

MyLearning Instructions for eLearning

Audience: Clinic Residents & Students

Last updated: 03/23/2023

Have you used Epic before as a clinician or are a U of M Medical Student?

Yes	You are not required to complete Epic training.
No	Complete the lessons outlines in this document.

Follow the instructions below to access and complete your online training prior to your rotation. *If you are a current employee with us, skip steps 1-3 and go to the last page for MyLearning login instructions. Thanks!*

There are multiple lessons to complete, so see the last page if you need to take a break and return to the lessons later.

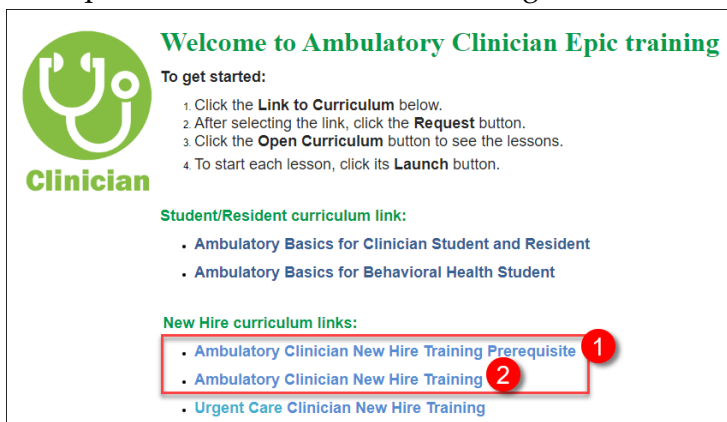
1. Click this [Link](#) to access the *Registration* page.

- Open the link via Microsoft Edge or Google Chrome web browsers.
- Do not use Safari.

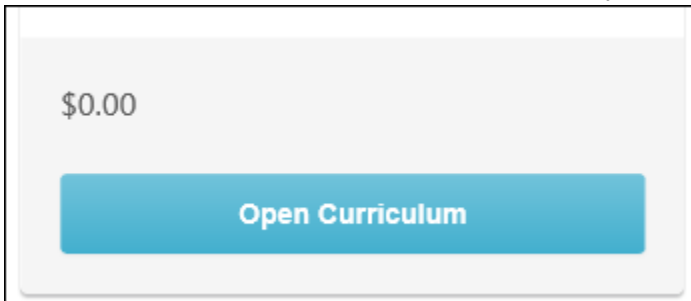
2. Complete the required fields, **First Name**, **Last Name**, and **Email Address (personal, not work)**.
3. Create a **password**.
4. The Welcome page appears. From *Ambulatory* section, select the **Clinician** button.



5. Next, the Curriculum links will appear. You will complete two sets of lessons here. First the Prerequisite, then the New Hire Training. First, click the **Prerequisite** curriculum.



6. Click the **Open Curriculum** button that displays on the right side of the screen.



7. You have a choice here, based on your previous Epic experience and comfort level.

- a. If you are new to Epic or want a refresher on Chart Review and Notes, do the first 3 lessons.
- b. If you have use Epic a ton and are very familiar with notes, just do the 4th lesson.

A screenshot of a training prerequisite page. The title is "Epic Ambulatory Clinician New Hire Training Prerequisite" with an "Options" dropdown menu to the right. Below the title is a descriptive sentence: "This training is a prerequisite for all Ambulatory Clinician New Hires." The page lists four training modules, each with a laptop icon, a title, status, due date, training hours, and a description. Each module has a "Launch" button with a dropdown arrow.

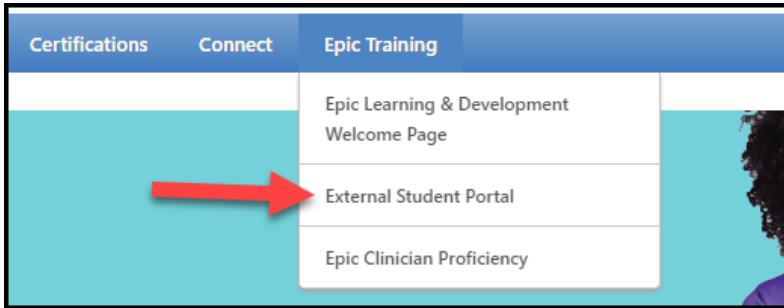
Epic Chart Review
Status: Registered Due: No Due Date Training Hours: 20 min
Chart Review shows Epic users how to access specific information in Epic. This training takes approximately 20 minutes to complete. Chart Review...

Epic SmartTools
Status: Registered Due: No Due Date
Epic SmartTools SmartTools allow you to quickly document in Epic. This training takes approximately 10 minutes to complete. Upon completion of this course...

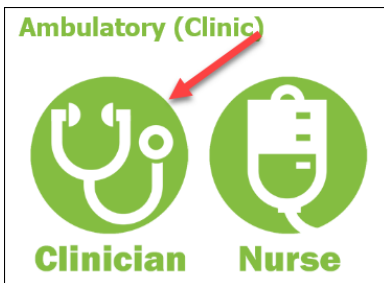
Epic SmartPhrases
Status: Registered Due: No Due Date Training Hours: 10 min
Epic's SmartPhrases are templates designed to save you time by reducing the amount of typing you have to do. This training takes approximately 10...

Epic Clinician Core for Experienced Users
Status: Pending Prior Training Due: No Due Date
Having used Epic before, you are familiar with Chart Review. However, there are some tips that can increase your efficiency, as well as leverage the data...

- Next, you will move on to the **Clinic Specific Lessons**. Return to the *Main* page by selecting the External Student Portal option from the Epic Training menu.




- Click on the Ambulatory (Clinic) **Clinician** button again.



- Select **Ambulatory Clinician New Hire Training**.



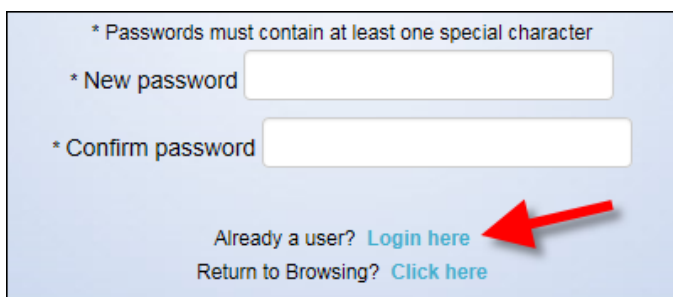
- Repeat the **Open Curriculum** and **Launch** steps you completed above to complete these lessons located within. These lessons contain sound, so remember to turn up the volume.

 Modify the videos you need to watch based on your role and location:

- Park Nicollet **students** do not need to watch the orders video.

Returning to the lessons

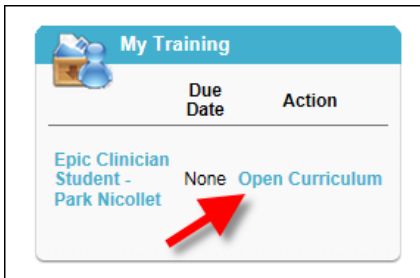
- Return to the login screen using [this Link](#).
- Click **Login here** to right of the text, *Already a user?*



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.

Questions or Epic Set-up Help?

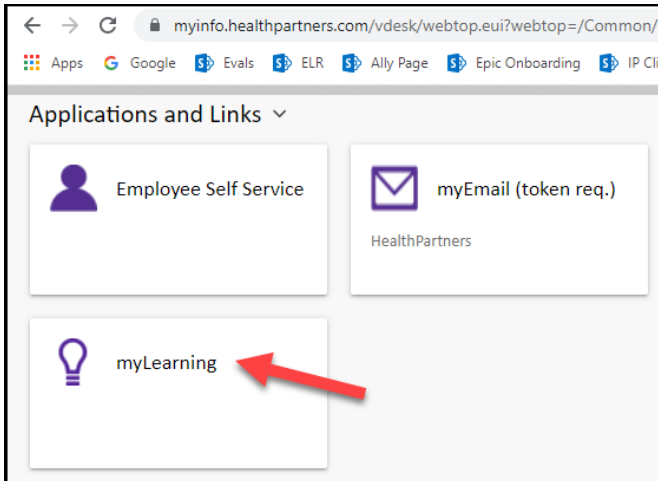
Once you have completed your lessons, you can reach out to our trainers for further questions.

Clinic: Epic Clinician Training and Support - ITCDSEpicLDClinSupport@HealthPartners.Com

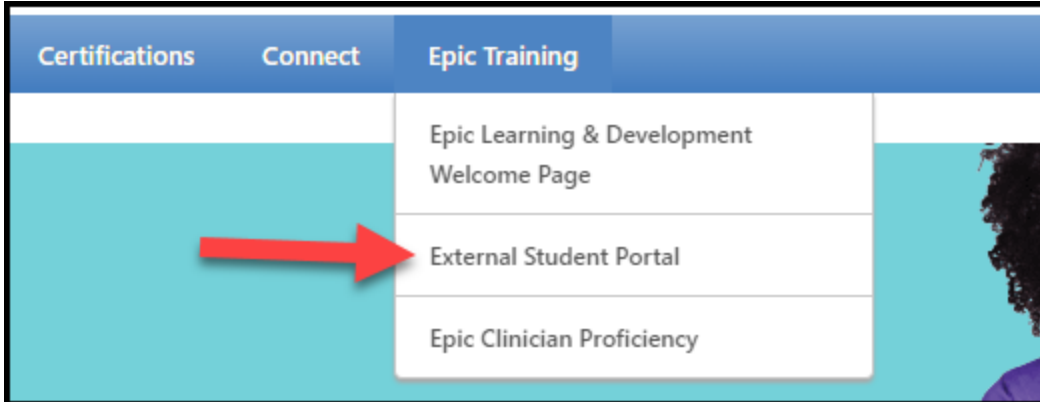
Current Employees

If you are a current employee, but don't have remote access, follow these directions to access myLearning from home.

1. Open the myinfo.healthpartners.com page.
2. If you don't know your myInfo login (different than your normal computer login), call the helpdesk. 952-967-7000.
3. Once you are logged into myinfo, click on myLearning.



4. Login to myLearning with your normal user ID and password.
5. From the Epic Training menu, select External Student Portal page.



6. Return to step 4 on the first page of this document.