

## How to register for Epic training through HealthStream

All Providence Regional Medical Center Everett credentialed providers have been added to HealthStream, Providence's online learning management system. You may access HealthStream anywhere you have access to the Internet. If you have questions about HealthStream or problems enrolling in a course, please contact [EpicClassSchedulingAndRegistration@providence.org](mailto:EpicClassSchedulingAndRegistration@providence.org).

**Registration is now open for Epic classroom training. Unless you fit one of the following exceptions, please log in to HealthStream and register for classroom training using the steps below.**

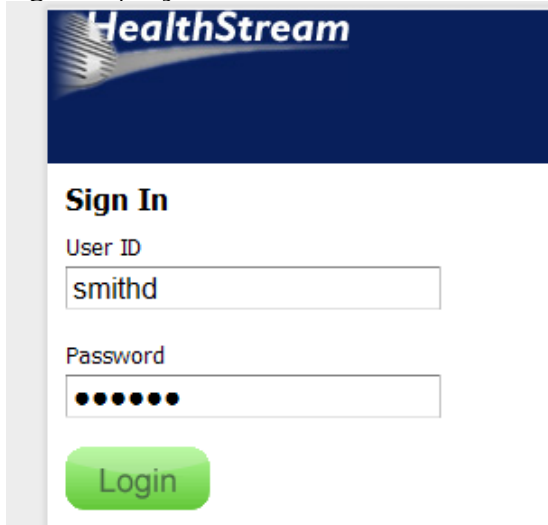
### Exceptions:

- **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 HealthStream to review your assignments. 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.
- **Infrequent Radiologists, OB, and Ambulatory providers** will not have final course assignments until next week.  
**Action needed:** Next week you may log into HealthStream to see if your assignments have been made.

### To get started:

1. From your home or office computer, open an Internet browser, e.g., Internet Explorer.
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 4 digit ID. (Example, E1234) 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.*



HealthStream

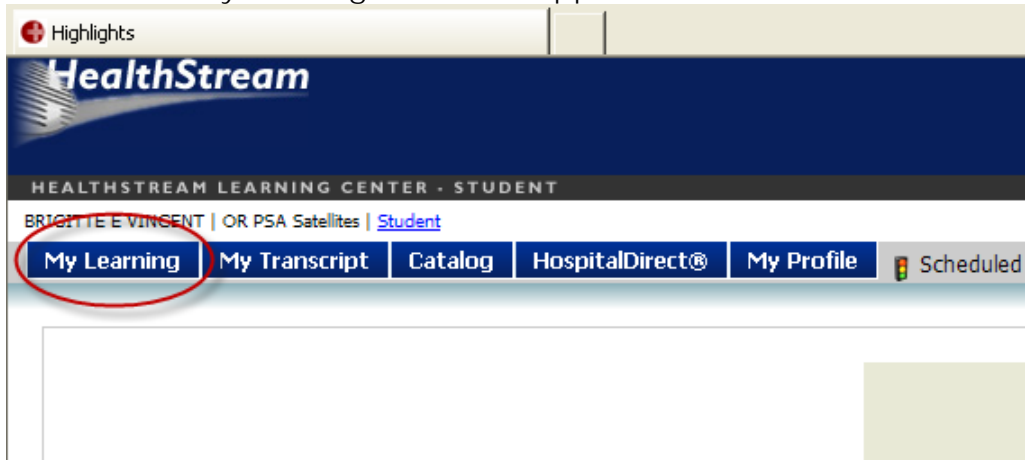
**Sign In**

User ID

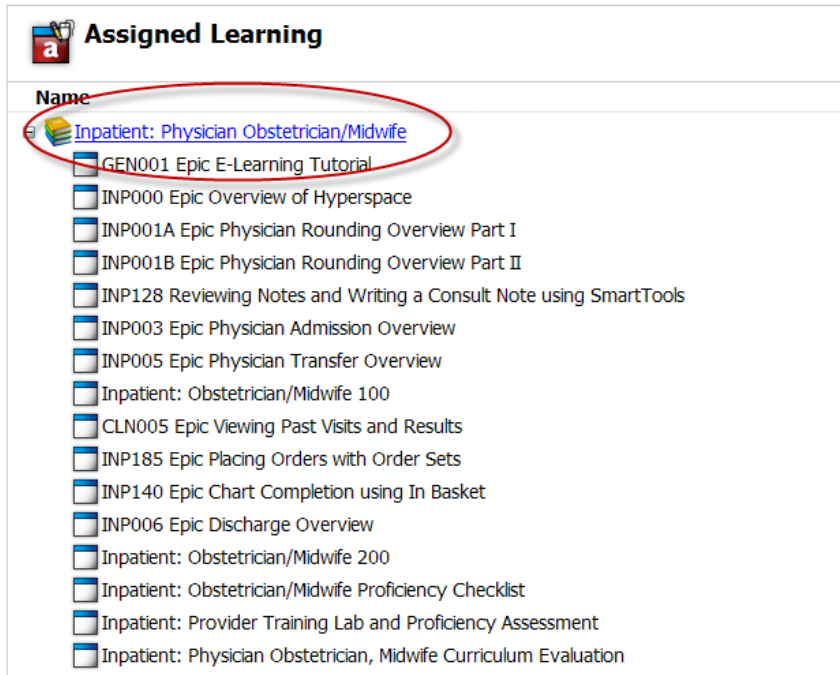
Password

Login

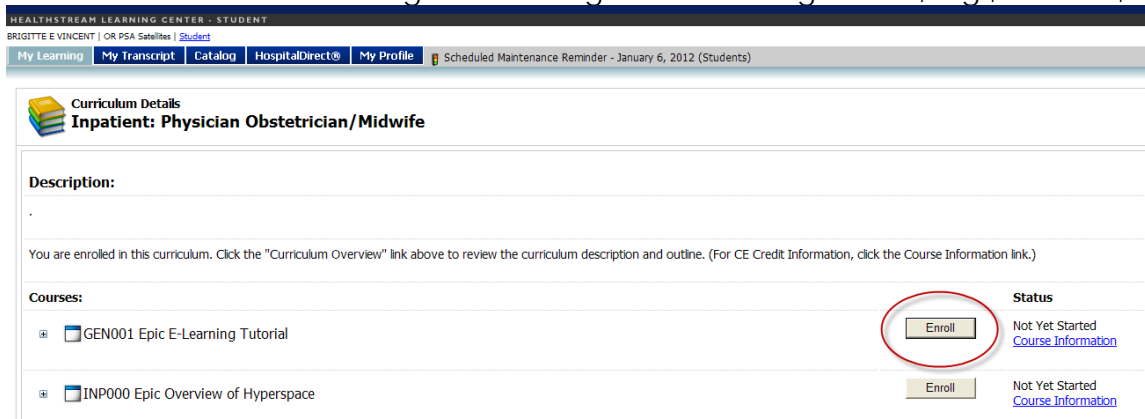
4. Click on the "My Learning" tab in the upper left corner of the screen.



- Your Epic training assignments (including e-learning courses) will appear under "Assigned Learning." **Please note: You will need to complete all of the activities listed in order to be given access to Epic at a Providence facility.** To access your training, click on the link at the top of the list of assignments.



- To begin your e-learning courses, click on the button marked "Enroll." It is recommended that you complete the assignments (e-learnings and classroom training) in sequential order. Note that all e-learning courses begin with a six-digit code, e.g., GEN001, INP000.



- To register for classroom training, click on the "Enroll" button next to the name of the classroom activity. Then click the name of the class (the icon is an instructor standing next to a whiteboard). Note that most classroom courses begin with the name of the application, e.g., "Inpatient", "ASAP," "Anesthesia."

**Course Details**  
**Inpatient: Obstetrician/Midwife 100**  
 Estimated Course Length: 300 minutes

Your next activity in this course is a class. Register for the class by clicking on the class name. (If you have other classes in this course. If you click "Un-enroll" above, you will be dropped from all classes in this course and un-enrolled from the course)

**Course Learning Activities**

You are enrolled in this course. Click the "Course Overview" link above to review the course description, learning objectives, and all available CE credit prior to b

Learning Activity	Additional Information
<a href="#">Inpatient: Obstetrician/Midwife 100*</a>	<a href="#">Preview Class Schedule</a>

- You will see the options for class dates and locations. Click "Register" next to the session you would like to attend.

Class Schedule  
 Show Class Schedule for: Inpatient: Obstetrician/Midwife 100

Upcoming Classes

Class Name	Session Date Range	Location	Status	Options
<a href="#">Inpatient: Obstetrician/Midwife 100</a>	2/15/2012 3:00 PM - 2/15/2012 8:00 PM PT 1 sessions	Providence St Vincent Medical Center(Souther Classrooms - D)	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>
<a href="#">Inpatient: Obstetrician/Midwife 100</a>	2/28/2012 7:00 AM - 2/28/2012 12:00 PM PT 1 sessions	Tigard Business Center(TBC Training Room 1)	Not Registered	<a href="#">Class Details</a> <a href="#">Register</a>

- When you have successfully registered, you will see a green banner across the top of the screen. Then click "Return" in the upper right corner of the screen.

Class Schedule  
 Show Class Schedule for: Inpatient: Obstetrician/Midwife 100

Registration Successful.

**You Are Registered For:**

[Inpatient: Obstetrician/Midwife 100](#) [Drop this Class](#)

**Date and Times:** 2/15/2012 3:00 PM - 2/15/2012 8:00 PM PT  
**Location:** Providence St Vincent Medical Center(Souther Classrooms -

[Return](#)



- To get back to the main page of your assigned curriculum, click "Exit Course" in the upper right corner of the next screen.

Site Map

[Course Overview](#) [Un-enroll](#) [Exit Course](#)

- Sign up for any additional classroom activities you may need. Generally, you will need to register for two classroom training sessions and a "Training Lab and Proficiency Assessment"
- You can see the dates and times of classes you have registered for by "Exiting the Curriculum" and returning to the "My Learning" tab. Classes you have registered for will

show up under the "Upcoming Classes" heading.

 <b>Upcoming Classes</b>	
<b>Start Date &amp; Time</b>	<b>Class Name</b>
 2/15/2012 3:00 PM PT	<a href="#">Inpatient: Obstetrician/Midwife 100</a> Providence St Vincent Medical Center:Souther Classrooms - D