Epic1 Enterprise (E1E) Training Registration Now Open for Super Users
End User Training Registration Begins June 13

E1E Training registration has begun to open:
- **Monday, June 6, 2022** for Super Users
- **Monday, June 13, 2022** for End Users

Registration Due Dates:
- Friday, June 17, 2022: 50 percent of staff need to be registered
- Friday, July 1, 2022: 75 percent of staff need to be registered
- Friday, July 8, 2022: All staff need to be registered

Please note that reviewing the class schedule before scheduling staff ensures managers maintain adequate staffing. Additionally, classes should be completed in numerical order, e.g.: First complete "Registration Basics 100," then move on to "Patient Access 200." (*Please see RCM course charts in Q&A section, below.*)

Classes are offered Monday – Saturday from 7 a.m. – 10 p.m.

What to Do Once Training Registration Opens
Step 1: When registration opens managers are asked to review the dates and times of Epic classes offered for their staff. Staff should be registered for the dates/time(s) that best meet department needs.
Step 2: There are two ways for BJC employees to be registered for classes.
- **Epic1 Recommends**: Managers register their team members in Saba (see BJC Epic Registration Guide for Leaders, page 2)
- Employees log in to Saba and register for the classes managers have approved for them to attend (see BJC Epic Training Registration Guide, page 4)

Step 3: If an employee needs a workstation to complete Epic1 training, spaces will be available at the following locations:
- AMH: Hatch Wing
- CH: CIS Computer Training Room, Detrick Building 4th Floor
- BJSP: CIS Training MOB 1 Suite 209 RM 209A
- PHC: Computer Training Room
- MBSH: Computer Training Room LL

RCM Operational Practice Labs
Managers with team members who work in RCM or who schedule and/or register patients also need to sign them up for an **Operational Practice Lab** while registering them for their Epic1 classes. Information about the Labs will be sent to affected managers from Krista Junge.

Epic1 Enterprise Training Q&A

Q. How long will the training courses take?
A. Please see the Epic1 Training Course chart. Super User and End User classes are the same length.

Patient Access

Epic1 Training Course Name	Current Duration
Registration Basics 100 - Hospital	4
Patient Access 200	4
Patient Access 300	4
Patient Access Reporting 400	3

Revenue Management

Epic1 Training Course Name	Current Duration
HB Billing and Claims 200	6.5
HB Billing and Patient Accounts Leadership 300	3.5
HB Billing for Clinical Departments 300	6
HB Clinical Denials 200	6
HB Finance 100	3.5
HB Intro to Accounts and Documentation 100	4.5
HB Introduction to Billing 100	6
HB Patient Accounts 200	6
HB Payment Poster 100	6
HB Payment Posting Leadership 200	3
HB Revenue Integrity 200	4

Q. By when do the trainings need to be completed?
A. Training takes place June 6 – September 16, 2022.
Note: In order to have access to Epic1 changes and new applications at go-live on September 24, 2022, *all required training must be completed by September 16.*

Q. Are we offering OT for employees to take trainings outside of regular shifts?
A. Approval for overtime is at the discretion of each manager.

Q. Do we have to meet the registration deadlines?
A. Yes, to ensure a seat is available for class, we highly recommend meeting the registration due dates.

Additional Resources for Epic1 Training Registration

Registering your staff in Saba

Go to the [Training Resources for Wave 3](#) page on Epic1.org to find guides for the following:

- Registering staff for Epic1 training
- Running registration and training completion reports in Saba
- Creating an Excel file of the Epic1 Wave 3 training schedule

Logistics for Joining Live Instructor Led Virtual Class to Come

Employees will attend live instructor led virtual training classes for Wave 3 (E1E) Epic1 training. Look for a communication soon with details on how to prepare for training and joining live instructor led virtual training class from your office, designated Epic1 training space and/or home.

Helpful Resources on Epic1.org

- The following information is available on the [Wave 3 Community](#) website:
  - ✓ Training registration resources for manager and providers
  - ✓ How to join your instructor led virtual Epic training class
  - ✓ Training readiness checklists
- Navigate to the Validation Portal from the [Epic1 website](#)
- Navigate to Saba from [bjclearn.org](#) by clicking "Online Learning Center" in top right corner

For any questions or support in the registration process, please contact the Epic1 Training Team (**EpicProgramTraining@bjc.org**)

For more information on the Epic1 Enterprise (E1E) project as it affects Community HSOs and RCM, go to **epic1.org/E1E/Wave 3.**