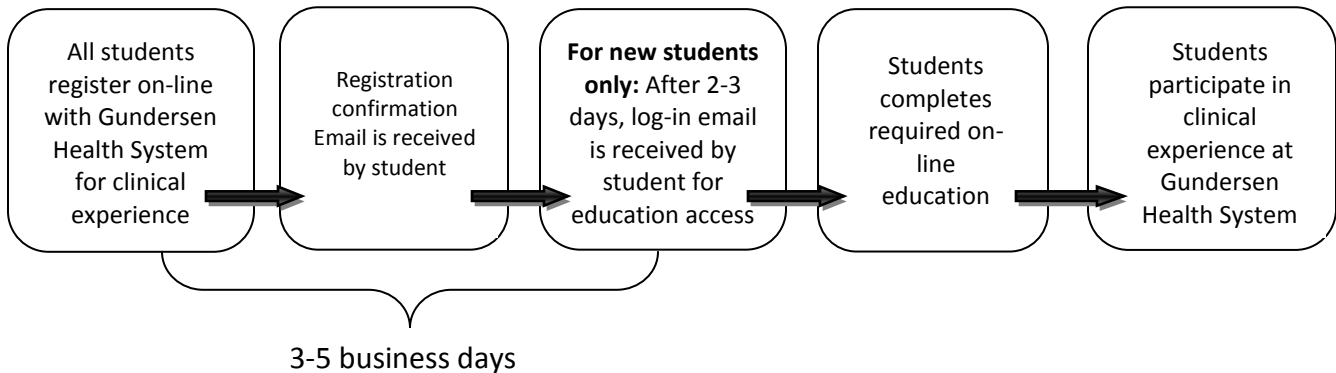# GUNDERSEN
HEALTH SYSTEM

To: All Students and Faculty participating in clinical experiences at Gundersen Health System
Re: Pre-Clinical Experience Required Education

Welcome to Gundersen Health System! All students and faculty participating in clinical experiences at Gundersen must complete on-line registration and education prior to the first day of their clinical experience.   This education includes our organizational Mandatory Education, as well as required education involving our electronic medical record (EPIC) (for select experiences).

Here is an overview of the process that must be completed prior to your first day of clinical experience:

| All students register on-line with Gundersen Health System for clinical experience | → | Registration confirmation Email is received by student | → | **For new students only:** After 2-3 days, log-in email is received by student for education access | → | Students completes required on-line education | → | Students participate in clinical experience at Gundersen Health System |

3-5 business days

Step 1 **Registration**

This registration process will provide you with log-in information needed to access our Gundersen log-in page and online education system, and must be completed every semester. **Registration is recommended to be completed at least 2 weeks prior to your clinical rotation** to allow for registration processing time as well as time for you to complete the on-line training.

Returning Students or Faculty:

- If you are returning to Gundersen, and still active in our system, you must still fill out a registration form with the new clinical dates, however, **you will not receive a second email or a new login and password.**
- If you have previously registered with us, please enter your Gundersen 6 digit ID number and click on submit. This number starts with a 9. Verify your student/faculty information, make any changes necessary and go to step 2 below.
- If you do not remember your Gundersen 6 digit ID, enter your School ID number (be sure you are using the same name and ID number that you used previously).

SYSTEM REQUIREMENTS:
- You must use a PC with Internet Explorer web browser, our system is not compatible with Mozilla Firefox.
- Mobile devices are not compatible with our online education system.
- Ensure that pop-up blockers have been turned off.

> **To register visit:**
> **www.gundersenhealth.org/orientation**
> **Follow the instructions prompted on the link to register.**

Once you have successfully completed registration, you will receive a Registration Confirmation email.

Step 2 **Log In and Education Completion**

2-3 days following your receipt of the Registration Confirmation email, you will receive a log-in email that will provide you with instructions for accessing your required education. (**For returning students:** You will **not** receive a second email. Please refer to the above note for 'Returning Students.')

Prior to completing your education you will need to know where your clinical experience will occur (i.e.: hospital or clinic setting.) If you are uncertain, please check with your faculty member immediately.

Education Types: There are two types of education you may be completing.

Mandatory Education is an annual organizational educational requirement for all students. This course covers a variety of topics including compliance, regulatory requirements, and our environment of care.

Epic Education is required for any student who will be accessing the electronic medical record to learn how to use the system for documentation and accessing patient information. Not all positions will complete this education, only if it appears on the curriculum that will be assigned to your education list.

Returning Students: Mandatory Education is required only once each calendar year. If you have already completed it in a prior experience this calendar year, you will not need to complete this course at this time. It is recommended that you review the Epic eLearning modules as a refresher.

Current Gundersen Employees: You are only required to complete Mandatory Education as an employee.

If you have questions:

For general help questions, please contact the Gundersen **Help Desk at 608.775.3070**

For mandatory education questions, please call **Organizational Development at 608.775.0123**

For Epic education content questions, please call the **Epic Trainer Phone line at 608.775.9861**