

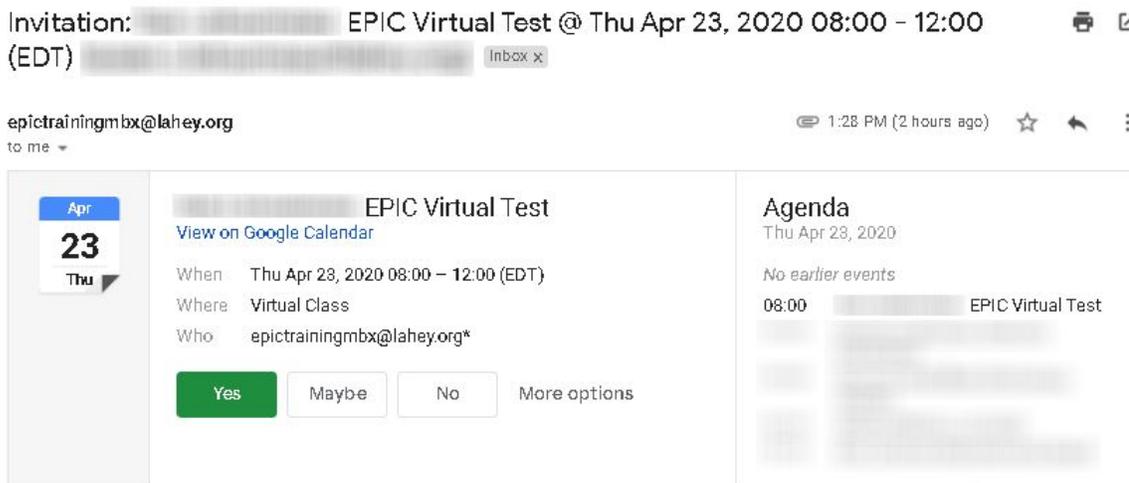


## Electronic Medical Record Training from Home

Welcome to Training at Lahey. At this time, we are using a Virtual Training Model. Please follow the steps below to access your Epic Virtual Training.

### Step(s)

1. You will need to following information to access your virtual training:
  - a. A laptop or Desktop PC. **\*\*\*NOTE-** You will **NOT** be able to use a tablet, phone or MAC to successfully complete this training:
  - b. Your Lahey issued **Username** and **Password**
  - c. Access to your **Lahey Google Mail** (you will not be able to use a personal email account) **\*\*\*NOTE- if you have, or anticipate having, problems with any of this criteria, please notify your manager for an alternative.**
2. When you login to your Lahey G-Mail, there will be a Calendar Invite in your **Inbox** for the class you have been assigned. Open the email Invite and **Click YES** to **Accept** this Invite. **\*\*\*Note - please complete the class by the end time given to you by the trainer in their communication to you**

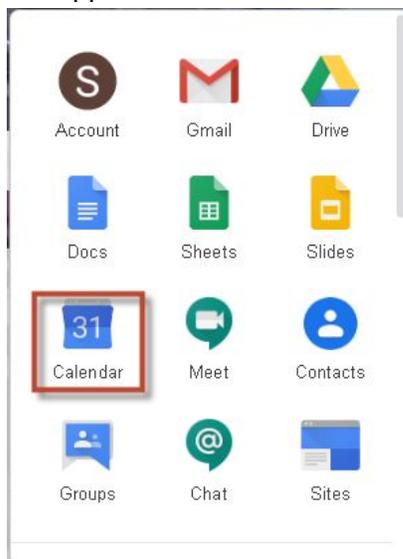


3. At the time of your class, go to your **Google Calendar**:

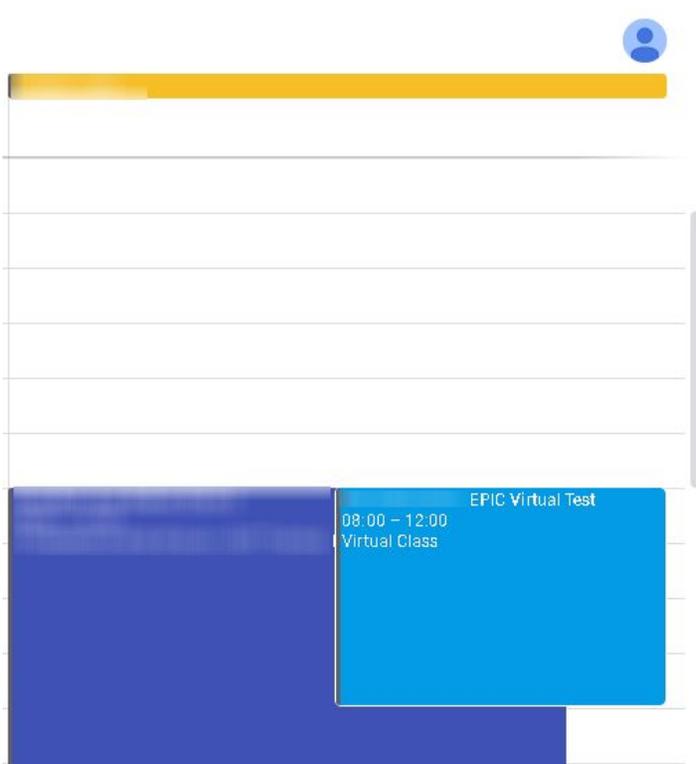
- a. Click on the **“waffle”** at the top right of your screen.



b. Choose the **Calendar** from the list of Apps.



b. You will see the invite on your calendar. **Click** on it to open it.



c. When the Calendar invite opens, there will be a link to **Join Hangout Meets**- by clicking you will Join the Google Hangout, where a trainer will be present to answer questions and help with your training. **ALSO**: located in this calendar invite- Information and links that will bring you to the eLearnings or the login screen for Colleague Connection. Depending on the class, you might also see a link directly for a Videos that make up this Virtual Learning. You will also see links to the exercise booklet and information on how to get to the Training Playground for practice.

× [Redacted] : EPIC Virtual Test Save More actions Lahey Health

Apr 23, 2020 08:00 to 12:00 Apr 23, 2020 Time zone

All day Does not repeat

**Event Details** Find a Time

Hangouts Meet ×

**Join Hangouts Meet**  
meet.google.com/jyn-ckmz-rms · Up to 250 participants ⓘ ←

Add notification

Lahey Epic Training ●

Busy Default visibility ⓘ

Please log on to the Google Hangouts Meeting at the start of class time.

Helpful Links:

Google Form (includes instructions for class): [https://docs.google.com/a/lahey.org/forms/d/1\\_JvWVett1oFuvX60SdfvBHpWcf1wqL9n-nClw1eMGuA/edit?usp=drive\\_web](https://docs.google.com/a/lahey.org/forms/d/1_JvWVett1oFuvX60SdfvBHpWcf1wqL9n-nClw1eMGuA/edit?usp=drive_web) ←

RSVP: Yes Add note / guests

Guests Rooms

Add guests

2 guests  
2 yes

epictrainingmbx@lahey.org  
Organizer

SUGGESTED TIMES

Guest permissions

- Modify event
- Invite others
- See guest list

Don't forget that you will need to complete this class in the timeframe given to you by the trainer. If you do not do that - you will be dropped from the class and you will need to be enrolled in a future session.

If you have any questions at all about training, please contact [epictraining@lahey.org](mailto:epictraining@lahey.org).