

Provider Epic Go-Live – Wave 3 Scripps Learning Management System (LMS) Quick Reference Guide



Overview:

Providers going live with Epic on October 6th are assigned Epic-3 **Core** Learning Plans containing classroom training and Epic **Prerequisite** Learning Plans containing eCourses. After successful completion of ALL training requirements, Providers will be granted access to Epic.

Below are the actions required and LMS instructions to help you. Should you have any questions, feel free to contact the LMS Helpdesk at LMS@scrippshealth.org or call 858-435-7113 (teline 315-7113).

Actions Required:

Step 1: Schedule Classes

- Schedule classes and take them in the order listed in the Epic-3 Core Learning Plan.
- Some classes will require passing an online Post Test available at the end of class.

Step 2: Verify Enrollments

- Verify you scheduled all required classes in the proper order by comparing your **My Enrollments** (under **My Learning** in the blue top menu bar) with your Epic-3 Core Learning Plan list.

Step 3: Complete Prerequisites


- Complete any Epic Prerequisite Learning Plan eCourses **BEFORE** attending the classroom training.
- eCourses range from 5 to 15 minutes each and should be taken in the order listed.
- Providers with prior Epic EHR experience can proceed to take the Prerequisite Post Test listed at the end of the Prerequisite learning plan. Passing the Post Test will complete the Learning Plan.

LMS Instructions:

Log In to the LMS

1. Open your web browser to www.scripps.org/lms or click **Physician Learn Center** from the dropdown **Quick Links** menu near the top right of www.scrippsmd.org.
2. Enter your **Username (Employee ID)** and **Password**. (If you don't remember your password click the **Forgot password** link directly under the **Password** entry block.)




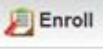
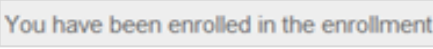




View Required Epic Training

1. Click **My Learning Plans** from the **My Learning** drop down menu on the top menu bar of the LMS homepage.
2. Click  next to a Learning Plan to view the list of training items in that Learning Plan.




Step 1: Schedule Classes

Note: Classes MUST be scheduled and taken in the order listed in your Epic Core Learning Plan



1. Click  next to your Epic-3 Core Learning Plan, under the **Learning Plan Name** column.
2. Click  next to the first class listed under **Item Name** to view all class scheduling options. You only have to enroll in one of the listed Sessions.
3. Review the entire list of class offerings to find the earliest best date and location to attend that **does not contain** the word **FULL** in the title. FULL classes have already met their maximum capacity.
4. Click on the class name and a new **Session Information** window opens.
5. Scroll down to the bottom right of the **Session Information** window and select .
6. A new **Enrollment Information** window opens.
7. Click  at the top right. If no enroll button is showing, the class is full and you'll need to select a different date to enroll in.
8. If you have enrolled correctly, the message  displays at the top left of the **Enrollment Information** window and  replaces  at the top right.
9. Click  to close the Enrollment and Session windows.
10. Click  next to the course you just enrolled in. You are now ready to enroll in the next course.

Step 2: Verify Enrollments

1. Scroll over **My Learning** in the top blue menu bar and click **My Enrollments**.
2. Your current enrollments are listed in Date/Time sequence. Make sure all your required classes are listed in the order you need to take them. You can ignore classes listed with the status of **User Dropped** at the bottom of your **My Enrollments**. These classes will no longer be visible after the listed date.
3. If you need to drop a class, click on the class name and then  in the upper right of the new window.
*NOTE: Dropping a course in the LMS **DOES NOT** update your Outlook calendar and declining an Outlook meeting **DOES NOT** drop you from a class in the LMS. You must do both.*

Step 3: Complete Prerequisites

Note: Prerequisite eCourses MUST be completed BEFORE you attend the related classroom training

1. Click  next to your Epic Prerequisite Learning Plan under the **Learning Plan Name** column.
2. Click on the first eCourse name under the **Item Name** to start the eCourse. eCourses range from 5 to 15 minutes in duration and should be taken in the order listed.
3. Click  when you are done with the course.
4. Repeat for the next eCourse listed.
5. Providers with prior Epic EHR experience can proceed to take the Prerequisite Post Test listed at the end of the Prerequisite learning plan. Passing the Post Test will complete the learning plan.

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