

EMR (Cerner) Instructions for E-Learning and Access



UNIVERSITY OF ILLINOIS
Hospital & Health Sciences System

Changing medicine. For good.

Four Easy Steps To EMR (Cerner) E-Learning and Access

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Prerequisite to Step One:

Network Access—The following **must** be complete before training can be scheduled

- ✓ DSC must submit ***Information Services - Request for Access to the UIMC Network or Applications*** form to the Network Team.
- ✓ Network account created and successfully logged in and changed password.

For account/password issues:

Call or email *IS Help Desk*: (312-413-7717) or ISHelp@uic.edu

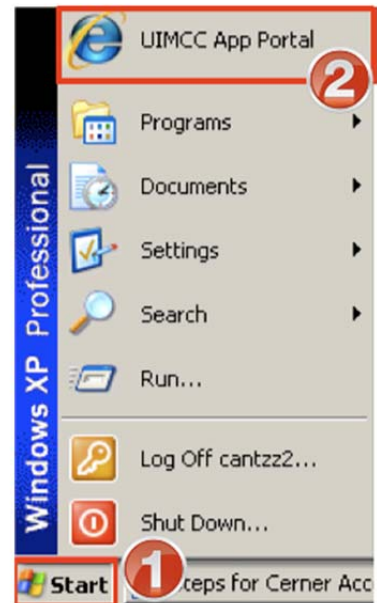
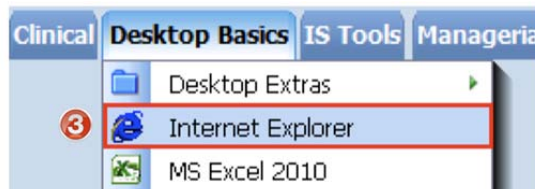
Step One

On Campus Access to UIHHSS Intranet

Access the UIHHSS Home Intranet page

- **On Campus Access**

1. Go to <START> Windows icon on bottom left.
2. Click on **UIMCC App Portal** link
3. From the UIMCC App Portal, Open “Internet Explorer” from “Desktop Basics.”

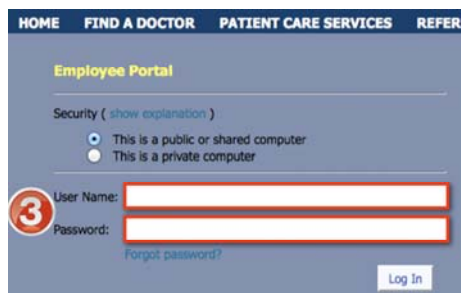


4. Follow the instructions on pages 6-7 on how to “Access and Self Enroll” for your required Web Based Training courses

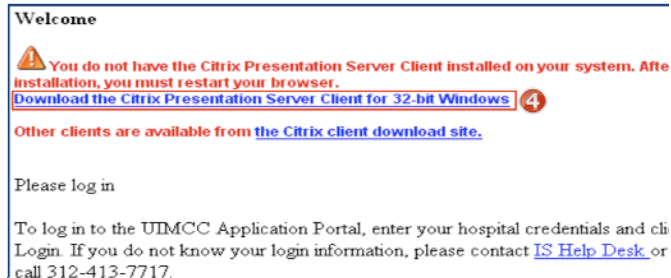
Off Campus Access to UIHHSS Intranet, via Application Portal

○ Remote Access: Logging in to the UIHHSS Portal page remotely from home or laptop

1. You need to have an active Hospital Network Account (NetID)
NOTE: If you have not reset your password you can not access the LMS system
2. Using your browser, go to the University of Illinois Medical Center at Chicago Homepage:
<http://employee.hospital.uic.edu>
3. Enter your Username and Password



4. **NOTE:** If your PC or laptop does NOT have **Citrix Client** installed, click on the link and follow the prompts to install the file.



5. The University of Illinois Hospital and Health Sciences Systems home Intranet page opens. Click on **Application Portal**.



6. The UIHHSS App Portal Opens
7. From the UIHHSS App Portal, Open "Internet Explorer" from "Desktop Basics."
NOTE: To run the LMS, this step is required to load a UIHHSS customized Citrix application

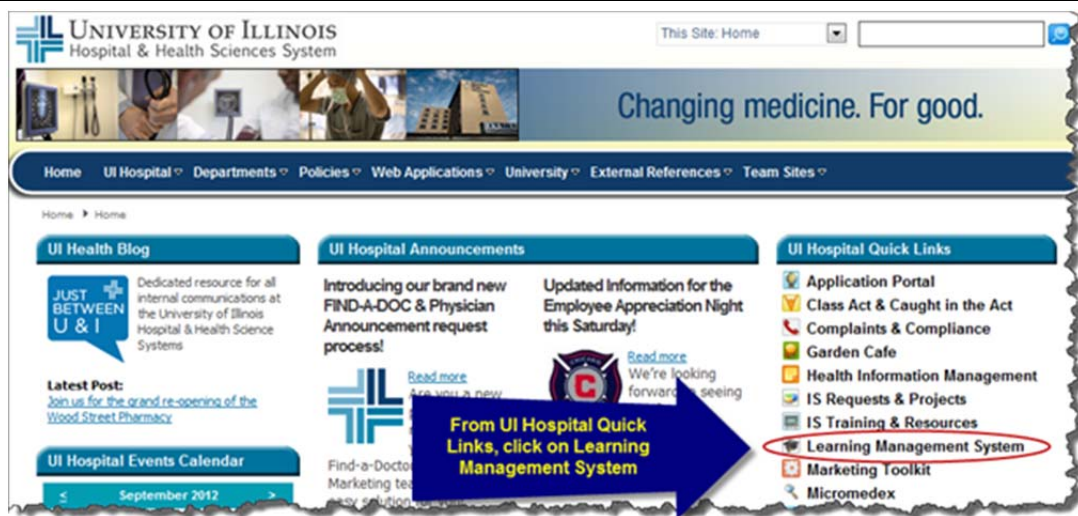


8. Once Internet Explorer loads from the Application Portal, follow the instructions on pages 6-7 on how to "Access and Self Enroll" for your required Web Based Training courses.

END OF STEP ONE

Accessing Learning Management System (LMS)

From the UIHSS homepage, click **“Learning Management System”** from the Quick Links on the right.



Click on the **LMS LOGIN** Box

To access the LMS, you will need to know your **NETID** and your **UIC Computer/E-Mail password**.

Click the box to login to the LMS. → **LMS LOGIN**

You will be prompted to enter your **NetID**

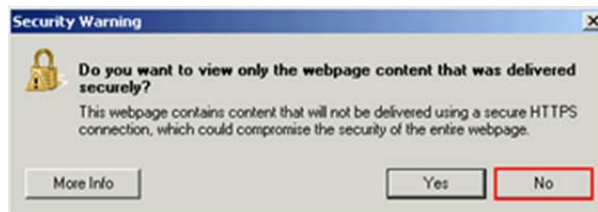
Enter your NetID → **NetID** **Enter**
Enter your University NetID, then press Enter.

You will be prompted to enter your **NetID Password**

Enter NetID Password → **Password** **Enter**
Enter password* for NetID **cantzz2**, then press Enter.
*ACCC common password or UICMC password

A series of pop-up windows with questions are displayed.
For *“Do you want to view only the webpage content that was delivered securely?”*, Click **<No>**

For *“The application’s digital signature has been verified. Do you want to run the application”* (Mzinga), Click **<Run>**

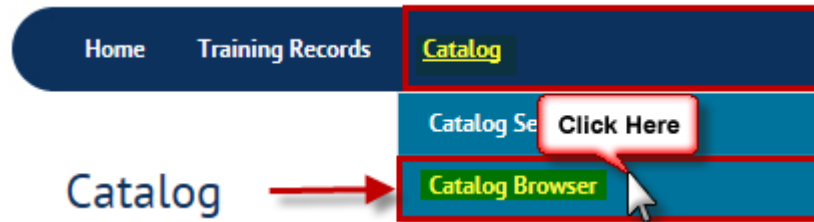


Students or Groups:

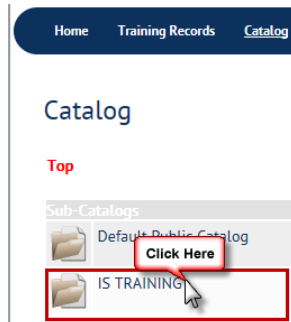
If you are a student or registered as a group you will see your assigned courses (PowerChart). You will not need to complete the following steps to self-enroll.

Self Enrolling to the Learning Management System (LMS)

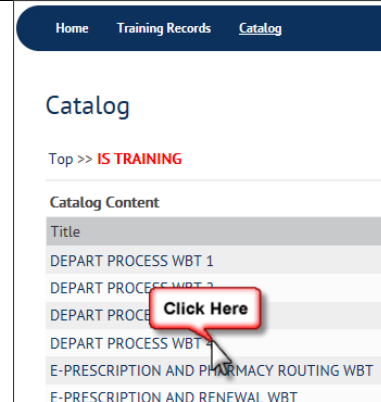
Once logged in, from the Home screen Select **Catalog**, then **Catalog Browser** and click to open



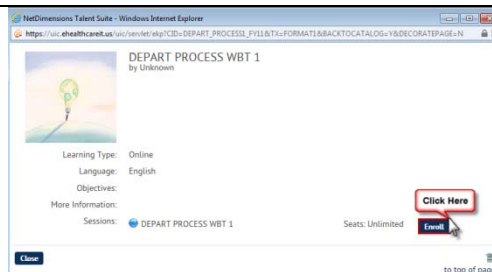
Click on the **IS Training** folder to open



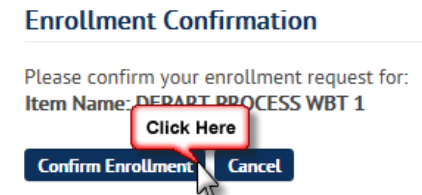
Click to Select the desired course to enroll



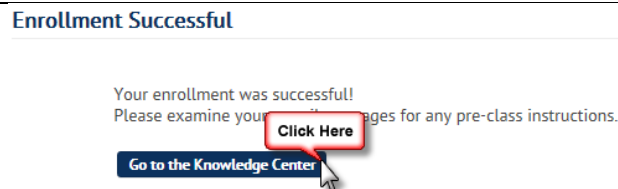
The enrollment Window Opens. Click the **Enroll** link to Enroll



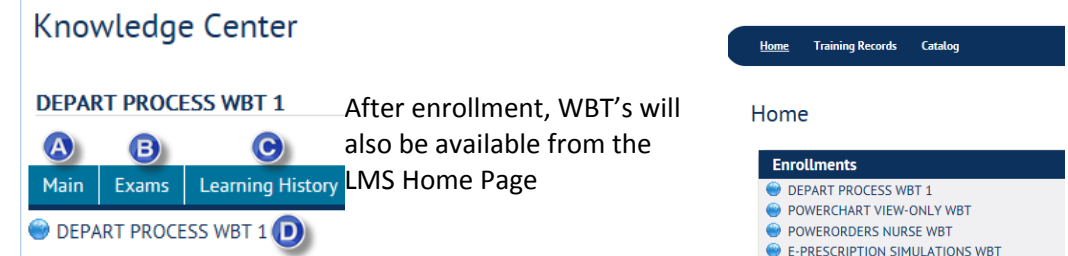
Enrollment Confirmation Window opens. Click **Confirm Enrollment** to complete enrollment or **Cancel** to cancel enrollment.



Next a window opens to notify of Successful Enrollment.



A: Main Window for Course
B: Tab for Exam
C: Learning History for Course
D: Launches WBT



Step Two

A. Use crosswalk to identify required Courses.

B. Complete Required Courses.

1. Using the crosswalk found on pages 9-10, identify the courses needed for your position.

Step Two: Position Crosswalk for Course Requirements

Department / Groups	PowerChart Basics	PowerChart View Only	Message Center	E-Prescription 1	E-Prescription 2	E-Prescription 3	Depart Process 1-2-3-4	PowerOrders	FirstNet	SurgiNet Anesthesia Management
<u>Medical Records</u>										
Auditing / HIM		X					4	X		
Scanning / Billing		X								
<u>Nursing</u>										
Inpatient RN, LPN, Flex/Float	X			X			1	X		
ED Nurse	X			X			1	X	X	
OR Nurse	X			X			2	X		X
Agency RN	X			X			1	X		
Outpatient Nurses (RN, LPN)	X		X	X	X	X	1	X		
Nurse Practitioners, Clinical Nurse Specialist	X		X	X	X	X	1	X		
Clinical Instructor/Professors (College of Nursing)	X		X	X	X	X	1	X		
College of Nursing Researchers	X		X	X	X	X	1	X		
Nursing Techs	X						1	X		
<u>Clerks</u>										
Inpatient clerks (PUC)		X					1	X		
Outpatient Clerks (ACA)		X	X				1			
Information Services Supervisor		X					4			
<u>Physicians / PA</u>										
Physicians	X		X	X	X	X	1	X		
Anesthesia Residents and Physicians	X		X	X	X	X	1	X		X
ED Physicians	X		X	X	X	X	1	X	X	
Radiology Resident	X		X	X	X	X	1	X		
Pathology Resident	X		X	X	X	X	1	X		
Physician Assistant	X		X	X	X	X	1	X		
Residents	X		X	X	X	X	1	X		
Visiting Resident Outpatient Rotation	X		X	X	X	X	1	X		
<u>Miscellaneous</u>										
Admitting Officer (Admissions & ER)		X								
Ambulatory Care Assistant/Aide		X	X				4			
Audiologist	X							X		
Chaplains	X									
Clinical Psychologist/Psychology Interns	X						1	X		
Customer Service Rep		X					4			
Dialysis Techs (Inpatient/Outpatient)		X					4	X		
Guest Services (Hospital Lobby)		X								
Medical Assistant (Outpatient)	X		X				4			
Medical Assistant (CRC)	X		X				4			
Medical Records Student (ER Student)		X								
Mental Health Counselor	X						1	X		
Nutritionists	X						4	X		
Pathology Techs/Histologist		X					4	X		

Step Two: Position Crosswalk for Course Requirements

Department / Groups	PowerChart Basics	PowerChart View Only	Message Center	E-Prescription 1	E-Prescription 2	E-Prescription 3	Depart Process 1-2-3-4	PowerOrders	FirstNet	SurgiNet Anesthesia Management
<u>Miscellaneous, Continued</u>										
Pharmacist - Staff	X		X				1	X		
Pharmacist - Outpatient	X		X				1	X		
Pharmacy Techs (Inpatient)		X					1	X		
Radiology Technician		X					4	X		
Radiology Clerk		X						X		
Research Assistant	X							X		
Respiratory Therapist	X						4	X		
Respiratory Therapy Techs		X					4	X		
Quality Management		X					4	X		
Risk Management		X								
Social Worker	X						4			
Social Worker Aide/Service Aide		X					4			
Therapists (OT, PT, Speech Therapist)	X									
OR Techs		X								
EMT	X									
ER Scribe		X								
<u>Students</u>										
Medical Students 1st and 2nd Year	X						4			
Medical Students 3rd and 4th Year	X						4	X		
Visiting Medical Students	X						4			
Nurse Midwife Students	X						4			
Nursing Students	X						4	X		
Certified Registered Nurse Anesthetist (CRNA)	X						4	X		X
Chaplain Students	X						4			
Nurse Practitioner Students	X						4	X		
PA Students	X		X	X	X	X	4	X		
Pharmacy Students (includes CCO & PharmD)	X						4	X		
Music Therapy Students (Psych)	X						4	X		
PT Students	X						4	X		
OT Students	X						4	X		
Respiratory Students	X						4	X		
MSW (Continuum of Care) students	X						4	X		
Nutrition Students/Interns	X						4			
Psychology Students/Interns	X						4	X		

Step Three

A. Print Competency Test Results

B. Submit Competency Test Results to Education Management

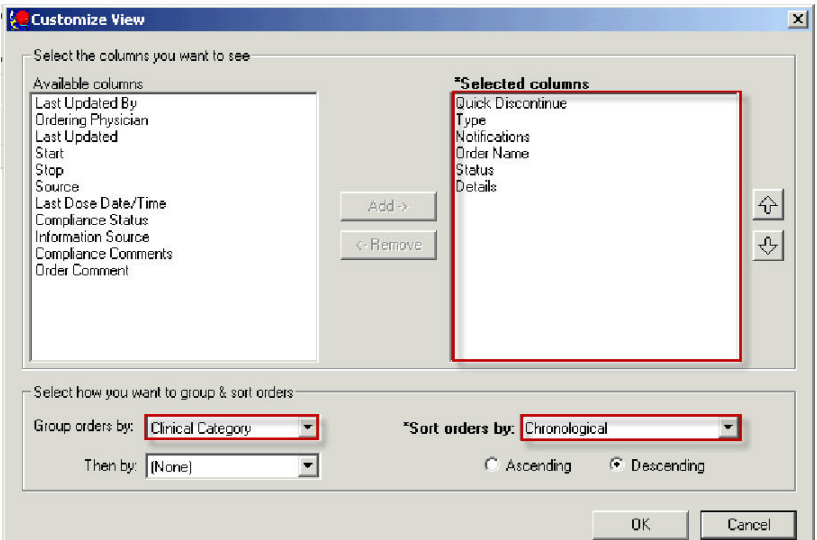
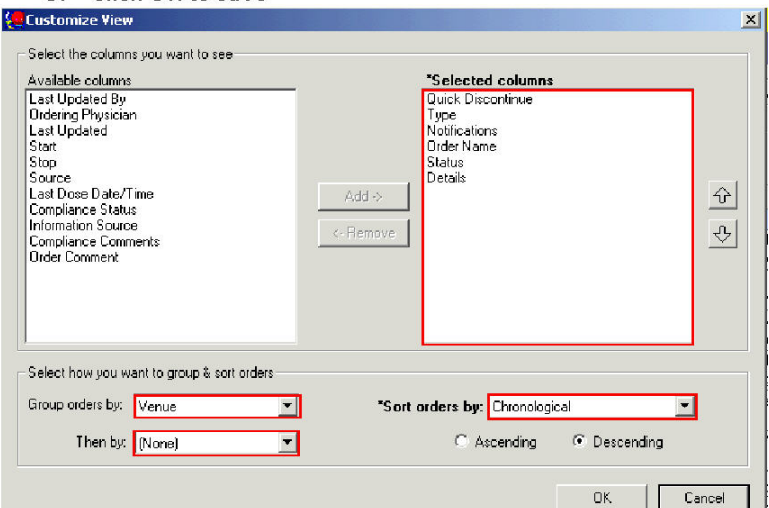
1. Complete assigned WBT's and print out competency tests.
2. As proof of completion, bring printed competency tests to Education Management, Suite 1300 OR email a copy to istrains@UIC.EDU.

Step Four

Receive EMR (Cerner) Access via Secured E-mail

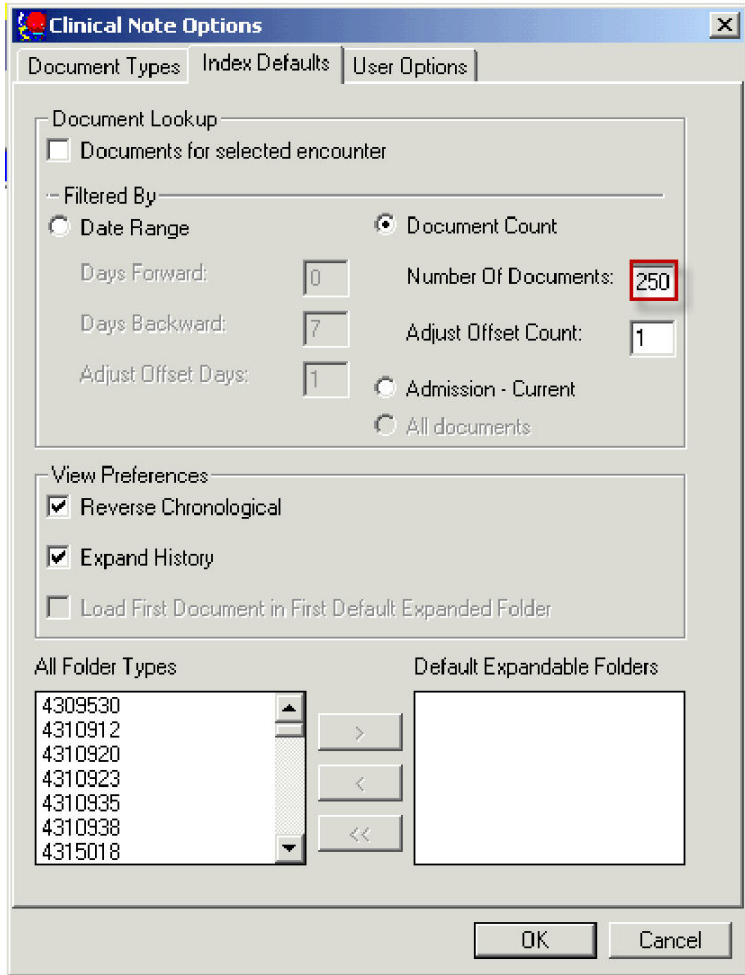

1. Training staff will validate completion of required training.
2. Once all requirements are met, access will be granted within 48 hours from the time you submit your competency test results.
3. A secure e-mail will be sent to your UIC.EDU e-mail account with instructions for access.
 - This email may include additional instructions for clinical users. Follow the instructions on pages 13-14 for setting preferences.

Step Four: Cerner Preference Setting

Topic	Settings	Preference Setting Process
Orders Display	<p>Open Test patient</p> <p>Selected Columns:</p> <ul style="list-style-type: none"> Quick Discontinue Type Notifications Order Name Status Details <p>Group orders by Clinical Category Then by: None Sort Orders: Chronological & Descending order</p>	<p>Last Name: Training First Name: Test</p> <ol style="list-style-type: none"> Open PowerChart and log in to test patient From the Table of Contents, Select the Orders band. From Toolbar, click View then click Customize View Using the Add button, move Type from the Available Columns list to the *Selected columns list. Then using arrows, move Type up so it is under Quick Discontinue. Ensure Group orders by is set to Clinical Category and Sort Orders by is set to Chronological. Click OK to save 
Medication List	<p>Selected Columns</p> <ul style="list-style-type: none"> Quick Discontinue Type Notifications Order Name Status Details <p>Group orders by Venue Then by: None Sort Orders: Chronological & Descending order</p>	<ol style="list-style-type: none"> With PowerChart open to the test patient's chart From the Table of Contents, Select the Medication List band. From Toolbar, click View then click Customize View Using the Add button, move Type from the Available Columns list to the *Selected columns list. Then using arrows, move Type up so it is under Quick Discontinue. Ensure Group orders by is set to Venue and Sort Orders by is set to Chronological. Click OK to save 

Step Four: Cerner Preference Setting

Topic	Settings	Preference Setting Process
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Clinical Notes	Set up Clinical Notes	<ol style="list-style-type: none"> 1. With PowerChart open to the test patient's chart 2. From the Table of Contents, Access the Clinical Notes band 3. Select the Index Defaults tab 4. Select Document Count, enter 250 as value. 5. Click the OK button to save  <p>Exit from Cerner using the Exit button to save your preferences. </p>
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