Overview:
Providers going live with Epic on April 7th are assigned Epic-2 Core Learning Plans containing classroom training and Epic Prerequisite Learning Plans containing eCourses. After successful completion of ALL training requirements, Providers will be granted access to Epic.

Below are the actions required and LMS instructions to help you. Should you have any questions, feel free to contact the LMS Helpdesk at LMS@scrippshealth.org or call 858-435-7113 (tieline 315-7113).

Actions Required:

Step 1: Schedule Classes
- Schedule classes and take them in the order listed in the Epic-2 Core Learning Plan.
- Some classes will require passing an online Post Test available at the end of class.

Step 2: Verify Enrollments
- Verify you scheduled all required classes in the proper order by comparing your My Enrollments (under My Learning in the blue top menu bar) with your Epic-2 Core Learning Plan list.

Step 3: Complete Prerequisites
- Complete any Epic Prerequisite Learning Plan eCourses BEFORE attending the classroom training.
- eCourses range from 5 to 15 minutes each and should be taken in the order listed.
- Providers with prior Epic EHR experience can proceed to take the Prerequisite Post Test listed at the end of the Prerequisite learning plan. Passing the Post Test will complete the Learning Plan.

LMS Instructions:

Log In to the LMS

1. Open your web browser to www.scripps.org/lms or click Physician Learn Center from the dropdown menu near the top right of www.scrippsmd.org.
2. Enter your Username (Employee ID) and Password. (If you don’t remember your password click the Forgot password link directly under the Password entry block.)

View Required Epic Training

1. Click My Learning Plans from the My Learning drop down menu on the top menu bar of the LMS homepage.
2. Click next to a Learning Plan to view the list of training items in that Learning Plan.
Step 1: Schedule Classes

**Note: Classes MUST be scheduled and taken in the order listed in your Epic Core Learning Plan**

1. Click next to your Epic-2 Core Learning Plan, under the Learning Plan Name column.
2. Click next to the first class listed under Item Name to view all class scheduling options. You only have to enroll in one of the listed Sessions.
3. Review the entire list of class offerings to find the earliest best date and location to attend that does not contain the word FULL in the title. FULL classes have already met their maximum capacity.
4. Click on the class name and a new Session Information window opens.
5. Scroll down to the bottom right of the Session Information window and select .
7. Click at the top right. If no enroll button is showing, the class is full and you’ll need to select a different date to enroll in.
8. If you have enrolled correctly, the message You have been enrolled in the enrollment displays at the top left of the Enrollment Information window and replaces at the top right.
9. Click to close the Enrollment and Session windows.
10. Click to close the course you just enrolled in. You are now ready to enroll in the next course.

Step 2: Verify Enrollments

1. Scroll over My Learning in the top blue menu bar and click My Enrollments.
2. Your current enrollments are listed in Date/Time sequence. Make sure all your required classes are listed in the order you need to take them. You can ignore classes listed with the status of User Dropped at the bottom of your My Enrollments. These classes will no longer be visible after the listed date.
3. If you need to drop a class, click on the class name and then in the upper right of the new window.
   **NOTE:** Dropping a course in the LMS DOES NOT update your Outlook calendar and declining an Outlook meeting DOES NOT drop you from a class in the LMS. You must do both.

Step 3: Complete Prerequisites

**Note: Prerequisite eCourses MUST be completed BEFORE you attend the related classroom training**

1. Click next to your Epic Prerequisite Learning Plan under the Learning Plan Name column.
2. Click on the first eCourse name under the Item Name to start the eCourse. eCourses range from 5 to 15 minutes in duration and should be taken in the order listed.
3. Click when you are done with the course.
4. Repeat for the next eCourse listed.
5. Providers with prior Epic EHR experience can proceed to take the Prerequisite Post Test listed at the end of the Prerequisite learning plan. Passing the Post Test will complete the learning plan.

For help, contact the LMS Helpdesk at LMS@scrippshealth.org or call 858-435-7113 (tieline 315-7113).