

## Welcome to Children's Hospital Colorado (CHCO)

The Clinical Applications Services (CAS) training team provides Epic Fundamentals training to prepare you for using the electronic medical record system. E-learning courses are offered to you online and can be completed at your convenience and pace. You may continue to access these courses as a reference after your initial training, and you are encouraged to revisit Altitude and Cornerstone training sites for more training information throughout your career.

## Epic Training Requirements (CHCO)

- Prior to your arrival at Children's Hospital Colorado **trainees must complete The Target Zero module AND the CHCO - Epic CAS Radiology Resident (CBT) (applies to Fellows as well).**
- **Please Note:** The Target Zero module will be assigned to you in Cornerstone but you will have to search for **Radiology Fundamentals for Residents**. Instructions listed below.
- **Please complete:**
  1. **CHCO - Epic CAS Radiology Resident (CBT)** (applies to both Residents and Fellows)  
**AND**
  2. **Target Zero module** (once in cornerstone you will search for "**Target Zero New Provider Orientation**" under the Learning Tab)
- Upon completing the course, Epic access will be confirmed and granted within 24 business hours based on your role.
- These are CHCO modules only, they are completely separate from the University modules.

## Before you start:

- **System Requirements:** You must use a PC with Windows XP or above, and Internet Explorer 8.0 or above. Use of other browsers and operating systems (e.g., Macs) are not supported.
- Verify that you can access the course and exam.
- Allow sufficient time to complete your training in case you need assistance.
- See Troubleshooting information below.

## To Take Training from Home/Other Remote Location

**FIRST STEP:** Call the CHCO Help Desk and register yourself for **DUO security** (remote access) **and change your temporary password.** (If you have an existing password please disregard).

**You must be on boarded and have a CHCO People Soft # before you can complete step this step. (Your PC will provide you with this). Help Desk 720-777-4357.**

1. Using Internet Explorer, click or enter:

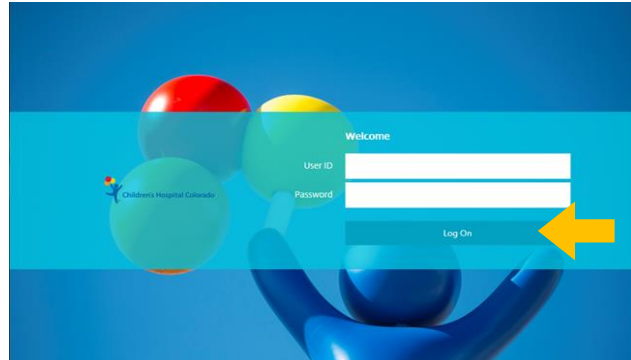
<https://go.childrencolorado.org>

*Citrix Access Gateway will launch.*

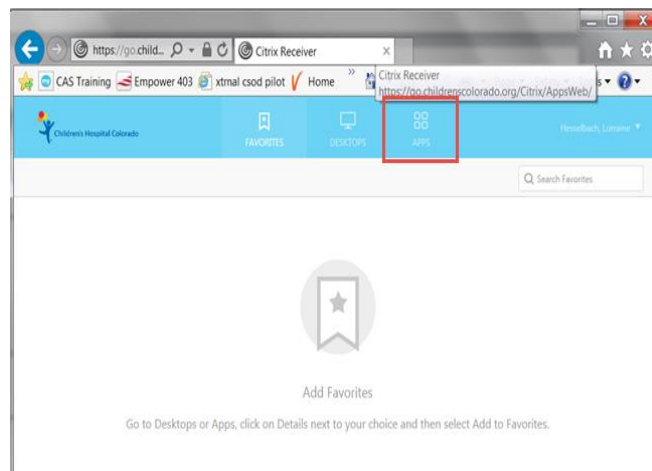
2. Enter your CHCO **User name** and **Password**, and click **Log On**.

3. From this screen click **APPS** on the toolbar.

*This will open the Application*



*For trouble logging in to Citrix, call the Help Desk at 720-777-HELP.*

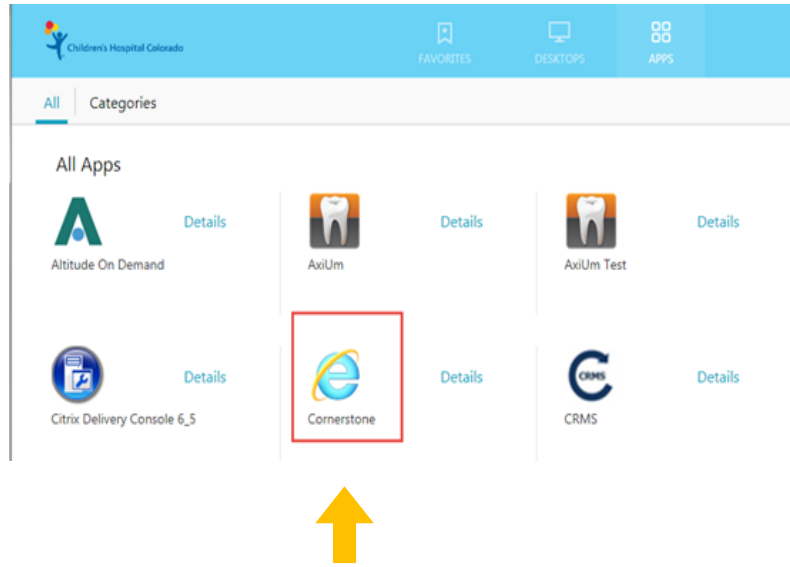


4. Click **Cornerstone**.


*Login in to Cornerstone (using the same login/password) and search for the Epic course in Cornerstone.*

**Note:** To save the application as a favorite, click **Details**.

**Note:** If you are using a **personal computer** (not CHCO computer) you will need to install <http://www.citrix.com/go/receiver.html> before CAS Training will open.



5. **ONCE YOU HAVE COMPLETED THE TEST WITH A PASSING SCORE, PLEASE TAKE A SCREEN SHOT. SAVE ONE FOR YOUR RECORDS AND BRING ONE WITH YOU TO THE EPIC PRACTICUM/ORIENTATION.**

	<h3>Troubleshooting</h3> <ul style="list-style-type: none"> <li>• For <b>Citrix, Adobe Flash, Single Sign On (SSO)</b> issues or you are unable to login, call the <b>Help Desk 720-777-4357</b>.</li> <li>• In Cornerstone, if the course modules do not launch or modules do not complete, email <a href="mailto:CAstraining">CAstraining</a>.</li> <li>• For questions, to use an on-site computer for training, or to meet with an instructor after taking a course, email <a href="mailto:CAS Reg">CAS Reg</a>.</li> </ul>
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