

**oneChart**  
**Electronic Health Record**  
**Orientation Manual**  
*For*  
*Undergraduate*  
*Nursing Students*

**Beaumont**

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**Special instructions for nursing students who are also Beaumont Health Employees will be indicated in these yellow boxes. If you are a Beaumont Health employee, please be sure to carefully read the information in these yellow boxes throughout the manual.**

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

**Laura Zahm at**

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**or Sandy Schmitt at**

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***PLEASE CALL US FIRST IF YOU EXPERINCE 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.**

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## Overview of oneChart/Epic Training

oneChart is **Beaumont Health-Oakwood's** electronic medical record (EMR) powered by Epic. You will complete your oneChart training on-line in Beaumont Health-Oakwood'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: Go to page 4 for instructions to print your User ID.

## 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. Assessment/Test
3. Evaluation

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

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

## 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

1. Your HealthStream ID# also known as your Beaumont Employee ID or PeopleSoft ID# will be emailed to your instructor. Your HealthStream ID# is a unique 6 digit number. It will not begin with zero.
2. From Internet Explorer, go to [www.healthstream.com/hlc/beaumonthealth](http://www.healthstream.com/hlc/beaumonthealth)
3. **Sign In:** Enter your **6-digit HealthStream ID#** in the **User ID** field.
4. **Password:** Enter your **6-digit HealthStream ID#** in the **Password** field.

The screenshot shows the HealthStream login interface. A red box highlights the 'Sign In' section with 'User ID' and 'Password' fields and a 'Login' button. A red arrow points from a text box to the 'User ID' field. Another red box highlights the 'Login Instructions' section, which includes a 'PLEASE NOTE' and 'Directions' for logging in. The 'PLEASE NOTE' states that the user needs their Beaumont Employee ID (also known as their PeopleSoft ID number), a six-digit number found on their paystub or via a PeopleSoft HCM Self-Service Login link. The 'Directions' list two steps: 1. Enter the 6 digit Employee ID number also known as your PeopleSoft ID. 2. Enter your Employee ID number also known as your PeopleSoft ID for your password. An example is provided: Nancy Nurse PeopleSoft ID is 111222. For the HealthStream User ID Nancy would input her PeopleSoft ID 111222. For the HealthStream Password Nancy would input her PeopleSoft ID 111222. When prompted she would create a new password. A footer note says: Problems with Access to HealthStream - Call Beaumont IT Customer Service at 888-481-2448. Questions regarding Assignments - Ask your manager or email HSADMIN@beaumont.org.

**Your HealthStream ID# is also known as your Beaumont Employee ID or PeopleSoft ID#.**

**User ID:** Enter the 6 digit HealthStream ID# that was given to you.  
**Password:** Reenter the 6 digit HealthStream ID# that was given to you.

**Login Instructions**

**PLEASE NOTE:** To log into HealthStream you will need to know your Beaumont Employee ID also known as your PeopleSoft ID number. This six (6) digit number can be found on your paystub and/or by accessing the link for the [PeopleSoft HCM Self-Service Login](#) available if you are within the Beaumont IT network/environment.

**Directions:**

1. Enter your 6 digit Employee ID number also known as your PeopleSoft ID
2. Enter your Employee ID number also known as your PeopleSoft ID for your password

Once you log into HealthStream you will be directed to create a new password to use in the future. (Your default password is your PeopleSoft ID number)

Example: Nancy Nurse PeopleSoft ID is 111222

- i. For the HealthStream User ID Nancy would input her PeopleSoft ID 111222
- ii. For the HealthStream Password Nancy would input her PeopleSoft ID 111222. When prompted she would create a new password

Problems with Access to HealthStream - Call Beaumont IT Customer Service at 888-481-2448  
Questions regarding Assignments - Ask your manager or email HSADMIN@beaumont.org

5. The first time you log into HealthStream, you will be directed to reset your password.

The screenshot shows the 'Reset Your Password' page. A red box highlights the 'Old Password' field with an annotation. Another red box highlights the 'New Password' and 'Confirm Password' fields with an annotation. A third red box highlights the 'Submit' button with an annotation. A red arrow points from the 'Old Password' field to the 'New Password' field.

**Reset Your Password**

Old Password\*

New Password\*

Confirm Password\*

**Submit**

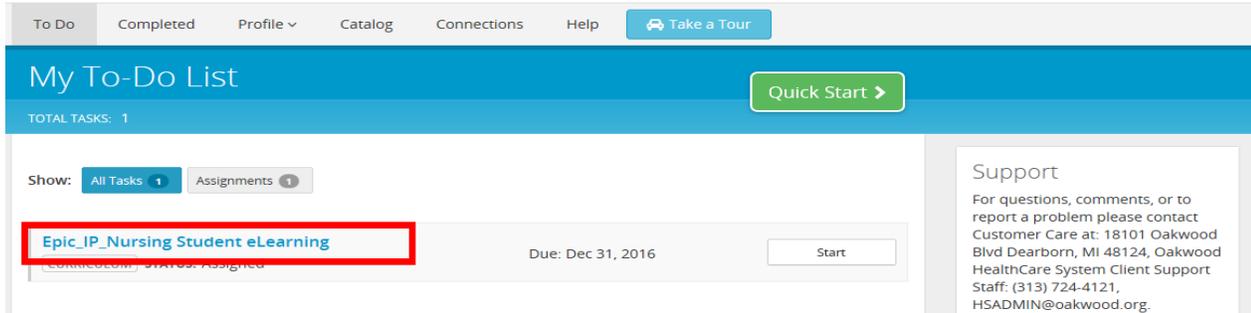
**Old Password:** Enter the 6 digit HealthStream ID# that was given to you.

**Create your new password.**

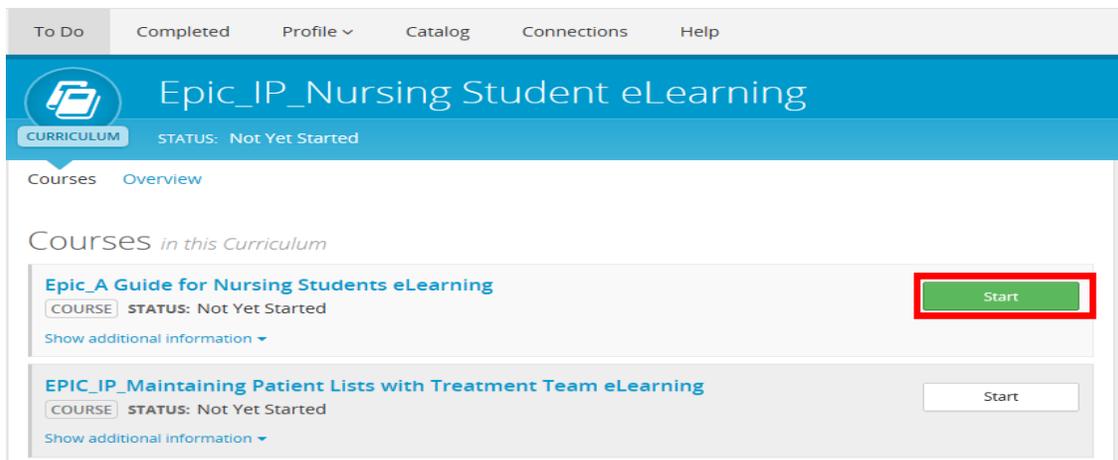
**Reenter your new password.**

## HealthStream User Instructions

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.



***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.**

## Obtaining Your User ID

### Printing Your Electronic Letter (e-Letter) containing your User ID:

- A staff person will need to sign you onto the computer for the first time.
- Click on the **Internet icon**. You will automatically be directed to the **Beaumont Intranet** home page.
- Click on **OakNet** (located on the top upper right portion of your screen).
- Under **Quick links**, click the **Forms** option.
- Click the **System Access Request link**.
- Click **Employee Login for e-Letter** link and enter the requested information & then click **Submit**.
- Click the **e-Letter link** and **print** your e-Letter (and any instructions included).

The screenshot displays the Beaumont Health OakNet interface. At the top, there are navigation tabs for News, Nursing, Physicians, Directories, and Programs. The main content area is divided into several sections:

- People Search:** A search box for Physicians, Employees, and Residents.
- PHONE DIRECTORIES:** Buttons for Department, Employee, Physician, and Residents.
- Quicklinks:** A list of links including Service Excellence, Payroll, and **Forms** (highlighted with a red box).
- Electronic Forms:** A section titled "Most Requested Forms" with a list:
  - Time Off - CTO
  - Surgical/Medical/Other Procedure
  - Employee Timekeeping Record
  - System Access Request** (highlighted with a red box)
  - Corrective Action
- System Access Request Introduction:** A sidebar on the right containing:
  - intro
  - help
  - Employee Login for eLetter** (highlighted with a red box)
  - Check Status
  - SARF Instructions
  - eLetter Instructions
- eSARF Login:** A form with fields for Zip Code, Last 4 digits Social Security Number, and Date of Birth, and a **submit** button (highlighted with a red box).

**Nursing students who are Beaumont employees at Grosse Pointe, Royal Oak, Troy or Farmington Hills will NOT print an electronic letter or eLetter. Their student User ID, also known as an SN#, will be emailed to the instructor who will then distribute to the nursing student. All other Beaumont employees will get their SN# via eletter as described above.**

**Your eLetter contains your User ID only; not your Password. The eLetter also gives you access to our Password Self-Service (PSS) website, where you must login and create your own password. There are directions and a link to the PSS website in your eLetter and below.**

## Instructions for Registering for Password Self-Service (PSS)

1. **First time users of PSS** will need to register as a “New User” in PSS.
2. Go to [pss.beaumont.org](https://pss.beaumont.org).
3. Click on **Register Beaumont Health ID** under **For New Users**.

4. The “Beaumont Health ID” is the system logon or also known as the LAN ID or User ID. You have received this in your eLetter.
5. Enter your date of birth, last four of social security number and zip code you indicated in ACE.
6. New users will be required to answer five challenge questions that they select.
7. PSS Registration can occur from your home pc, cell phone or work pc by accessing [pss.beaumont.org](https://pss.beaumont.org) from the internet.

**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 [pss.beaumont.org](https://pss.beaumont.org) from the internet.

**Nursing students who are also a Beaumont Health employee do not need to create a password. Rather, the student will use the same password that they use to sign in as an employee. Refer to Page 9 for directions on how to log into oneChart for employees who are also a nursing student.**

## How to Change 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. Type in your new password which meets the Beaumont policy guidelines

The screenshot shows the 'User Login' page on <https://pss.beaumont.org>. The page has a header with 'Beaumont' and 'Password Self-Service'. Below the header, there are two main sections: 'Change your password' and 'For New Users'. The 'Change your password' section is highlighted with a red box. It contains the following text: '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".' Below this text are two input fields: 'Beaumont Health ID: Enter Beaumont Health ID' and 'Password:'. A blue link 'Forgot Your Password?' is located below the password field. A blue 'Log In' button is at the bottom of the form. The footer of the page reads 'Beaumont Health © 2016'.

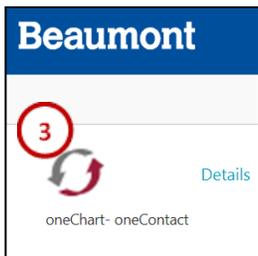
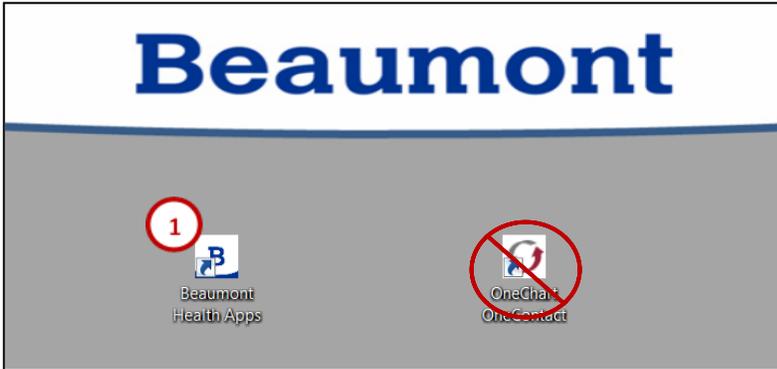
## If You Forget Your Password

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

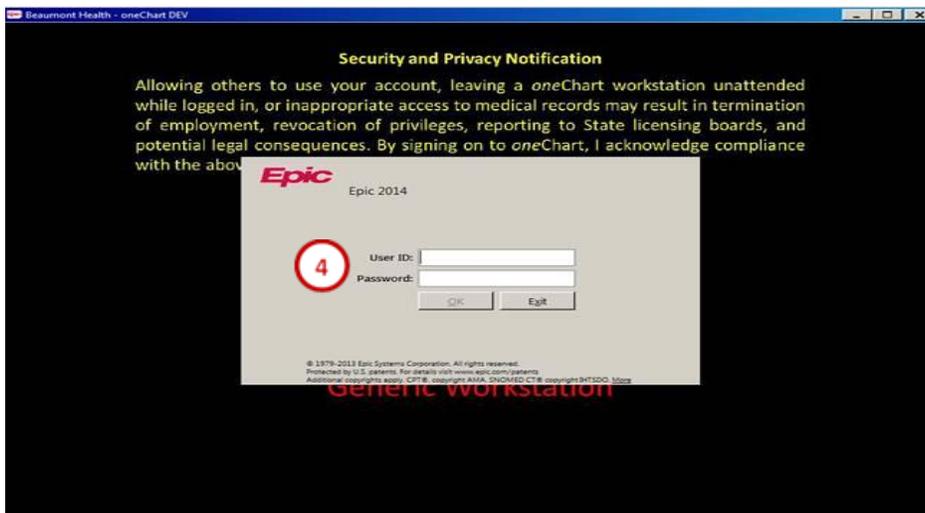
The screenshot shows the 'User Login' page on <https://pss.beaumont.org>. The page has a header with 'Beaumont' and 'Password Self-Service'. Below the header, there are two main sections: 'Change your password' and 'For New Users'. The 'Forgot Your Password?' link is highlighted with a red box. It contains the following text: '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".' Below this text are two input fields: 'Beaumont Health ID: Enter Beaumont Health ID' and 'Password:'. A blue link 'Forgot Your Password?' is located below the password field. A blue 'Log In' button is at the bottom of the form. The footer of the page reads 'Beaumont Health © 2016'.

## Signing on to oneChart/Epic

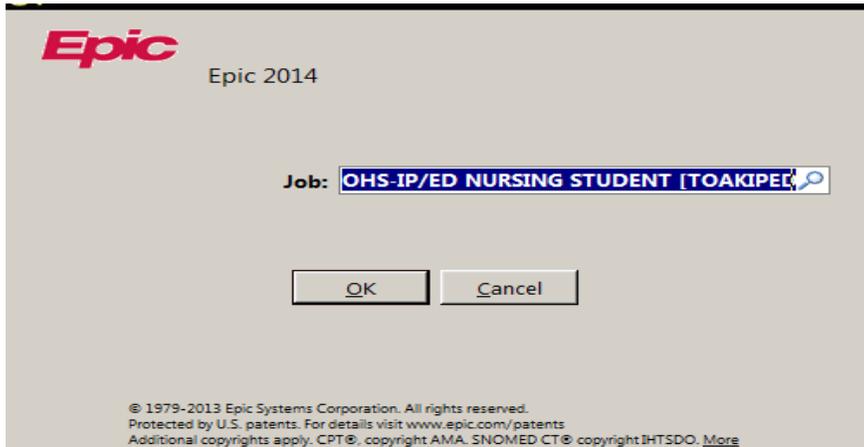
1. From your Desktop Double Click on Beaumont Health Apps Icon
2. Log in with your User name and Password
3. Double click OneChart- OneContact Icon
4. Enter Your User ID and Password



**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.



5. Choose the OHS Template



**NOTE:** Students who have or have had clinicals 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.

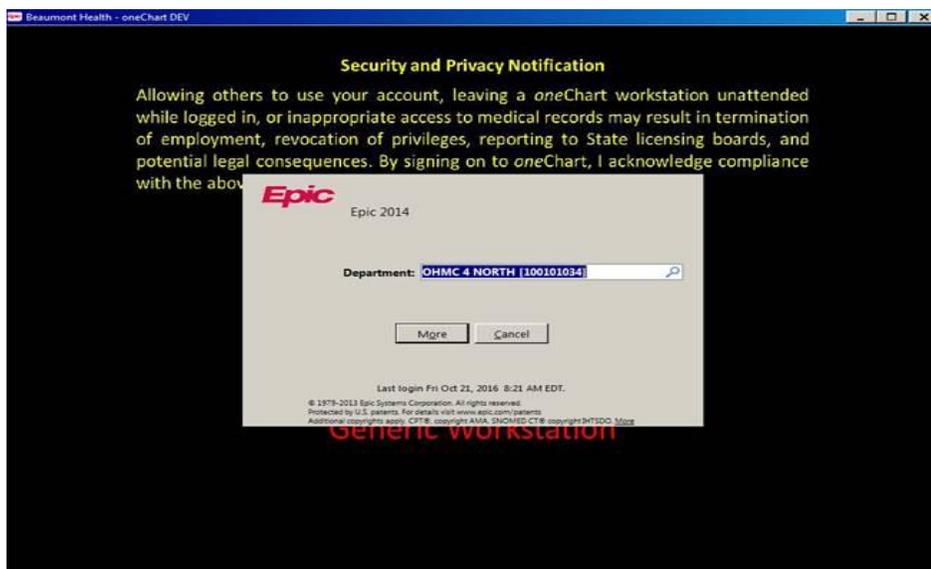
6. Type in the acronym for the acute care site you are assigned to for clinical. Hit “Enter”.

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

## 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. Use your employee User ID and Password to log on to the computer.
2. From your Desktop Double Click on Beaumont Health Apps Icon.
3. 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. See page 8.

## Cosigning Flowsheet/MAR Documentation:

### FLWSHEET/MAR Documentation

1

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".

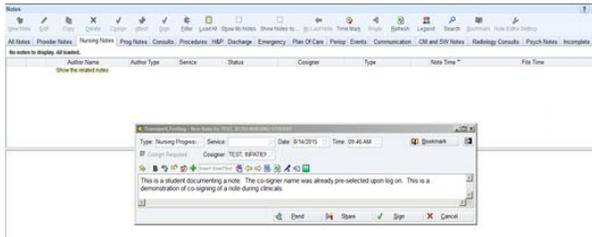
The screenshot shows the Epic patient summary activity interface. On the left is a navigation pane with options like 'Patient Summary', 'Chart Review', 'Results Review', 'Work List', 'MAR', 'Doc Flowsheets', 'Intake/Output', 'Notes', 'Patient Education', 'Care Plan', 'Order Entry', 'Order Sign', 'Shift Assessment', 'Navigators', and 'Communication'. The main content area displays 'All Flowsheet Data Needing Cosign' with a 'Cosign All' button circled in blue. Below this, there are three documentation groups, each with a 'Cosign' link circled in blue. The first group is 'Vital Signs' for row 0420/12 1530. The second group is 'Vital Signs' for row 10/08/12 0906. The third group is 'Intake/Output' for row 10/08/12 0900. A red circle with the number '1' is placed over the 'Cosign' link for the first Vital Signs group.

## Cosigning Nursing Notes:

1

### 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.



2

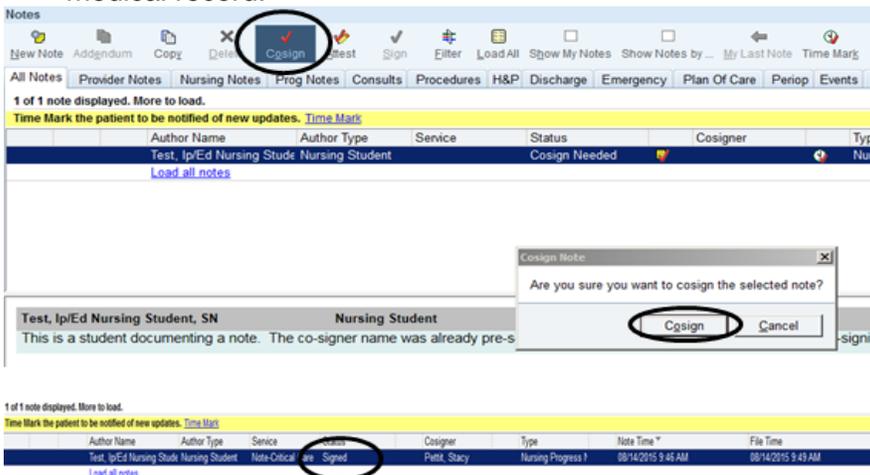
The Note displays in the Notes activity, under the Nursing Notes tab with an icon and notation of “Cosign Needed”.



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.

