

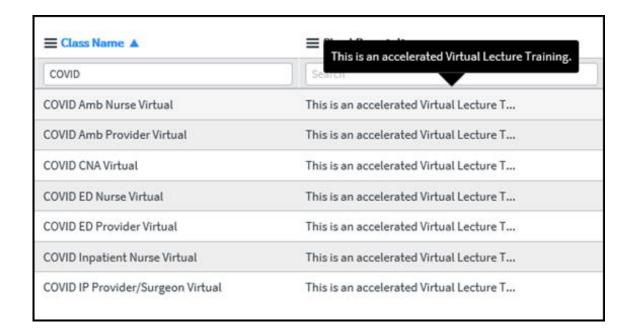
March 19, 2020

# All Epic Training will now be done virtually.

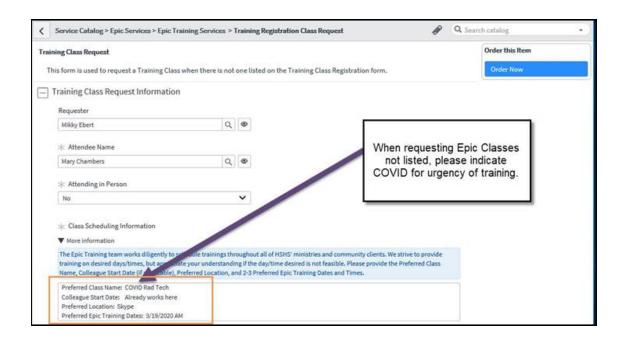
Due to the Coronavirus emergency and the efforts of HSHS to keep all colleagues safe, the decision has been made, **effective immediately, to change ALL Epic training to virtual classes.** 

### Please note the following:

- All training will be lecture style and will not be interactive. The trainer will demo the functionality for the users on their PC.
- Colleagues can attend classes from home, from the department, or from the classrooms listed below by ministry. We have included contact information for each site on the provided list.
- Colleagues who choose to use one of the classrooms will need to give the
  trainer remote access into the user's PC to get them set up. Each classroom
  will have a speakerphone, so users can hear and speak with the trainer.
- To get the clinical staff up and running as quickly as possible, as a reminder, we have Test Out options for both nursing staff and providers. Please take advantage of these, especially for those who have previous Epic experience.
- Seven specific classes will be offered twice a day IP Provider, AMB
  Provider, IP Nurse, AMB Nurse, CNA, ED Provider, and ED Nurse.
  The class times are at 8 am and 1 pm.
- Classes can be found in ServiceNow using this naming convention COVID
  19 Accelerated (Role): Virtual Lecture Training. (see graphic on the following
  page).



 COVID 19 Accelerated ADHOC classes will also be available by request in ServiceNow.



• If accelerated classes are needed in additional areas (Radiology, Home Health, etc.) please enter a request in ServiceNow and someone from the training team will be in contact with you to work on getting it set up.

Thank you for your flexibility and understanding during this time.

If you have additional questions or need further assistance, please reach out to Terah Powell at (217) 816-5228 and/or Mikky Ebert at (920) 884-5744.

### **Rooms Available for Virtual Epic Training**

All colleagues who can take the training from home or your department are encouraged to do so. The following training rooms will be available to use if needed.

### • St. Francis Litchfield

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Brenda Subick - 920-431-3210

The training room is downstairs

The maximum amount of colleagues is 12.

## • St. John's Springfield

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Ash Hamilton - 217-597-3263

LRC2 - The maximum amount of colleagues is 8.

340 - The maximum amount of colleagues is 12.

320 - The maximum amount of colleagues is 15.

342 - The maximum amount of colleagues is one. (1:1 Room)

### St. Mary's Decatur

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Justin Hesse - 217-413-1897

G34C - The maximum amount of colleagues is 12.

G68 - The maximum amount of colleagues is 15.

### St. Anthony's Effingham

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Kyle Dahnke - 217-690-0381

Lower Level Computer Lab - The maximum amount of colleagues is 12.

### St. Elizabeth's O'Fallon

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Jeannette Kromray - 618-234-2120, ext. 12675

St. Clare - The maximum amount of colleagues is 6.

Physicians Lounge - The maximum amount of colleagues is 4.

#### St. Joseph's Breese

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: **Megann Welch - 217-492-6503** 

Lower Conference Room - The maximum amount of colleagues is 8.

### • St. Joseph's Highland

Virtual training can be done from department, home, or rooms listed below.

Training Team Contact: Tina Walters 618-741-9212

IT Training Room - The maximum amount of colleagues is 8.

### St. Mary's Green Bay

Virtual training can be done from department, home, or rooms listed below.

#### Training Team Contact: Antonio Le - 920-217-2033

IT Training Room - The maximum amount of colleagues is 12.

### St. Nicholas Sheboygan

Virtual training can be done from department, home, or rooms listed below.

### Training Team Contact: Dawn Robenhorst - 920-498-4667

- St. Claire The maximum amount of colleagues is 8.
- St. Assisi The maximum amount of colleagues is 10.

### St. Vincent Green Bay

Virtual training can be done from department, home, or rooms listed below.

### Training Team Contact: Antonio Le - 920-217-2033

Training Room 1 (basement) - The maximum amount of colleagues is 8. Training Room 2 - The maximum amount of colleagues is 17.

### • St. Clare Oconto Falls

Virtual training can be done from department or home ONLY.

Training Team Contact: Kirstin Gerczak - 920-884-5768

### • St. Joseph's Chippewa Falls

Virtual training can be done from department, home, or rooms listed below.

### Training Team Contact: Kirsten Francis - 715-514-7771

All Epic training is done at the Plaza building.

The building is locked, please call Kirsten upon arrival so she can let you in.

Room 1 - The maximum amount of colleagues is 12.

Room 2 - The maximum amount of colleagues is 12.

### Sacred Heart Eau Claire

Virtual training can be done from department, home, or rooms listed below.

### Training Team Contact: Kirsten Francis - 715-514-7771

All Epic training is done at the Plaza building.

The building is locked, please call Kirsten upon arrival so she can let you in.

Room 1 - The maximum amount of colleagues is 12.

Room 2 - The maximum amount of colleagues is 12.

### Medical Group

Virtual training can be done from department or home ONLY.

Training Team Contact: Cheryl Felchner - 217-492-6203

#### Prevea

Virtual training can be done from department or home ONLY.

Training Team Contact: Bryan Siebers - 920-884-5888