| Support  | The NYC H+H Enterprise Service desk is available 24/7. Call: 877-934-8442 or Email EnterpriseServiceDesk@nychhc.org with a detailed description of the issue and your contact information |  |   |   |  |
|--|---|--|---|---|--|
|  | Intended Audience   | Description  | Session(s)  | Link  |  |
| Virtual at the Elbow WebEx<br>Support Line               | For all end-users documenting in H2O/Epic   | This Virtual at the Elbow; VATE, WebEx support line is for any H2O; Epic, end-user with a question in the use of the Epic application. Connect with a resource that will document your concern, take your contact information and connect you with an H2O training team member to assist you.  | Daily 9 am to 7 pm                                | https://hhc.webex.com/hhc/j.php?MTID=m461979585ac33597c0d7b7a8f3464c3b  Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 472 485 055#  The NYC H+H Enterprise Service desk is available 24/7 Call: 877-934-8442 or Email EnterpriseServiceDesk@nychhc.org with a detailed description of the issue and contact information |  |
| AMBULATORY PROVIDER COVID-19 TESTING WORKFLOW            | ***New Webex Session*** MD, NP & PAs that will provide staffing at NYCH+H's COVID-19 testing & tracing sites  | Learn how to find patients in Epic, place COVID-19 lab orders and write notes using the express lane workflow & tools in Epic.  Tip sheet: <a href="https://share.nychhc.org/central/EpicTraining/TipSheets/Tip%20Sheets/Provider/Ambulatory%20(Outptient)/Tip%20Sheet%20Ambulatory%20Completing%20COVID-19%20Testing%20Visits%20v1%205-27-20%20Providers.pdf">https://share.nychhc.org/central/EpicTraining/TipSheets/Tip%20Sheets/Provider/Ambulatory%20(Outptient)/Tip%20Sheet%20Ambulatory%20Completing%20COVID-19%20Testing%20Visits%20v1%205-27-20%20Providers.pdf</a> | Weekday<br>3 sessions<br>8 am<br>9:30 am<br>2 pm  | Link:  https://hhc.webex.com/hhc/j.php?MTID=m3ccc84f01910b4d350fa902b698b632f  Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 475 859 635#   |  |
| AMBULATORY RN & Lab<br>Tech COVID-19 TESTING<br>WORKFLOW | ***New Webex Session*** RNs, LPNs & Lab Techs that will provide staffing at NYCH+H's COVID-19 testing & tracing sites   | Learn how to manage COVID-19 specimen collections in Epic  COVID19 Lab Test Specimen Collection Tip Sheet  https://share.nychhc.org/central/EpicTraining/TipSheets/Tip%20S heets/Nurse/Ambulatory%20(Outpatient)/Tip%20Sheet%20Ambul atory%20COVID19%20Lab%20Test%20Specimen%20Collection%2 Ov1%205-27-20%20Nurses%20Lab%20Techs.pdf   | Weekday<br>3 sessions<br>8 am<br>10:30 am<br>3 pm | Link:  https://hhc.webex.com/hhc/j.php?MTID=m54349adc8b9b3660daaf220391920f0a  Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 474 203 777#   |  |

| ***New Webex Session*** Any end-user that will be registering patients at NYCH+H's COVID-19 testing & tracing sites | Learn how to register, schedule and check patients in from the DAR; Department Appointment Report, patients at NYCH+H COVID-19 testing sites  | Weekday<br>3 sessions<br>8 am<br>10 am<br>2 pm   | https://hhc.webex.com/hhc/j.php?MTID=mc765beb0663607726d14bd0f08fce276  Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 475 530 215 #   |
|---|---|--|---|
| *****Note the Change in Sta   | ort Time***** Sustainable Training Classes abbreviated  | in length due  | to the COVID-19 Crisis******Note the Change in Start Time*****  |
| Medical ED MDs, PAs, NPs,   | Learn how to track the patient throughout their ED stay   | Tuesday  | Link:   |
| Physician   | using the ED Track Board, ED Manager, colors, and icons. You will cover patient tracking tools, chart review, note  | June 16, 2020  | https://hhc.webex.com/hhc/j.php?MTID=m1243c34b19504c3eb013fe841b451a63  |
| Directors/Supervisors   | writing, order entry, and dispositioning a patient.   | 9 am   | Audio: call in number: 1-844-621-3956 United States Toll Free   |
|   |   |  | Meeting number (access code): 160 464 4440#   |
| Outpatient Providers  | Learn the basics of navigating Hyperspace, documenting  | Tuesday  | Link:   |
| including NPs, Residents & PAs in non-OB/GYN, non-  | office visits including documenting patient history and assessments, placing orders such as medications,  | June 16, 2020  | https://hhc.webex.com/hhc/j.php?MTID=m8995f733e18bec8c2124ddf746ec83c2  |
| psych and non-surgical  | immunizations and labs, writing progress notes, and patient   | 9 am   | Audio: call in number: 1-844-621-3956 United States Toll Free   |
| specialities, seribes   | admitted to hospital. You will also discover how to   |  | Meeting number (access code): 473 944 809#  |
|   | document an in-office procedure, how to document  |  |   |
|   | document clinic-collected specimens. You will learn how to  |  |   |
|   | capture charges for office visits and procedures performed during an office visit.  |  |   |
|   | Any end-user that will be registering patients at NYCH+H's COVID-19 testing & tracing sites  *****Note the Change in State   Medical ED MDs, PAs, NPs, Residents, Medical ED Physician   Directors/Supervisors  Outpatient Providers   including NPs, Residents & PAs in non-OB/GYN, non- | Any end-user that will be registering patients at NYCH+H's COVID-19 testing & tracing sites  *****Note the Change in Start Time****** Sustainable Training Classes abbreviated  Medical ED MDs, PAs, NPs, Residents, Medical ED Physician Directors/Supervisors  Directors/Supervisors  Learn how to track the patient throughout their ED stay using the ED Track Board, ED Manager, colors, and icons. You will cover patient tracking tools, chart review, note writing, order entry, and dispositioning a patient.  Dutpatient Providers including NPs, Residents & PAs in non-OB/GYN, non-psych and non-surgical specialties, Scribes  Learn the basics of navigating Hyperspace, documenting office visits including documenting patient history and assessments, placing orders such as medications, immunizations and labs, writing progress notes, and patient instructions, and placing orders for patients that need to be admitted to hospital. You will also discover how to document an in-office procedure, how to document medications administered during a clinic visit and how to document clinic-collected specimens. You will learn how to capture charges for office visits and procedures performed | Any end-user that will be registering patients at NYCH+H's COVID-19 testing sites  ******Note the Change in Start Time****** Sustainable Training Classes abbreviated in length due  Medical ED MDs, PAs, NPs, Residents, Medical ED Physician Directors/Supervisors  Outpatient Providers including NPs, Residents & PAs in non-OB/GYN, non-psych and non-surgical specialties, Scribes  Directors, Scribes  Any end-user that will be registering patients at NYCH+H COVID-19 testing sites  DAR; Department Appointment Report, patients at NYCH+H COVID-19 testing sites  Weekday 3 sessions  8 am 10 am 2 pm  Tuesday Using the ED Track Board, ED Manager, colors, and icons. You will cover patient tracking tools, chart review, note writing, order entry, and dispositioning a patient.  Outpatient Providers including NPs, Residents & PAs in non-OB/GYN, non-psych and non-surgical specialties, Scribes  Directors Patients at NYCH+H COVID-19 testing sites  DAR; Department Appointment Report, patients at NYCH+H COVID-19 testing sites  Ba am 10 am 2 pm  Tuesday June 16, 2020  9 am  Tuesday  June 16, 2020  9 am  June 16, 2020  9 am  Tuesday  June 16, 2020  9 am  Tuesday  June 16, 2020  9 am |

|                                 | 1                            |   | T             |  |
|---------------------------------|------------------------------|---|---------------|--|
|                                 | All clinicians, with the     | Learn how to complete documentation for a Behavioral          | Tuesday       | Link:  |
|                                 | exception of nurses and      | Health office visit, how to review and document important     |               |  |
|                                 | PCAs, who work in an         | patient medical and psych history. We will also explore the   | June 16, 2020 | https://hhc.webex.com/hhc/j.php?MTID=m4a67fca41b63e1dec23b947fa5d2073c   |
|                                 | outpatient behavioral health | different Behavioral Health assessment and tools (such as     |               |  |
|                                 | department                   | CSSRS, CAGE-10, FAGERSTROM, etc.) available to you in the     | 9 am          | Audio: call in number: 1-844-621-3956 United States Toll Free  |
| 1.                              |                              | system. The class reviews the available behavioral health     |               | Meeting number (access code): 470 099 770#   |
| der                             |                              | note templates and how to use them, as well as how to         |               | The stand of the second of the |
| o <u>v</u>                      |                              | document and update treatment and safety plans. You will      |               |  |
| Pr                              |                              | also learn how to place medication, lab and procedure         |               |  |
| 품                               |                              | orders. The class also reviews how to document in the Blue    |               |  |
| ory                             |                              |   |               |  |
| Ambulatory BH Provider          |                              | Book for Chemical Dependency intake, assessments and          |               |  |
| Jac                             |                              | follow-up. Additionally, you will learn how to capture        |               |  |
|                                 |                              | charges for different types of offices visits and assessment. |               |  |
| e .                             | Anesthesia Providers,        | Learn the three stages of anesthesia documentation: Pre-      | Tuesday       | Link:  |
| Nic J                           | CRNAs, Anesthesiology        | Procedure, Intra-Procedure, and Post-Procedure. Following     |               |  |
| Prc                             | Residents                    | both a general surgery patient and epidural patient to learn  | June 16, 2020 | https://hhc.webex.com/hhc/j.php?MTID=me3e76fc4baa73a177dbd7a1e69edcfc0   |
| Sia                             |                              | how Epic anesthesia tools are used in different workflows.    | 0             |  |
| the:                            |                              |   | 9 am          | Audio: call in number: 1-844-621-3956 United States Toll Free  |
| Anesthesia Provider             |                              |   |               | Meeting number (access code): 160 444 6962#  |
| _                               | Managers and Supervisors     | Learn how to find reports, run reports and create reports.    | Tuesday       | Link:  |
| Cadence<br>Supervisor/Manager   |                              | Users will also learn how to edit a provider's schedule and   |               |  |
| Βa                              |                              | Maintain Accurate Appointment Statics using EOD               | June 16, 2020 | https://hhc.webex.com/hhc/j.php?MTID=m8664280cde006d56213fc6d5c3c66b4b   |
| or/                             |                              | processing. Dashboards will be explored and we will take a    |               |  |
| nce<br>vis                      |                              | closer look at Patient and Claim Edit Work queues.            | 9 am          | Audio: call in number: 1-844-621-3956 United States Toll Free  |
| der<br>per                      |                              |   |               | Meeting number (access code): 160 939 9373#  |
| Ca                              |                              |   |               |  |
|                                 | Template Builders            | Learn how to create and edit a Template for a provider or     | Tuesday       | Link:  |
| te                              |                              | resource, as well as make changes to a template over time,    |               |  |
| Cadence Template<br>Vlanager    |                              | make a change for a single day and how to edit slots.         | June 16, 2020 | https://hhc.webex.com/hhc/j.php?MTID=mf3294ce5bbbae45257348b5f0406bb97   |
| Len                             |                              |   | 1 nm          |  |
| ce 1                            |                              |   | 1 pm          | Audio: call in number: 1-844-621-3956 United States Toll Free  |
| Cadence <sup>·</sup><br>Manager |                              |   |               | Meeting number (access code): 160 661 9748#  |
| Cao                             |                              |   |               |  |
|                                 |                              | ·   |               |  |

|   | Physical Therapist,   | This course covers patient list management, chart review,  | Tuesday               | Link:   |
|---|---|--|-----------------------|---|
| ClinDoc Therapist                               | Occupational Therapist, Speech Language Therapist, Audiologists | assessment documentation, care plans, patient education, team conference notes and filing charges  | June 16, 2020<br>9 am | https://hhc.webex.com/hhc/j.php?MTID=m94a93a5a21683e5a8ee99cad906e411d  Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 160 899 3279# |
|   | Rehab Psychologist, Creative                                    | This course covers patient lists management, chart review,   | Tuesday               | Link:   |
| ClinDoc BH<br>Specialty Ancillary               | Art Therapists, Rehab Social Worker, Addiction Counselors       | flowsheet documentation, care plans, patient education and how to write notes  | June 16, 2020         | https://hhc.webex.com/hhc/j.php?MTID=mf0044de5e02212a7a94693ca9b0749cc  |
| ClinDoc<br>Specialt                             |   |  | 9 am                  | Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 160 723 8589#   |
|   | Staff that manage   | Learn about creating and fulfilling release requests. Work   | Tuesday               | Link:   |
| HIM Identity<br>Release of<br>Information Clerk | correspondence for release of information.                      | queues will be introduced for releases that have placed on hold for follow up. Students will also learn how to use the letter functionality in Epic for correspondence purposes. | June 16, 2020         | https://hhc.webex.com/hhc/j.php?MTID=mf69dce4bda26d2432e06a49a3dd5879f  |
| HIM Ide<br>Release<br>Informa                   |   | retter randionality in Epic for correspondence parposes.   | 9 am                  | Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 160 070 8128#   |
|   | HB Billers and Supervisors,                                     | Learn how to review and correct stop bills, review coverage  | Tuesday               | Link:   |
| Billing   | Managers; All Home Health Billing Staff and                     | changes, and initiate date range billing. You will also learn<br>how claims process in Epic, how to review and correct claim   | June 16, 2020         | https://hhc.webex.com/hhc/j.php?MTID=ma7caf340f4a092757db7d2305ad7c25e  |
| Hospital Billing<br>Biller                      | Supervisors/Managers  | edits, and how to correct claim edits caught in the clearinghouse.   | 9 am                  | Audio: call in number: 1-844-621-3956 United States Toll Free Meeting number (access code): 160 006 5653#   |
|   | L&D Patient Care Associates                                     | This course covers patient movement, patient lists views,  | Tuesday               | Link:   |
| & D PCA   | and CNA's   | chart review, flowsheet documentation and work list tasks.   | June 16, 2020         | https://hhc.webex.com/hhc/j.php?MTID=me0ee8198cd6d7a6ffe7e2e2772dd36e0  |
| Stork L 8                                       |   |  | 9 am                  | Audio: call in number: 1-844-621-3956 United States Toll Free<br>Meeting number (access code): 160 156 5892#  |

|   | L&D Unit Clerks  | This course covers patient views, patient movement, and   | Tuesday                     | Link:  |  |  |
|---|--|---|-----------------------------|--|--|--|
| D Unit                                    |  | scheduling procedures from an order.  | June 16, 2020               | https://hhc.webex.com/hhc/j.php?MTID=mf43b04cf9b27002a8e0b6b209c1b709d                                       |  |  |
| Stork L & I<br>Clerk                      |  |   | 1 pm                        | Audio: call in number: 1-844-621-3956 United States Toll Free<br>Meeting number (access code): 160 097 2296# |  |  |
| 0) 0                                      | Sessions Available On Demand                                   |   |                             |  |  |  |
|   | For any staff that will be calling                             | This session is for any staff that will call patient's COVID-19 test  |                             |  |  |  |
| ebhone                                    | patients with COVID-19 test<br>results                         | results. This session will show the end-user how to look a patient up, document the telephone encounter                             | Available any time          | Link:  |  |  |
| Ambulatory Telephone<br>Encounter         | <b>•</b>   |   | Click the link              | https://eits.it.training.nychhc.org/epic/amb_telephone_encounters  |  |  |
| ibulat                                    |  |   | to launch the               |  |  |  |
| Am  |  |   | E-learning                  |  |  |  |
| - <u>e</u>                                | Ambulatory Providers that will evaluate patients via the       | This session is for the ambulatory provider that will evaluate a patient. This will review finding your patient, documenting reason | Available any               | Link:  |  |  |
| nting<br>tory Te                          | telephone  | for visit and notes and treatment decisions   | time<br>Click the link      | https://eits.it.training.nychhc.org/epic/amb_document_televisit  |  |  |
| Documenting<br>Ambulatory Tele-<br>visits |  |   | to launch the<br>E-learning |  |  |  |
|   |  | PeopleSoft ELM Class Offerings: The below of  | ferings are a               | available via PeopleSoft ELM   |  |  |
|   | Local Training Coordinators can                                | This course goes over registering patients, scheduling for the out-   |                             | PeopleSoft ELM Course Code: HHCEPICCADACC2020  |  |  |
| uler                                      | enroll end-users in need of outpatient scheduling &            | patient/clinic areas:   | On Demand<br>via            |  |  |  |
| Cadence<br>Scheduler                      | registration access  |   | PeopleSoft                  |  |  |  |
| S S                                       |  |   | ELM                         |  |  |  |
| ۾ ر                                       | Local Training Coordinators can enroll end-users in need of ED | This course reviews registering patients in the ED as the ED registrar  | On Demand                   | PeopleSoft ELM Course Code: HHCEPICGCACCELEARNING  |  |  |
| nd<br>rral E<br>strai                     | Registrar access   |   | via                         |  |  |  |
| Grand<br>Central ED<br>Registrar          |  |   | PeopleSoft                  |  |  |  |
|   | Local Training Coordinators can                                | Approximately 15 minutes long.  | ELM                         | PeopleSoft ELM Course Code: HHCEPICIPRNACC2020   |  |  |
| Float                                     | enroll the RN being floated to                                 | This course goes over basic documentation skills in the inpatient   | On Demand                   |  |  |  |
| ш сс                                      | an Inpatient Unit  | units:  | via                         |  |  |  |

|          |   |   | PeopleSoft<br>ELM                     |  |
|----------|---|---|---------------------------------------|--|
| Float RN | Local Training Coordinators can enroll the RN being floated to an ED  | Approximately 30 minutes long. This course goes over ED Track board, Triage, Navigators and basic documentation requirements in the ED        | On Demand<br>via<br>PeopleSoft<br>ELM | PeopleSoft ELM Course Code: HHCEPICIPTOEDRNWEBEX |
| Float RN | Local Training Coordinators can enroll the RN being floated to an ICU | Approximately 15 minutes long. This course goes over ICU flowsheets, device Integration, Navigators and basic documentation skills in the ICU | On Demand<br>via<br>PeopleSoft<br>ELM | PeopleSoft ELM Course Code: HHCEPICACCICURN2020  |