

Epic Training Tracks

An accelerated training guide for providers with Epic experience

Step 1	Test out of E-Learnings - All providers are required to complete E-Learnings ahead of classroom training - E-Learnings cover Epic’s basic functionality, such as generic documentation and ordering issues - Providers with Epic experience can test out of E-Learnings by passing the proficiency exam
Step 2	Attend required classroom training - All providers are required to attend classroom training in order to receive Epic access regardless if you have previous Epic experience. This decision was made by BJC clinical leadership and is being enforced across the organization - Epic is not an out-of-the-box software solution but is instead a custom build at each healthcare organization. Classroom training will focus on BJC and Washington University-specific content and expectations - Classroom training will cover Epic 2017, which has some differences and upgraded features from previous versions used at other healthcare organizations
Step 3	Complete proficiency assessments - Providers must show proficiency by passing a brief quiz following each classroom session. Proficiency assessments are not cumulative - Each assessment is 5-10 questions and will take approximately 10-15 minutes to complete. Credentialed Trainers will be available for assistance - Providers will not receive Epic access until after all proficiency assessments have been completed
Step 4	Attend required Personalization Labs What can providers personalize in Epic? – Note templates, order sets, preference lists, Macros, Smartphrases, Toolbars and Navigators – To expedite your time during Personalization Labs, providers are encouraged to determine which SmartPhrases and Macros you want to create ahead of attending Personalization Labs What Personalization Labs are: - Required for Epic access - Providers login to Production (PRD) to test access and personalize Epic - Lead by contracted physicians/credentialed trainers - 3:1 ratio - Available 4 weeks prior to go-live and 2 weeks after go-live - Providers can continue to practice on test patients in Epic’s Playground (PLY) environment until go-live What Personalization Labs are <u>not</u>: - Workflow is not covered - Ratio is not 1:1 - Cannot use PRD environment to practice in Epic. Utilize PLY for practice - Limited access to PRD until go-live - Providers will not be able to sign notes/orders until go-live Tip: Personalize in Epic’s live environment during Personalization Labs and continue practicing in the Playground environment until Go-Live to familiarize yourself with Epic as much as possible to ensure a smoother transition

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