

## How to Access Epic Covid-19 Updates and Training Materials

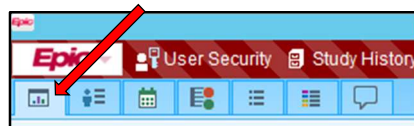
Sites impacted: All Sites Who Use Epic  
Users impacted: All Users

Epic Covid-19 updates and training materials are available on <https://affiliatenet.centracare.com/> This link is now available directly from Epic Epicentre Dashboard and CentraNet's home page.

This is a secured, shared site that should be used to access materials for Centracare, Carris staff, and Affiliate staff. The home page houses Covid-19 updates. Other Epic training materials are found using the tabs along the top. Since the site is secured, clicking on the link will result in an error if you are not on the CentraCare network. If you get an error, use one of the following three methods to access the content.

### Access Materials Via Epic Epicentre Dashboards

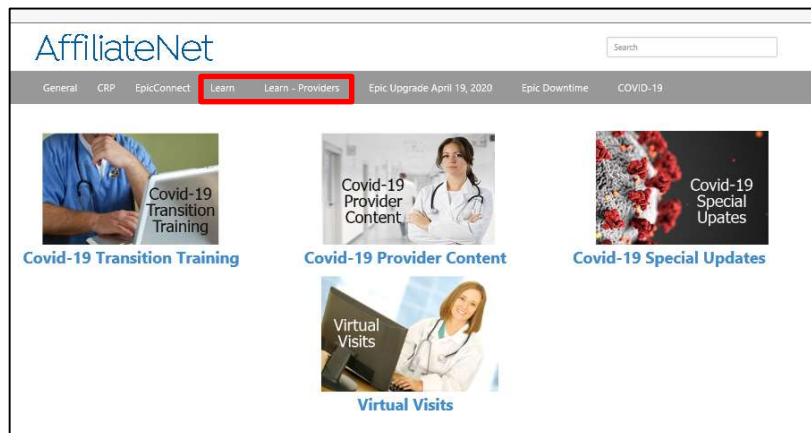
1. Log into **Epic Production**.
2. Click the **Epicentre Icon** on your workspace tabs.



3. A new banner displays, click the link to see updates.



4. You are brought to the AffiliateNet learn page. All Covid-Resources are on the home page. All other Epic training materials can be found using the Learn and Learn-Provider tabs.



# Access Materials via AffiliateNet

1. Click on the **CentraNet icon** on your desktop.



2. In the first *Covid-19 Updates* box, select **EPIC USERS: Click here for updates.**

The screenshot shows the CentraNet Employee Resource Center website. At the top, there is a navigation bar with links for 'About Us', 'Brand Resources', and 'CentraCare.com', along with a search box. Below this is a main menu with categories: 'Employee Resources', 'Locations & Departments', 'Policies & Procedures', 'Forms & Documents', 'Patient Care', and 'Learning Center'. The main content area features a large banner for 'SOCIAL DISTANCING' with the text 'Keep Your Distance' and instructions to maintain a six-foot distance. Below the banner are three columns of information:

- COVID-19 Updates:** States that CentraNet is the source of truth for COVID-19 communication. It is the responsibility of employees to review updates on the COVID-19 Incident Command page. A red box highlights the text: **ALL EMPLOYEES: Click here for detailed information.** Below this, it says: **EPIC USERS: Click here for updates.**
- PPE Education:** Discusses rapidly changing PPE guidelines and the need for staff education. It mentions that leaders will review current PPE guidelines and address questions and concerns. It refers to the 'Care Guidelines and Protocols' section on the COVID-19 page.
- Scrubs for those caring for COVID-19 Patients:** States that St. Cloud Hospital-issued scrubs will be provided to staff caring for suspect and known COVID-19 patients. It also mentions that scrub carts and soiled scrub hampers will be provided in designated areas and that staff should be mindful of their use.

3. You are brought to the AffiliateNet learn page. All Covid-Resources are on the home page. All other Epic training materials can be found using the Learn and Learn-Provider tabs.

The screenshot shows the AffiliateNet Learn page. At the top, there is a search box and a navigation bar with tabs for 'General', 'CRP', 'EpicConnect', 'Learn', 'Learn - Providers', 'Epic Upgrade April 19, 2020', 'Epic Downtime', and 'COVID-19'. The 'Learn' tab is highlighted with a red box. Below the navigation bar are four content tiles:

- Covid-19 Transition Training:** Features an image of a healthcare worker at a computer.
- Covid-19 Provider Content:** Features an image of a healthcare worker in a white coat.
- Covid-19 Special Updates:** Features an image of a virus particle.
- Virtual Visits:** Features an image of a healthcare worker at a computer.

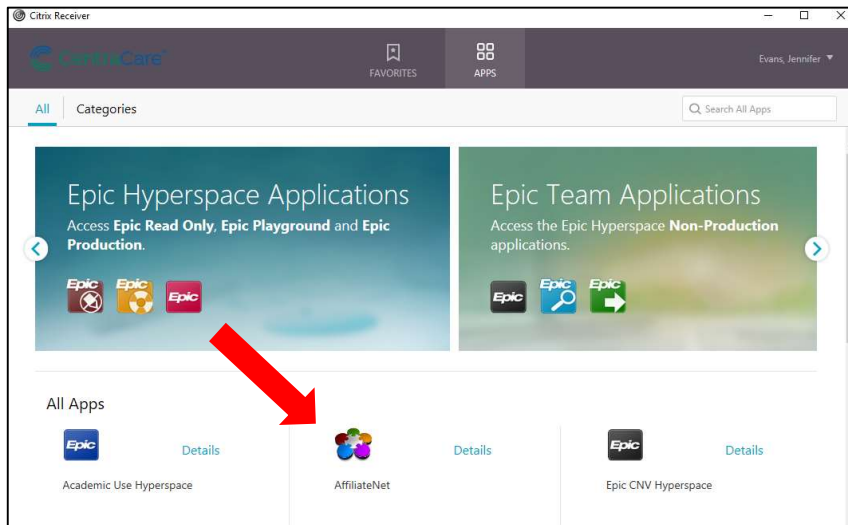
# Access Materials Via Citrix Portal



1. Access Epic Covid-19 training materials from your computer at home. Find your Citrix folder on your desktop and double click the icon. If you do not have the icon or login access is denied, you may need to set up the Citrix Portal on your computer. Find the tip sheet titled Connect Your Computer to the CentraCare Portal.

<https://www.centracare.com/documents/CentraCareHealthPortalReferenceGuide.pdf>

2. Once in Citrix double click AffiliateNet Icon.



3. Epic Covid-19 updates are under the **Learn** and **Learn-Providers** tabs.

