

# Centra College Nursing Orientation eHealthcareIT & Cerner

Spring 2020



# Hillary Yeatts, BSN, RN, CCRN Clinical and Lab Coordinator

- My email address is [Hillary.yeatts@centrahealth.com](mailto:Hillary.yeatts@centrahealth.com)
- My phone number is 200.5503
- I am your resource for issues regarding:
  - eHealthcare
  - Cerner
  - Accudose
  - Clinical related issues



## Sign-On

- Use the following log-in information
  - Username: LGHSON
  - Password: Son2labs

# Confidentiality Form

- In order to obtain access to Cerner and other systems within the healthcare system you are required to fill out a confidentiality form.
- Use the computers in front of you and login into your [centracollege.edu](mailto:centracollege.edu) email accounts
  - Go to [www.office365.com](http://www.office365.com)
  - Use the logins that you obtained from Mr. Robrecht and you used to sign-in earlier today

# Confidentiality Form

- This form is required to be filled out by every student who will be doing clinicals during their nursing program at Centra Health.

Reply Reply All Forward IM

Tue 1/15/2019 10:42 AM



webmaster@centrahealth.com

Centra Rotation/Leadership: Confirmation Email

To Casey Bragg; webmaster

Dear [casey.bragg@centrahealth.com](mailto:casey.bragg@centrahealth.com)

Congratulations, your Clinical Rotation/Leadership hours with Centra will begin soon. Click the link below to complete the requirements or it will delay the start of your rotation/leadership hours. This link will expire in 30 days, so don't wait!

[https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps1.centrahealth.com%2FInfoSecAccessForms%2FAccessForms%3FID%3D9a7e9f18-88be-4a6d-b731-9d23eb294697&data=02%7C01%7Ccasey\\_bragg%40centrahealth.com%7C6233789dbc7e4d7a31bf08d67b00034c%7Cf5f077a073ab4f3baf1d665d0fe22d14%7C1%7C0%7C636831637321650153&data=ASUCwCm9Z94%2B0rmyiGda58nfMrCotQwSgfKkYKK8ilY%3D&reserved=0](https://na01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps1.centrahealth.com%2FInfoSecAccessForms%2FAccessForms%3FID%3D9a7e9f18-88be-4a6d-b731-9d23eb294697&data=02%7C01%7Ccasey_bragg%40centrahealth.com%7C6233789dbc7e4d7a31bf08d67b00034c%7Cf5f077a073ab4f3baf1d665d0fe22d14%7C1%7C0%7C636831637321650153&data=ASUCwCm9Z94%2B0rmyiGda58nfMrCotQwSgfKkYKK8ilY%3D&reserved=0)

# Confidentiality Email Example

# HOW TO FILL OUT THE CENTRA CONFIDENTIALITY FORM FOR NAME CHANGE

The 'Confidentiality Form' link will be sent from [webmasterecentrahealth.com](http://webmasterecentrahealth.com). The Link in the email will expire **30 days** after it is sent. This form **MUST** be completed prior to the start of your clinical experience.

Once you click the link provided you will be taken to the confidentiality form to fill out. Please follow these directions

### How to Fill Out the Centra CONFIDENTIALITY FORM

**Undergraduate**

Enter your **FIRST NAME** (First Name: Casey)  
Enter your **MIDDLE INITIAL** (Middle Initial: Tolle)  
Enter your **LAST NAME** (Last Name: Bragg)

Enter your **PHONE NUMBER** (Phone: )  
Enter your **BIRTH DATE** (Birth Date: )

Enter the **STREET ADDRESS** (Street Address: )  
Enter the **CITY** that you live in. (City: )  
Enter the **STATE** that you live in. (State: )  
Enter the **ZIP CODE** for the CITY that you live in. (Zip: )

Are you currently a Centra Employee? Select YES or NO from the drop down box.

Your School Name will automatically be filled in. If it is incorrect, then please contact your school coordinator.

This information will be entered during your leadership experience. LEAVE IT BLANK!

Select your **ACCOUNT TYPE** from the Drop Down box. Select **NAME CHANGE**. Fill in your **FORMER NAME** (Former Name: Bragg)

Your **EXPECTED GRADUATION DATE** may already be filled in OR you may need to enter it on your own. If it is **INCORRECT**, then please contact your school coordinator.

Please complete the validation options listed below.  
Validation criteria will be used to verify your identity should you call for security assistance.

Your Mothers Maiden Name ( )  
Last 4 Digits of your Social Security Number ( )  
County/City Where You Were Born ( )  
High School You Attended ( )

Enter your answers to the following fields. Remember your answers, because they will be used to verify your identity if you call the IT Help Desk for assistance.

Submit

IF YOU HAVE ANY QUESTIONS, CONTACT CASEY BRAGG, CASEY.BRAGG@CENTRAHEALTH.COM

# eHealthcare

- eHealthcare is Centra Health's annual education platform
  - Annual Modules




# eHealthcare

- If you are a Student **who is also a Centra Health employee**, you will continue using your Centra Employee login information. A new account will not be created for you.
- If you are a Student **who is not a Centra Health employee**, you will be provided with a login ID
- eHealthcare IT modules **CAN** be completed on an iPad



# eHealthcare Example Email

Reply Reply All Forward IM  
Wed 11/6/2019 8:47 AM

 eHealthcare@centrahealth.com  
Enrollment Confirmation: 2019 Non-Employee On-Line General Orientation (OGO)

To: [Redacted]  
Cc: [Redacted]

[Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.](#)

 Non Employee access navigate eHealthcareIT.pdf 1 MB  
 Brochure eHealthcareIT 112016.pdf 867 KB

**External Sender – Verify Sender Do not click links or attachments unless you know the content is safe**

**2019 Online Enrollment**

[2019 Non-Employee Online General Orientation \(OGO\) v01: Go Directly to eHealthcareIT](#)

Dear [Redacted]

Welcome to Centra's Learning Management System eHealthcareIT!

**IMPORTANT:** As an Outside Entity/Non-Employee (Contractor, Intern, Temp, Student, Traveler) in 2019; the **2019 Non-Employee On-Line General Orientation (OGO)** has been assigned to you and **must be completed within 30 days of enrollment.**  
**Students: unless you have been instructed to complete it earlier/before starting clinicals.**

- Attached is a brochure, & reference guide, providing an overview of the system, including access & frequently asked questions.

**Your "User ID" and "Password" are the same on your first log in: [Redacted]; if New User ID, you will be prompted to reset your password.**

**To Get Started:**

- Within Centra: Visit CentraPeople (I need to find...) eHealthcareIT; log in; select My Records then My To Do List
- Outside Centra: from any internet accessible computer visit <http://centra.ehealthcareit.us/> log in; select My Records then My To Do List

**System issues:** Call the Help Desk at 434-200-4848 or, on the Login screen, select the 'Reset Password' link

Thank you! eHealthcareIT System Administrator

# eHealthcare Enrollement

- You will begin getting emails to your student or employee account in regards to the assigned modules that WILL NEED to be completed.

# Accessing eHealthcare

## Student Resources

Home > Resources > Student

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ Current course
  - ▼ **Student**
    - ▶ Participants
    - ▶ Badges
    - ▶ Student Resources
    - ▶ Application for Graduation
    - ▶ Catalog/Student Handbook/Academic Calendar/Tuition...
    - ▶ Financial Aid/Scholarship Information
    - ▶ Student Nursing Uniforms
    - ▼ eHealthCareIT & Cerner
      - ▶ E Healthcare IT (link to site)
      - ▶ Directions to access E-Healthcare IT
      - ▶ Troubleshooting eHealthcareIT for Students
      - ▶ Cerner PromisePoint
      - ▶ Directions to Complete Online Nursing Modules
    - ▶ FORMS
    - ▶ KAPLAN - Resource & Payment Information
    - ▶ Textbook Information
    - ▶ CPR and Immunizations
    - ▶ Student Badges and Parking
    - ▶ Student IT Help
    - ▶ CVCC Info and CCON Course Info
    - ▶ Campus Safety Lesson & Quiz
    - ▶ Studying & Learning in Nursing School
    - ▶ Student Government Association (SGA)

- Directions on accessing eHealthcare can be found on Moodle in Student Resources under the section eHealthcare IT & Cerner
  - You will find a link that will take you directly to eHealthcare as well as instructions on how to access your modules
  - Refer to PDF *Directions to access eHealthcare IT* for instructions on accessing and navigating the site

# eHealthcare Deadline

- eHealthcare Modules are to be completed prior to the start of classes on **January 20, 2020**. Failure to complete modules will result in missed class time until these are completed.
- You may also be assigned other modules that will need to be completed. You should have no modules in your to-do list prior to your first day of class.
- You are welcome to come to the school and complete the modules prior to the start of classes if you don't have access to a computer. Please contact me and I'd be happy to make arrangements for you to utilize our computer lab.

# Log into eHealthcare IT

- <https://centra.ehealthcareit.us/ekpcentra/servlet/ekp/login?getnews=Y>

# Cerner

- What is Cerner?
  - Cerner is the hospital's electronic medical record, this is the system you will learn to utilize and navigate to look up, chart, and review patient information.

# Cerner Promisepoint Training

- Prior to starting clinical you will need to complete Cerner Promisepoint Training modules.
- There are 28 modules that are required to be completed in order to start your clinical experience.
  - It may take up to 7 hours to complete these modules.
- Cerner Promisepoint modules **cannot** be completed on an iPad



# Cerner FAQs

**Q: I am employed at Centra and have already completed Cerner training, do I have additional training to complete as a student?**

A: Yes. To view this training you will login using your ehealthcare ID

**Q: I do not have a username, where can I find it?**

A: You will use your ehealthcare username for training.

**Q: What is the best web browser to use?**

A: Great question, the preferred browser is Google Chrome

**Q: The system seems slow or I am unable to open another module, what should I do?**

A: Step 1: Please clear your cache (not sure how to do this, conduct a quick internet search for directions specific to your computer/browser)

Step 2: Close your windows and reboot your computer

**Q: What is the deadline for training to be complete.**

A: Centra's deadline is August 23<sup>rd</sup>

# Accessing Cerner Training Modules

## Student Resources

Home > Resources > Student

### NAVIGATION

Home

- Dashboard
- ▶ Site pages
- ▼ Current course
  - ▼ **Student**
    - ▶ Participants
    - ▶ Badges
    - ▶ Student Resources
    - ▶ Application for Graduation
    - ▶ Catalog/Student Handbook/Academic Calendar/Tuition...
    - ▶ Financial Aid/Scholarship Information
    - ▶ Student Nursing Uniforms
    - ▼ eHealthCareIT & Cerner
      - ▶ E Healthcare IT (link to site)
      - ▶ Directions to access E-Healthcare IT
      - ▶ Troubleshooting eHealthcareIT for Students
      - ▶ **Cerner PromisePoint**
      - ▶ **Directions to Complete Online Nursing Modules**
    - ▶ FORMS
    - ▶ KAPLAN - Resource & Payment Information
    - ▶ Textbook Information
    - ▶ CPR and Immunizations
    - ▶ Student Badges and Parking
    - ▶ Student IT Help
    - ▶ CVCC Info and CCON Course Info
    - ▶ Campus Safety Lesson & Quiz
    - ▶ Studying & Learning in Nursing School
    - ▶ Student Government Association (SGA)

- Directions on accessing Cerner Training Modules can be found on Moodle in Student Resources under the section eHealthcare IT & Cerner
  - You will find a link that will take you directly to Cerner Promisepoint.
  - Refer to PDF *Directions to Complete Online Nursing Modules* for instructions on accessing and navigating the site

# Why is access to my class accounts restricted? (i.e. Moodle)

- Did you forget to complete assigned eHealthcare modules by the due date?
- Did you fail to fill out any forms by their due date?





Any Questions?

# Hillary Yeatts, BSN, RN, CCRN Clinical and Lab Coordinator

- My email address is [Hillary.yeatts@centrahealth.com](mailto:Hillary.yeatts@centrahealth.com)
- My phone number is 434.200.5503
- I am your resource for issues regarding:
  - eHealthcare
  - Cerner
  - Accudose
  - Clinical related issues

