



# **oneChart/Epic Manual**

***Undergraduate Clinical Rotations***

**Beaumont**



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If you experience any problems with computer training or access...please refer to the Troubleshooting information on page 2.

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

Nursing faculty and student oneChart/Epic 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 the **Epic\_IP\_Nursing Student eLearning** module's you do not need to repeat them.*

## 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 business days prior** to beginning your rotation or you will only have "view only" access to oneChart/Epic.

Please note, if you have completed oneChart/Epic learning modules at Beaumont Health facilities at Royal Oak, Grosse Pointe, Troy or Farmington Hills you are still **required** to complete the Epic\_IP\_Nursing Students eLearning modules that are assigned to nursing students at Dearborn, Taylor, Trenton and Wayne sites.



## **Troubleshooting Login and Access Issues:**

1. If you do not remember your Security answers on Password Self-Service, please reach out to the Beaumont Service Desk at 888-481-2448.
2. If you are receiving a message that either your date of birth, postal code or last 4 digits of your SS# are incorrect, please email [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org). The Beaumont Service desk cannot help with this issue.
3. If you do not see the “required” modules in your to-do list or your completed tab, please email [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org)
4. If you are receiving a message that your user ID or password is incorrect, please visit <https://pss.beaumont.org> and reset your password. If you have already reset your password and you are still receiving this message, please email [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org).
5. If you are receiving a message that your account is locked, please restart your computer and try again. If this does not work, please email [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org).
6. If you are unable to login to oneChart/Epic or you have “view only” access. Please be sure you have completed your “Epic\_IP\_Nursing Student eLearning” modules and that it has been at least 48 hours since you completed them. If you still have view only access after 48 hours has passed, please email [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org)

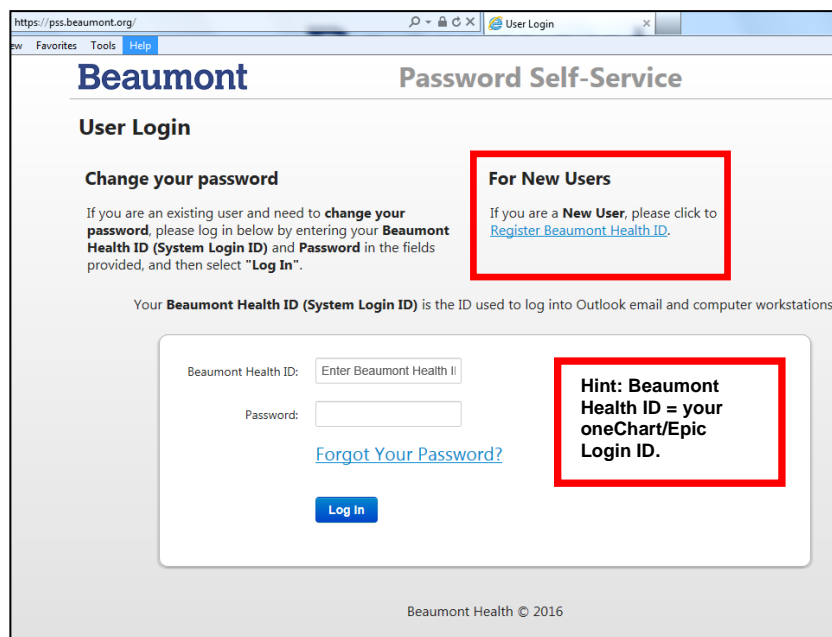
Student Placement is available Monday – Friday, 7:00am – 3:30pm. If you require assistance after 3:30 or weekends, please contact the Beaumont Help Desk at 888-481-2448.

## Accessing HealthStream

**Please Note:** Modules function best with Internet Explorer  
Turn off Popup Blocker

### First Create/Reset a Password:

1. Visit Password Self Service at <https://pss.beaumont.org>.
  - 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).
  - 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 accessed oneChart/Epic or you have forgotten your password, you will need to reset it (see screenshots and instructions below).



https://pss.beaumont.org/

Beaumont Password Self-Service

User Login

**Change your password**

If you are an existing user and need to **change your password**, please log in below by entering your **Beaumont Health ID (System Login ID)** and **Password** in the fields provided, and then select "Log In".

**For New Users**

If you are a **New User**, please click to [Register Beaumont Health ID](#).

Your **Beaumont Health ID (System Login ID)** is the ID used to log into Outlook email and computer workstations.

Beaumont Health ID:

Password:

[Forgot Your Password?](#)

**Hint: Beaumont Health ID = your oneChart/Epic Login ID.**

Beaumont Health © 2016

## Creating a Password (cont.)

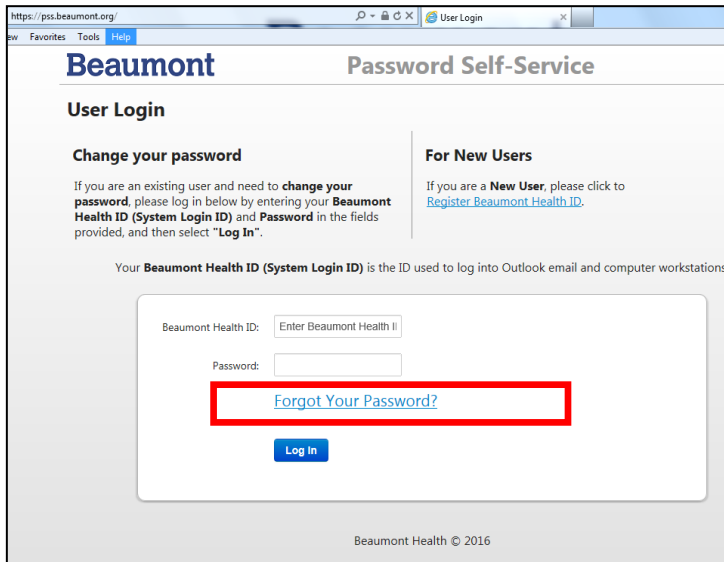
### New User:

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 ACEMapp.
5. New users will be required to answer five challenge questions that they select. Please be sure to write down these answers for future reference.
6. PSS Registration can occur from your home pc, cell phone or work pc by accessing <https://pss.beaumont.org> from the internet.

*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.*

## How to Change/Reset Your Password

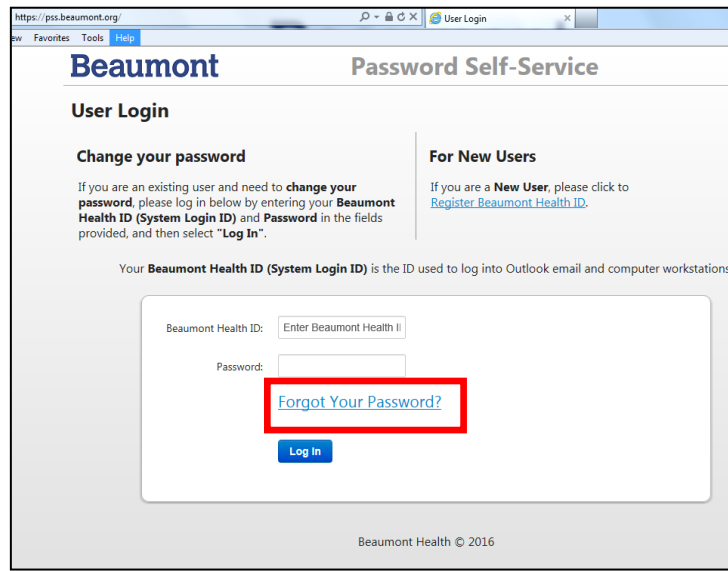
1. **Open the Password Self-Service Tool:** <https://pss.beaumont.org>
2. Click on the “Forgot Password” link and enter your Beaumont Health ID.
3. Type in any additional personal data and/or answers to challenging questions when prompted. If you do not remember your security answers, please reach out to the Beaumont Service Desk at 888-481-2448 to have these questions reset.
4. Create your new password which meets the Beaumont policy guidelines



The screenshot shows a web browser window with the URL <https://pss.beaumont.org>. The page title is "Beaumont Password Self-Service". Under the "User Login" section, there are two columns: "Change your password" and "For New Users". The "Change your password" section contains instructions for existing users. The "For New Users" section contains instructions for new users and a link to "Register Beaumont Health ID". Below these instructions is a form with two input fields: "Beaumont Health ID: Enter Beaumont Health ID" and "Password:". Below the password field is a blue button labeled "Log In". A red rectangular box highlights the text "Forgot Your Password?" which is a link. At the bottom of the page, it says "Beaumont Health © 2016".

## If You Forget Your Password

1. Open the Password Self-Service Tool: <https://pss.beaumont.org>
2. Enter your Beaumont oneChart/Epic 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.



## Signing into Healthstream:

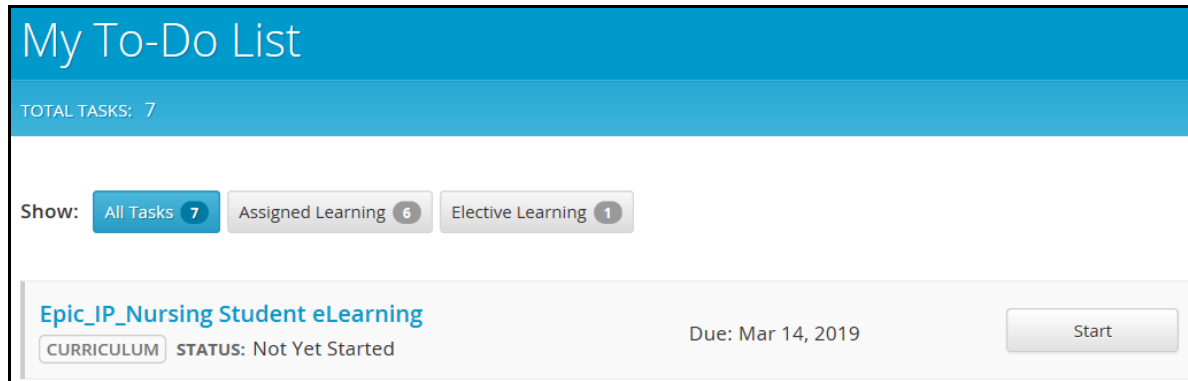
1. Go to <https://employee.beaumont.org>.
2. Click on **Healthstream** under “Annual Education & Halogen Performance Appraisal” section in the top left corner.



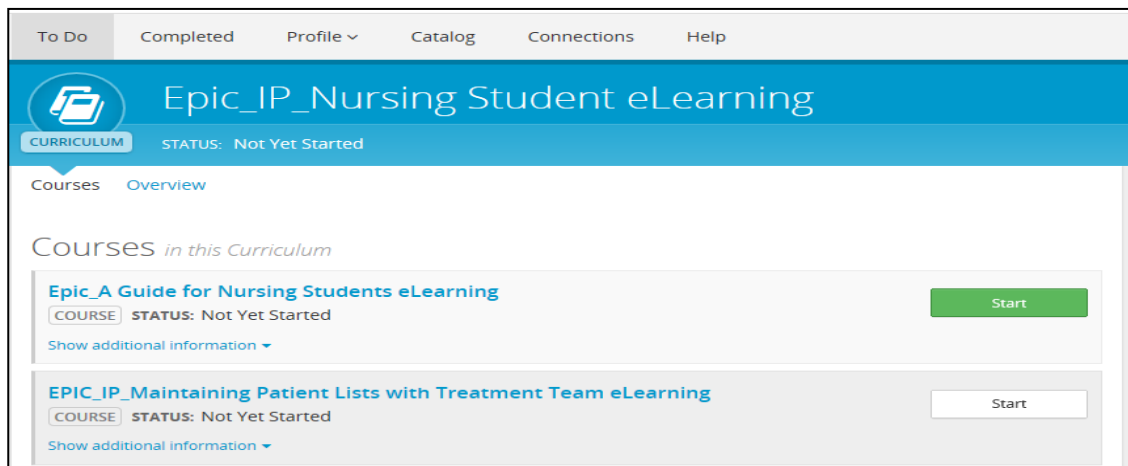
3. Sign in with your login ID followed by the @Beaumont.org (example: [bh123fox@Beaumont.org](mailto:bh123fox@Beaumont.org)). Please refer to your email received that includes your login information for your clinical placement.
4. Click “Next” and **Healthstream** will appear.

## 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*.



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 contains 12 modules.



***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.***

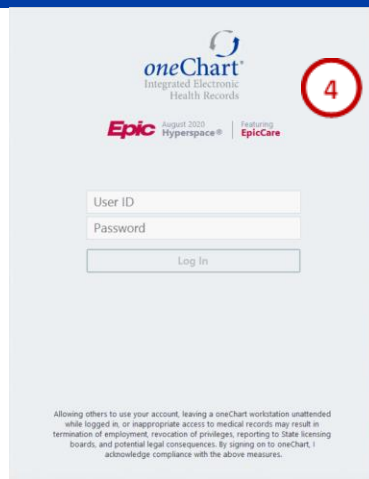
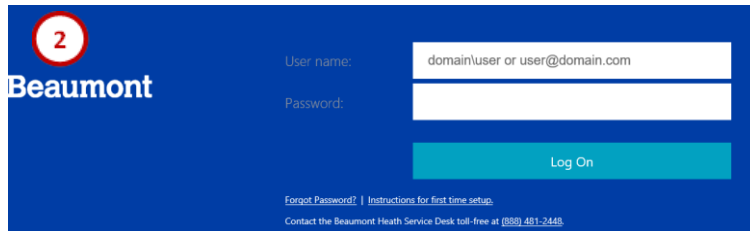
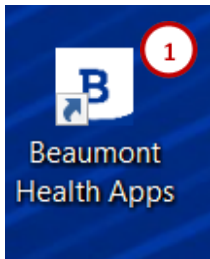
*Please note:*

- If you need to exit the course in the middle of the eLearning Module, click the Exit button to save your progress.
- Please ignore the “due dates” indicated within HealthStream as these modules are required to be completed prior to the beginning of your clinical placement.
- It takes at least 48 business hours for your oneChart/Epic access to be activated after completing your oneChart/Epic modules.



## Signing on to oneChart/Epic

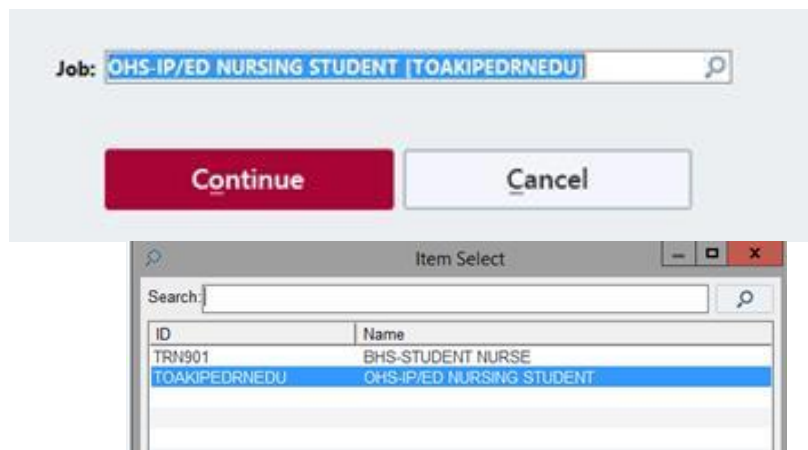
1. From your Desktop Double Click on **Beaumont Health Apps Icon**.
2. Log in with your Username and Password
3. Double click OneChart- OneContact Icon
4. Enter Your User ID and Password



### Choose the OHS Template:

(Please note you will only see this option if you have multiple templates assigned)

Please Note: Students who have participated or are currently participating in clinical placements at both north and south sites will be required to choose the applicable template. South sites use **OHS** (Dearborn, Taylor, Trenton, Wayne) and North sites use **BHS** (Royal Oak, Troy, Grosse Pointe & Farmington Hills).



## Choosing your Department/Unit & Cosigner:

1. "VIEW ONLY" department will appear upon initial login
2. Type in the acronym for your assigned site. Hit "Enter". Please see screenshot below.

OAH	Wayne
OHH	Taylor
OHMC	Dearborn
OSMC	Trenton

3. Use the magnifying glass to search for the unit you are assigned to for your clinical placement under "Department".
4. Choose the unit you are assigned to from the drop-down list by highlighting it and hitting "Enter". See screenshot below.

The screenshot shows the Epic Hyperspace interface. At the top, it says "Epic May 2020 Hyperspace®". Below that, there is a search bar labeled "Department:" containing the text "OHMC 4 NORTH [100101034]". A magnifying glass icon is visible to the right of the search bar. Below the search bar, there are two buttons: a red "Continue" button and a white "Cancel" button.

5. 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 (Nursing Students and Beaumont Employees)

**\*\*\*\*Special Instructions\*\***

### Signing into oneChart/Epic For Nursing Students Who Are Also A Beaumont Health Employees

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

1. As a Dual Role (Nursing 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 you via email.
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 may automatically open your oneChart employee access. You will need to log out or clear screen to get back to the oneChart login screen. If it does not work the first time, try a few times until you see the login screen. You will then log back into oneChart with your SN# and the same password you use as an employee. You can also try another computer or WOW station and it should allow you to login in.
  - b. Once you are logged in you will follow the same instructions on selecting your department/Unit and Cosigner found on page 7.

If you are still having issues logging out of your employee oneChart/Epic access and it does not allow you to login with your student user ID, please contact Student Placement Team [StudentPlacement@beaumont.org](mailto:StudentPlacement@beaumont.org)

Please note: You will login to HealthStream the same way you do as an employee using your Beaumont email address as your user ID.

#### **Nursing Instructors that are also Beaumont employees:**

All dual role Instructors/Employees will use the same User ID they use to login to oneChart/Epic as an employee. However, they will be assigned a Nursing Instructor template they must select when logging in.

OHS-Template Inpatient, Nurse [TOAKIPRN]

## Cosigning Documentation (For Clinical Instructor only):

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

Please note: In order for the Clinical Instructor or a preceptor to be able to cosign student nurse documentation, the student must choose the Cosigner upon logging on.

## Cosigning Flowsheet/MAR Documentation:

### FLWSHEET/MAR Documentation

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

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".

The screenshot shows the 'Needs Cosign' interface. On the left, the 'Flowsheets' tab is active, with a red circle '1' highlighting the 'Cosign Report' button. The main content area is titled 'All Flowsheet Data Needing Cosign' and has a red circle '2' highlighting the 'Cosign All' button in the top right. Below the title, there is a 'Cosign Requestor' field set to 'Test, Ip/Ed Nursing Student, SN'. The main area contains a list of documentation items, each with a 'Cosign' link. The items include: 'Pain Screening/Assessment' (Row Name: 09/24/20 0900), 'Vital Signs' (BP: 130/88, Resp: 90, Pulse: 90, SpO2: 100%), 'Pain Screening/Assessment' (Screening/Pain Scale Used: Neonatal Pain, Agitation and Sedation (N-PASS)), 'Pasero Opioid-Induced Sedation Scale (POSS)' (Pasero Opioid-Induced Sedation Scale (POSS): 1 - Awake and alert), and 'Daily Cares/Safety' (Row Name: 09/24/20 0900).

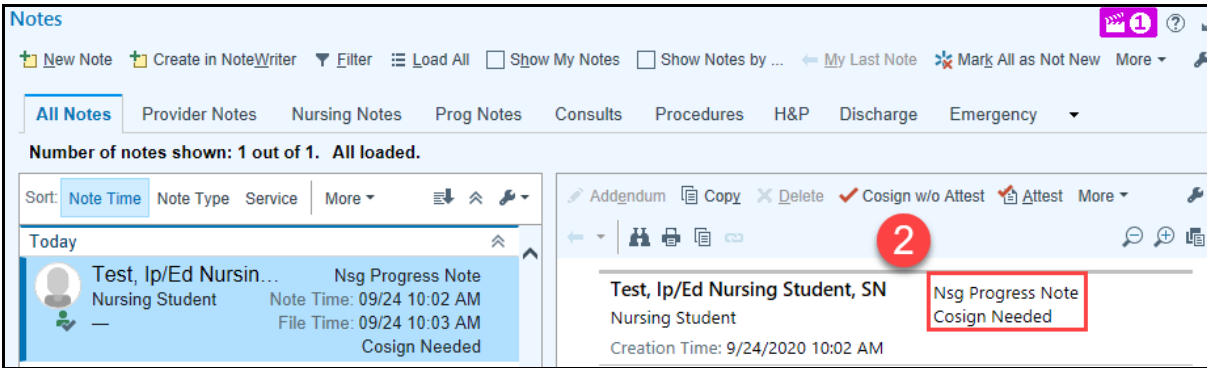
## Cosigning Nursing Notes:

### Nursing Notes

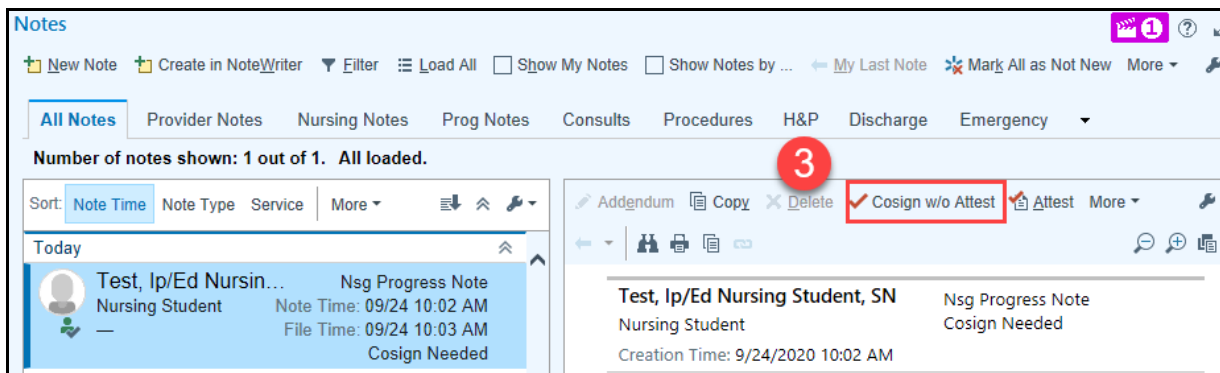
When a student has to write a separate "Nursing Note" outside of a flowsheet comment section, the note must be signed by the student. The Cosigner has already been indicated upon the student log-on.

The screenshot shows the 'My Note' form. The 'Type' field is set to 'Nsg Progress Note'. The 'Service' field is empty. The 'Date of Service' is set to '9/24/2020' at '02:35 PM'. The 'Cosign Required' checkbox is checked. The 'Cosigner' field is highlighted with a red circle '1' and contains the text 'TEST, INPATIENT'. Below the form is a rich text editor with various icons for formatting and editing.

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



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.

