

Epic Training Requirements

Introduction:

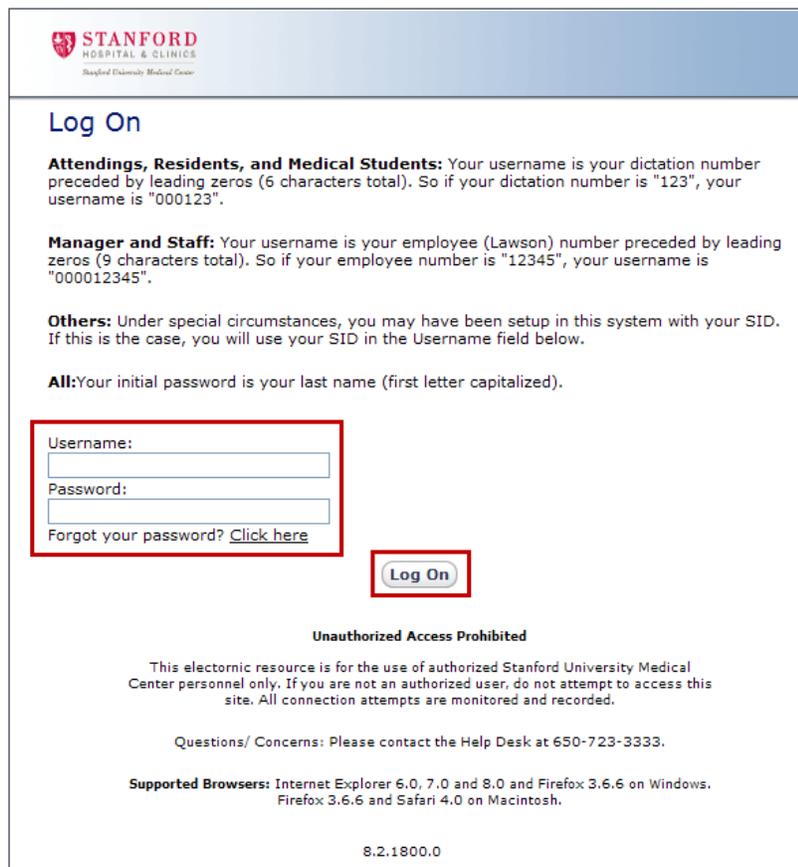
To complete the Stanford Hospital and Clinics' Medical Staff application process, you must complete Epic training. The Epic Clinical Information System was implemented over two years ago. Since then, nearly all clinical activities previously performed on paper have become electronic. To be able to function effectively and safely in patient care, all members of the Medical Staff are required to be trained.

Epic training is completed online. The specific web-based courses that you are required to complete are dependent on your specialty, subspecialty and scope of clinical practice. **We will send you a notification via email informing you of your specific training assignment within 3-5 days of receiving your application.** Your application cannot be sent to the Credentials Committee until your Epic training is complete.

Note for LPCH applicants: You may not require Epic training as LPCH is on a different electronic medical record system. If your specialty, subspecialty and scope of clinical practice indicate that you may require access to Epic, you will have training assigned.

Completing Your Assignment

1. Log in to the SHC Learning Management System (LMS) at <http://slms.stanfordmed.org/su/mtotal/>.
2. Your username is your dictation number preceded by leading zeros (6 characters total).
 - a. Example dictation number = 1234
 - b. Example username = 001234
3. Your password is "stanford" (no quotes), all lower case.
 - a. You will be asked to change your password upon successful login.



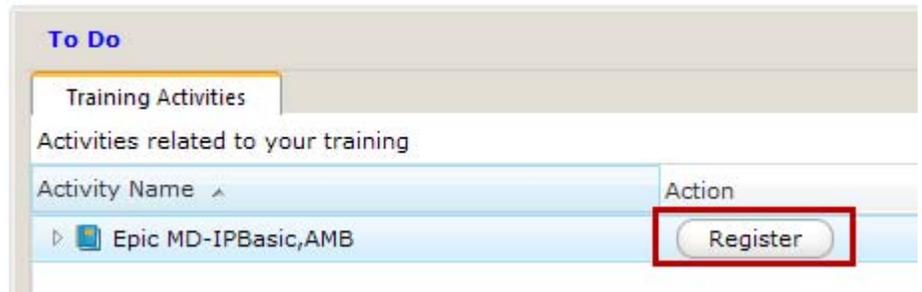
The screenshot shows the login page for the Stanford Hospital & Clinics Learning Management System. At the top, it says "STANFORD HOSPITAL & CLINICS" and "Stanford University Medical Center". The page title is "Log On". Below the title, there are instructions for different user types: "Attendings, Residents, and Medical Students" (username is dictation number with leading zeros), "Manager and Staff" (username is employee number with leading zeros), and "Others" (username is SID). There is also a note about initial passwords. Below the instructions are three input fields: "Username:", "Password:", and "Forgot your password? Click here". A "Log On" button is located below the password field. At the bottom of the page, there is a section titled "Unauthorized Access Prohibited" with a disclaimer, contact information for the Help Desk (650-723-3333), supported browsers (Internet Explorer 6.0, 7.0 and 8.0 and Firefox 3.6.6 on Windows, Firefox 3.6.6 and Safari 4.0 on Macintosh), and the version number 8.2.1800.0.

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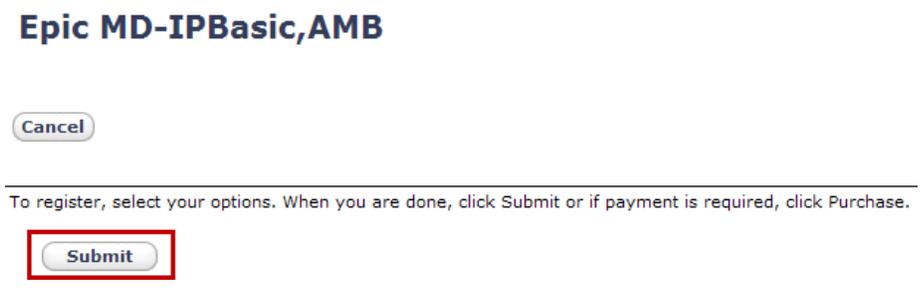
4. Once logged in, you will see your required training under the Training Activities tab in the To Do section on your home page.



5. Click the **Register** button to register for the training.

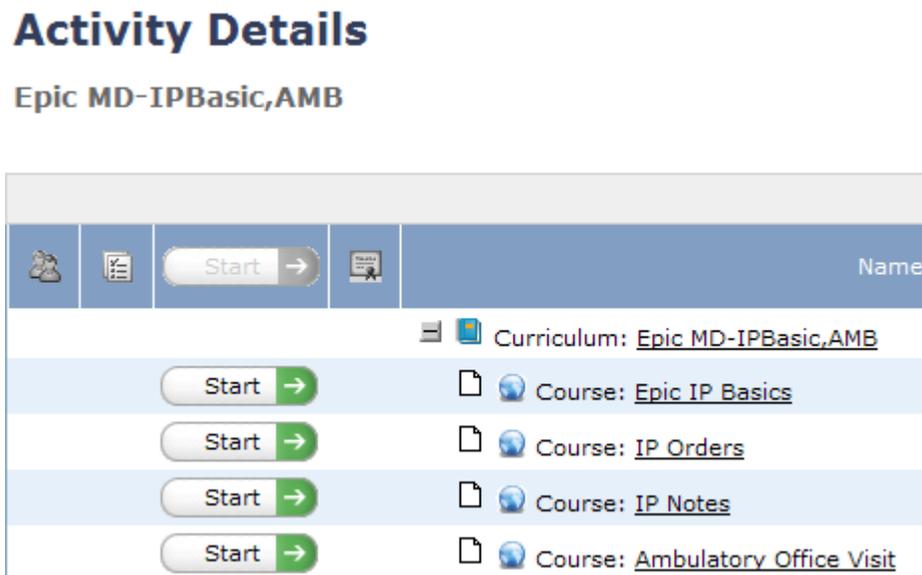


6. On the screen that opens, click the Submit button to register for the training.



7. Once you are registered, you will see the courses associated with your assigned training.

- Click the green **Start** button to launch each course.
- You must disable all pop-up blockers (in the browser as well as any toolbars you may have, e.g. Google or Yahoo!) prior to starting the course.





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Notes:

- Please do not attempt to log in to the LMS prior to receiving your training assignment notification, as you will likely find no training has been assigned yet.
- For users on **any** platform, if you notice that your courses do not complete properly after you have taken them, please contact us after you have finished taking all your courses.
 - You **do not** need to repeat them!
- If you have other issues or questions, visit our [FAQs page](#) or our [Epic Help Center](#)
- Contact EpiCenter University at EpiCenterUniversity@stanfordmed.org.
- For Epic **access** questions or general IT questions, contact the SHC Help Desk at 650-723-3333.

Ambulatory Training

It is highly recommended if you are working in an ambulatory clinic to set up a one-on-one session with one of our experienced educators during the first week or two you are at Stanford.

To request a session once you are on site:

1. Call 4-Epic (650-724-4732), M-F, 7 am to 7 pm
2. Ask them to submit a request for a new hire training session
3. They will collect the information below from you
 - a. Select Epic Informatics Requests
 - b. Select Individual Education
 - c. Enter "New hire training request" in Subject
 - d. Enter your department, preferred contact information and preferred dates for your session
 - i. Please allow **2 hours** for a new hire training session
 - e. Click Submit
4. Your request will be reviewed by our educators and you will be contacted by the educator that specializes in your department to set up a time for your session.