

Hello Everyone!

Welcome to Children's Hospital Colorado (CHCO).

- **Orientation (Epic Training practicum and Badging/Parking) Location:**

Please report to **The Village Pavilion (2nd floor -Village Pavilion Training Center)** for Children's orientation.

The Village Pavilion is located across the street from Children's Hospital Colorado (see the attached map) **13100 E. Colfax Ave. Aurora, CO 80045** (same building as Panera Bread)

Please use the pedestrian bridge to cross over Colfax Ave. to the Village Pavilion. The doors to the Village Pavilion through the pedestrian bridge are badge access only so **please proceed downstairs and use the ground level entrance.**

- **CHCO Parking (For Orientation only)** – See attached map (Lot #10)

- Parking is at Children's Hospital Colorado (main building 13123 E. 16th Ave., Aurora, CO 80045). Trainees should park in Lot #10-Visitor Parking/WEST SIDE ONLY. (Enter Lot from Victor St.). The WEST side of the lot is our visitor's parking lot therefore it is free of charge. Please be advised if you park in a different area that incurs a fee, we are unable to reimburse you for this cost.

- **Badging:** Please bring a government issued photo ID in order to obtain a badge.

- **Permanent Parking:** Please bring vehicle registration.

Complete the online parking form prior to orientation only if you plan to park at Children's during your training. <https://parking.childrenscolorado.org/BadgingParkingForm>

- **EPIC Training Requirements**

All providers are required to take Epic training and demonstrate competency by passing required tests before being given access to document in any of the Epic modules (i.e., scheduling, registration/Prelude, billing, ClinDoc, CPOE, etc).

- Trainees are required to complete two (2) online epic modules **prior to** orientation. (You should receive your login and instructions from your Program Coordinator).
- Trainees are also required to complete the epic training practicum for Residents/Fellows the day of orientation.

Please make sure you have completed the required online epic module prior to the arrival of your orientation. If it is not complete you will have to reschedule your practicum for a later date.

- **Children's Hospital People Soft ID#'s:** (Please ask your Program Coordinator)

This is needed in order to complete the online parking form (see link above) and the mandatory online modules.

- **CHCO Orientation and Training Handbook / EMR Policy**-See Attached

These documents contain important information on the hospital, policies and procedures, and important phone numbers for your reference. Please read both policies and sign the acknowledgement card located on the last page and **send it to your Program Coordinator.**

Please let me know if you have any questions!

Thank you and see you soon!