

Provider Epic Training Checklist

Updated 8.25.20

Seattle Children's Epic training kicks off mid-August. To prepare, please review and complete the following steps. You will also receive specific instructions from your STS trainer via email prior to your scheduled WebEx training session. This checklist and additional information about Epic training for providers is available on [CHILD](#).

Before your scheduled WebEx Epic training session:

1. Confirm that you are signed up for Epic training

- Open the [Epic Go-Live Training](#) portal; click the Transcript tab from the top menu.
- You should be enrolled in a curriculum, session(s) and personalization lab based on your specialty. This includes:
 - Prerequisite eLearnings and STS pre-assessment (EUPA)
 - Live WebEx training session(s)
 - Post-class assessment (EUPA)
 - A WebEx personalization lab session
- You will need to open the curriculum on your transcript to confirm you are registered for session(s) with a specific date and time.
- Review the [Epic Go-Live Training Portal - User Guide](#) for further instructions.
- If you need assistance, submit a [ServiceNow](#) ticket.

2. Set up your mobile device to access Epic and other clinical apps

- When we go live, you will be able to access Epic and other clinical apps on your mobile device. This includes:
 - Haiku and Canto to access Epic
 - M*Modal Fluency Direct, a voice recognition app for clinical documentation
 - Imprivata for electronic prescribing of controlled substances (EPCS)
- **We recommend that you set up your mobile device before training.** You will need to enroll in Seattle Children's mobile device management program before downloading the mobile apps. This will take about 10 to 15 minutes to complete.
- Review the [Epic and Other Clinical Apps on Your Mobile Device](#) to learn what you need to do.
- If you have questions about this process, email [Epic Mobile Pilot Feedback](#).

3. Complete your prerequisite eLearnings and STS pre-assessment (EUPA)

- It's recommended you do these 2 to 3 weeks prior to your scheduled WebEx training.
- This is done in the [Epic Go-Live Training](#) portal.
- This is not required; however, it's strongly encouraged.

4. Set up for your WebEx Epic training session

- Approximately 7 days prior to your scheduled WebEx training session, your STS trainer will email you the information you need to complete your training.
 - **Can't find the email?** Check the "Other" or spam/junk folder of your inbox. This is important if you are not using a Children's email (e.g. UW email). If you are still unable to locate it within 7 days of your scheduled class, submit [ServiceNow](#) ticket as soon as possible.
- Training will be done remotely. You will need the following:
 - PC or laptop; we recommend a large monitor >24" or dual monitor setup
 - Phone
 - Headset or speakerphone
 - Internet and WebEx access

- If you do not have the necessary equipment at home to complete your WebEx training, you can reserve a spot in a training lab (see below).

During your scheduled WebEx training session:

5. Complete your live WebEx training at the time and day you are registered for

- Your STS trainer will email you the information you need in advance.

After your scheduled WebEx training session:

6. Complete your post-class assessment (EUPA) and Login Lab

- Your trainer will provide you with instructions on how to complete these steps.

7. Attend your scheduled WebEx personalization lab session

- Personalization labs (also known as “user setting lab”) sessions allow you to customize certain Epic tools.
- Your trainer will email the information you need prior to class.

Other things to do before our Epic go-live:

8. Setup for Electronic Prescribing of Controlled Substances (EPCS)

- We are asking providers to set up their fingerprint authentication before our Epic go-live. This must be done in-person with a member of our Epic Journey team between Aug. 26 and Sept. 11. [Learn more](#) on CHILD.

Additional Resources and Information

Learning Lab Reservations

If you do not have the necessary equipment at home to complete your training, you can reserve a spot in a training lab.

To reserve a spot, Fill out the information on the [Learning Labs form](#). You will need to sign up for a seat under the same course name, time and day of your scheduled session. Please do not select a different time/day.

M*Modal Fluency Direct Training

When we go live with Epic, we will use M*Modal Fluency Direct as our voice recognition service for clinical documentation. We are offering virtual training sessions staffed with M*Modal trainers and support hours. [Learn more](#) on CHILD.

Epic Journey on CHILD

Additional information about our Epic Journey is available on [CHILD](#).