



Instruction Guide for Epic Training

Using Citrix Access

Welcome to Children's Hospital Colorado. Below are the steps you will need to complete to be granted Epic security access. Please read all instructions as it will guide you through the process.

- Obtain a User ID and Password
- Download the DUO Authentication app
- Cornerstone Training:
 - Epic Curriculum
 - i. eLearning's
 - ii. Assessment
 - iii. Classroom Training
- Steps to open your curriculum using Citrix

Cornerstone

Cornerstone is our LMS (Learning Management System) that we use for Epic education. You will need your user ID, Password and DUO set up on your device (phone or tablet) to access Cornerstone. If you have questions on which curriculum you need to take, please contact your coordinator or manager. If you still have questions, please email ProviderTrainingCoordinator@childrenscolorado.org

Epic Curriculum:

To gain Epic access, you will need to complete a role specific training curriculum which includes Epic eLearning's, an Assessment and Classroom Training. The eLearning's and assessment will need to be done prior to attending classroom training. **Note: You will not have to complete the classroom registration section, your coordinator will register you for a class.**

It is important for you to ensure you complete the correct curriculum. If you have any questions concerning which curriculum please contact your coordinator or email ProviderTrainingCoordinator@childrenscolorado.org

eLearning's:

Every curriculum has a set of eLearning's to view. These eLearning's are designed to teach you basic Epic functionality. You will learn more about unique Children's workflows in your epic training class. Here are some things you need to know:

- You must watch the entire eLearning and answer the questions at the end to receive credit.



Medical Education: Fellow, Resident and 4th year Medical student Epic Training

- Once you have answered the questions at the conclusion of the eLearning, close the window by clicking on the X in the right-hand corner.
- You will see a blue check mark next to the eLearning's you have completed.
- You will not be able to take the assessment until all eLearning's have been completed.
- Do not worry if you can't watch all the eLearning's at once, the system will remember which ones you have completed.

Assessment:

You must score 80% on the assessment. You can take this assessment up to 3 times. If you do not have access to the assessment, please make sure you have completed all the eLearning's.

- Contact: Help Desk 720-777-4357 (option 1) or email ProviderTrainingCoordinator@childrenscolorado.org if you have any problems.

Epic Classroom Training:

You will see an Epic Classroom section in your curriculum. **Your coordinator will register you so you *do not need to fill this section out.***

Note: your curriculum will only show 67% complete. You will be 100% complete after you attend classroom training.

- 2-hour classroom training agenda:
 - Specific CHCO workflows
 - Personalization lab
 - Q&A

Classroom Training Location:

All classroom training will take place at the Village Pavilion (above Panera and across the street from the main hospital) 2nd floor Learning Center.

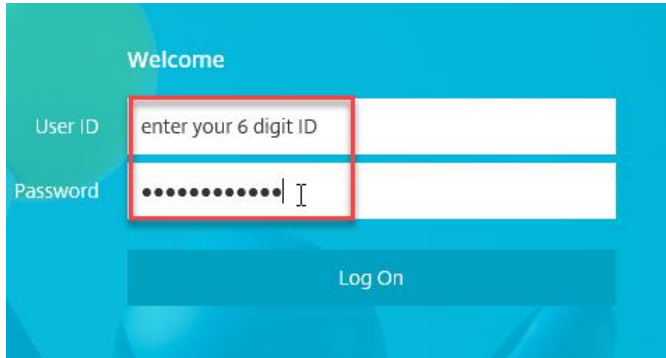
Classroom Training Schedule:

Inpatient	8:00-10:00 am
Ambulatory/Inpatient	10:30-12:30 am
Surgery or ED	1:00-3:00 pm

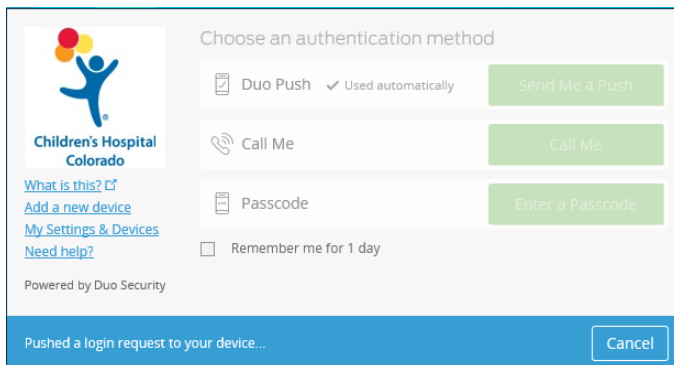
- If you have any questions please contact:
 1. Andrea Reed (GME Coordinator) Andrea.Reed@childrenscolorado.org or call 720-777-8396
 2. Dawn Heath: ProviderTrainingCoordinator@childrenscolorado.org or call 720-777-6897.

Steps to Open your Epic Curriculum using Citrix

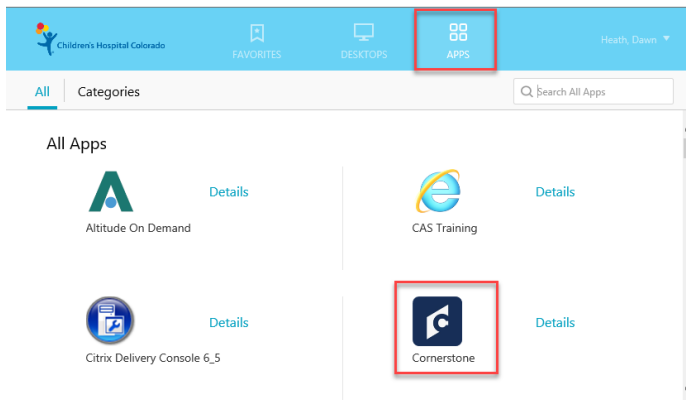
1. In your browser type <https://go.childrencolorado.org>.
2. Put in your user ID and new Password



3. DUO screen will appear. You will need to authenticate with your mobile device

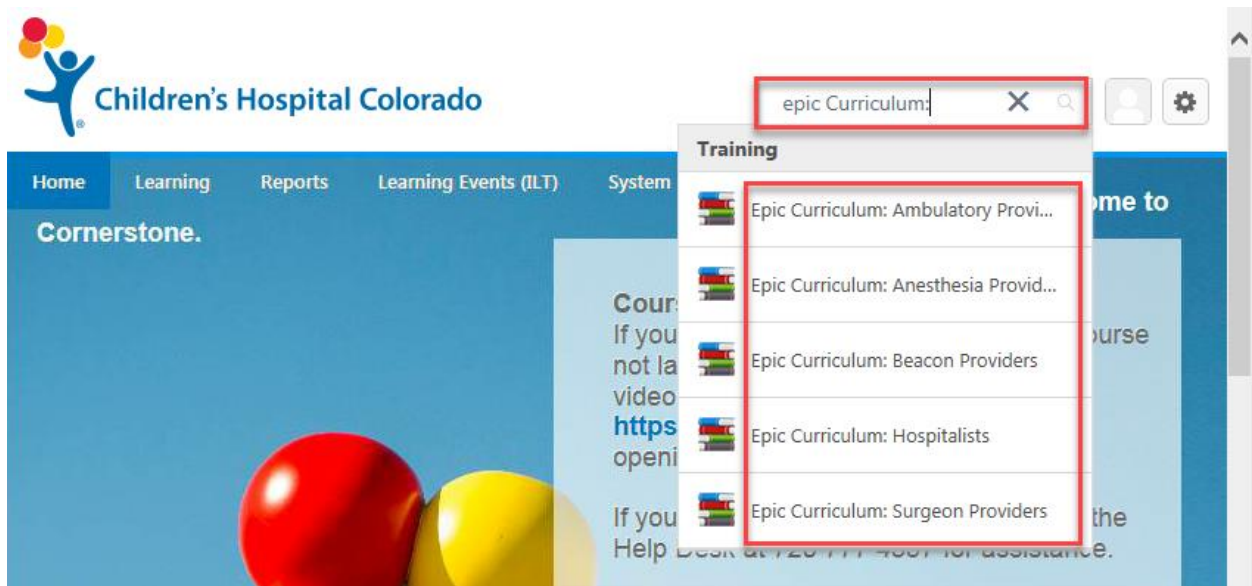


4. Citrix page will open. Open the APPS section and open Cornerstone



5. Cornerstone home screen will open. In the search bar that is in right hand corner, type in your curriculum name.
 - Epic Curriculum: Ambulatory Providers
 - Epic Curriculum: Ambulatory and Inpatient Providers

- Epic Curriculum: Critical Care Providers
- Epic Curriculum: Dental Community Providers
- Epic Curriculum: Hospitalist
- Epic Curriculum: General Membership
- Epic Curriculum: ED/UC Providers
- Epic Curriculum: Surgeon Providers
- Epic Curriculum: Medical Students (1-3 year)
- Epic Curriculum: MFM Providers
- Epic Curriculum: Beacon Providers



6. Open and read your instructions to complete your curriculum