Tip Sheet

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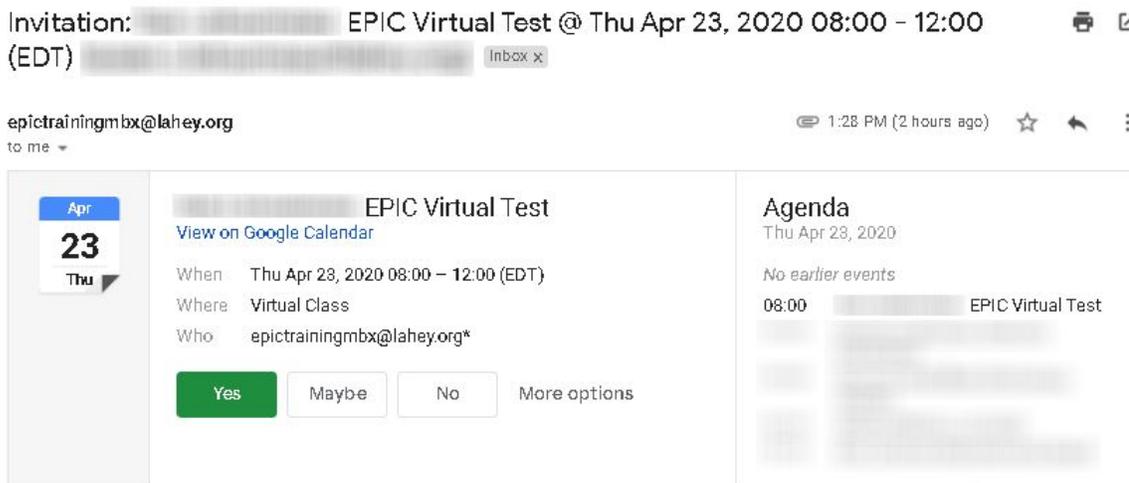
3. At the time of your class, go to your **Google Calendar**:

    a. Click on the **"waffle"** at the top right of your screen.

b. Choose the **Calendar** from the list of Apps.
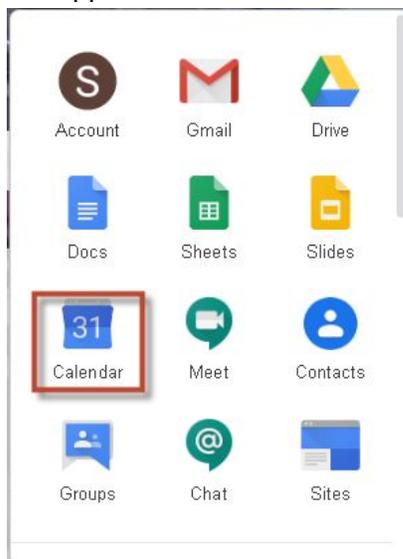
b. You will see the invite on your calendar. **Click** on it to open it.
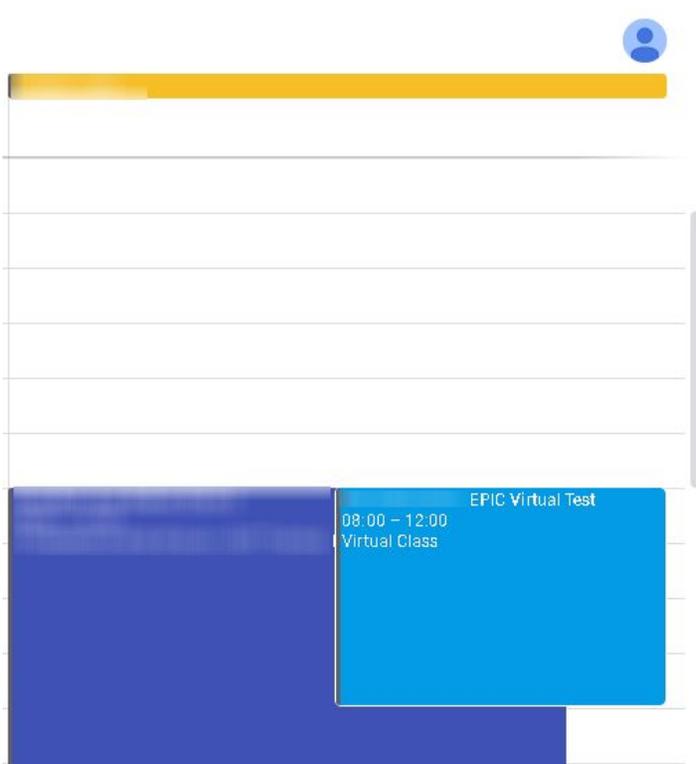
c. When the Calendar invite opens, there will be a link to **Join Hangout Meets**- by clicking you will Join the Google Hangout, where a trainer will be present to answer questions and help with your training. **ALSO**: located in this calendar invite- Information and links that will bring you to the 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.

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.