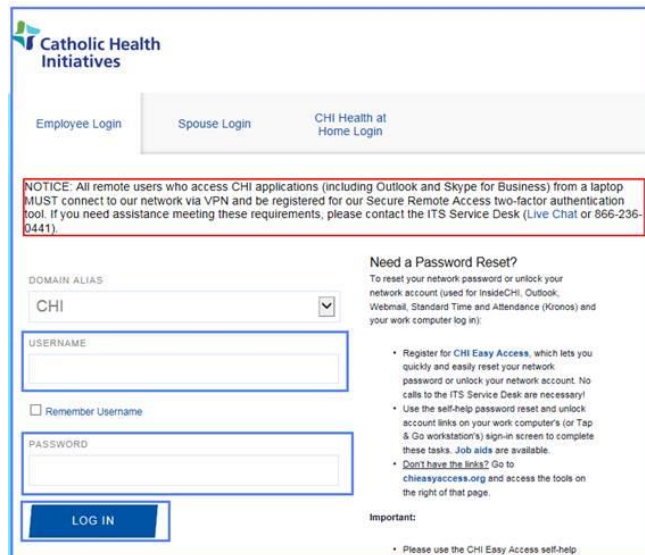


**LMS:** My CHI Knowledge Hub – The HUB  
**FOR:** Physicians and APC's WITH access to MNet or Inside CHI  
**TOPIC:** The HUB - Launching Epic e - Learn and Class Sessions

This document outlines the steps for opening and launching e - Learn assignments; view and select available sessions and access Test (End User Proficiency Assessment Test – EUPA) to be completed after Epic training.

Please follow the steps outlined below:

1. If you are **NOT** logged into **MNet** or **Inside CHI** in the URL field type <https://login.catholichealth.net/> to access the Catholic Health Initiatives login page



The screenshot shows the Catholic Health Initiatives login page. At the top left is the logo. Below it are three tabs: 'Employee Login', 'Spouse Login', and 'CHI Health at Home Login'. A red-bordered notice box contains text about VPN requirements for remote users. Below the notice is a 'DOMAIN ALIAS' dropdown menu with 'CHI' selected. There are input fields for 'USERNAME' and 'PASSWORD', and a 'Remember Username' checkbox. A blue 'LOG IN' button is at the bottom left. On the right side, there is a 'Need a Password Reset?' section with instructions and a list of links for CHI Easy Access, self-help password reset, and workstation sign-in. An 'Important:' note at the bottom right says 'Please use the CHI Easy Access self-help.'

2. Type **Username**
3. Type **Password**
4. Click **Login** to load **Inside CHI** webpage (if default setting) <http://home.catholichealth.net/>

5. Inside CHI main page displays *Click* on the **Growth** tab then scroll and *click* on **Training(My CHI Knowledge Hub)**



**NOTE:**

- a. The **MNet** webpage displays if it is set to default as your internet homepage.
- b. **Inside CHI** will display if it is set to default as your internet homepage.
- c. Bing – MSN search engine displays if *no* defaults.

Below are one of two internet default settings to select for Internet Explorer options:

**Inside CHI** URL <http://home.catholichealth.net/> - requires username and password

**MNet** URL <https://mnet.catholichealth.net/> - requires username and password

**My CHI Knowledge Hub** can be found under the **growth** tab of the main page of Inside CHI

6. My CHI Knowledge HUB welcome page displays. Click on **My Training** to display your **Transcript** and **Search Results**.

The screenshot shows the 'My Training' section of the 'Your Inbox' with the following table:

	Due Date	Action
MHCS Epic Inpatient (NON-EMPLOYED) General Provider	4/7/2019	Open Curriculum
Suicidal Tendencies: Screening for Risk of Self-Harm	4/30/2019	Launch

7. Under the **Search Results**, user assignments displays. All curriculum for **Epic** End Users will display the name “**EPIC**” in the e-learn name, course name and test name. Click on **Open Curriculum** or the downward arrow to view modules in the **Open Curriculum**.

The screenshot shows the 'Search Results (2)' section with the following table:

Course Name	Status	Action
MHCS Epic Inpatient	General Provider	Open Curriculum
Suicidal Tendencies: Screening for Risk of Self-Harm		Launch

8. All modules assigned to user displays. Modules may include, e – learn videos, class sessions and tests.

The screenshot displays the 'MHCS Epic Inpatient General Provider' course interface. On the left, a sidebar shows 'CURRICULUM PROGRESS' at 0% and a 'Provider' section with radio buttons for 'CLASS' and 'TEST'. The main content area lists several e-learning modules, each with a 'Launch' button. The modules include:

- EPIC MD001 Introduction to Epic Training\_MHCS (Status: Registered, Due: No Due Date, Training Hours: 2 min)
- EPIC MD105B Introduction to Patient History (Status: Registered, Due: No Due Date)
- EPIC MD100 Overview of Hyperspace (Status: Registered, Due: No Due Date)
- EPIC MD102 Patient Engagement (Status: Registered, Due: No Due Date)
- EPIC MD103 Finding Patient Information (Status: Registered, Due: No Due Date)
- EPIC MD105A Introduction to the Problem List (Status: Registered, Due: No Due Date)
- EPIC MD105C Problem Oriented Charting (Status: Registered, Due: No Due Date)
- EPIC MD108 Overview of In Basket (Status: Registered, Due: No Due Date)

9. To view an e – learn video *select* the e-learn and *click* on **Launch**

This image shows a close-up of the 'EPIC MD100 Overview of Hyperspace' module card. The card includes a laptop icon, the title 'EPIC MD100 Overview of Hyperspace', the status 'Registered', 'Due: No Due Date', and a 'Course Description.' link. A prominent blue 'Launch' button with a dropdown arrow is on the right side of the card.

10. To register for an Epic Class session *click* on **Select Session**.

This image shows a close-up of the 'Epic INP General Provider Class' module card. The card features a calendar icon, the title 'Epic INP General Provider Class', the status 'Approved', 'Due: No Due Date', and 'Training Hours: 8 hrs'. A prominent blue 'Select Session' button with a dropdown arrow is located on the right side of the card.

11. **Select Session** displays session dates and times. *Click* on **Request** to select desired session.

Review class dates and times. Make selection and click on Request located to the right.

Sessions	Locator Number	Seats Available	Waitlist	Options
Epic INP General Provider Class 4/22/2019 (Monday) 4:22/2019 (Monday) 6:00 AM EST 2:00 PM EST Duration: 08:00 Location: Eastgate-Town Center Training Room 8 , Eastgate Town Center SUITE G2_ILT Facility , TN_CHI Memorial Chattanooga MBO_ILT Facility , Southeast Division_ILT Facility Language (s): English (US)	12162	30	0	Request
Epic INP General Provider Class 4/23/2019 (Tuesday) 4/23/2019 (Tuesday) 6:00 AM EST 2:00 PM EST Duration: 08:00 Location: Eastgate-Town Center Training Room 2 , Eastgate Town Center SUITE G2_ILT Facility , TN_CHI Memorial Chattanooga MBO_ILT Facility , Southeast Division_ILT Facility Language (s): English (US)	12142	11	0	Request
Epic INP General Provider Class 4/24/2019 (Wednesday) 4/24/2019 (Wednesday) 6:00 AM EST 2:00 PM EST Duration: 08:00 Location: Eastgate-Town Center Training Room 2 , Eastgate Town Center SUITE G2_ILT Facility , TN_CHI Memorial Chattanooga MBO_ILT Facility , Southeast Division_ILT Facility Language (s): English (US)	12143	11	0	Request

12. End User will receive an email notification indicating that a course has been selected to attend with the date and time selected.

13. The **Test** assigned for the session displays in the **Open Curriculum**. **DO NOT** click on the test until the end of the training session and/or as instructed by the trainer.

**Test**  
Completed: 0 Min Required: 1 Total Items: 1  
[View Details](#)

**NOTE:** The **Open Curriculum** includes the following modules:

- Epic e – learn videos
- Epic assigned training class(es)
- Epic assigned Test (End User Proficiency Assessment - EUPA)

Questions about Registration? - email [EpicTrainingReq@memorial.org](mailto:EpicTrainingReq@memorial.org)

Issues with sound when accessing The HUB? Please review the *Tip Sheet – Troubleshooting Sound Issues in The HUB*

If experiencing screen freezes, course(s) will not proceed or other technical difficulties, while in The HUB please call ITS Help Desk at (423) 495-7604

Please contact [sherry\\_baierl@memorial.org](mailto:sherry_baierl@memorial.org) for all other HUB questions.

\*\*\*END\*\*\*