

MyLearning Instructions for eLearning

Audience: Students

Content expert: Gretchen Olive

Last updated: 8/22/2019

Follow the instructions below to access and complete your online training prior to your rotation. Thanks!

- 1. Click this <u>Link</u> to access the *Registration* page.
- 2. Complete the required fields, First Name, Last Name, and Email Address.
- 3. Create a **password**.
- 4. The Welcome page appears. From *Inpatient* or *Ambulatory* section, select the Clinician button.



- 5. Next, the Curriculum links will appear. Use the table below to determine what training is best for you.
- 6. You will complete either the lessons in the *Inpatient Basics for Clinician Student/Resident* or *Ambulatory Basics for Clinician Student/Resident* curriculum. (60 minutes)
- 7. After clicking the Curriculum, click the **Request** button.



8. Click the **Open Curriculum** button.



9. Click the **Activate** button for the first lesson.

	👔 🖒 Gretchen Olive 👌 Training Record For Gretchen Olive 👌 Epic Clinician Student - Park Nicollet	
0%	Epic Clinician Student - Park Nicollet	
070	Epic-related training for clinician students at Park Nicollet.	
CURRICULUM PROGRESS	SL Epic Ambulatory Home Workspace PN Status: Not Activated Due: No Due Date Training Hours: 10 min	
	SL Epic Ambulatory Chart Review PN EL Status: Not Activated Due: No Due Date Training Hours: 10 min Course objectives Navigate within Chart Review tabs Identify and access Review Flowsheets Utilize and manipulate data within Results Review	
	SL Epic Navigator Basics PN EL Status: Not Activated Due: No Due Date Training Hours: 5 min	
	SL Epic SmartTools PN EL Status: In Progress Due: No Due Date Training Hours: 10 min This lesson demonstrates how to use Epic's documentation tool: SmartTools. Objectives of course SmartText Templates SmartLinks pull in Patient	
	SL Epic SmartPhrases PN EL Status: In Progress Due: No Due Date Training Hours: 25 min Description In this lesson, you will learn what a SmartPhrases is, along with some tips and tricks of customizing SmartPhrases. Objectives of	

10. The button name will change to *Launch*. Click the **Launch** button to open the lesson.

11. Once you have completed the lesson, the button name will change to *View Certificate*. You do not need to view or do anything with the Certificate.



12. Repeat the Activate, Launch process for each lesson in your list.

Returning to the lessons

- 1. Return to the login screen using this Link.
- 2. Click Login here to right of the text, Already a user?

* Passwords must contain at least one special character	
* New password	
* Confirm password	
Already a user? Login here	
Return to Browsing? Click here	

3. Log in with your Username (your email address) and the Password you created.

<i>my</i> Learning
Welcome to myLearning!
Password
Log in to myLearning

4. You are brought back to the *Welcome to your training* page. On the right side of this page, in the *My Training* section, click the **Open Curriculum** link.



5. Continue working on the lessons.

Instructions for when you start your Rotation

Below are a few specifics to know about using Epic at Park Nicollet.

Resetting your Password

1. From a Park Nicollet computer, open the internet and type **myapps.healthpartners.com** in the *Address bar*.



2. Login with the Username and Password provided to you.

Please log on		
User name:		
Password:		
	Log On	

- 3. You will be prompted to reset your password. It should be at least 8 characters, contain a number, letter and a special character like a . or!.
- 4. If you aren't prompted to reset your password, click the arrow next your name and reset your password.



Logging In

Select one of the following Login Departments:

- Outpatient Clinic/Urgent Care Rotation Clinic Location where you will be working
- General Inpatient Rotation Meth Hosp Clinician
- Surgery Rotation Meth Surgeon Non-Employed (See pages 3-5 for Report Set Up Instructions)
- **OB Rotation** Meth Labor, Deliv, Recov
- Emergency Med Rotation Meth Emergency Center

Notes:

Methodist Notes: You will always be asked to enter a Cosigner. You will Sign your notes, not Share.

Type: Progress Notes 🔎 Service:	Date: 12/21/2015 Time: 1028 🕥	Dookmark
Cosign Required Cosigner:		
😕 🖪 🥸 📽 😰 🕂 Insert SmartText 📳	⇔ ⇒ 🖶 🕹 🔏 🔜 ⊲3	
		~
	•	
		-
		4
	v <u>P</u> end v	Sign X Cancel

Emergency Center and Urgent Care Notes: You will click Share and not Sign.



Clinic Notes: You will be asked for a Cosigner and select Sign at Close of Encounter.

📝 Progress Notes (F3 to enlarge)				
Service: $\begin{tabular}{ c c c c c c c c c c c c c c c c c c c$				
🗹 Cosign Required Cosigner: 🔑 🔎				
😓 🖪 🔎 🍪 📽 😰 💠 Insert SmartText 🔁 🖙 🖚 🌉 🙋 🦧 🗠 🔜				
Sign at close encounter				
🕅 Restore 🖌 Close F9 🗙 Cancel				

Ordering

Medical Students do not order in Epic during a Park Nicollet rotation. You will see that you do not have any of the ordering tools when in the chart.

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Surgery Report Set Up

There are multiple reports that may pop-up that you will need to address, or they will continue to pop-up each time you log into Epic. They may or may not pop-up in the order of the screen shots below. Reference the header of the window to identify which setting to select for each window.

Snapboard: Select Meth OR Snap followed by the Run button.

	Snapboard - METH OR Snap [8336925]	×
Available Settings	Crit <u>e</u> ria General]
 PISTOLA, MARTHA [PINSURMD05 PUBLIC DNT AH EPIC [7303903] DNT AH Ops Test [7304221] HC - Nursing [152361] HC - Nursing [152361] 	Date and Time Image: Date: 3/8/2018 (T) Image: Date: Display	
	Room Department Provider/Resource	Show 🔺 🔺
LV OR Anesthesiologist Snapb	1 METH 01	Always
MethOR-MG-PN Snap [833774]	2 METH 02	Always
MG OR Snap [8337110]	3 METH 03	Always 🔶
RC CATH EP Snapboard [6687]	4 METH 04	Always
RC CATH/EP SNAPBOARD [68	5 METH 05	Always
RC IR Snapboard [6687773] D RC IR Snapboard [6892673]	6 METH 06	Always
SSL test [7304119]	7 METH 07	Always
	8 METH 08	Always
	9 METH 09	Always
	10 METH 10	Always
	11 METH 11	Always
	12 METH 12	Always
	13 METH 13	Always
	14 METH 14	Always 💌
< >		
	Run Save Sa <u>v</u> e As Delete F	Restore <u>C</u> ancel

Master Daily Schedule: Select Meth All MDS, check the My default report, then click the Run button.

Master Daily Schedule Settings - Meth All MDS [8337738]				
Available Settings LV OR Schedule Surgeon Al ^ LV Post-op Schedule MDS [LV Preop Schedule [507990; LV Sedation Procedures [11: MDS test [5177197] MDS with Address [3088943]	Master Daily Schedule Settings - Meth All MDS [8337738] Criteria Display Appearance Summary Print Layout General Location Room 1 1 1 2 PN ASC [70201] 1 1 3 MG ASC [70202] 1 1	₩ My default report		
Meth All Fin MDS [8339078] Meth All MDS [8337738] Meth Anticipated In House N Meth Family Waiting MDS [8 Meth MDS - Inpatient [83435 Meth OB OR MDS [8343151 Meth OR Basic Schedule MI Meth OR Materials Managen Meth OR Materials Service T Meth OR Resource Nurse M				
Meth PPA MDS [8343790] Meth PPO MDS [8343128] Methodist Hospital Wide Sci	□ All locations □ Include current location Case Date Range □ Case Time Range			
MG ASC Basic Schedule MI MG ASC Family Waiting MD MG ASC OR Resource Nurs MG ASC OPO MDS [834315 MG PN MG MDS-Materials [MIRANDA [2060164] Miranda [5625818]	Start date: T Start time: Image: Comparison of the start time: End date: T End time: Image: Comparison of the start time:			
	Run Save Save As Delete Restore Pr	int <u>C</u> ancel		

Surgical Cases Report: Select **Meth OR MG PN SC**, specify your **Search Options**, check the **My default report**, then click the **Run** button.

Surgical Cases Report - Meth OR MG PN SC [8338165]				
Available Settings LV Schedulers Report [5079! ^ LV Surgeon Report [5079294 LV/SMG Case Req [6033745 Marston report [6324515] Meth All Scheduled Today or Meth MM [8341857] Meth OB OR Surgical Cases Meth OR MG PN SC [8338136] Meth OR HOR NG PN SC [8338136] MethoR MG PN PC SC [8338136] MethOR MG PN PC SC [833 MethOR MG PN PCP SC Pe MG ASC Anes SC [8343960 MG ASC Camera Report [83 MG ASC SC [8338447] MH OR Materials All Service MH OR Materials Ortho Serv MH OR Materials Special Re MH PACU Schedule [834395] MS Total Case Count [51338 MVR Procedures [4397057] OPERATING MINUTES [983 Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 PN Meth PPA Patient Prep [Pharmacy Admissions Repo Pharmacy Report for CV/MIT PN ASC Camera Report [834 Pharmacy Admissions Repo Pharmacy Admissions Repo Pharmacy Report for CV/MIT Pharmacy Report for CV/MIT Pharmacy Report for CV/MIT Pharmacy Report for CV/MIT Pharmacy Report	Surgical Cases Report - Meth OR MG PN SC [8338165] Criteria Display Appearance Summary Print Layout General Image: My default report Status Image: Search Options Image: Location			
	1 Image: Case Class in the constraint of the constraint			
	Run Save Save As Delete Restore Print Cancel			

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Status Board: Select **Meth All SB**, check the **My default report**, then click the **Run** button.

Status Board Settings - Meth OB OR SB [8338181]				
Available Settings	Crit <u>e</u> ria Disp <u>l</u> ay Appeara <u>n</u> ce S	ummary Print Layout General	My default report	
LV PHASE II [6693436]	Start date: T 🔎	Show dates?	Start time:	
LV SDS Desk SB v2 [66935]	End date:		End time:	
LV SDS SB [7419736]	Cases Appointments	Messages		
Meth Anesthesia Assignmer	Current location	Case Progress Statuses	Patient Location Areas	
Meth Intra SB [8337186]	Locations	ARRIVED		
Meth OB OR SB [8338181]	Meth OB OR [3010025]	PRE-OP		
Meth OR Bed Planning [834:	METHODIST OR [70200]	Intra Procedure		
Meth OR Charge [8338135]		Scheduled		
Meth Pacu [8343010]			Patient Locations	
Meth PACU Closing [834409				
Meth Pre SB [8337184]	Show empty rooms?			
Meth Surgeon Kiosk [834357	Rooms	Show add-ons?		
MG All SB [8336339]	PN LDOR-A	□ Show canceled?		
MG Anesthesia SB v3 [8337	PN LDOR-B	Show future sched add-ons?		
MG My Cases SB [8336342]	ZMETH OB ANALGESIA	 Show previous day's cases 		
MGASC Charge SB [833813		ending after:		
☐ MGASC Charge v2 [8342216 ☐ MGASC Intra SB [8337189]		2359 🕘	□ Hide empty patient locations?	
MGASC OR Admitting [8342				
< NOADO D-++ OD (0007400) >	I Turn-off automatic coloring	I ✓ Launch MAR on Barcode?	Show headers?	
	Run Save	Sa <u>v</u> e As Delete Res	store <u>P</u> rint <u>C</u> ancel	