amp; Delivery RN 100</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Basic overview of Epic. Create and manage patient lists. View basic reports for the L&amp;D nurse, including L&amp;D Greaseboard, SBAR, flowsheet reports and chart information. Review tasks on a worklist and prioritize patient care. Administer basic medications using barcoding and document lab collections and point of care tests.</td>
</tr>
<tr>
<td><strong>IP Labor &amp; Delivery RN 200</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Overview of flowsheet documentation including physical assessments and I&amp;O. Create and document lines, drains, and airways, and wounds. Administration of IV medications including titrations. Manage physician orders.</td>
</tr>
<tr>
<td><strong>IP Labor &amp; Delivery RN 400</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Record vaginal birth data. Document birth by cesarean section.</td>
</tr>
<tr>
<td><strong>IP Labor &amp; Delivery RN 500</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Using the OBIX system. Review of labor and birth workflow.</td>
</tr>
<tr>
<td><strong>IP NNICU RN 100</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Basic overview of Epic. Create and manage patient lists. Getting report and reviewing the chart. Reviewing tasks on a Worklist and prioritizing patients. Basic medication administration and barcoding. Collecting labs and point of care tests. Viewing basic reports for the bedside nurse, including SBAR and flowsheet reports.</td>
</tr>
<tr>
<td><strong>IP NNICU RN 200</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Overview of flowsheet documentation including I&amp;O, physical assessments; create and document lines, drains, and airways, and wounds; multiple IV medications and fluids. Document falls, provider notification, device integration, and sedation.</td>
</tr>
<tr>
<td><strong>IP NNICU RN 300</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Introduction to admission and transfer documentation using a navigator. Learn to document patient history, allergies, PTA medications. Initiating and documenting on the care plan and patient education.</td>
</tr>
<tr>
<td><strong>IP NNICU RN 400</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Learn how to manage a patient’s orders based on a physician order. Documenting a discharge using the discharge navigator. Other topics covered in this course include: documenting override pulls with a barcode scanner, Code and RRT documentation, blood administration documentation, and restraint documentation.</td>
</tr>
<tr>
<td><strong>IP NNICU RN 500</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Apply the knowledge gained in NBSN 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.</td>
</tr>
<tr>
<td><strong>IP Maternity RN 100</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Basic overview of Epic including both mom and baby. Create and manage patient lists. Getting report and reviewing the chart. Reviewing tasks on a Worklist and prioritizing patients. Basic medication administration and barcoding. Collecting labs and point of care tests. Viewing basic reports for the bedside nurse, including SBAR and flowsheet reports.</td>
</tr>
<tr>
<td><strong>IP Maternity RN 200</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Overview of flowsheet documentation including I&amp;O, physical assessments; create and document lines, drains, and airways, and wounds; IV medications and fluids. Document falls and provider notification.</td>
</tr>
<tr>
<td><strong>IP Maternity RN 400</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Introduction to admission and transfer documentation using a navigator. Learn to document patient history, allergies, PTA medications. Initiating and documenting on the care plan and patient education.</td>
</tr>
<tr>
<td>Course Code</td>
<td>Hours</td>
<td>Instructor</td>
<td>Description</td>
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</tr>
<tr>
<td>IP Maternity RN 500</td>
<td>4 hours / Instructor</td>
<td>Learn how to manage a patient’s orders based on a physician order. Documenting a discharge using the discharge navigator. Other topics covered in this course include: documenting override pulls with a barcode scanner, Code and RRT documentation.</td>
<td></td>
</tr>
<tr>
<td>IP L&amp;D Unit Clerk 100</td>
<td>2 hours / Instructor</td>
<td>Apply the knowledge gained in Maternity 100-400 to common workflow scenarios. Admission, discharge, transfers; Managing a patient assignment, patient hand-off.</td>
<td></td>
</tr>
<tr>
<td>IP PCA 100</td>
<td>4 hours / Instructor</td>
<td>Learn how to track patients arriving to and leaving your unit, review the patient’s chart, discharge a patient, and file charges for a patient.</td>
<td></td>
</tr>
<tr>
<td>IP Therapist 100</td>
<td>4 hours / Instructor</td>
<td>Learn how to maintain patient lists with the treatment team, review patient information, review tasks on a Work list and prioritize your patients, Overview of flowsheets, documenting basic I&amp;O, daily cares, and POCT.</td>
<td></td>
</tr>
<tr>
<td>IP Therapist 200</td>
<td>4 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Review Reports, Patient History, Review Flowsheets, Basic flowsheet Documentation, Review notes.</td>
<td></td>
</tr>
<tr>
<td>OP Therapist 100</td>
<td>4 hours / Instructor</td>
<td>Wound Documentation, Plan of Care and writing notes, education. Charging.</td>
<td></td>
</tr>
<tr>
<td>IP Maternity RN 300</td>
<td>4 hours / Instructor</td>
<td>Arriving patients, episodes, Review Reports, Review notes, Patient History, Allergies and medications, Review Flowsheets, Basic flowsheet Documentation.</td>
<td></td>
</tr>
<tr>
<td>OP Therapist 200</td>
<td>4 hours / Instructor</td>
<td>Wound Documentation, Plan of Care, education. Charging, writing notes, enter transcribed orders.</td>
<td></td>
</tr>
<tr>
<td>IP Speech and Language 100</td>
<td>4 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Review Reports, Patient History, Review Flowsheets, Basic flowsheet Documentation, Review notes. Covers both inpatient and outpatient.</td>
<td></td>
</tr>
<tr>
<td>IP Speech and Language 200</td>
<td>4 hours / Instructor</td>
<td>Plan of Care and writing notes, education. Charging.</td>
<td></td>
</tr>
<tr>
<td>IP Mgr 100</td>
<td>4 hours / Instructor</td>
<td>Basic overview of Epic. Create and manage patient lists. Getting report and reviewing the chart. Reviewing tasks on a Worklist and prioritizing patients. Basic medication administration and barcoding. Collecting labs and point of care tests. Viewing basic reports for the bedside nurse, including SBAR and flowsheet reports.</td>
<td></td>
</tr>
<tr>
<td>IP Mgr 200</td>
<td>4 hours / Instructor</td>
<td>Overview of flowsheet documentation including I&amp;O, physical assessments; create and document lines, drains, and airways, and wounds; IV medications and fluids. Document falls and provider notification.</td>
<td></td>
</tr>
<tr>
<td>IP Mgr 300</td>
<td>4 hours / Instructor</td>
<td>Introduction to admission and transfer documentation using a navigator. Learn to document patient history, allergies, PTA medications. Initiating and documenting on the care plan and patient education.</td>
<td></td>
</tr>
<tr>
<td>IP Mgr 400</td>
<td>4 hours / Instructor</td>
<td>Learn how to manage a patient’s orders based on a physician order. Documenting a discharge using the discharge navigator. Other topics covered in this course include: documenting override pulls with a barcode scanner, Code and RRT documentation.</td>
<td></td>
</tr>
<tr>
<td>IP Mgr 500</td>
<td>4 hours / Instructor</td>
<td>Review of Nurse 100-400. Auditing and Reports.</td>
<td></td>
</tr>
</tbody>
</table>
### Inpatient Courses: Hospital Staff

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Hours / Instructor</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>IP Care Coordination 100</strong></td>
<td>3 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Chart Review, Review notes. Navigators, Review Flowsheets, Basic Documentation (Discharge Plan).</td>
</tr>
<tr>
<td><strong>IP Care Coordination 200</strong></td>
<td>3 hours / Instructor</td>
<td>Plan of Care and writing notes, education. Apply the knowledge gained to common workflow scenarios.</td>
</tr>
<tr>
<td><strong>IP Social Work 200</strong></td>
<td>3 hours / Instructor</td>
<td>Plan of Care and writing notes, education. Apply the knowledge gained to common workflow scenarios.</td>
</tr>
<tr>
<td><strong>IP Wound RN 100</strong></td>
<td>3 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Consult list, Chart Review, Review notes. Navigators, Review Flowsheets, Wounds, PU (LDA's) and Basic Documentation.</td>
</tr>
<tr>
<td><strong>IP Wound RN 200</strong></td>
<td>3 hours / Instructor</td>
<td>Plan of Care and writing notes, education. Apply the knowledge gained to common workflow scenarios.</td>
</tr>
<tr>
<td><strong>IP Religious Ministries 100</strong></td>
<td>3 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Consult list, Chart Review, Review notes and Navigators.</td>
</tr>
<tr>
<td><strong>IP Religious Ministries 200</strong></td>
<td>3 hours / Instructor</td>
<td>Review flowsheets, documentation, Plan of Care and education.</td>
</tr>
<tr>
<td><strong>Child Life 100</strong></td>
<td>4 hours / Instructor</td>
<td>Maintain Patient List with treatment teams, Consult list, Chart Review, Review notes. Navigators, Review Flowsheets, Basic Documentation.</td>
</tr>
<tr>
<td><strong>Child Life 200</strong></td>
<td>4 hours / Instructor</td>
<td>Plan of Care and writing notes, education. Apply the knowledge gained to common workflow scenarios.</td>
</tr>
<tr>
<td><strong>IP Milieu Counselor 200</strong></td>
<td>2 hours / Instructor</td>
<td>Plan of Care and Education.</td>
</tr>
<tr>
<td><strong>IP Chart Review 100</strong></td>
<td>4 hours / Instructor</td>
<td>Plan of Care and Education.</td>
</tr>
<tr>
<td><strong>IP Chart Review 200</strong></td>
<td>4 hours / Instructor</td>
<td>Learn how to access and review chart information • Create My list and write a note as appropriate to user role</td>
</tr>
<tr>
<td><strong>HOD Pheresis 100</strong></td>
<td>4 hours / Instructor</td>
<td>Maintain In-Patient List with treatment teams, Arriving Outpatients, Chart Review, Review notes, Episodic, Learn to document patient history, allergies, PTA medications. Documenting Medication Administration and Barcoding.</td>
</tr>
<tr>
<td><strong>HOD Pheresis 200</strong></td>
<td>4 hours / Instructor</td>
<td>Navigators, Review Flowsheets, Basic flowsheet Documentation, Managing orders and Therapy plans.</td>
</tr>
<tr>
<td><strong>HOD Pheresis 300</strong></td>
<td>4 hours / Instructor</td>
<td>Plan of Care and writing notes, education, Charging. Apply knowledge gained to your specific workflow.</td>
</tr>
<tr>
<td><strong>HOD HRU 600</strong></td>
<td>4 hours / Instructor</td>
<td>Focus on content and workflow specific to outpatient research.</td>
</tr>
</tbody>
</table>
### PICC Service 200
4 hours / Instructor
Placing orders, Plan of Care and writing notes. Documenting patient education. Charging.

### IP COMPUTERIZED PROVIDER ORDER ENTRY (CPOE)

#### IP Physician & Provider 100 (IP P&P 100)
4 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Patient Summary Reports; Reviewing Notes
- Entering & Modifying Orders

#### IP Physician & Provider 200 (IP P&P 200)
4 hours / Instructor
- Review of log in; navigate patients lists; and open patient charts
- Addressing the Problem List; Allergies; History
- Write a Progress Note; SmartTools; Dictation
- Admission; Transfer; Discharge Navigators; Med Rec
- Advanced Ordering

#### Ambulatory Trained IP Physician & Provider 300 (Amb Trained IP P&P 300)
5-hours / Instructor
- Logging in; Navigating Patient Lists; Opening Patient Charts; Navigating Patient Lists; Opening Patient Charts
- Reviewing Orders; Consult Notes; Documenting A Procedure
- Order Management; Advanced Ordering
- Reviewing Notes; Reviewing Orders; Reviewing Vitals; Reviewing Intake & Output
- Admission Navigator; Transfer Navigator; Discharge Navigator; Medication Reconciliation

#### IP Pediatric Physician & Provider 100 (IP P&P Peds 100)
4 hours / Instructor
- Logging In; Navigating patients lists; and Opening patient charts
- Rounding Navigator; Order Entry; Writing An H&P Note
- Consult Navigator; Procedure Navigator
- Charging; In Basket

#### IP Pediatric Physician & Provider 200 (IP P&P Peds 200)
4 hours / Instructor
- Review of log in; navigate patients lists; and open patient charts
- Addressing the Problem List; Allergies; History
- Write a progress Note; SmartTools; Dictation
- Admission; Transfer; Discharge Navigators; Med Rec
- Advanced Ordering

#### Pain/Palliative 100
4 hours / Instructor
- Logging in; navigate patients lists; and open patient charts
- View Notes, Orders, Vitals, Intake & Output, Results
- Utilize the Rounding Navigator; Write Orders; Document Charging
- Write a Progress Note; Perform a Consult; Document a Procedure
- Overview of In Basket

#### Pain/Palliative 200
4 hours / Instructor
- Review of log in; navigate patients lists; and open patient charts
- Addressing the Problem List; Allergies; History
- Write a Progress Note; SmartTools; Dictation
- Admission; Transfer; Discharge Navigators; Med Rec
- Advanced Ordering

#### Pathology
4 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Patient Summary Reports; Reviewing Notes
- Entering & Modifying Orders

#### IP Surgeon 100 (IP Surg 100)
4 hours / Instructor
- Logging in; Reviewing Scheduled Patients; Navigating Patient Lists; Opening Patient Charts
- Pre-Operative Documentation & Orders; Writing A Brief Op Note
- Discharge Orders; Discharge Instructions
### Inpatient Courses: Hospital Staff

#### IP Surgeon 200 (IP Surg 200)
4 hours / Instructor
- Review of Logging In; Reviewing Scheduled Patients; Navigating Patient Lists; Opening Patient Charts
- Reviewing Orders; Consult Notes; Documenting A Procedure
- Order Management; Advanced Ordering
- Reviewing Notes; Reviewing Orders; Reviewing Vitals; Reviewing Intake & Output
- Overview of In Basket

#### Ambulatory Trained IP Surgeon 300
5 hours / Instructor (Amb Trained IP Surg 300)
- Logging in; Reviewing Scheduled Patients; Navigating Patient Lists; Opening Patient Charts; Navigating Patient Lists; Opening Patient Charts Patient Lists
- Reviewing Orders; Consult Notes; Documenting A Procedure
- Order Management; Advanced Ordering
- Reviewing Notes; Reviewing Orders; Reviewing Vitals; Reviewing Intake & Output
- Admission Navigator; Transfer Navigator; Discharge Navigator; Medication Reconciliation

#### Inpatient Obstetrics MD 400
3 hours / Instructor (IP OBMD 400)
- Learn workflow, view common obstetric labs and how to place OB order sets
- Document the care of a triage patient, the delivery of the newborn

#### Radiation Oncology 100
4 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- View Notes, Orders, Vitals, Intake & Output, Results
- Utilize the Rounding Navigator; Write Orders; Document Charging
- Write a Progress Note; Perform a Consult; Document a Procedure; Therapy Plans
- Overview of In Basket

#### Radiation Oncology 200
4 hours / Instructor
- Review of logging In; Navigating Patient Lists; Opening Patient Charts
- Addressing the Problem List; Allergies; History
- Write a Progress Note; SmartTools; Dictation
- Admission; Transfer; Discharge Navigators; Med Rec
- Advanced Ordering

#### Respiratory Therapy 100
4 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Patient Summary Reports; Reviewing New Notes
- Documenting From A Navigator
- Overview of Flowsheets & Documentation
- Reviewing Tasks on the Work List

#### Respiratory Therapy 200
4 hours / Instructor
- Review of Logging In; Navigating Patient Lists; Opening Patient Charts
- Administering Medications (Barcoding)
- Documenting An Airway; Documenting Plan of Care; Documenting Patient Education
- Charging For Respiratory Care
- BMDI Overview

#### Diet. Assts/Techs
3 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Patient Summary Reports; Reviewing Notes
- Entering & Modifying Orders
- Reviewing Navigator Reports; Overview of Flowsheets & Documentation
- Documenting From A Navigator; Updating & Documenting Care Plan; Updating & Documenting Patient Education

#### Tech Supp/Chart Rev
3 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- View Notes, Orders, Vitals, Intake & Output, Results
- Validating Allergies & History
- Order Management / Order Review

#### Performance Management
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Code Narrator; Sedation Narrator; Trauma Narrator
- Physician, Surgeon, & Nurse Workflows; BMDI
- Op-Time Physician & Nurse Workflows; Intra-Op
- Reporting

#### Infection Control
4 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Infection Status; Infection Status Reports
- Chart Review
- Overview of Flowsheets & Documentation
### Lab Class
2 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Chart Review; Overview of Order Entry
- Standing Orders; Cancelling Orders; Correcting Orders; Transcribing Orders; Linking Orders

### Nutrition 100
3 hours / Instructor
- Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Patient Summary Reports; Reviewing Notes
- Entering & Modifying Orders

### Nutrition 200
3 hours / Instructor
- Review of Logging In; Navigating Patient Lists; Opening Patient Charts
- Reviewing Navigator Reports; Overview of Flowsheets & Documentation
- Documenting From A Navigator; Updating & Documenting Care Plan; Updating & Documenting Patient Education

### OPERATING

#### Anesthesia 100
6 hours / Instructor
For staff who document an anesthesia preoperative assessment, plan and preliminary intraoperative care. Key content includes using templates for faster documentation.

#### Anesthesia 200
6 hours / Instructor
This course continues documentation of intraoperative care including intra-procedure medications and data validation from anesthesia devices. Documentation for the postoperative phase of care is included.

#### Pre-Post Operative RN 100
4 hours / Instructor
For staff who complete pre procedure documentation including patient history, assessments, vitals, orders and preop checklist.

#### Pre-Post Operative RN 200
4 hours / Instructor
This course includes the basics of medication administration. For staff who complete post procedure documentation.

#### Pre-Post Operative RN 300
4 hours / Instructor
Continuation of post procedure documentation including patient education and discharge instructions.

#### Pre-Post Operative RN 400
4 hours / Instructor
For staff who perform and document circulating/intraop responsibilities.

#### Pre-Post Operative RN 500
4 hours / Instructor
Review workflow and practice exercises.

#### Intraop RN 100
4 hours / Instructor
For staff who perform and document circulating / intraop responsibilities.

#### Intraop RN 200
4 hours / Instructor
For staff who create and maintain procedural preference cards.

#### Intraop RN 300
5 hours / Instructor
60-minutes for conscious sedation (ASD Intraop only). Review and workflow review exercises, print preference cards, move OR case to another room.

#### Preference Cardiology Builder 100
2 hours / Instructor
For staff who create cases and manage the procedural schedule.

#### OR Scheduler 100
6 hours / Instructor
For managers who assign intraop resources, review intraop operative area reports and procedural charges.

#### OR Manager 100
4 hours / Instructor
For managers who assign intraop resources, review intraop operative area reports and procedural charges.

#### OR Biller 100
1 hour / Instructor
For staff who review and post procedural area charges.

#### OR Viewer 100
30-mins
For staff who view procedural area status boards.
<table>
<thead>
<tr>
<th>Role</th>
<th>Hours</th>
<th>Instructor</th>
<th>Course Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OR Equipment &amp; Supply 200</strong></td>
<td>30 mins</td>
<td></td>
<td>For staff involved with preparing procedure equipment and supplies.</td>
</tr>
<tr>
<td><strong>GI Nurse 100</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Review patient information and preop orders management.</td>
</tr>
<tr>
<td><strong>GI Nurse 200</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Documenting LDAs, and preop checklist, patient education and PNDS, specimen and POCT.</td>
</tr>
<tr>
<td><strong>GI Nurse 300</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Administer basic medication, documenting IV meds, conscious sedation.</td>
</tr>
<tr>
<td><strong>GI Nurse 400</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Performing and documenting intraop responsibilities.</td>
</tr>
<tr>
<td><strong>GI Nurse 500</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Begin PCAU / Phase II (BMDI charting), post op orders management, discharge (after visit summary) instructions, complete procedural care.</td>
</tr>
<tr>
<td><strong>GI Nurse 600</strong></td>
<td>4</td>
<td>Instructor</td>
<td>Review workflow and charges.</td>
</tr>
<tr>
<td><strong>PAT RN 100</strong></td>
<td>6</td>
<td>Instructor</td>
<td>Review workflow including patient information and chart review. Preop orders management, notes and patient education.</td>
</tr>
<tr>
<td><strong>PHARMACY</strong></td>
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<tr>
<td><strong>Pharmacist 100</strong></td>
<td>4</td>
<td>Instructor</td>
<td>• Entering Orders</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Changing Existing Orders</td>
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<tr>
<td></td>
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<td></td>
<td>• Intervening While Entering / Changing Orders</td>
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<tr>
<td></td>
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<td></td>
<td>• Cleaning Up Un-Autoverified Orders</td>
</tr>
<tr>
<td><strong>Pharmacist 200</strong></td>
<td>4</td>
<td>Instructor</td>
<td>• Verification of Orders (CPOE)</td>
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<td>• Changes During Verification (CPOE)</td>
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<td></td>
<td>• Intervening While Verifying / Changing Orders (CPOE)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Supporting Physician Order Entry</td>
</tr>
<tr>
<td><strong>Pharmacist 300</strong></td>
<td>4</td>
<td>Instructor</td>
<td>• Dispensing (Pyxis, DoseEdge, Talyst)</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Processing a Batch / Cart Fill</td>
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<td>• Charging/Crediting</td>
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<td>• Handling Interruptions</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Adjusting Existing Orders (During and After Verification)</td>
</tr>
<tr>
<td><strong>Pharmacist 400</strong></td>
<td>4</td>
<td>Instructor</td>
<td>• Entering Orders with a Custom Frequency</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Entering Order Panels &amp; Linked Orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Entering Order Sets and Administration Instructions</td>
</tr>
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<td>• Entering TPN Orders</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reviewing Historical Medications</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Managing Medication Messages</td>
</tr>
<tr>
<td><strong>Pharmacist 500</strong></td>
<td>4</td>
<td>Instructor</td>
<td>• Consulting on a Patient</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pharmacist Rounding and Monitoring</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Reports</td>
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<td></td>
<td></td>
<td></td>
<td>• Barcoding / Override Pulls</td>
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<tr>
<td></td>
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<td></td>
<td>• Supporting Other Users</td>
</tr>
<tr>
<td><strong>Oncology Pharmacy 600</strong></td>
<td>2</td>
<td>Instructor</td>
<td>• Reviewing a patient’s Cancer Regiment Treatment Plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Pre-verification of orders</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Printing pre-verification labels</td>
</tr>
<tr>
<td><strong>Pharmacy Technician</strong></td>
<td>5-6</td>
<td>Instructor</td>
<td>• Dispensing (Pyxis, DoseEdge, Talyst)</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>• Processing a Batch / Cart Fill</td>
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<tr>
<td></td>
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<td></td>
<td>• Supporting Other users</td>
</tr>
</tbody>
</table>
**HIM**

**HIM ROI 100 / Essentials**  
3 hours / Instructor  
- Processing Release Requests  
- Saving Release Information to a File  
- Recording Releases for New Requesters  
- Recording Releases for Unknown Patients  
- Sending Letters for Releases  

**HIM ROI 200 / Billing**  
2 hours / Instructor  
- Billing for Requests  
- Posting Payments for Releases  
- Sending Invoices for Releases and Follow-up Letters  
- Preparing Charts for Auditors  
- Reviewing Patient Charts through Release Inspector  

**HIM ROI 300 / Reports and Admin**  
3 hours / Instructor  
- Managing the Requester Database  
- Processing Refunds and Write-Offs  
- Reporting Essentials  
- Key ROI Reports  

**HIM Deficiency Analyst 100**  
3 hours / Instructor  
- Initial Analysis  
- Reassigning Deficiencies  
- Verifying Deficiencies  
- Recording that a Clinician is Out of Office  
- Assisting Clinicians With Completing Deficiencies  

**HIM Deficiency Reports and Admin 200**  
2 hours / Instructor  
- Provider Notification and Suspension  
- Reporting Essentials  
- Key Deficiency Reports  

**HIM Coder 100**  
4 hours / Instructor  
- Understanding Workqueues  
- Overview of Account Maintenance  
- Basic Coding Workflow  
- Completing Accounts and other Account Statues  
- Coding Communication Scenarios  

**HIM Coder 200 / Outpatient**  
2 hours / Instructor  
- Reviewing Outpatient Workqueues  
- Working Claim Edits  
- Working with Transaction Inquiry for Charging  
- Working with Combined/Uncombined Accounts  
- Observation Workflows  

**HIM Coder 200 / Emergency Department**  
2 hours / Instructor  
- Reviewing Emergency Department Workqueues  
- Working Claim Edits  
- Working with Transaction Inquiry and the Emergency Department Calculator  

**HIM Coder 200 / Inpatient**  
2 hours / Instructor  
- Reviewing Emergency Department Workqueues  
- Working Claim Edits  
- Working with Doc Review for Clinical Information  

**HIM Coder 300 / Reports**  
2 hours / Instructor  
- Reporting essentials  
- Key coding reports  

**Chart Tracking 100**  
3 Hours / Instructor  
- Understanding and Navigating Chart Central  
- Fulfilling Paper Chart Requests  
- Maintaining Paper Charts  
- Checking in and checking out paper charts  

**Chart Tracking 200 Admin Reports**  
2 hours / Instructor  
- Understanding Epic Reports  
- Working with Key Chart Tracking Reports
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBO – Intro to Epic for Hospital Billing</td>
<td>7.5 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Introduction to Epic’s Facility Structure and Revenue Cycle. You will learn the different components of a patient’s hospital stay, the concepts and terminology of the Revenue Cycle and how to view all hospital billing information through Epic’s Account Maintenance screens.</td>
<td></td>
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</tbody>
</table>

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<tr>
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<tbody>
<tr>
<td>SBO – Payment Posting</td>
<td>3 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to post guarantor and insurance payments, take backs, allowance discrepancies, and learn how to balance a payment batch.</td>
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</tbody>
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<tr>
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</thead>
<tbody>
<tr>
<td>SBO – Account Maintenance</td>
<td>4 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Obtain overview of all the specifics of the functionality and details that can be performed on a hospital account record through Hospital Billing. Multiple tabs, functions, account activities, and account actions are discussed.</td>
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</tbody>
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<tbody>
<tr>
<td>SBO – Charge Review</td>
<td>2 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to manually enter charges into the system and make adjustments when necessary.</td>
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<tr>
<th>Course Title</th>
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<tbody>
<tr>
<td>SBO – Posting Refunds &amp; Adjustments</td>
<td>2 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to apply adjustments to specific accounts or as a batch process. Users will also learn how to refund credit balances on individual hospital accounts.</td>
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</table>

<table>
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<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBO – Claim Edits and Workqueues</td>
<td>3.5 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to access workqueues that contain follow up accounts and accounts with claim errors. Users will also learn how to clean and fix billing edits in order for claims to be resubmitted for billing.</td>
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</tr>
</tbody>
</table>

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<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SBO – Adding Coverage’s and Guarantor Types</td>
<td>4 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to enter coverage on hospital accounts as well as make guarantor changes and updates.</td>
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</tbody>
</table>

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<tr>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SBO – Managing Denials and Allowance Discrepancies</td>
<td>2 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to work denials received from payers, Users will also learn to update the follow up record on the hospital account to insure proper reporting denial reasons.</td>
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</tbody>
</table>

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<tr>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>SBO – Reporting</td>
<td>2 hours</td>
<td>Instructor</td>
</tr>
<tr>
<td>In this lesson, billing office managers and supervisors will learn the different reporting levels and abilities they have to edit and review reports according to the information they are seeking to obtain.</td>
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<tr>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>SBO – Accessing Medical Records</td>
<td>1 hour</td>
<td>Instructor</td>
</tr>
<tr>
<td>Learn how to access the Medical Record screens on hospital accounts in order to request or print medical records that are required in order for the payer to process the claim.</td>
<td></td>
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</tr>
</tbody>
</table>
### Ambulatory
**Clinical – MD, RN, MA, PA**
- GEN001  E-Learning Tutorial
- AMB001  Office Visit Demonstration
- CLN005  Reviewing Past Visits and Results
- AMB029  Facility-Administered Medications
- AMB006  Placing Orders
- AMB030  Abstracting Paper Charts

### Professional Billing / Central Billing Office
- GEN006  Overview of Hyperspace for Revenue and Access Applications
- RPB003  Registration Basics for Prof Billing
- RPB002  Introduction to Account Maintenance
- RPB013  Working in Acct Maintenance: Charges
- RPB062  Working in Acct Maintenance: Payments
- RPB031  Working E-remit workqueues
- RPB061  Posting Individual Guarantor Payments

### YMG / YNHHS
#### YNHHS Scegistrar 100
- CAD002  Basic Appointment Entry
- CAD004  Scheduling and Registering a New Dependant Patient
- PRE004  Registration Basics
- CAD006  Additional Scheduling Methods
- CAD009  Recall Appointments
- CAD010  Canceling and Rescheduling Appointments
- CAD015  Viewing Provider Schedules
- CAD021  Using the Wait List
- CAD022  No Show Follow Up Report
- CAD003A  Schedule and Register a New Adult Patient Part 1
- CAD003B  Schedule and Register a New Adult Patient Part 2
- MYC001  Overview of MyChart Patient Portal
- MYC003  Activating Patients for MyChart
- MYC007  Handling Appointments from MyChart

#### YNHHS Scegistrar 200
- CAD005  Scheduling a Recurring Appointment
- CAD007  Auto Scheduling Advanced Visit Types and Panels
- CAD034  Schedule using One-Click

#### YNHHS Scegistrar 300
- CAD011  Patient Arrival
- CAD012  Scheduling a Walk-In Apt for WC
- CAD013  Checking in a Patient with Incorrect Registration Info
- CAD014  Checking in a Patient with Outdated Reg Info
- CAD018  Checking in Medicare Patients
- CAD019  Checking Out Appointments
- EBL006  Balancing Your Cash Drawer
- PRE050  Patient Workqueues

#### YMG/YNHHS Scheduler 100
- CAD002  Basic Appointment Entry
- CAD006  Additional Scheduling Methods
- CAD009  Recall Appointments
- CAD010  Canceling and Rescheduling Appointments
- CAD011  Patient Arrival
- CAD015  Viewing Provider Schedules
- CAD021  Using the Wait List
- CAD022  No Show Follow Up Report
- MYC001  Overview of MyChart Patient Portal
- MYC003  Activating Patients for MyChart
- MYC007  Handling Appointments from MyChart

#### YMG/YNHHS Scheduler 200
- CAD005  Scheduling a Recurring Appointment
- CAD007  Auto Scheduling Advanced Visit Types and Panels
- CAD034  Schedule using One-Click

#### YMG/YNHHS Referrals and Authorizations
- RFL002  Create and authorize a referral
- RFL003  Schedule a Referral
- RFL004  Responding to Required Referral Warnings

#### YMG/YNHHS Template Builder
- CAD015  Viewing Provider Schedules
- CAD016  Making Template Changes
- CAD017  Managing Template Exceptions
### Our Epic Project

#### E-Learning Assignments

**YMG Registrar 100**
- CAD004: Scheduling and Registering a New Dependant Patient
- PRE004: Registration Basics
- CAD003A: Schedule and Register a New Adult Patient Part 1
- CAD003B: Schedule and Register a New Adult Patient Part 2
- CAD012: Scheduling a Walk-In Apt for WC
- CAD013: Checking in a Patient with Incorrect Registration Info
- CAD014: Checking in a Patient with Outdated Reg Info
- CAD018: Checking in Medicare Patients
- PRE050: Patient Workqueues

**MYC Registrar 100**
- MYC001: Overview of MyChart Patient Portal
- MYC003: Activating Patients for MyChart
- MYC007: Handling Appointments from MyChart
- CAD015: Viewing Provider Schedules
- CAD002: Basic Appointment Entry
- CAD006: Additional Scheduling Methods
- CAD009: Recall Appointments
- CAD010: Canceling and Rescheduling Appointments
- CAD015: Viewing Provider Schedules

**YMG Schegistrar 100**
- CAD004: Scheduling and Registering a New Dependant Patient
- PRE004: Registration Basics
- CAD021: Using the Wait List
- CAD034: Schedule using One-Click
- CAD005: Scheduling a Recurring Appointment
- CAD003A: Schedule and Register a New Adult Patient Part 1
- CAD003B: Schedule and Register a New Adult Patient Part 2

**YMG Schegistrar 200**
- CAD004: Scheduling and Registering a New Dependant Patient
- PRE004: Registration Basics
- CAD021: Using the Wait List
- CAD034: Schedule using One-Click
- CAD005: Scheduling a Recurring Appointment
- CAD003A: Schedule and Register a New Adult Patient Part 1
- CAD003B: Schedule and Register a New Adult Patient Part 2

**YMG Schegistrar 300**
- CAD011: Patient Arrival
- CAD012: Scheduling a Walk-In Apt for WC
- CAD013: Checking in a Patient with Incorrect Registration Info
- CAD014: Checking in a Patient with Outdated Reg Info
- CAD018: Checking in Medicare Patients
- CAD019: Checking Out Appointments
- EBL006: Balancing Your Cash Drawer
- PRE050: Patient Workqueues

### Inpatient Physician / Surgeon Courses

#### Inpatient P&P 100
- INP000: Overview Of Hyperspace
- INP001A: Physician Rounding Overview Part I – Reviewing A Patient’s Current Hospitalization
- INP001B: Physician Rounding Overview Part II – Documenting On A Patient While Rounding
- INP128: Reviewing Notes & Writing A Consult Note
- INP135: Managing Orders

#### Inpatient P&P 200
- CLN005: Reviewing Past Visits & Labs
- INP185: Placing Orders With Order Sets
- INP140: Chart Completion Using Inbasket
- HIM002: Special Chart Request
- HIM005: Quick Disclosure
- INP003: Physician Admission Overview
- INP005A: Physician Transfer Overview
- INP006: Discharge Overview

#### Inpatient Surgeon 100
- INP000: Overview Of Hyperspace
- CLN005: Reviewing Past Visits & Labs
- INP185: Placing Orders With Order Sets
- INP006: Discharge Overview (Physician Part Only)

#### Inpatient Surgeon 200
- INP128: Reviewing Notes & Writing A Consult Note
- INP001A: Physician Rounding Overview Part I – Reviewing A Patient’s Current Hospitalization
- INP001B: Physician Rounding Overview Part II – Documenting On A Patient While Rounding
- INP140: Chart Completion Using Inbasket
- INP005A: Physician Transfer Overview

### Ambulatory Training Inpatient Provider / Surgeon 300
- INP000: Overview Of Hyperspace
- INP001A: Physician Rounding Overview Part I – Reviewing A Patient’s Current Hospitalization
- INP001B: Physician Rounding Overview Part II – Documenting On A Patient While Rounding
- INP128: Reviewing Notes & Writing A Consult Note
## OUR EPIC PROJECT
### E-LEARNING ASSIGNMENTS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>INP135</td>
<td>Managing Orders</td>
</tr>
<tr>
<td>CLN005</td>
<td>Reviewing Past Visits &amp; Labs</td>
</tr>
<tr>
<td>INP185</td>
<td>Placing Orders With Order Sets</td>
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<td>INP140</td>
<td>Chart Completion Using Inbasket</td>
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<td>Physician Admission Overview</td>
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<td>INP005A</td>
<td>Physician Transfer Overview</td>
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### Cardiologist

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### Cardiology/Radiology

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### Radiology Courses

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### Schegistrar 100
- Gen005  Overview of Hyperspace
- RAD010  Front Desk Workflows
- CAD010  Canceling and Rescheduling Appointments
- CAD003A  Scheduling and Registering a New Adult Patient Part 1
- CAD003B  Scheduling and Registering a New Adult Patient Part 2
- CAD004  Scheduling and Registering a New Dependent Patient

### Schegistrar 200
- CAD012  Scheduling a Walk in appt for a Patient with Workers’ Compensation

### Tech Aide 100
- Gen005  Overview of Hyperspace

### Tech CT/MR
- Gen005  Overview of Hyperspace
- RAD011  Technologist Workflows

### Tech Invasive 100
- Gen005  Overview of Hyperspace
- OR102  Intro to Ors at a Glance
- OR103  Case Creation and Scheduling

### Tech Mammo/US 100
- Gen005  Overview of Hyperspace
- RAD011  Technologist Workflows

### Tech NM 100
- Gen005  Overview of Hyperspace
- RAD011  Technologist Workflows

### Tech Xray/Fluoro 100
- Gen005  Overview of Hyperspace
- RAD011  Technologist Workflows

### Emergency Department

#### ED Physician and Provider 100
- ED010  Overview of Hyperspace for ASAP Users
- ED752a  Reporting Workbench Part I*
- ED011  ED Shift Change*

#### ED Nurse for the Inpatient Trained RN 600
- ED010  Overview of Hyperspace for ASAP
- ED752a  Reporting Workbench Part I*
- ED011  ED Shift Change*
- ED030  Nursing Narrator*
- ED083  Patient Events Log
- ED030  Nursing Narrator 15 min*
- GEN010  Overview of In Basket 10 min*
- ED021  Reviewing Results 5 min
- ED083  Patient Events Log

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<td>ED051</td>
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<td>ED 300</td>
<td>Create a SmartBlock Macro</td>
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<td>Use the Macro Manager</td>
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<td>ED302</td>
<td>Modify and Save Order Set Defaults</td>
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<td>ED036</td>
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*Optional E-learnings shown during class
ED Unit Secretary/ Information Associate

ED010  Overview of Hyperspace for ASAP Users
ED752a  Reporting Workbench Part I
ED040  Consult Tracking
ED021  Reviewing Results
ED083  Patient Events Log

ED Technician

ED010  Overview of Hyperspace for ASAP Users
ED752a  Reporting Workbench Part I
ED030  Nursing Narrator
ED083  Patient Events Log

Registration, Admitting and ED Registration courses

GEN006  Overview of Hyperspace for Revenue and Access Applications
PRE004  Registration Basics
ADT001A  Pre-admitting a New Adult Patient Part 1
ADT001B  Pre-admitting a New Adult Patient Part 2
ADT002  Pre-admitting a Dependant Patient
ADT004  Admitting a Pre-admitted Surgery Patient
ADT008  Making a Reservation
ADT003  Completing Authorization and Certification
ADT010  Bed Planning
ADT011  Admitting a Direct Admit Patient
PRE050  Patient Workqueues
ADT300  Copying Demographics
ADT301  Find Patients on Census Reports
ADT302  Print Face Sheets, Labels, and Wristbands

Inpatient RN & Clinical staff

Core RN 100

INP000  Overview of Hyperspace
INP002  Nurse Start of Shift Overview
INP240  Overview of Flowsheets
CLN005  Viewing Past Visits and Results

COR RN 200

INP230  Overview of the MAR
INP238  Documenting Override Pulls (Barcoding)

INP282  Documenting IV Fluids and Medications
INP284  Documenting Medication Drips
INP185  Placing Orders with Order Sets

Core RN 400

HIM002  Special Chart Request

Rec Therapy 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets

IP Milieu Counselor 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets

IP PCA 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets

IP Unit Clerk 100

INP000  Overview of Hyperspace
HIM002  Special Chart Request
HIM005  Quick disclosure

IP Care Coordination 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets
AMB002  Chart review

IP Social Work 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets
CAMB002  Chart review

IP Therapist 100

INP000  Overview of Hyperspace
CLN005  Viewing Past Visits and Results
INP240  Overview of Flowsheets

*Optional E-learnings shown during class

52 One team. One record. One focus: Our patients.

53 One team. One record. One focus: Our patients.
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**CPOE**

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## Pharmacy
### Pharmacist (Prior to RX100)
- RX000 Introduction to Willow
- RX001 Verify Orders
- RX002 Pharmacist Order Entry
- RX003 Interruptions
- INP230 Overview of the MAR
- INP238 Documenting Override Pulls with Barcoding

### Pharmacy Technician (Prior to RXTECH100)
- RX000 Introduction to Willow
- RX003 Interruptions
- INP230 Overview of the MAR
- INP238 Documenting Override Pulls with Barcoding

## HIM
### HIM000 Overview of Chart Tracking
### HIM002 Special Chart Requests
### HIM003 Pull List and Check Out
### HIM004 Creating and Editing Charts
### HIM006 Check In and Chart Reconciliation