

# Registering for your Epic classes in HealthStream (Physicians, APP)

Logging in to HealthStream	1
Locating your Curriculum	2
Finding your Curriculum on your ToDo List	3
Accessing your session Online	4

## Logging in to HealthStream

1.	To access HealthStream from the intranet page, click on wychutealthStream left of the screen
	To access directly from this email, or while not on the Catholic Health network, click here: <a href="https://www.healthstream.com/HLC/chsbny">https://www.healthstream.com/HLC/chsbny</a>
2.	Log in with your network user name and password



# **Registering for Provider Curriculum 1**



## Locating your Curriculum

We have added Epic curriculum by specialty to HealthStream. If you select this curriculum, the items will be added to your To Do list as a "Bundle" so you know what class to enroll in and what Computer Based learning (CBL) courses you will need to complete

#### Each Provider's Epic curriculum will include:

- Computer Based Learning (CBL) that needs to be taken before attending your live class
- Live class you will need to register for one
- **Personalization Lab** the dates are not listed yet, you can schedule that at a later date





	Finding your Curriculum on your ToDo List				
1.	Connections My Team To Do Completed Profile Catalog Event Calendar Help	<ul> <li>A. From your main page, click on ToDo on the menu bar</li> </ul>			
	IVIY TO-DO LISU	<b>B.</b> Click on <b>Start</b> next to the Curriculum in your Learning list			
	Show: All Tasks 10 Assigned Learning 1 Elective Learning 1	, C			
	Epic Internist (Hospitalist) CURRICULUM CURRICULUM STATUS: Not Yet Started ENROLLED BY: Self				
2.	Choose Class	All of your classes will start with EPIC STS			
	dates and times.	A. Click on Start button to			
	Choose Class Not now	schedule your LIVE session B. Select Choose Class			
0	Choose Class Time and location options for the class.				
3.	Epic STS TTT ORDERS Hospitalist Provider LIVE ONLINE Day #1       Wed Jul 22, 2020, 8:00am ET-         LIVE CLASS       LOCATION: Web Meeting(Web Meeting) OPEN SEATS: 8	schedule and click on Register			
	Epic S1S TTT ORDERS Hospitalist Provider LIVE ONLINE Day #1       Thu Jul 23, 2020, 8:00am ET -         LIVE CLASS       LOCATION: Web Meeting(Web Meeting) OPEN SEATS: 8       Thu Jul 23, 2020, 12:00pm ET				
	Epic STS TTT ORDERS Hospitalist Provider LIVE ONLINE Day #1       Tue Jul 28, 2020, 8:00am ET - Tue Jul 28, 2020, 12:00pm ET - Tue Jul 28, 2020, 1				
4.	You are registered for a class *	A popup menu will appear in the			
	Epic STS TTT ORDERS Hospitalist Provider LIVE ONLINE Day #1	upper left hand corner			
	Jul 22, 2020 at 8:00am ET Web Meeting <u>View class details</u>	<ul> <li>To add the meeting to your calendar, click on <u>View class details</u></li> </ul>			
5.	Epic Managers' Fairs	The class detail screen will open.			
	INTECASS START: Jun 11, 2020 at 3:00pm ET STATUS: Registered	A. Click on Add to Calendar			
	Meeting Times All Sessions Are Required	B. Click on the appointment in			
	Session 1 of 1 Jun 11, 2020, 3:00pm - 4:30pm ET	your status bar at the bottom			
	Web Meeting ADDRESS: Web Meeting, Web Meeting, NY 00000 ROOM: Web Meeting MADDRESS ACCESSING IN NO	of the screen to open			
	Notes				
	Epic Managers, Fairics				
6.	FLE     APPOINTMENT     INSERT     FORMATTEXT     REVEW	The Outlook appointment will			
	Save & Delete Calendar Save & Delete Calendar Close Add Webse Appointment Scheduling Meeting Invite Resting + Checking Meeting - Add Webse Appointment Scheduling Meeting Invite Add Webse + Add Webse - Appointment Scheduling Meeting Invite Add Webse + Appointment Scheduling Meeting - Notes - Attendees + Low Importance - + - + - + Low Importance - + - + - + Low Importance - + - + - + - + - + - + - + - + - + -	open.			
	Actions Webex Show Meeting Attendees Options Tags Zoor This appointment conflicts with another one on your calendar.	There is a link to the			
	Subject Epic Manageri Fairs Location Web Meeting The Second Secon	HealthStream course that you will			
	End time The G11/2020 A 430 PM + A 430 PM +				
	Class Details: http://www.healthstream.com/HSAPPXClassRegistration/SectionDetails/sectionidi=714e9659_6495=ea11-8243-005056b15446&courseModuleInstanceId=6d957669_c09a=ea11-b825- III212Ed0d1aScourseInstanceIdE=81d96317-c081_e455_b02e-cc70884cca84	Save &			
		Click on     Close to add to your calendar			

# **Registering for Provider Curriculum 3**



## Accessing your session Online

#### The links for your live online session are not available yet. They will be posted at a later date.

You can click on the link in your appointment to open up the class within HealthStream, or you can access directly through HealthStream. Below are the instructions for finding it within HealthStream

Connections My Team To Do Completed Profile Catalog Help  A Take a Tour My To-Do List TOTAL TASKS: 5	<ul> <li>A. Click on <b>To Do</b> tab within HealthStream</li> <li>B. Click on <b>View</b> next to your meeting</li> </ul>
Show:       All Tasks (a)       Assigned Learning (a)       Live Classes (a)       Elective Learning (a)         Epic Meetings:       Epic Managers' Fairs       Starts: Jun 11, 2020       view •         Live class       startos:       Registered session: 1 of 1       Starts: Jun 11, 2020         Locarion:       Web Meeting:       View •       •         Annual Mandatory for Clinicians and Non-Clinicians       •	
Attend Online Dial-in numbers, meeting IDs, and access codes are sometimes shown in advance by clicking the button. Some web meeting systems may require software to be installed.	<ul> <li>The Meeting detail opens</li> <li>About half way down the screen, click on Join Class Online</li> </ul>