

## What Training Do I Need?

**Registration is now open for Epic classroom training. Unless you fit one of the exceptions below, please log in to Health Stream and register for classroom training.** The attached documents include registration instructions, frequently asked questions, and a complete assignment list based on role and specialty.

### **Exceptions:**

- **Providers with extensive Epic experience in an inpatient setting** (more than six months within the last two years), or who just recently completed training at a non-Providence facility, may opt out of the full training track and instead choose to be assigned a curriculum of several e-learnings. You must still attend the 4-hour learning lab and pass the Providence Epic proficiency test. If you are not able to demonstrate proficiency, we will then assign the entire training track with the complete curriculum required for your specialty (the full set of e-learnings, two classes and one lab).

*Action needed:* Send an email to [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org) and request the “previously Epic trained” track. You will be notified by email of your new assignments.

- **Providers who have practicing privileges but only infrequently admit** or consult on patients in a Providence inpatient setting (less than 10 patients a year) will be encouraged to take the full training track, but only required to complete several e-learning modules and an online assessment. We have enrolled you in the appropriate curriculum based on reports from the Medical Staff Office.

*Action needed:* Log in to Health Stream to review your assignments; instructions are attached. If you would like to take the full training track (we encourage you to do so), contact [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org) and request the full training track. You will be notified by email of your new assignments.

- **Helpful Tip when registering for classes:** Be sure you scroll past the classes in Olympia by clicking on additional page to locate the classes in Everett. Be sure to write down the date, time, and location of the classes for which you register.

If you have additional questions about training or the courses that have been assigned to you (including if you feel you have been assigned the wrong curriculum or that you fall in a different assignment category), please contact [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org).

## Training Registration Q&A?

1. **If I am an ambulatory physician that rarely or never comes to the hospital anymore, do I need to go through training?**

**If you never come to the hospital anymore, and need view only access so you can look up for patient’s records from your office, then you don’t need to do Epic training.**

In the next 1-2 months, emails will come out about how to get yourself and your office staff signed up and trained for Epic Care Link access; that will allow you this type of view only access. This will require an agreement with the office and an agreement with each individual. The training for this should be straightforward and will not be in HealthStream.

An example of providers that most likely fit in this category are PCPs that don't ever come here to see patients, and if they did make a social visit, would not want to document that in the record.

**ACTION:** Email [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org), asking to be removed from the HealthStream EPIC assignments.

**If you don't come often, but do still come to the hospital sometimes, 1-10 times per year, to visit your patients, and need to document in the medical record, or sometimes place orders, you need to do the infrequent provider training track.**

This is more involved, but all e-learning's that you can do from home. As per the instructions sent out January 29th, log into HealthStream and you should be assigned to this track. If you aren't, email [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org). This category might apply to specialists that only occasional consult in the hospital, or PCPs that still want the ability to see their patients in the hospital and be able to write notes and/or orders.

**ACTION:** Email [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org), asking to be reassigned to the "infrequent" provider e-learning's.

**IF you do come to the hospital and see patients more than 10 times per year, and need to document in the record, you need the full training.**

As per the instructions sent out January 29th, log into HealthStream and you should be assigned to this track. If you aren't, email [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org), let them know your specialty, and you will be assigned the right track.

## 2. How do I get into HealthStream?

1. From your home or office computer, open an Internet browser, e.g., Internet Explorer, Safari, Google Chrome.
2. [Click here](#) or type the following URL into the browser's address bar:  
[www.healthstream.com/hlc/phs](http://www.healthstream.com/hlc/phs)
3. Enter your user ID and password and click "Login." **If you are a credentialed provider** (not employed by Providence), your user ID and password will be "E" followed by your medical staff ID. (Example, E1234 or E678).  
HINT: Your medical staff ID number is the same number you use to log into ProVcare.  
As an example, Dave Smith's user ID and password would be: "E1234".  
If you have questions about your ID please reach out to the [Medical Staff Office](#) for assistance.  
*If you are an employed physician, your user ID and password will be your 6-digit employee id number.*
4. Click on the "My Learning" tab in the upper left corner of the screen to view your EPIC training assignments.
5. Follow the rest of the instructions you were sent in the pdf attachment on January 29<sup>th</sup>.

**HINT:** The "E" is case sensitive; it must be a capital E.

### **3. What if I use a MAC computer? Can I still get into HealthStream?**

HealthStream works with both Safari and Google Chrome. You will have to disable your pop-up blocker for it to work.

To do that:

1. Go to your Safari Browser.
2. Click on Safari
3. From the drop down menu click preferences.
4. Click on security
5. Uncheck the Block Pop-up windows check box.