

# Epic Training Validation and Registration Instructions

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## Part I: Validation Portal

### Accessing Validation Portal

Open Google Chrome web browser (Google Chrome is preferred).



To access the Validation Portal, go to <https://epicvalidation.carenet.org> and log in with your BJC-NT.

### Validate Employees

1. Select **Hospital/Facility**, **Department**, and **Manager** to find the employees to validate.
2. Review the Epic Job Role assigned to each employee on your list.
3. In the **Verified** column, select each employee whose Epic Job Role is correct.
  - Select **Department Verified** if you would like to select and verify all employees at once.
4. Click

**BJC HealthCare** **Washington University Physicians**

**Epic Security Training Validation**

Validate Employees Report Admin Help Log Out

**Review User List**

[Add an Employee](#) [Add a Manager or an Alternate Manager](#)

Hospital / Facility:  Department:  Manager:

Verified	BJCNT/WUSTL Key	Name	HR Job Title	Going Live With	Epic Job Role	Super User?	Training Completed
<input checked="" type="checkbox"/>	zzz1234	Ztest, Zelda	Staff RN	BJCMG	No Role Assigned	No	No <input type="button" value="Delete"/>
<input checked="" type="checkbox"/>	zzz4321	Ztest, Ziggy	Staff RN	BJCMG	No Role Assigned	No	No <input type="button" value="Delete"/>

Department Verified

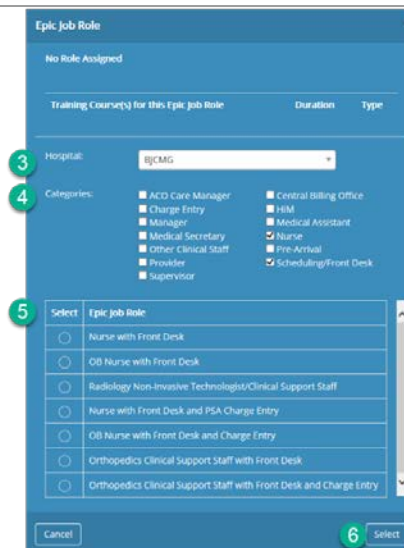
**BJC HealthCare** **Washington University Physicians**

## Assigning a New Epic Job Role to an Employee

1. Select **Hospital/Facility, Department, and Manager** to find the employees to validate.
2. Click current Epic Job Role listed for employee.
3. Select Go-Live Hospital/Facility.
4. Filter Epic Job Roles by category.
5. Select Epic Job Role.
6. Click Select
7. In the **Verified** column, indicate the new Epic Job Role is verified.
8. Click Save
9. Within 2 business days, the employee's curriculum will be updated in Saba by the HIP Training Team. Saba will send an email notification to the employee's email address in PeopleSoft/Saba confirming that new training has been assigned to them. You may check your My Team page in Saba to verify that the employee's curriculum has been updated.
10. After the employee's Saba curriculum has been updated, you (or the employee) can register for the course date(s) and time(s) in Saba.
  - Instructions for navigating Saba are located in Part II of this document.
  - [Click here to jump to Part II](#)



(Full Size Image Next Page)



Epic Security Training Validation

Validate Employees

Report

Admin

Help

Log Out

Review User List

[Add an Employee](#)

[Add a Manager or an Alternate Manager](#)

Hospital / Facility

BJCMG

Department

Access Center

Manager

Gow, Kelly R

Verified	BJCNT/WUSTL Key	Name	HR Job Title	Going Live With	Epic Job Role	Super User?	Training Completed	
<input type="checkbox"/>	zzz1234	Ztest, Zelda	Staff RN	BJCMG	No Role Assigned	No	No	Delete
<input type="checkbox"/>	zzz4321	Ztest, Ziggy	Staff RN	BJCMG	No Role Assigned	No	No	Delete

Department Verified

Save

**Epic Job Role**

No Role Assigned

Training Course(s) for this Epic Job Role	Duration	Type
Hospital: BJCMG		
Categories: <ul style="list-style-type: none"> <li><input type="checkbox"/> ACO Care Manager</li> <li><input type="checkbox"/> Charge Entry</li> <li><input type="checkbox"/> Manager</li> <li><input type="checkbox"/> Medical Secretary</li> <li><input type="checkbox"/> Other Clinical Staff</li> <li><input type="checkbox"/> Provider</li> <li><input type="checkbox"/> Supervisor</li> <li><input type="checkbox"/> Central Billing Office</li> <li><input type="checkbox"/> HIM</li> <li><input type="checkbox"/> Medical Assistant</li> <li><input checked="" type="checkbox"/> Nurse</li> <li><input type="checkbox"/> Pre-Arrival</li> <li><input checked="" type="checkbox"/> Scheduling/Front Desk</li> </ul>		
Select	Epic Job Role	
<input type="radio"/>	Nurse with Front Desk	
<input type="radio"/>	OB Nurse with Front Desk	
<input type="radio"/>	Radiology Non-Invasive Technologist/Clinical Support Staff	
<input type="radio"/>	Nurse with Front Desk and PSA Charge Entry	
<input type="radio"/>	OB Nurse with Front Desk and Charge Entry	
<input type="radio"/>	Orthopedics Clinical Support Staff with Front Desk	
<input type="radio"/>	Orthopedics Clinical Support Staff with Front Desk and Charge Entry	

Cancel Select

## Adding an Employee to Department or the Validation Portal

1. Select **Hospital/Facility, Department, and Manager** to which the employee should be added.
2. Click [Add an Employee](#)
3. Verify the **Hospital/Facility, Department, and Manager** to which the employee should be added.
4. Type filter information to search for the employee.
5. Select the employee.
6. Click [Add Employee](#)

Note: If your employee is not found, add the person to the Validation Portal, and then to your department.

- Select [Employee not found?](#)
  - Enter employee's information and click Save. You will be returned to your department screen.
  - Click [Add an Employee](#) again, and search for the employee you just added to the Validation Portal.
7. Assign Epic Job Role to the employee.
    - Click [here](#) to view instructions for assigning an Epic Job Role.

**Add An Employee**

3 Assign Employee to:

Hospital: BJCMG

Department: Access Center

Manager: Gow, Kelly R

4 Filters

First Name: Ziggy

Last Name: Ztest

Network Account Id:

Submit

5

#	Network Acc Id	Firstname	Lastname	Position Title
0	zzz4321	Ziggy	Ztest	Staff RN Title

6

Cancel Employee not found? Add An Employee

## Deleting an Employee from the Validation Portal

1. Select **Hospital/Facility, Department, and Manager** from which the employee should be deleted.
2. Click **Delete**
3. Select Reason for delete.
4. Click **Save**

The screenshot displays the Epic Security Training Validation interface. At the top, there are logos for BJC HealthCare and Washington University Physicians. Below the logos, the page title is "Epic Security Training Validation". A navigation bar includes "Validate Employees", "Report", "Admin", "Help", and "Log Out".

The main content area is titled "Review User List". It features a "Hospital / Facility" dropdown menu with "BJCMG" selected. Below this, there is a table with columns for "Verified", "BJCNT/WUSTL Key", and "Assigned". The table contains two rows of data:

Verified	BJCNT/WUSTL Key	Assigned
<input type="checkbox"/>	zzz1234	<input type="checkbox"/>
<input type="checkbox"/>	zzz4321	<input type="checkbox"/>

Below the table, there is a "Department Verified" checkbox and a "Save" button. A "Delete Reason" dialog box is open, showing three radio button options: "Not my employee", "No longer an employee", and "Other - Comment:". A text input field is provided for the "Other" option. The dialog box has "Cancel" and "Save" buttons. Red callout numbers 1 through 4 are overlaid on the image to indicate the steps: 1 points to the Hospital/Facility dropdown, 2 points to a "Delete" button on the right, 3 points to the "Delete Reason" dialog, and 4 points to the "Save" button in the dialog.

## Adding an Alternate Manager in the Validation Portal

1. Select **Hospital/Facility**, **Department**, and **Manager** to which the Alternate Manager should be added.
2. Click Add an Alternate Manager
3. Click Add Alternate Managers
4. Type Alternate Manager search criteria.
5. Click [Search](#)
6. Select Alternate Manger
7. Click [Assign](#)
8. Click [Submit](#)

**BJC HealthCare** Washington University Physicians

Epic Security Training Validation

Validate Employees Report Admin Help Log Out

Review User List

[Add an Employee](#) [Add an Alternate Manager](#)

Hospital / Facility: BJCMG Department: Access Center Manager: Gow, Kelly R

Verified

**BJC HealthCare** Washington University Physicians

Epic Security Training Validation

Validate Employees

Edit Department

Department ID: 001-49001312-306

Department Name: Access Center

Hospital: BJCMG

Manager: [Add Managers](#)  
krg5472 - Kelly Gow X

Alternate Managers: [Add Alt Managers](#)

Cancel

**Assign Alt Managers**

Filters

Network Account Id:

First Name: Amanda

Last Name: Lutz

Search

Alt Managers:  AXL1969 - Amanda Lutz

Cancel Assign

Submit

**BJC HealthCare** Washington University Physicians



## Part II: Saba

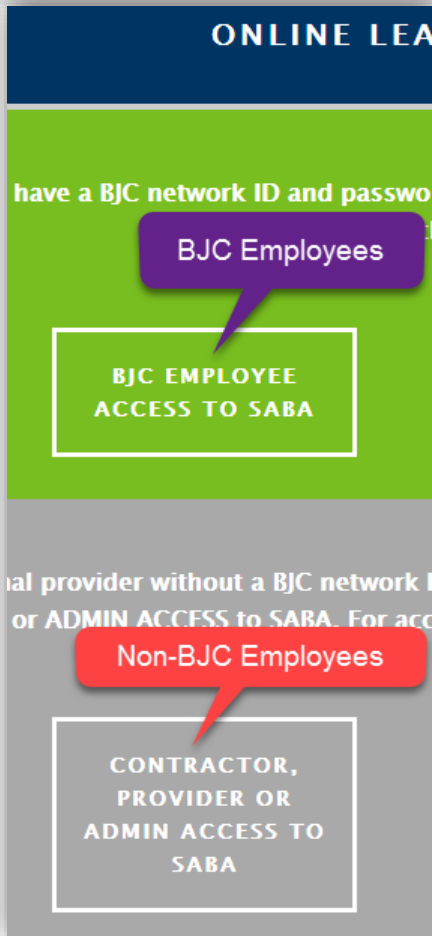
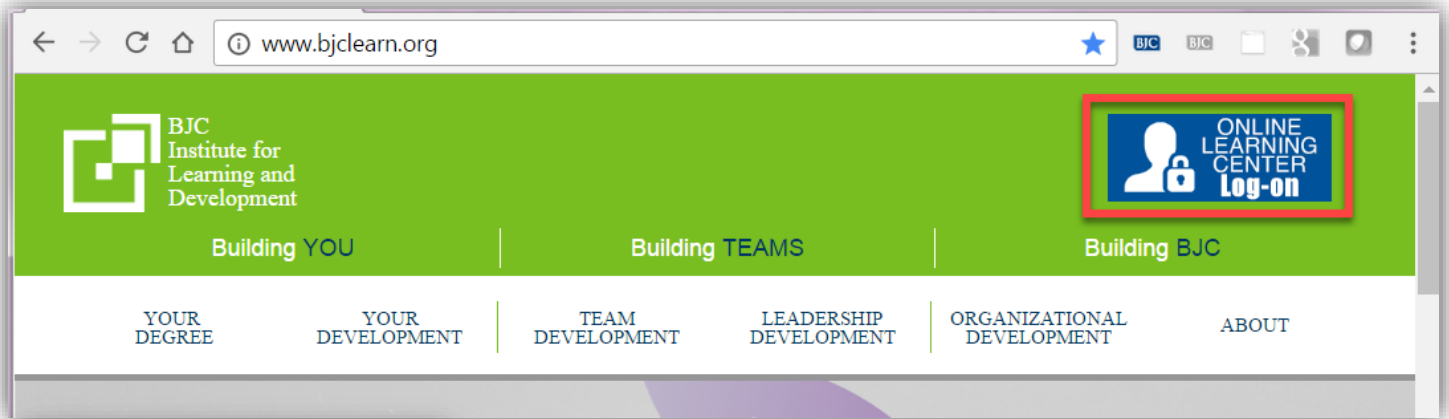
### Accessing Saba

Open a Google Chrome web browser or use your desktop Saba icon to open Saba using Chrome. Chrome should always be used for Saba.

**Those with Contractor/Administrative access cannot access Saba using the Saba icon, and must use Google Chrome instructions below.**



To access Saba in Chrome, go to [bjclearn.org](http://bjclearn.org) and click "Online Learning Center" at the top right corner.



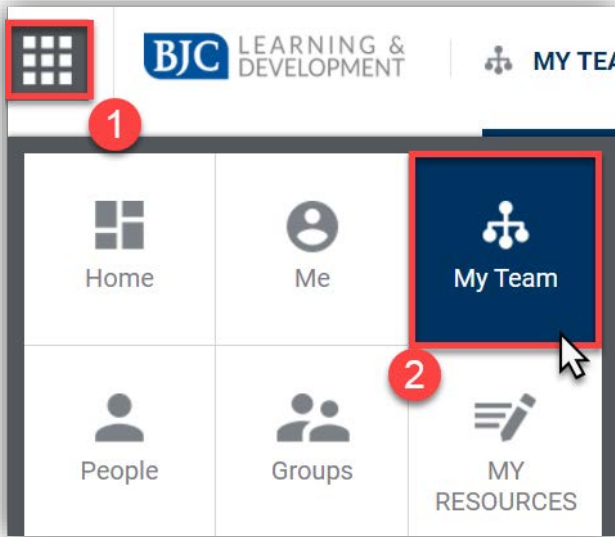
**BJC Employees:** Choose the green "BJC EMPLOYEE ACCESS" button and log in using your BJC-NT ID and password.

**Non-BJC Employees:** Choose the gray "CONTRACTOR OR ADMIN ACCESS" button and log in using the Saba ID and password that were provided to you. If you have not been given a Saba ID and password, notify us at [EpicProgramTraining@bjc.org](mailto:EpicProgramTraining@bjc.org).

**If you have forgotten your password,** contact the IS Help Desk at 314-362-4700 or email [IS\\_CSC@bjc.org](mailto:IS_CSC@bjc.org).

## The My Team Page

Click the tab at the upper left to navigate to the “My Team” page.



**BJC Employees:** Your My Team page is generated by Human Resources data (PeopleSoft). The Epic1 team cannot edit the HR data on your My Team page. The employees that you are responsible for should appear here. Employees who report to you directly are located on the page titled “Direct Team.” If you have employees who report to you indirectly, use the drop-down menu at the top of the page to select “Alternate Team.” Employees who are part of your Alternate Team will be listed here.

A screenshot of the 'My Team' page in the BJC Learning & Development system. The page has a navigation bar with 'OVERVIEW', 'DASHBOARDS', 'TALENT', and 'ANALYTICS'. Below the navigation bar, the page title is 'My Team'. The main content area is titled 'Direct Team' and contains a search bar with the text 'Person' and a 'Filters' dropdown. Below the search bar is a table with columns for 'NAME', 'UPCOMING', 'OVERDUE', and 'APPROVAL'. The table lists two employees: Mungo Bonham and Poppy Pomfrey. A dropdown menu is open over the table, showing 'Direct Team' and 'Alternate Team' options. A red box highlights the 'Alternate Team' option, and a mouse cursor is pointing to it.


NAME	UPCOMING	OVERDUE	APPROVAL	ACTIONS
<b>Mungo Bonham</b> ✓ CST : 4:00 PM Offline Go to ▼	0	0	0	ACTIONS ▼
<b>Poppy Pomfrey</b> ✓ CST : 4:00 PM Offline Go to ▼				ACTIONS ▼

## Employee Registration

Each employee is assigned an Epic job role/curriculum in the [Validation Portal](#). Within 1 – 2 business days of the employee being assigned a role in the Validation Portal, the employee's Epic training curriculum will be assigned in Saba.

To register an employee for a class session in Saba, use the My Team page to navigate to the employee's Plan and click the Epic curriculum title hyperlink.





### Learning & Certifications



- Completed 1
- Pending action 3

### Learning & Certifications | Filters


NAME	PROGRESS
 <b>BJC - Corporate Compliance Annual Education - 2017</b> Curriculum Source : Epic Program Tra...	Progress 0%  <b>ASSIGNED</b>
 <b>Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189</b> Curriculum Source : Epic Program Tra...	Progress 0%  <b>ASSIGNED</b>

## Provider Registration

Because E-Learning modules are completed online, employees do not need to be registered for them in advance. Providers can complete E-Learnings by following the steps in the section of these Instructions titled Completing E-Learning.

Providers have two options available under E-Learning. All Providers are required to complete either E-Learning or the E-Learning Test Out. If Providers have previous experience with Epic, they may test out of completing their E-Learning by scoring 80% or higher on the test. If they score lower than 80%, they must complete their E-Learning modules. Only one test out attempt is allowed. Providers must complete either E-Learning or the E-Learning Test Out prior to attending their first in-person class.



All Providers need to register in advance for the section of their curriculum titled Classroom Training. Classes numbered 100 should be completed before classes numbered 200, and so on. Two or more classes at the same level (for example, Internal Medicine Specialty Provider - Ambulatory 100 and Internal Medicine Specialty Provider - Inpatient 100) can be taken in any order that you prefer. Personalization Labs should be registered for and completed after all other classes.



### Epic - ACA - Adult Internal Medicine Specialty Provider - Ambulatory and Inpatient 4467




**The Epic curriculum page contains training requirements based on job duties. This curriculum is assigned by supervisors/administrators in the Validation Portal. The Provider's curriculum matches the access/security they will receive in Epic.**

E-Learning or Test Out \*
Complete 2 of 2

	Epic - ACA - Adult Internal Medicine Specialty Provider... Course	PENDING REGISTRATION	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">VIEW CLASSES</a>
	Epic - Ambulatory and Inpatient Provider - Prerequisite E-Le... Course	PENDING REGISTRATION	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">VIEW CLASSES</a>

Classroom Training \*
Complete 3 of 3

## Register in advance

	Epic - ACA - Internal Medicine Specialty Provider - Ambu... Course	PENDING REGISTRATION	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">VIEW CLASSES</a>
	Epic - ACA - Internal Medicine Specialty Provider - Inpatien... Course	PENDING REGISTRATION	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">VIEW CLASSES</a>
	Epic - ACA - Provider Personalization Lab Course	PENDING REGISTRATION	<a href="#" style="background-color: #007bff; color: white; padding: 5px 10px; text-decoration: none;">VIEW CLASSES</a>


## Provider Educator Registration

Providers who participate as Provider Educators for the Epic implementation do not need to register for or complete E-Learning modules and classroom training in Saba. The Epic1 team will administer Provider Educator training and mark these requirements completed. **Provider Educator requirements will not be marked complete until Super User training begins for your health service organization.**

### Non-Provider Registration

Because E-Learning modules are completed online, employees do not need to be registered for them in advance. Employees can complete E-Learnings by following the steps in the section of these Instructions titled Completing E-Learning.






Employees need to be registered in advance for the section titled Classroom Training. Classes numbered 100 should be completed before classes numbered 200, 200 before 300, and so on. Two or more classes at the same level (for example, Inpatient Nurse 100 and Cadence Scheduling 100) can be taken in any order that you prefer.



## Epic - ACA - Inpatient Staff Nurse or Graduate Nurse - 3189





The Epic curriculum page contains training requirements based on job duties. This curriculum is assigned by supervisors/administrators in the Validation Portal. The employee's curriculum matches the access/security they will receive in Epic.

E-Learning | Complete 13 of 13

 <span style="font-size: small;">Epic - E-Learning - CLNINP001 Overview of Hyperspace for C... Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - E-Learning - ICU100 The Epic Monitor Overview Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - E-Learning - INP060 Overview of Patient Assign... Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - E-Learning - INP061 Documenting in Flowsheets Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - E-Learning - CE002 Viewing a Patient's Care Ev... Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>

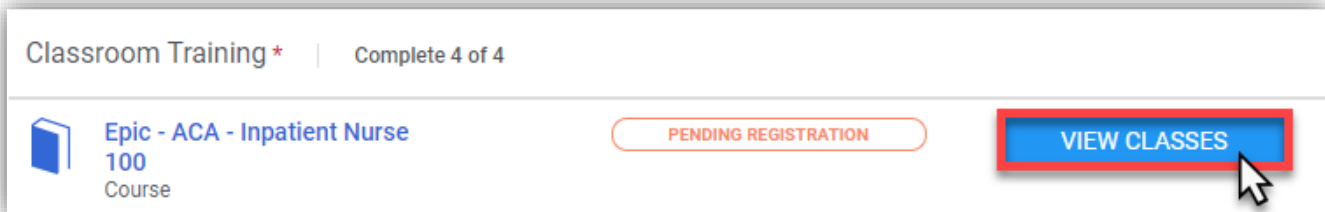
Classroom Training \* | Complete 4 of 4

## Register in advance

 <span style="font-size: small;">Epic - ACA - Inpatient Nurse 100 Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - ACA - Inpatient Nurse 200 Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - ACA - Inpatient Nurse 300 Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>
 <span style="font-size: small;">Epic - ACA - Inpatient Nurse 400 Course</span>	<span style="border: 1px solid #ccc; border-radius: 10px; padding: 2px 10px; font-size: x-small;">PENDING REGISTRATION</span>	<span style="background-color: #007bff; color: white; padding: 5px 15px; font-weight: bold; font-size: small;">VIEW CLASSES</span>

## View and Select Available Class Sessions

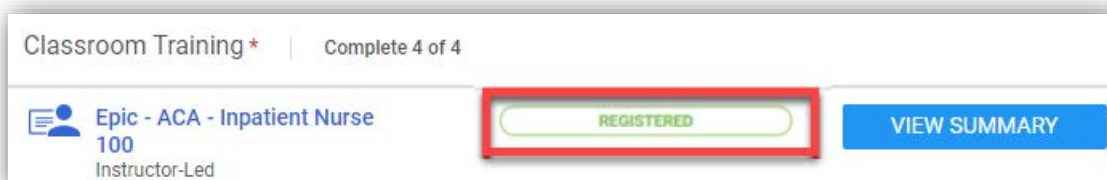
From the employee's curriculum, select the "View classes" button located to the right of the course that you would like to register the employee for. Review available classes.



You can use the "Start date" and "Location" filters at the upper left to select a specific class date or location. After you have selected the desired date/location, click the "Apply filters" button to see only the classes that you specify.

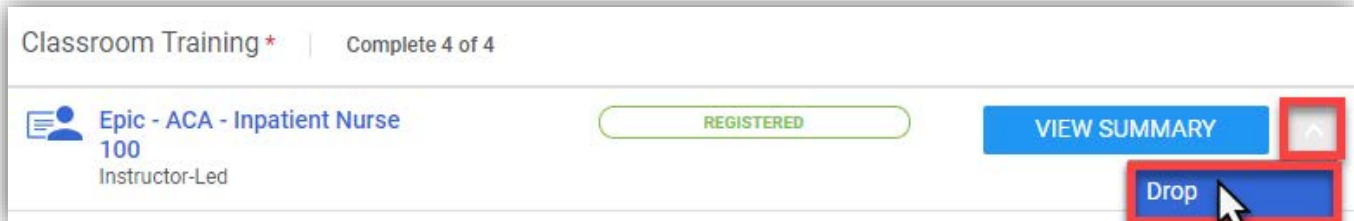
Use the blue "Enroll" button to select the class with the date and time appropriate for this employee. You will see a pop-up window confirming that the employee has been registered for the class that you selected.

Repeat this process for each of the employee's classes until all training requirements show as "Registered" on their Epic curriculum page.



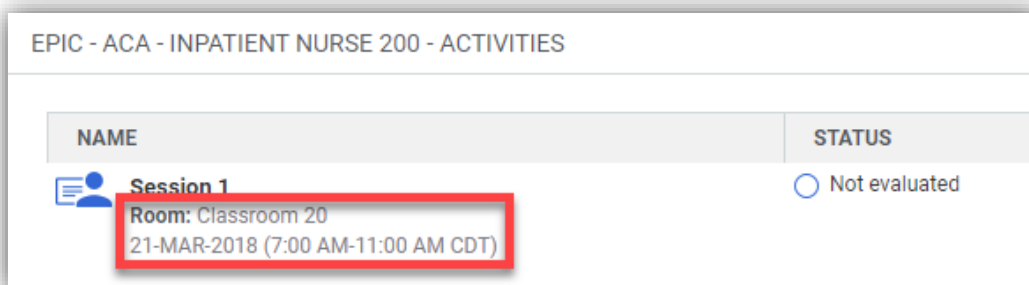
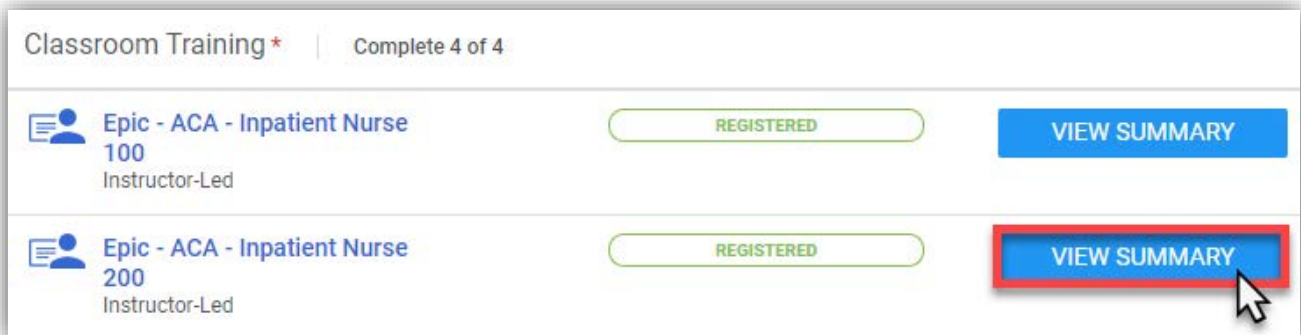
## Drop Registration from a Class

Though an employee has been registered for a particular class session, it is possible to drop the registration and pick another class date and time. To drop a class session for an employee, find the title of the course that needs to be rescheduled in the employee's curriculum. Next, click the drop-down arrow next to "View Summary."



In the drop-down menu, select "Drop." After this class has been dropped, make sure to register this employee for a new class session at the desired date and time.

Make note of any of this employee's other classes that may also need to be rescheduled. For example, this employee is registered for Inpatient Nurse 200 class, and Inpatient Nurse 200 must be completed after Inpatient Nurse 100. Verify that this employee's Inpatient Nurse 200 class does not also need to be dropped and rescheduled by clicking "View Summary" to review the selected Inpatient Nurse 200 class date and time.



## Registering an Employee for Duplicate Classes

Epic classes have been configured so employees can only register for one class session for each of their classroom training requirements. For example, I cannot register my employee, Robert, for two class sessions of Inpatient Nurse 100 at different dates and times. Robert is only required to attend Inpatient Nurse 100 class one time, and cannot hold two seats in two separate classes. Holding two seats would prevent another employee from attending class. To change the date of Robert's registration, I must first drop his selected Inpatient Nurse 100 class and then register him for another class session.

## Appendix

### Super User Registration

Super User classes are not available in Saba until the employee has been assigned a Super User role in the Validation Portal. When the appropriate Super User role has been assigned, employees will then be able to use Saba to register for classes held during the Super User training period.

Super Users should attend classes during the Super User training period for all of the classes that they will be a Super User for. Each Super User class contains the phrase “Super User” in the course title. Super Users should attend any other required training classes during end user training.

If you are a Super User, but have not been assigned a role containing Super User classes in the Validation Portal, contact us at [EpicProgramTraining@bjc.org](mailto:EpicProgramTraining@bjc.org) and/or [EpicSuperUser@bjc.org](mailto:EpicSuperUser@bjc.org).

**Allow 1 – 2 business days for the Epic1 team to update new Super Users.**

**Epic - ACA - Inpatient Nurse Super User - 3186**

E-Learning | Complete 13 of 13

	Epic - E-Learning - CLNINP001 Overview of Hyperspace for C... Course	PENDING REGISTRATION	VIEW CLASSES
	Epic - E-Learning - ICU100 The Epic Monitor Overview Course	PENDING REGISTRATION	VIEW CLASSES

Classroom Training \* | Complete 5 of 5

	Epic - ACA - Super User Inpatient Nurse 100 Course	PENDING REGISTRATION	VIEW CLASSES
	Epic - ACA - Super User Inpatient Nurse 200 Course	PENDING REGISTRATION	VIEW CLASSES
	Epic - ACA - Super User Inpatient Nurse 300 Course	PENDING REGISTRATION	VIEW CLASSES
	Epic - ACA - Super User Inpatient Nurse 400 Course	PENDING REGISTRATION	VIEW CLASSES
	Epic - ACA - Super User Inpatient Nurse 500 Course	PENDING REGISTRATION	VIEW CLASSES

### View Only Employees

Employees who view Epic but do not document in the EMR will be required to complete E-Learning modules, and may also have in-person classroom training to complete.

This includes the following job roles:

- HIM View Only User
- Retail Pharmacist
- View Only - Clinical
- View Only – Soarian
- View Only Research Coordinator
- View Only-Legal Services
- View Only-Radiology



## Completing E-Learning

As a reminder, make sure to launch Saba by using the Saba desktop icon or your Google Chrome browser. E-Learning completion may be lost if using any other web browser.



To complete E-Learning, find the module that you would like to complete and click the “View Classes” button.

A screenshot of an E-Learning interface. At the top, it says 'E-Learning' and 'Complete 13 of 13'. Below this is a list of two courses. The first course is 'Epic - E-Learning - CLNINP001 Overview of Hyperspace for C...' with a 'PENDING REGISTRATION' button and a 'VIEW CLASSES' button. The second course is 'Epic - E-Learning - ICU100 The Epic Monitor Overview' with a 'PENDING REGISTRATION' button and a 'VIEW CLASSES' button. A mouse cursor is pointing at the 'VIEW CLASSES' button for the first course.

For each E-Learning, there will only be one “class” to select. Click the “Enroll” button.

A screenshot of a course details page. The title is 'COURSE: EPIC - E-LEARNING - CLNINP001 OVERVIEW OF HYPER...'. On the left, there are filters for 'Narrow your results:', 'Start date:', 'Delivery type:', and 'Location:'. On the right, the course details are shown: 'Class ID : CLNINP001', 'Web-Based', 'Language : English', and 'Duration : 00:10'. There are links for 'View detail' and 'Attachments &gt;'. At the bottom, it says '&lt; 1 - 1 of 1 &gt;'. A blue 'ENROLL' button is highlighted with a red box, and a mouse cursor is pointing at it.

After these two steps are completed, the E-Learning module will load for you to view and complete. E-Learning modules can be started and stopped at any time, and Saba will remember where you last stopped watching. If interrupted, you can pause or exit and restart from the same place.