


Outpatient Clinical

Ambulatory Nurse

Audience: For RN, LPN, MA

Program Contact: Esther Aminov, EA2956@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Ambulatory Nurse: Live Session	Training Track Complete

Ambulatory Nurse

	Prerequisites
Instructor-Led Course Length 5 hours	
<p>Course Description: In this course you will learn how to identify and room the patients you will be caring for. The course also covers how to place orders, how to document encounters and results, and includes lessons on anticoagulation and therapy plans for those who need them.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Ordering in an Outpatient Setting • Clinic-Administered Medications • Overview of In Basket • In Basket: Handling Refill Requests • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans – Nurse

Ophthalmology Technician

Audience: For Ophthalmology Nurse/Tech working in an Ambulatory

Program Contact: Prianka Waghray, FW2519@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Ophthalmology Tech: Live Session	Training Track Complete


Ophthalmology Tech

	Prerequisites
Instructor-Led Course Length 4 hours	
<p>Course Description: In this course you will learn how to identify and room the patients you will be caring for. The course also covers how to place orders, how to document encounters and results, and includes lessons on anticoagulation and therapy plans for those who need them.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Ordering in an Outpatient Setting • Clinic-Administered Medications • Overview of In Basket • In Basket: Handling Refill Requests • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans - Nurse

Ophthalmology Clinic Manager

Audience: For Staff who Clinically Manage in the Ophthalmology Ambulatory Settings

Program Contact: Prianka Waghray, FW2519@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Ophthalmology Clinic Manager: Recorded Lessons	Training Track Complete


Ophthalmology Clinic Manager

	Web-Based Training
<p>Course Description: In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: how to use Reporting Workbench to gather current information about your clinic and advanced In Basket management tools to help improve efficiency in your clinic.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Ordering in an Outpatient Setting • Clinic-Administered Medications • Overview of In Basket • In Basket: Handling Refill Requests • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans – Nurse • Course: Nurse Shared (RN, LPN, MA)

Outpatient Therapist

Audience: For Physical, Occupational Therapists and Speech language Pathologists

Program Contact: Esther Aminov, EA2956@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	OP Therapies: Live Session	Training Track Complete


Outpatient Therapist

	Prerequisites
Instructor-Led Course Length: 4 hours	
<p>Course Description:</p> <p>In this course you will learn the essentials of an evaluation visit, a treatment visit, and a discharge visit. You'll learn how to create a therapy episode, review the chart, document visit diagnoses, write notes, and file charges. You'll also review In Basket and see how to follow up on common messages.</p>	<ul style="list-style-type: none"> • Overview of Writing Notes • Documenting in Flowsheets • Introduction to Epic Training • Finding Patient Information • Overview of In Basket • Wrapping Up A Visit • Writing Notes for Offices Visits • Introduction to Communication Workflows • Vendor Parachute • Accessing Parachute for OP Therapists

Ambulatory Psychology/Social Work

Audience: For Psychologist and Social Workers working in an Ambulatory Setting

Program Contact: Esther Aminov, EA2956@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Psych/Social Work: Live Session	Training Track Complete

Ambulatory Psych/Social Work

	Prerequisites
Instructor-Led Course Length 5 hours	
<p>Course Description:</p> <p>In this course, you will learn how to identify and find patients you are caring for. The course also covers how to write a therapy note and a group therapy note, review chart information, document any appropriate charges and route messages to appropriate staff and clinicians</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Overview of In Basket • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans – Nurse • Vendor Parachute • Accessing Parachute for Social Workers

Ambulatory Nutritionist

Audience: For Nutritionist working in an Ambulatory Setting

Program Contact: Esther Aminov, EA2956@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Ambulatory Nutritionist: Recorded Lessons	Training Track Complete

Ambulatory Nutritionist

	Web-Based Training
<p>Course Description: In this course, you will learn how to identify and find patients you are caring for. The course also covers how to write a note, document a telephone encounter and manage messages from the In Basket.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Overview of In Basket • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans - Nurse

Clinic Manager

Audience: For Staff who Clinically Manage Ambulatory Settings

Program Contact: Esther Aminov, EA2956@CUMC.COLUMBIA.EDU

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Pre-Requisite E-Learning Courses	Clinic Manager: Recorded Lessons	Training Track Complete

Clinic Manager

	Prerequisites
<p>Course Description: In this course, you will learn how to use the different pieces of functionality in Epic using specialty-appropriate departments and patients. Functionality covered includes: how to use Reporting Workbench to gather current information about your clinic and advanced In Basket management tools to help improve efficiency in your clinic.</p>	<ul style="list-style-type: none"> • Overview of Hyperspace in an Outpatient Setting • Office Visit Demonstration • Finding Patient Information • Ordering in an Outpatient Setting • Clinic-Administered Medications • Overview of In Basket • In Basket: Handling Refill Requests • In Basket: Telephone Encounters • In Basket: Following up on Result Messages • Activating Patients for MyChart • Overview of Therapy Plans – Nurse • Course: Nurse Shared (RN, LPN, MA)

NOTE: It is strongly recommended to take any/all curriculum that your staff are registered for to understand their workflow.