Usage of the Outpatient eRecord (EpicCare) by Medical Students

You are receiving this document because you are likely to need to use the UPMC outpatient electronic medical record EpicCare during your upcoming clinical rotation.

You should have received your EpicCare username and password from the School of Medicine. If you are having trouble accessing your username or password, you should call the UPMC Help Desk (r412-647-HELP).

Accessing EpicCare

EpicCare can be accessed at all of the workstations in the ambulatory office that you are rotating through.

To access EpicCare at the UPMC hospitals, you should log into the workstation using your NT logon. Then select that MyApps tab, which will open the MyApps application. On the MyApps screen, select the eRecord folder. When the folder opens, you will see an icon for EpicCare.

Training

It is essential that you complete training prior to beginning your clinical ambulatory rotation. Your preceptors will expect that you have done this. All of the old records and clinical documentation will be on EpicCare, and you will not be able to function if you do not know the basics of using EpicCare.

Fortunately, training is simple. There are a few on-line tutorials that you can go through to learn the basics of EpicCare.

To access the tutorials, you need to be at a computer within the UPMC network. When you open Internet Explorer, navigate directly to http://erecordhome.upmc.com/training/EpicCareWBT/default.htm.

Alternatively, you can find the link from the UPMC Infonet (http://infonet.upmc.com/). Select QuickLinks → Training → eRecord. Select the link for Ambulatory eRecord (EpicCare) and then the link for EpicCare Tutorials.

You should view the following Tutorials:

**Introductory**

e-Learning Tutorial (5 minutes)

Introduction to Hyperspace (10 minutes)

Office Visit Demonstration (15 minutes)

Reviewing a Patient’s Chart (15 minutes)

**Documentation**
Core Documentation

Documentation with Smart Tools (15 minutes)

Physician Documentation (10 minutes)

Orders

Although you will not be able to sign orders, your preceptor may ask you to enter orders for your preceptor to sign. In order to learn how to do this efficiently, you should review the following tutorials as well:

Finding the Right Diagnosis (3 minutes)

Placing Orders (15 minutes)

Placing Medication Orders (10 minutes)

Documentation by Medical Students

An important part of the learning experience involves documenting your findings in the medical record. You will be typing your notes into EpicCare, using documentation tools which you will learn in the tutorial.

All medical student notes must begin with the line Medical Student – 3 Progress Note or Medical Student – 4 Progress Note to identify them properly as a medical student note. You can use the SmartPhrases .MS3 and .MS4 to enter this into your note. (You will understand this once you have completed the documentation tutorials.)