

MyLearning Instructions for eLearning

Audience: Students

Content expert: Gretchen Olive

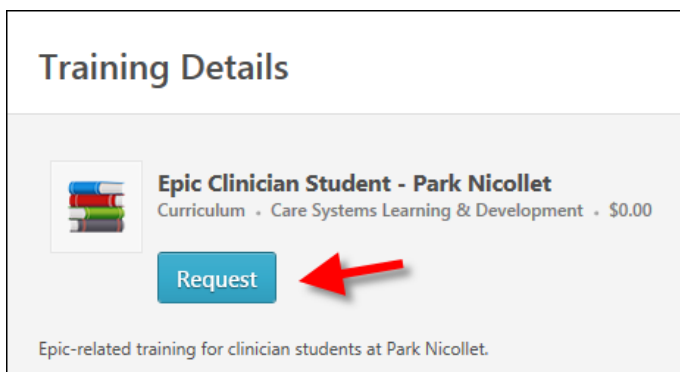
Last updated: 8/22/2019

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

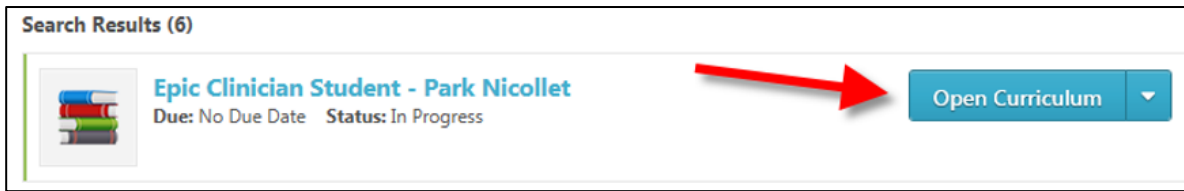
1. Click this [Link](#) to access the *Registration* page.
2. Complete the required fields, **First Name**, **Last Name**, and **Email Address**.
3. Create a **password**.
4. The Welcome page appears. From *Inpatient* **or** *Ambulatory* section, select the **Clinician** button.



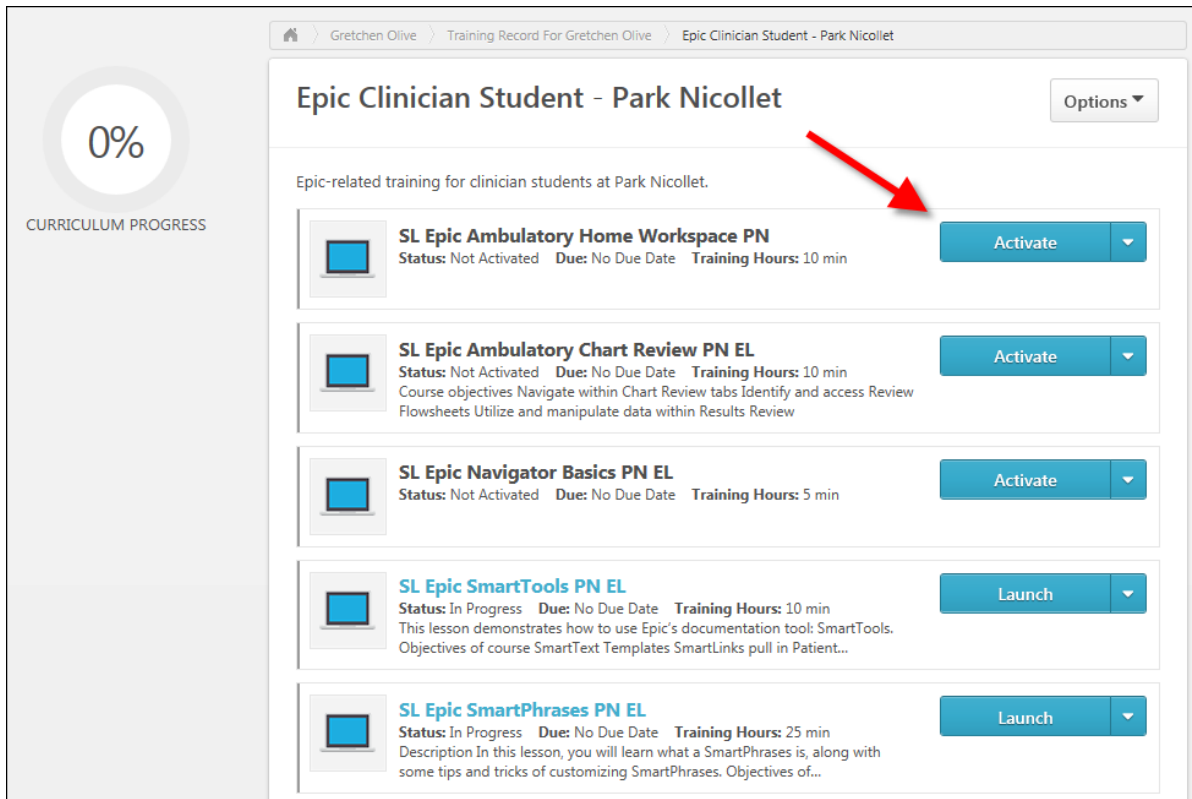
5. Next, the Curriculum links will appear. Use the table below to determine what training is best for you.
6. You will complete either the lessons in the *Inpatient Basics for Clinician Student/Resident* **or** *Ambulatory Basics for Clinician Student/Resident* curriculum. (60 minutes)
7. After clicking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



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

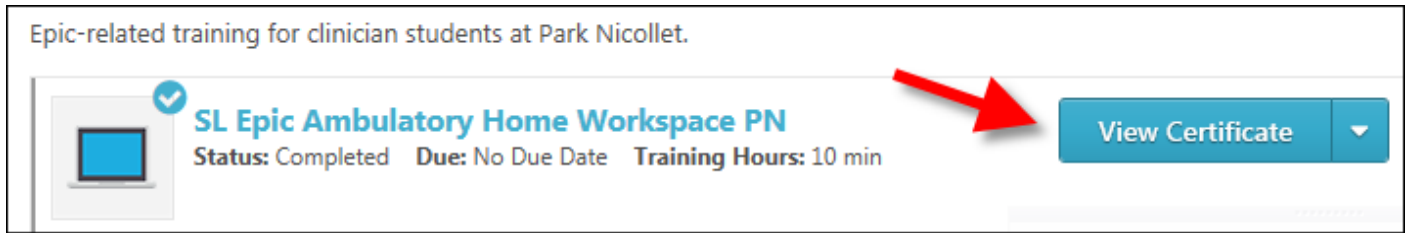


9. Click the **Activate** button for the first lesson.



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

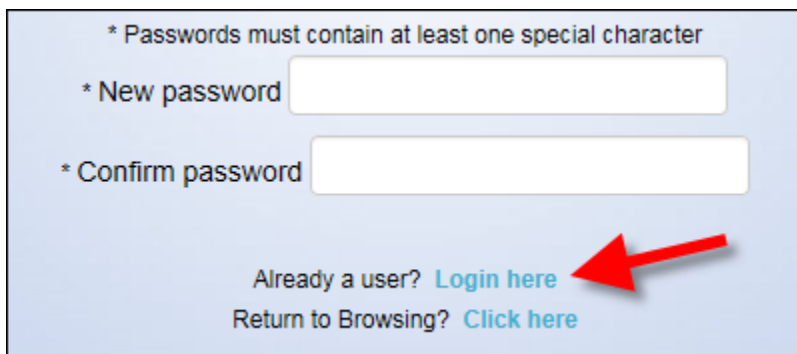
11. Once you have completed the lesson, the button name will change to *View Certificate*. You do not need to view or do anything with the Certificate.



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

Returning to the lessons

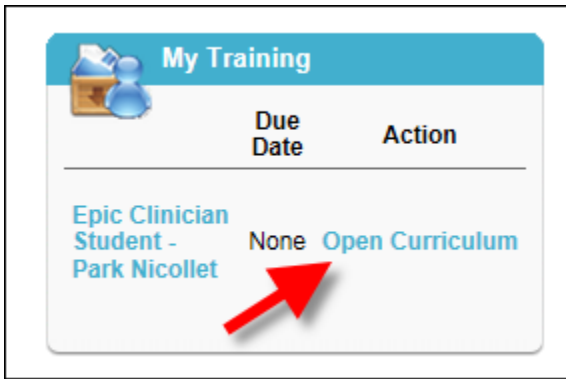
1. Return to the login screen using [this Link](#).
2. Click **Login here** to right of the text, *Already a user?*



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



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

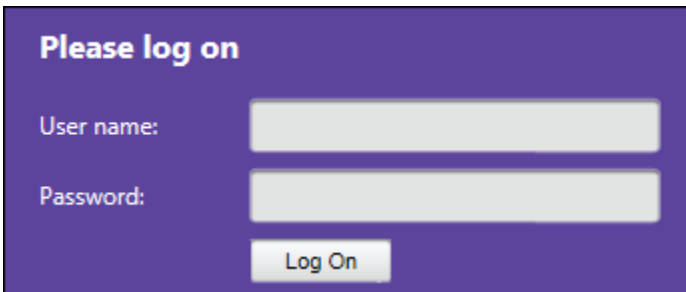
Below are a few specifics to know about using Epic at Park Nicollet.

Resetting your Password

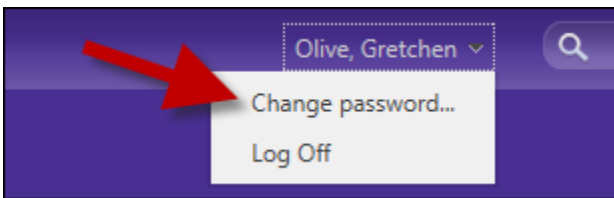
1. From a Park Nicollet computer, open the internet and type **myapps.healthpartners.com** in the *Address bar*.



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



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.



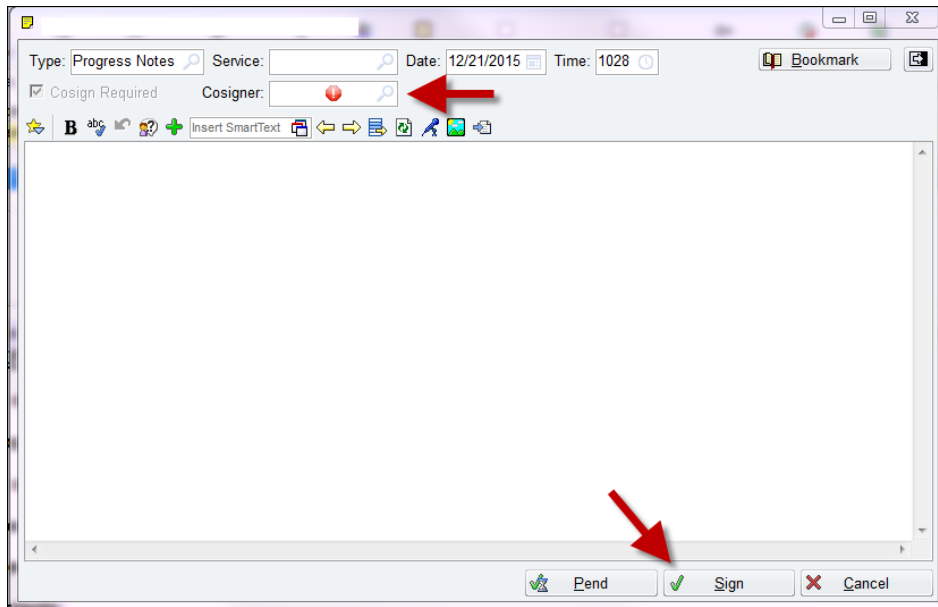
Logging In

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:

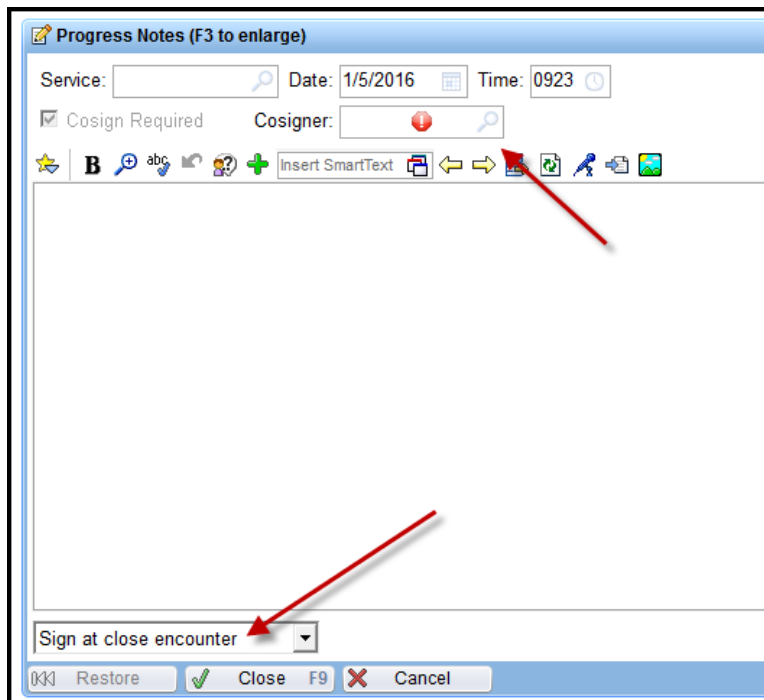
Methodist Notes: You will always be asked to enter a Cosigner. You will Sign your notes, not Share.



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.



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.

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.

Available Settings

- FISTULA, MARTHA [PNSURMD05]
- PUBLIC
 - DNT AH EPIC [7303903]
 - DNT AH Ops Test [7304221]
 - HC - Nursing [152361]
 - HPSDS OR Anesthesiologist S
 - LV IP PT BEDSIDE [8340544]
 - LV OR Anesthesiologist Snapb
 - METH OR Snap [8336925]**
 - MethOR-MG-PN Snap [8337740]
 - MG OR Snap [8337110]
 - PN ASC OR Snap [8337109]
 - RC CATH EP Snapboard [6687109]
 - RC CATH/EP SNAPBOARD [6687109]
 - RC IR Snapboard [6687773]
 - RC IR Snapboard [6892673]
 - SSL test [7304119]

Criteria: General

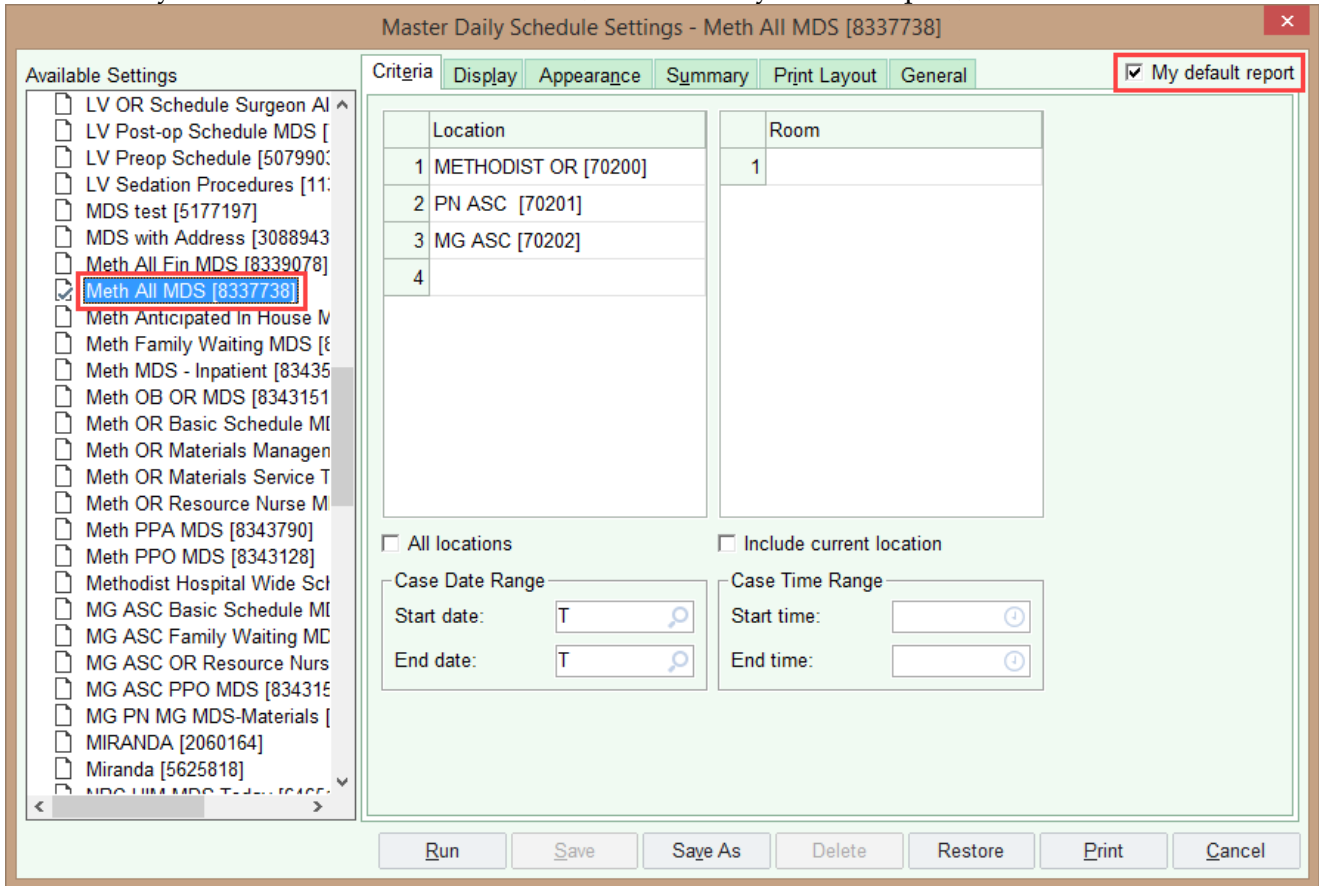
Date and Time

Date: 3/8/2018 (T) Start time: End time:

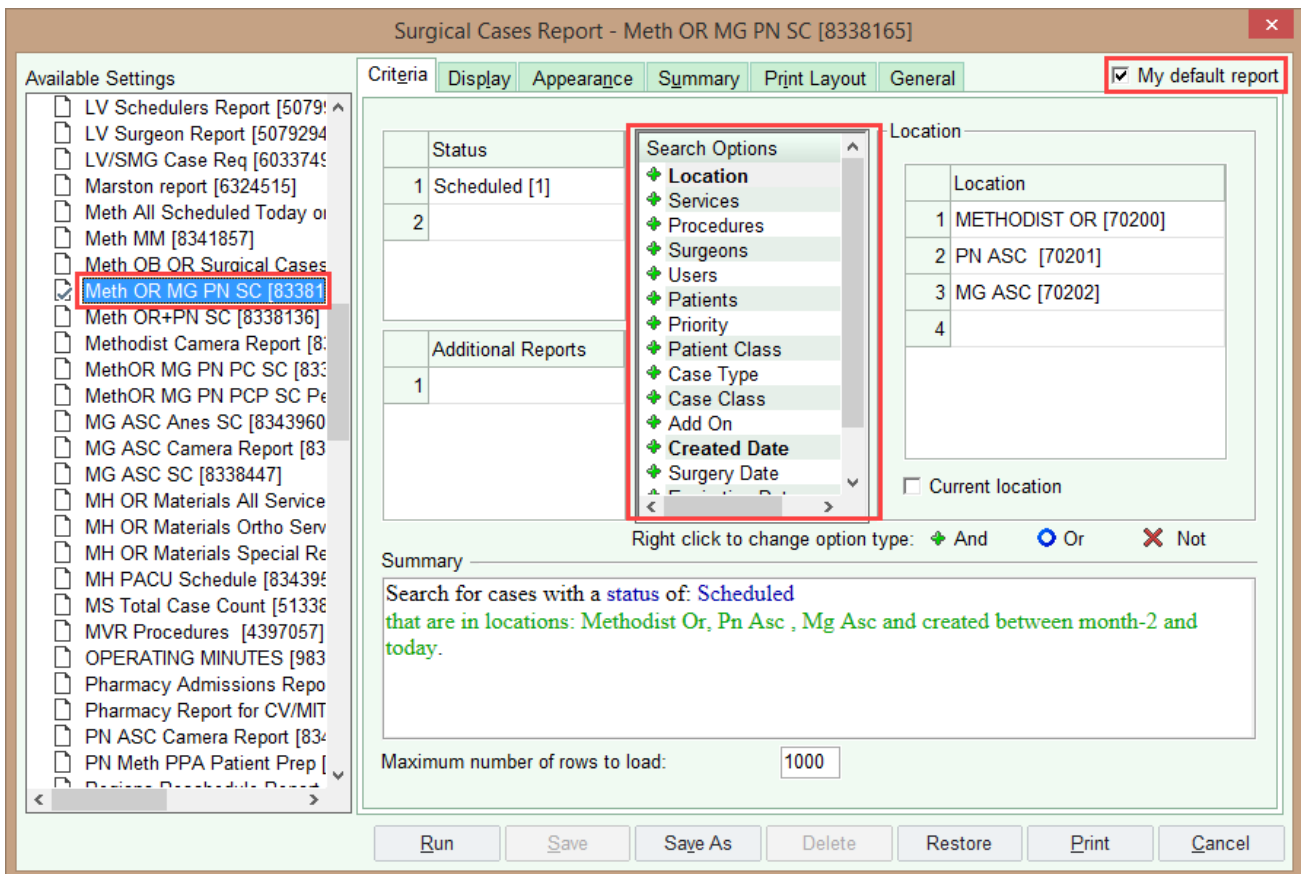
Layout	Resources	Shifts	Display	
	Room	Department	Provider/Resource	Show
	1 METH 01			Always
	2 METH 02			Always
	3 METH 03			Always
	4 METH 04			Always
	5 METH 05			Always
	6 METH 06			Always
	7 METH 07			Always
	8 METH 08			Always
	9 METH 09			Always
	10 METH 10			Always
	11 METH 11			Always
	12 METH 12			Always
	13 METH 13			Always
	14 METH 14			Always

Run Save Save As Delete Restore Cancel

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



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



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

The screenshot shows the 'Status Board Settings - Meth OB OR SB [8338181]' window. The 'Available Settings' list on the left includes various report types, with 'Meth OB OR SB [8338181]' highlighted. The main configuration area is divided into tabs: 'Criteria', 'Display', 'Appearance', 'Summary', 'Print Layout', and 'General'. The 'Criteria' tab is active, showing options for 'Start date', 'End date', 'Start time', and 'End time'. The 'My default report' checkbox is checked. Under the 'Cases' section, there are sub-sections for 'Locations', 'Rooms', 'Case Progress Statuses', and 'Patient Location Areas'. The 'Locations' section lists 'Meth OB OR [3010025]' and 'METHODIST OR [70200]'. The 'Rooms' section lists 'PN LDOR-A', 'PN LDOR-B', and 'ZMETH OB ANALGESIA'. The 'Case Progress Statuses' section lists 'ARRIVED', 'PRE-OP', 'Intra Procedure', and 'Scheduled'. The 'Patient Location Areas' and 'Patient Locations' sections are empty. At the bottom, there are buttons for 'Run', 'Save', 'Save As', 'Delete', 'Restore', 'Print', and 'Cancel'.