oneChart
Electronic Health Record
Orientation Manual
For
Undergraduate
Nursing Students

Beaumont

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> **There are special instructions for nursing students who are also Beaumont Health Employees. If you are a Beaumont Health employee, please be sure to carefully read this information in the yellow box on Page 8.**

If you experience any problems with computer training or access…please contact

Laura Zahm at

Laura.Zahm@beaumont.org

***PLEASE CALL US FIRST IF YOU EXPERIENCE ANY PROBLEMS;
DO NOT CALL THE HELP DESK FIRST!***

**Nursing faculty and student EMR access is set up in a special way and the Help Desk is unfamiliar with this unique set up. We will direct you to the Help Desk, if needed.
In most cases, we can remedy the problem for you promptly.**

Overview of oneChart/Epic Training

oneChart is **Beaumont Health's** electronic medical record (EMR) powered by Epic. You will complete your oneChart training on-line in Beaumont Health's learning management system, HealthStream. This is an interactive electronic learning (eLearning) lesson.

- *If you have not completed this training: Please follow the instructions beginning on Page 2.*
- *If you already have completed this training you do not need to repeat it.*

oneChart/Epic Training for Nursing Students in HealthStream

In order to receive the appropriate access to oneChart (Epic), you need to complete training in HealthStream, Beaumont Health's learning management system. You will need to complete your online training at **least two days prior** to beginning your rotation or you will not have access to oneChart/Epic.

The Nursing Students curriculum contains several pieces, all of which must be completed to get your oneChart/Epic access:

1. eLearning Course(s)
2. Evaluation

Please note, if you have completed oneChart/Epic learning modules at any of the following Beaumont Health Hospitals, you are still required to complete Beaumont HealthStream modules to obtain oneChart/Epic access to the Beaumont Health System.

- Beaumont -Grosse Pointe
- Beaumont -Royal Oak
- Beaumont -Farmington Hills
- Beaumont -Troy

Please note:
The screen shots in this manual may look slightly different if using a MAC computer.

Accessing HealthStream

Please Note: HealthStream requires the following:
Internet Explorer 8.0 or higher
Adobe Flash 7.5.1 or higher
Turn off Popup Blocker

Obtaining your User ID:

1. Your Healthstream User ID will consist of your Beaumont Health ID followed by "@Beaumont.org". The Healthstream User ID and the Beaumont Health User ID will be provided to Faculty via email. Students will receive this from their Faculty or from the site coordinator.

Creating a Password:

1. Visit Password Self Service at https://pss.beaumont.org.

   o If you have never completed modules in Healthstream before at Beaumont, you will create a new password as a new user. (see screenshots and step-by-step instructions below and on Page 3)

   o If you have been a previous student at Beaumont, you can attempt to login with your previously assigned User ID & Password. If it has been over 90 days since you logged in, you will need to reset/change your password.   You will log in with your User ID and previous password. If you do not remember your password, you can click on "Forgot your Password" and reset it. (see screenshots and instructions on page 3 and 4)

Creating a Password (cont.)

New User:

1. **Open the Password Self-Service Tool: https://pss.beaumont.org**
2. Click on "Register Beaumont Health ID" under For New Users.
3. Enter your Beaumont Health ID which is your oneChart/Epic Login ID
4. Enter your date of birth, last four of social security number** and zip code you indicated in ACE.
5. New users will be required to answer five challenge questions that they select.
6. PSS Registration can occur from your home pc, cell phone or work pc by accessing https://pss.beaumont.org from the internet.

***Please try your last 4 digits of your social security number first. If that does not work, use "8888".*

Please note: **Every 90 days** your password will need to be changed. If you are not here for 90 days and you come back to Beaumont Health, when you try to login you will be notified your password has expired. You will then go to the PSS website and answer your security questions; this will allow you to create your new password. Passwords can be changed on your home pc, cell phone or work pc by accessing https://pss.beaumont.org from the internet.

How to Change/Reset Your Password

1. **Open the Password Self-Service Tool: https://pss.beaumont.org**
2. Log in by entering your Beaumont Health ID, Password & click Log In
3. Type in any additional personal data and/or answers to challenging questions when prompted
4. Create your new password which meets the Beaumont policy guidelines

If You Forget Your Password
1. **Open the Password Self-Service Tool: https://pss.beaumont.org**
2. Enter your Beaumont Health Login ID
3. Click the Forgot Your Password hyperlink.
4. Type in any additional personal data and/or answers to challenging questions when prompted.
5. Type in your new password which meets the Beaumont policy guidelines.

If You Forget Your Password (cont.)

Signing into Healthstream:

1. Go to **https://employee.beaumont.org**.
2. Click on *Healthstream* under "Annual Education & Halogen Performance Appraisal" section in the top left corner.

3. Sign in with your login ID followed by the @Beaumont.org (example: bh123fox@Beaumont.org).
4. Click "Next" and *Healthstream* will appear.
5. Verify that your name is displayed in the upper right corner. *If your name is not listed, log out*. Repeat steps 1-5.

Accessing the Training Modules:

1. Once you have logged in to HealthStream, you will automatically be under the **To Do** tab and your assigned modules will be listed. Click on the assigned **Module** link – *Epic_IP_Nursing Student eLearning*.

My To-Do List

TOTAL TASKS: 7

Show: All Tasks 7   Assigned Learning 6   Elective Learning 1

Epic_IP_Nursing Student eLearning
CURRICULUM STATUS: Not Yet Started
Due: Mar 14, 2019   Start

When the Course elements are listed, click the **Start** button to review the module and then take the post-test. There are a total of 12 modules. **You must complete ALL 12 modules** to continue to the next step. The screens shot below shows the first two, but the complete list contains12 modules.

To Do	Completed	Profile ∨	Catalog	Connections	Help

Epic_IP_Nursing Student eLearning
CURRICULUM STATUS: Not Yet Started

Courses   Overview

Courses *in this Curriculum*

Epic_A Guide for Nursing Students eLearning
COURSE STATUS: Not Yet Started
Show additional information ▼   Start

EPIC_IP_Maintaining Patient Lists with Treatment Team eLearning
COURSE STATUS: Not Yet Started
Show additional information ▼   Start

As a Curriculum, the modules are set up to be completed sequentially; therefore, you will need to pass each module before you can move to the next one.

Helpful Hints

• Contact your student placement clinical site coordinator for your HealthStream ID# if you have not received it.
• If you need to exit the course in the middle of the eLearning Module, click the Exit button to save your progress.

Notice: It takes 24 to 48 hours for your User ID to be ready after completing your Healthstream modules.

Signing on to oneChart/Epic

1. **From your Desktop Double Click on Beaumont Health Apps Icon**
2. **Log in with your User name and Password**
3. **Double click OneChart Icon**
4. **Enter Your User ID and Password**
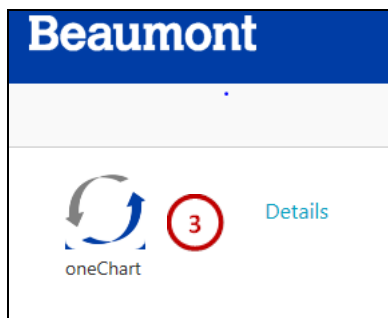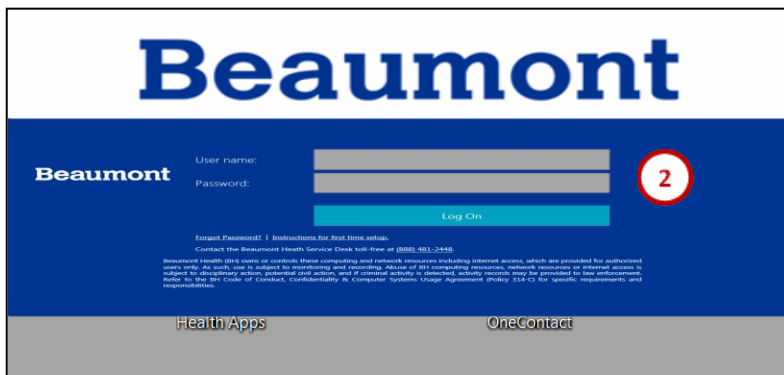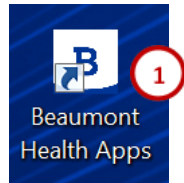
NOTE: oneChart/Epic must be opened from the Beaumont Apps icon on your desktop to access the IV/IVP Guidelines and other links in the MAR.
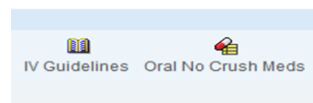
NOTE: Students who have or have had clincials at a BH-Troy, BH- Royal Oak, or BH-Farmington Hills and are currently in clinical at BH-Dearborn, BH-Wayne, BH-Taylor and/or BH-Trenton (Southshore) will have 2 nursing templates to choose from; one for legacy OHS and one for legacy BHS. Students must choose from the OHS nursing student template.

5. Choose the OHS Template
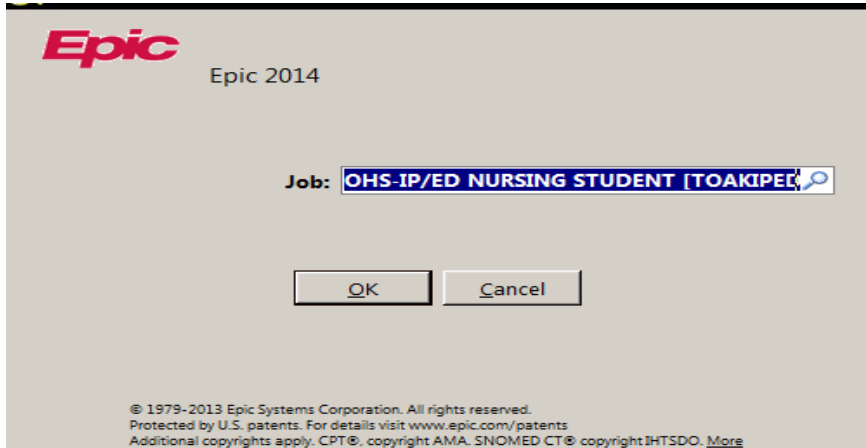
6. Type in the acronym for the acute care site you are assigned to for clinical. Hit "Enter".

- OAH = Annapolis (Wayne)
- OHH = Heritage (Taylor)
- OHMC = Hospital and Medical Center (Dearborn)
- OSMC = Southshore Medical Center (Trenton)

7. "VIEW ONLY" department will appear upon initial login.

8. Use the magnifying glass to search for the unit you are assigned to for clinicals.

9. Choose the unit you are assigned to from the drop down list by highlighting it and hitting "Enter".
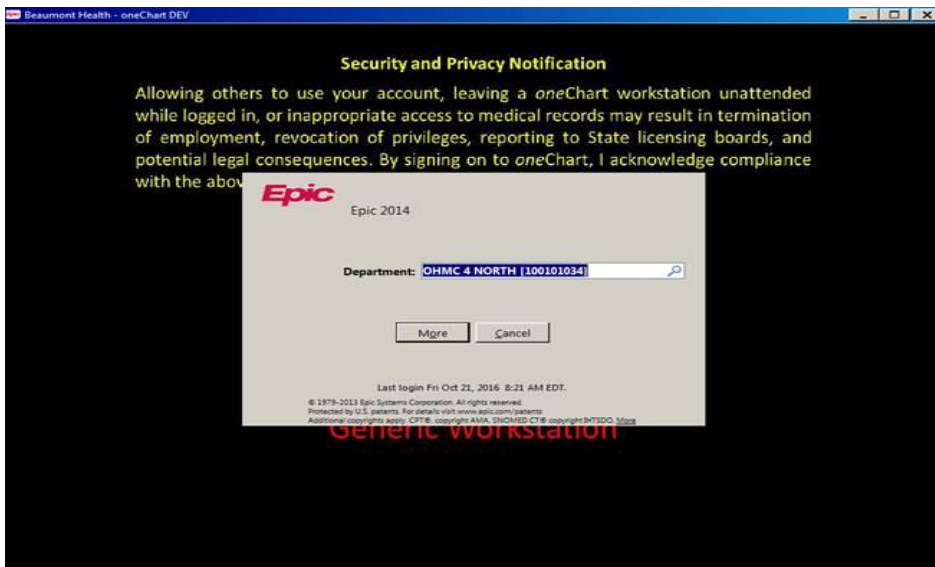
10. Type in the last name of your faculty person's name if they are on site with you or your preceptor's name if you are working on site with a staff nurse. Hit "Enter". This allows them to cosign your documentation. You may also search for your Cosigner's name by using the magnifying glass.

Dual-Role (Student and Beaumont Employee)

Special Instructions

Signing On To OneChart/Epic For Nursing Students Who Are Also A Beaumont Health Employee

If you are a Beaumont Health Employee, please follow these steps:

1. As a Dual Role (Student and Beaumont Employee) you will be assigned a unique oneChart/Epic User ID for your student access. It is referred to as an "SN#".
2. This SN# will be provided to the Faculty via email or on the "Profile Completion Report".
3. Use your "Employee User ID" and Password to log on to the computer.
4. From your Desktop Double Click on Beaumont Health Apps Icon.
5. Double click OneChart Icon.
   a. This should automatically open your oneChart employee access. Log out of oneChart and log back in with SN# and the same password you use as an employee *or*
   b. If the Log In screen appears, sign in to OneChart using SN# and the same password you use as an employee.

   NOTE: Please ensure you type in "SN" as part of your SN#!

Cosigning Documentation

All undergraduate nursing student documentation must be cosigned. This must be done by the end of the current clinical day.

Reminder! In order for faculty or a preceptor to be able to cosign student nurse documentation, the student must choose the Cosigner upon logging on.

Cosigning Flowsheet/MAR Documentation:

FLOWSHEET/MAR Documentation

Instructor will Cosign student flowsheet and MAR documentation on the Patient Summary Activity.

① After review of the student flowsheet and MAR documentation, hyperlinks are available to either Cosign a flowsheet documentation group, a documentation template (tab), individual row documentation. Please do not click on "Cosign All".

Cosigning Nursing Notes:

Nursing Notes

When a student has to write a separate "Nursing Note" outside of a flowsheet comment section, the note must be signed by the student. The Cosigner has already been indicated upon the student log-on.

①

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② The Note displays in the Notes activity, under the Nursing Notes tab with an icon and notation of "Cosign Needed".

③ When the Instructor logs in and proceeds to the Notes Activity, the Instructor must highlight the note (selection turns blue) and the note written by the student displays in the lower pane for review. The Instructor then clicks the **Cosign** button in the toolbar and the Cosign Note window message appears to Cosign the selected note.

The status of the note now indicates that the note has been signed by the Instructor and the note is filed in the patient's medical record.
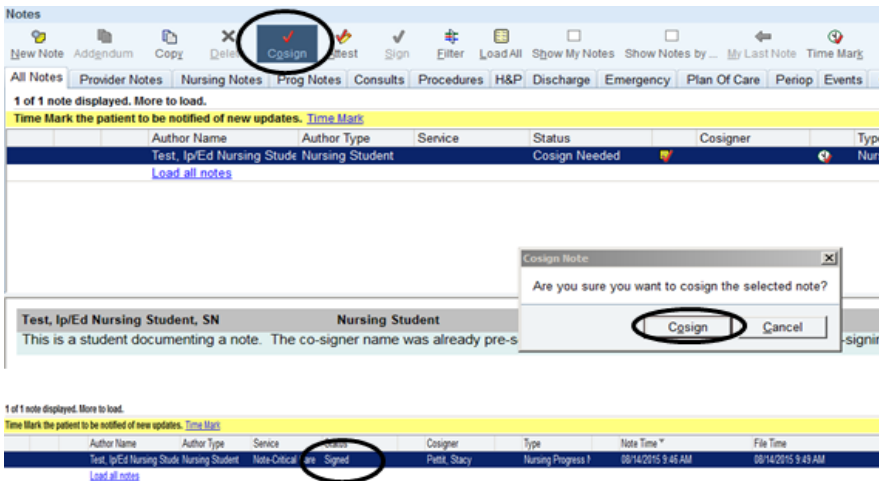
NOTE: At the end of the clinical day, check the In-Basket located in the top toolbar to ensure all Cosign documentation is complete.