

LCMC Onboarding Email

- Onboarding Communication from LCMC Academic Affairs
 - Onboarding Email to be sent **Monday, June 6th**; PCs will receive an EXAMPLE of the standard message. Email message will include the following:
 - LCMC/EPIC user ID and temporary password
 - Instructions to activate DUO Remote Access
 - Login Information for LCMC Learning Center (houses all orientation modules and online EPIC training)
 - Instructions for June 29th ZOOM Orientation Webinar (formal invitation will follow), plus Resident pick-up day at UMCNO

The material in the onboarding email has been personalized to each of your residents/fellows. The EXAMPLE message PCs will receive just **an EXAMPLE for your awareness**. **The usernames, passwords, and assigned Resident/Fellow Pick-up Day time slots are specific to each resident and should be strictly followed.**

Orientation Modules

- Since 2020, **all orientation material and EPIC Training has been delivered VIRTUALLY**. This year is no different. Please do not send your residents for on-site EPIC training as this does not exist.
- Instructions on how to login to The Learning Center and complete orientation and EPIC training modules will be included in the onboarding email
- **DUO activation is the NECESSARY FIRST STEP** in order to access the system. If this step is not completed first, then your residents will have issues logging in.
- The deadline for all orientation module and EPIC Training module completion for LSU residents and fellows is set for **6.29.22**.
- Compliance reports will be run regularly, and you will be emailed with the progress reports. Please encourage your residents and fellows to complete ALL training on time in order to avoid delays in access.

LCMC EPIC Training

- Following the onboarding email, the LCMC EPIC Training Team will send specific EPIC training communications to your residents.
- **All EPIC Training is administered online, via the LCMC Learning Center**
- Instructions on how to login to The Learning Center will be included in the onboarding email
- **DUO activation is the NECESSARY FIRST STEP** in order to access the system. If this step is not completed first, then your residents/fellows will have issues logging in.
- The deadline for all orientation module and EPIC Training module completion for LSU residents and fellows is set for **6.29.22**.
- If R/F do not pass assigned EPIC training modules, they will be REQUIRED to sign-up for a VIRTUAL refresher course; these courses also available for R/F seeking additional training *(details will be included in LCMC EPIC Training email)*
- PCs send a list of FELLOWS ONLY with previous EPIC training, along with copies of EPIC transcripts to LCMCEPICTraining@lcmchealth.org . Fellows MAY qualify for the Advanced Provider Training course. *Determined on case by case basis.*

Questions regarding EPIC Training or Login issues

- All questions related to EPIC training should be sent to LCMCEPICTraining@lcmchealth.org .
- Issues logging in should be directed to the HELP DESK 504-702-4357
- For any questions related to EPIC Training or The Learning Center sent to LCMCAcademicAffairs@lcmchealth.org **instead of the appropriate email addresses as listed in the onboarding email---**there is no guarantee that these will be answered in a timely manner.
- **Instructions should be carefully read and followed by all incoming residents, in the order listed.**

Obtaining UMCNO ID Badge

- ALL Residents & Fellows must visit the **UMC Public Safety Office** no later than **FRIDAY, JUNE 24TH** to get their picture taken for their UMC ID Badge. **Bring driver's license or photo ID**
- The **UMC Public Safety Office** is located on the 2nd floor of the hospital, Room 2673
- Office hours are **M – F 8am -10am, 2pm-4pm** and are strictly enforced
- **The office will be closed and zero badge pictures can be taken on 6/17 and 6/20. Please instruct your R/Fs to plan accordingly.**
- Failure to take badge picture in advance will result in delayed badging and access to UMC facilities. In this situation, printing for pick-up day cannot be guaranteed.
- *Badging process at other LCMC sites is covered in the Resident Reference Guide, provided at Resident Pick-up Day*

– **LEGAL NAMES MUST BE USED ON ALL ID BADGES. NO EXCEPTIONS. PLEASE INFORM YOUR RESIDENTS.**

LCMC ZOOM Orientation & Materials Pick-up at UMCNO: Wednesday, June 29th

➤ Interactive ZOOM Orientation Session with CAO, Academic Affairs, Live Q & A

- 8:30pm – 10am via ZOOM (official link will be sent to all residents from LCMC Academic Affairs)
- ZOOM Link will be sent 1 week in advance of scheduled date. Reminders will be sent. Please have your residents be on the lookout for this email in their inbox 1 week prior.

➤ Materials pick-up in UMCNO Conference Center

- 11:30am – 1:30pm, Group A
- 2:00pm – 4:00pm, Group B

MATERIALS:

- LCMC Health/EPIC Username
- LCMC Health Onboarding Information packet, maps, policies, etc.
- ID BADGE and badge buddies (for those that have already taken pictures at UMCNO prior to June 24th)
- Unique Resident/Fellow DEA # suffix for each LCMC facility where the R/F will rotate
- Scrubs (cannot be guaranteed for those programs' R/F who have not submitted sizes by 5/13/22)
- Parking Decal for UMCNO parking garage
- On-site Verification of all IT applications in the Resident Resource Library with IT personnel

FELLOWS starting post-July 1st

- Many fellows begin their training later in July or August
- We understand they may not be able to easily attend the ZOOM session (*but we ask that they try*), and we know that June 29th pick-up day may be impossible.
- These fellows should email LCMCAcademicAffairs@lcmchealth.org with the dates they will be arriving and available to take badge ID pictures, obtain onboarding packet, scrubs, etc. Specific arrangements will be made for these fellows.

LCMC Annual Checklists

- Graduating Residents, **EXIT Forms** and checklist
- Resident & Fellow Rotation schedules for **EVERY LCMC Health Facility** (UMCNO, CHNOLA, TOURO, WJMC, EJGH) should be emailed to LCMCACademicAffairs@lcmchealth.org
- **When there are changes to your rotation schedule throughout the year, please send those updated schedules.**
- Review your program's UMCNO **meal card inventory**, make notes of missing meal cards. Mass replacements of meal cards cannot be made in June, but steps can be taken for early July replacement. Paper meal cards continue to be used at Touro and Children's.