How to use the Agency Staff FastTrack CD-ROM

1. Insert the CD-ROM into your CD drive.
2. The CD-ROM will automatically start.
3. To start the learning module, click the "Start Lessons" button.
4. To access the course assessment click the "Assessment Forms" button.

Be sure to send your completed assessment form to Kareena Andreas using one of the following contacts:

A) Email to Kareena.Andreas@Multicare.org
B) FAX to Kareena Andreas @ 253.403.1307
C) Mail to Mailstop 315-M2-HR

For Agency Staff related questions and concerns please contact Kareena Andreas @ 253-403-8684
LOG ON TO EPIC
1. Double-click on the Citrix icon.
2. Double-click on the Epic icon to open the Log On screen.
3. Type your User ID and password.
4. Click on the OK button or press Enter.

CHANGE YOUR PASSWORD
1. Type your User ID and password.
2. Click on the Change Password check box.
3. Click on the OK button or press Enter.
4. Enter your old password, your new password twice, and click Accept.
5. Click on the OK button or press Enter to close the Password Change window.

SELECT YOUR DEPARTMENT
1. Click OK to accept your default department OR click the selection button to view all departments.
2. If you choose the option to view all departments, you may type in the Record Select window to speed navigation.
3. Click Accept.
4. Click OK or press Enter.

LOG OUT
Before you walk away from the computer, always click on the Log Out button located on the toolbar. Logging out is the safest way to leave the workstation and ensure that you will not lose your work. Using the Secure option will secure the workstation, but you will still have to log on again when you return and may lose valuable data if someone else logs on to Epic while you are gone.

CHART REVIEW / TABS
FIND AND VIEW PATIENT CHARTS
- Switch to the patient list view at any time by clicking the Patient Lists button on the menu bar.
- You may select a patient from the menu at the left or by clicking the Chart button.
- Clicking the Chart button will open the pop-up Patient Lookup menu. Enter the first three letters of the patient’s last and first names, separated by a comma. (3,3) Do not insert a space. You can also find patients using date of birth, social security numbers, and other information.
- Click Accept to choose the patient.
- This will open the SnapShot patient view.
- Select Chart Review to open the patient’s chart. This will reveal the chart tabs which will guide you through a review of patient information.

ENCOUNTERS
Each patient visit is entered as an encounter.

LABS
Labs can be sorted according to each column type (for example, date or type of test) by left-clicking once on the column header. All tables can be sorted this way for rapid access of patient information.

ECG
Inpatient and outpatient ECGs can be hyperlinked to allow direct access from the patient’s file:

Patient medications are categorized as inpatient (IP) and ambulatory (AMB). Orders may be viewed by double-clicking on the selected medication.

NOTES
End users can configure lists to directly access new lab results and notes.

KEYBOARD SHORTCUTS
CTRL + 8  Open patient lists
CTRL + ALT + L  Log out of Epic
F1  Context sensitive help: Click the item you want explained, then press F1