

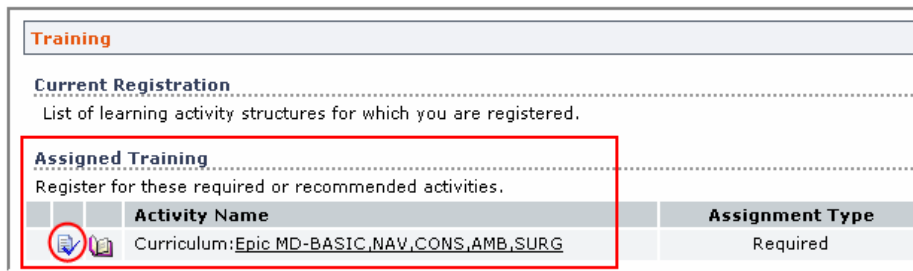
Epic Training


To complete the Stanford Hospital and Clinics' Medical Staff application process, you must complete Epic training. The Epic Clinical Information System was implemented in April 2008 and since that date, almost all clinical activities previously done 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 e-mail 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.

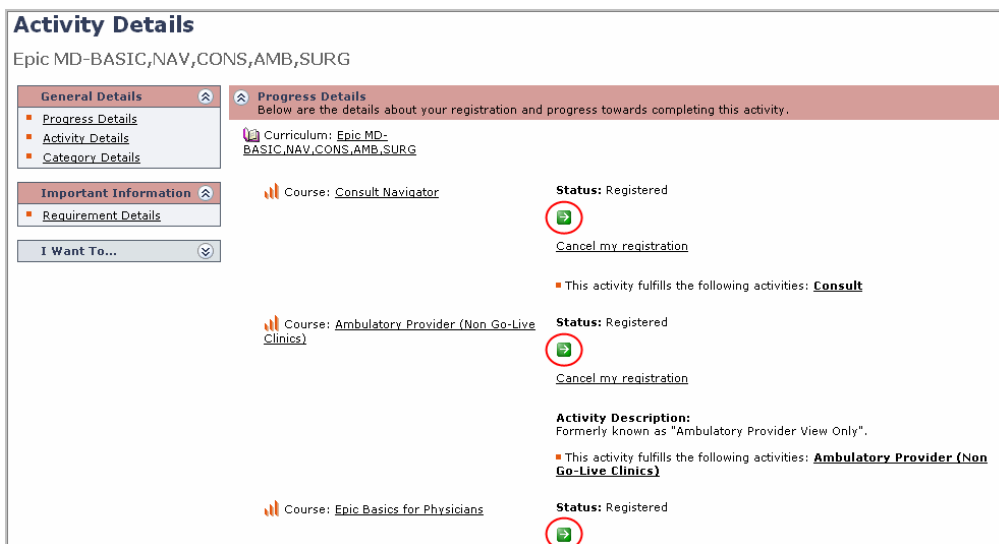
Once you have received your training assignment notification:

1. Log into the SHC Learning Management System (LMS): <http://sumlms.stanfordmed.org>. Your username is your dictation number preceded by leading zeros (6 characters total). So if your dictation number is "1234", your username is "001234". Your initial password is your last name with the first letter capitalized, as in "Smith". You will be asked to change your password upon successful login.
2. Once logged in, you will see your assigned training curriculum under the **Assigned Training** heading on the main page. Click the blue checkmark icon to register for the assigned training.



Assigned Training	
Register for these required or recommended activities.	
Activity Name	Assignment Type
 Curriculum:Epic MD-BASIC,NAV,CONS,AMB,SURG	Required

3. Click **Submit**.
4. On the next screen, click the small green square next to each course title to launch that course (please disable all pop-up blockers – the course will not launch otherwise).
5. Be sure to complete **ALL** of the courses in the curriculum assigned to you:



Activity Details
Epic MD-BASIC,NAV,CONS,AMB,SURG

General Details

- Progress Details
- Activity Details
- Category Details


Important Information

- Requirement Details


I Want To...

Progress Details
Below are the details about your registration and progress towards completing this activity.

Curriculum: Epic MD-BASIC,NAV,CONS,AMB,SURG


Course: [Consult Navigator](#) **Status:** Registered 
[Cancel my registration](#)

This activity fulfills the following activities: [Consult](#)

Course: [Ambulatory Provider \(Non Go-Live Clinics\)](#) **Status:** Registered 
[Cancel my registration](#)

Activity Description:
Formerly known as "Ambulatory Provider View Only".

This activity fulfills the following activities: [Ambulatory Provider \(Non Go-Live Clinics\)](#)

Course: [Epic Basics for Physicians](#) **Status:** Registered 

Note:

- Please do not attempt to log into the LMS prior to receiving your training assignment notification as you will likely find no assigned training to begin working on.
- It is highly recommended that you utilize the Internet Explorer web browser on a PC to complete your training.
- If you must utilize a Macintosh, please use the Firefox web browser. Safari is not supported. If you do not have Firefox, you can download it for free at <http://www.mozilla.com/en-US/firefox/>.
- If you are using a Stanford University computer, you must get permission from University IT to download and install software.

Epic Ambulatory Training

Stanford Hospital and Clinics is currently in the process of rolling out the Epic Clinical Information System to each clinic.

If you will be providing care in a clinic that is “live” on Epic, you must complete additional ambulatory-specific, classroom-based, Epic training. You will be contacted by a member of the Learning Services team if you are required to complete this additional training.

Completion of this training does not impact your application for privileges. However, you will not be granted full access to Epic Ambulatory tools until you have completed this additional training – without which you cannot render care in a “live” clinic.

Questions?

If you have any questions regarding any of your Epic training, please contact Learning Services at CISLearningServices@stanfordmed.org.

For all other Epic and I.T. related questions, please contact the SHC Help Desk at 650-723-3333.