

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).*

Class Name ▲	
COVID	Search
COVID Amb Nurse Virtual	This is an accelerated Virtual Lecture T...
COVID Amb Provider Virtual	This is an accelerated Virtual Lecture T...
COVID CNA Virtual	This is an accelerated Virtual Lecture T...
COVID ED Nurse Virtual	This is an accelerated Virtual Lecture T...
COVID ED Provider Virtual	This is an accelerated Virtual Lecture T...
COVID Inpatient Nurse Virtual	This is an accelerated Virtual Lecture T...
COVID IP Provider/Surgeon Virtual	This is an accelerated Virtual Lecture T...

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

Service Catalog > Epic Services > Epic Training Services > Training Registration Class Request

Search catalog

Training Class Request

This form is used to request a Training Class when there is not one listed on the Training Class Registration form.

Order this Item
Order Now

Training Class Request Information

Requester
Mikky Ebert

* Attendee Name
Mary Chambers

* Attending in Person
No

* Class Scheduling Information

▼ More information

The Epic Training team works diligently to schedule trainings throughout all of HSHS' ministries and community clients. We strive to provide training on desired days/times, but appreciate your understanding if the day/time desired is not feasible. Please provide the Preferred Class Name, Colleague Start Date (if applicable), Preferred Location, and 2-3 Preferred Epic Training Dates and Times.

Preferred Class Name: COVID Rad Tech
Colleague Start Date: Already works here
Preferred Location: Skype
Preferred Epic Training Dates: 3/19/2020 AM

When requesting Epic Classes not listed, please indicate COVID for urgency of training.

- 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