One Chart.
One World.

TRAINING

Fargo One Chart Course Guide Fargo One Chart Course Guide Fargo One Chart Course Guide

Table of Contents

INPATIENT NURSING

(ALL INPATIENT NURSES TO INCLUDE ICU, OB, PEDS, PRE-OP, PACU)

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1368	Sanford One Chart Inpatient Nurse 101	4
zi-1369	Sanford One Chart Inpatient Nurse 201	4
zi-1370	Sanford One Chart Inpatient Nurse 301	4
zi-1371	Sanford One Chart Inpatient Nurse 401	4
zi-1372	Sanford One Chart Inpatient Nurse 501	4
zi-1451	Sanford One Chart Inpatient Nurse 601	4

Inpatient Nurse 101

Course ID: zi-1368	Pre-requisites
Course Length: 4 hours • Demonstrate log in and navigation of the electronic chart. • Describe the general functionality of the home page, my lists and basic functionality of the activity tabs. • Review scheduled and unscheduled downtimes. • Identify at least 2 of the down time paper forms that will be used. • Identify and access the discharge system list. • Identify how long patient charts remain active before they become view only.	➢ None

Inpatient Nurse 201

Course ID: zi-1369	Prerequisites:
Course Length: 4 hours	➢ zi-1368

- Identify and use the proper navigators to safely document patient medical information and nursing assessments.
- Demonstrate the process for reconciling medications.
- Differentiate when to use the admission short form or long form.
- Select the appropriate flow sheet to document an admission and ongoing patient assessment.
- Demonstrate documentation of insertion and removal of a line, drain or airway and assessment.
- Demonstrate methods to document accurate Intake and Output.

Inpatient Nurse 301

Course ID: zi-1370	Prerequisites:
Course Length: 4 hours	➢ zi-1368 ➢ zi-1369

- Demonstrate placing and managing orders in an electronic medical chart using the order entry and older management activities.
- Apply order sets to safely and accurately place orders.
- Describe review and documentation of a patient's home medications for admission.

Inpatient Nurse 401

Course ID: zi-1371	Prerequisites:
Course Length: 4 hours	➢ zi-1368 ➢ zi-1369 ➢ zi-1370

- Demonstrate navigation within the MAR to safely and accurately document medications and IV fluids.
- State the steps to safely and accurately document patient medications, medication changes and errors.

Inpatient Nurse 501

Course ID: zi-1372	Prerequisites:
Course Length: 4 hours • Demonstrate documentation of additional patient information in the new notes section of the electronic patient record. • Illustrate navigation of the patient education activity with documentation of patient family's education pathway. • Use the care plan activity to develop and follow an interdisciplinary plan of care for each patient.	➢ zi-1368 ➢ zi-1369 ➢ zi-1370 ➢ zi-1371

Inpatient Nurse 601

Course ID: zi-1451	Prerequisites:
Course Length: 4 hours • Practice of Inpatient functionality to increase skills. • Nurse will be proficient in the use of One Chart as noted with successful completion of the workbook.	➢ zi-1368 ➢ zi-1369 ➢ zi-1370 ➢ zi-1371 ➢ zi-1372

OB Nursing

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1368	Sanford One Chart Inpatient Nurse 101	4
zi-1369	Sanford One Chart Inpatient Nurse 201	4
zi-1370	Sanford One Chart Inpatient Nurse 301	4
zi-1371	Sanford One Chart Inpatient Nurse 401	4
zi-1372	Sanford One Chart Inpatient Nurse 501	4
zi-1451	Sanford One Chart Inpatient Nurse 601	4
zi-1373	Sanford One Chart OB Nurse 601	4
Zi-1515	Sanford One Chart OB Nurse 701 (OBIX)	2
zi-1379	Sanford One Chart OR IntraOp Nurse 601	4
zi-1380	Sanford One Chart OR Surgery Scheduling 101	4

Color Table
Inpatient Nursing
OB Nursing
IntraOp Nursing

OB Nurse 601

Course ID: zi-1373	Prerequisites: ALL INPATIENT NURSE CLASSES
Course Length: 4 hours • Access the OB admission navigator and demonstrate proper documentation of labor and delivery. • Illustrate episode functionality in relation to the obstetric patient including creation, linking and viewing episodes associated with admission navigator reports.	➢ zi-1368 ➢ zi-1369 ➢ zi-1370 ➢ zi-1371 ➢ zi-1372

OB Nurse 701 (OBIX)

Course ID: zi-1515	Prerequisites: ALL INPATIENT NURSE CLASSES
Course Length: 2 hours • Use of patient Manager and launch OBIX • Demonstrate the ADT functions of OBIX • Identify alerts in OBIX • Demonstrate use of Auto scroll, E tools, capture of tracing, auto and manual configuration	➢ zi-1368 ➢ zi-1369 ➢ zi-1370 ➢ zi-1371 ➢ zi-1372 ➢ zi-1373

OR IntraOp Nurse 601

Course ID: zi-1379	Prerequisites: ALL INPATIENT NURSE CLASSES
Course Length: 4 hours • Demonstrate accessing a patient chart from the status board. • Discuss the process for completion of the intraop documentation to ensure care of the surgical patient. • Review updating surgeon and procedure. Demonstrate the validation of intraop documentation.	➢ zi-1368 ➢ zi-1369 ➢ zi-1370 ➢ zi-1371 ➢ zi-1372

OR Surgery Scheduling 101

Course ID: zi-1380	Prerequisites:
Course Length: 4 hours • Review existing surgery requests. • Demonstrate how to create new surgical requests. • Discuss scheduling of OR cases. • Discuss how to manage OR schedule changes. • Identify the difference between Case Depot and ORS at a Glance.	➢ None

Operating Room Nursing

Course Code	Course Name	Hours
ALL COURSES MUST BE TAKEN IN ORDER LISTED		
zi-1368	Sanford One Chart Inpatient Nurse 101	4
zi-1369	Sanford One Chart Inpatient Nurse 201	4
zi-1370	Sanford One Chart Inpatient Nurse 301	4
zi-1371	Sanford One Chart Inpatient Nurse 401	4
zi-1372	Sanford One Chart Inpatient Nurse 501	4
zi-1451	Sanford One Chart Inpatient Nurse 601	4
zi-1379	Sanford One Chart OR IntraOp Nurse 601	4
zi-1380	Sanford One Chart OR Surgery Scheduling 101	4
zi-1439	Sanford One Chart Pre-Post-PACU Nurse 602	2

Color Table
Inpatient Nursing
IntraOp Nursing
Pre-Post-PACU Nursing

OR IntraOp Nurse 601

Course ID: zi-1379	Prerequisites: ALL INPATIENT NURSE CLASSES
Course Length: 4 hours	➢ zi-1368
	➢ zi-1369
	➢ zi-1370
• Demonstrate accessing a patient chart from the status board.	➢ zi-1371
• Discuss the process for completion of the intraop documentation to ensure care of the surgical patient.	➢ zi-1372
• Review updating surgeon and procedure.	
• Demonstrate the validation of intraop documentation.	

OR Surgery Scheduling 101

Course ID: zi-1380	Prerequisites:
Course Length: 4 hours - Review existing surgery requests. - Demonstrate how to create new surgical requests. - Discuss scheduling of OR cases. - Discuss how to manage OR schedule changes. - Identify the difference between Case Depot and ORS at a Glance.	➢ zi-1379

Pre-Post-PACU Nurse 602

Course ID: zi-1439	Prerequisites:
Course Length: 2 hours - Practice of Optime functionality to increase skills. - Nurse will be proficient in the use of One Chart as noted with successful completion of the workbook.	➢ zi-1379 ➢ zi-1380

ED Nursing

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1377	Sanford One Chart ED Nurse 101	4
zi-1378	Sanford One Chart ED Nurse 201	4
zi-1500	Sanford One Chart ED Nurse 301	4

ED Nurse 101

Course ID: zi-1377	Prerequisites:
Course Length: 4 hours	➢ None
• Review of hyperspace, navigators, ED orders, statuses, arrival, assignments and LDA's.	

ED Nurse 201

Course ID: zi-1378	Prerequisites:
Course Length: 4 hours	➢ zi-1377
• Use of MAR, smart tools, review reports, blood administration, admission, discharge and transfer.	

ED Nurse 301

Course ID: zi-1500	Prerequisites:
Course Length: 4 hours	➢ zi-1377
• Practice of ASAP functionality to increase skills.	➢ zi-1378

HSD – Hospital Service Departments

Sleep Center Techs, Radiation Therapy Techs, Rad Techs, Cath Lab Techs, Neuroscience Techs, CVS Techs, Echo Techs:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	Course Name	Hours
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1406	Sanford One Chart Hospital Outpatient Dept. 301	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	Prerequisites:
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 301

Course ID: zi-1406	Prerequisites:
Course Length: 4 hours	➢ zi-1404

Hospital Outpatient Dept. 401

Course ID: zi-1438	Prerequisites:
Course Length: 4 hours	➢ zi-1404 ➢ zi-1406

Cardiovascular Services Nursing, Cath Lab Nursing, Imaging Services – Nursing, Interventional Radiology Procedure Nursing, Endoscopy Nursing, Outpatient Dialysis, Infusion Center Nursing:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1405	Sanford One Chart Hospital Outpatient Dept. 201	4
zi-1406	Sanford One Chart Hospital Outpatient Dept. 301	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	Prerequisites:
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 201

Course ID: zi-1405	Prerequisites:
Course Length: 4 hours	➤ zi-1404

Hospital Outpatient Dept. 301

Course ID: zi-1406	Prerequisites:
Course Length: 4 hours	➤ zi-1404 ➤ zi-1405

Hospital Outpatient Dept. 401

Course ID: zi-1438	Prerequisites:
Course Length: 4 hours	➤ zi-1404 ➤ zi-1405 ➤ zi-1406

Respiratory Therapy, Pulmonary Lab, Pulmonary Rehab, Smoking Cessation:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1405	Sanford One Chart Hospital Outpatient Dept. 201	4
zi-1436	Sanford One Chart Hospital Outpatient Dept. 302	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	**Prerequisites:**
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 201

Course ID: zi-1405	**Prerequisites:**
Course Length: 4 hours	➢ zi-1404

Hospital Outpatient Dept. 302

Course ID: zi-1436	**Prerequisites:**
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405

Hospital Outpatient Dept. 401

Course ID: zi-1438	**Prerequisites:**
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405 ➢ zi-1436

Physical Therapy, Occupational Therapy, Speech Theraphy, Nutrition Therapy, Cardiac Rehab, Recreational Therapy:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	Course Name	Hours
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1405	Sanford One Chart Hospital Outpatient Dept. 201	4
zi-1437	Sanford One Chart Hospital Outpatient Dept. 303	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	Prerequisites:
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 201

Course ID: zi-1405	Prerequisites:
Course Length: 4 hours	➢ zi-1404

Hospital Outpatient Dept. 303

Course ID: zi-1437	Prerequisites:
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405

Hospital Outpatient Dept. 401

Course ID: zi-1438	Prerequisites:
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405 ➢ zi-1437

Social Workers, Oncology Education, Case Management, Utilization Management, Child Life Specialist, Spiritual Care:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1405	Sanford One Chart Hospital Outpatient Dept. 201	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	Prerequisites:
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 201

Course ID: zi-1405	Prerequisites:
Course Length: 4 hours	➢ zi-1404

Hospital Outpatient Dept. 401

Course ID: zi-1438	Prerequisites:
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405

Tumor Registry, Referral Specialists, Perfusionists, Infection Control, Massage Therapy:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1404	Sanford One Chart Hospital Outpatient Dept. 101	4
zi-1438	Sanford One Chart Hospital Outpatient Dept. 401	4

Hospital Outpatient Dept. 101

Course ID: zi-1404	Prerequisites:
Course Length: 4 hours	➢ None

Hospital Outpatient Dept. 401

Course ID: zi-1438	Prerequisites:
Course Length: 4 hours	➢ zi-1404

Ambulatory Nursing

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	Course Name	Hours
Zi-1374	Sanford One Chart Ambulatory Nurse 101	4
Zi-1375	Sanford One Chart Ambulatory Nurse 201	4
Zi-1511	Sanford One Chart Ambulatory Nurse 401	4
Zi-1568	Sanford One Chart Ambulatory Nurse 202 View-Document	2
Zi-1569	Sanford One Chart Ambulatory Nurse Triage 203	4
Zi-1570	Sanford One Chart 204 HealthCare Accessories (HCA)	2
Zi-1571	Sanford One Chart 205 EEG and EMG Technicians	2
Zi-1572	Sanford One Chart Ambulatory Nurse IV 301	2
Zi-1573	Sanford One Chart Ambulatory Nurse OB 302	2
Zi-1574	Sanford One Chart Ambulatory Nurse Anticoagulation 303	2
Zi-1575	Sanford One Chart Ambulatory Phoenix 304	2
Zi-1430	Sanford One Chart Appointment Scheduling for Ambulatory Nurses	4
Zi-1577	Sanford One Chart Ambulatory Kaleidoscope 306	2
Zi-1578	Sanford One Chart Ambulatory 307 Health Coach	2

Ambulatory Nurse 101

Course ID: zi-1374	Prerequisites:

Course Length: 4 hours

- Demonstrate the placing of orders in the electronic patient record and document injections for a patient.
- Discuss the use of SmartTools and create and addendum.
- Create a telephone call and schedule an appointment.
- Utilize MyChart to communicate with patients.

➢ None

Ambulatory Nurse 201

Course ID: zi-1375	Prerequisites:
Course Length: 4 hours - Discuss the functions of the in-basket and the provider and nurse schedule. - Demonstrate navigation through office and nurse visit documentation. - Create and work with different types of patient encounters. Create a quick appointment.	➢ zi-1374

Ambulatory Nurse 401

Course ID: zi-1511	Prerequisites:
Course Length: 4 hours - Provide case study practice within Sanford One Chart	➢ zi-1374 ➢ zi-1375

Ambulatory Nurse 202 View Document

Course ID: zi-1568	Prerequisites:
Course Length: 2 hours - Demonstrate the ability to create a support staff encounter and document a note.	➢ zi-1474

Ambulatory Nurse 202 View Document

Course ID: zi-1568	Prerequisites:
Course Length: 2 hours - Demonstrate the ability to create a support staff encounter and document a note.	➢ zi-1474

Ambulatory Nurse Triage 203

Course ID: zi-1569	Prerequisites:
Course Length: 4 hours • Preparation and practice for Epic Go-live, Work through CBTs. • Learn to efficiently manage and document clinical calls. • Document basic information, route the call to the appropriate triage staff, and view all messages that have been sent to triage staff.	➢ zi-1512

Healthcare Accessories (HCA) 204

Course ID: zi-1570	Prerequisites:
Course Length: 2 hours • Demonstrate the ability to create an orders only encounter and place a detailed HealthCare Accessories (HCA) order under the ordering physician's name.	➢ zi-1474

EEG or EMG Technicians 205

Course ID: zi-1571	Prerequisites:
Course Length: 2 hours • Demonstrate the ability to document utilizing documentation flowsheets.	➢ zi-1374 ➢ zi-1375

Ambulatory Nurse IV 301

Course ID: zi-1572	Prerequisites:
Course Length: 2 hours • Demonstrate intravenous documentation and discuss the use of flowsheets.	➢ zi-1374 ➢ zi-1375

Ambulatory Nurse OB 302

Course ID: zi-1573	Prerequisites:
Course Length: 2 hours • Complete both a new and follow up OB visit.	➢ zi-1374 ➢ zi-1375

Ambulatory Nurse Anticoagulation 303

Course ID: zi-1574	Prerequisites:
Course Length: 2 hours • Order and document an anticoagulation encounter and episode.	➢ zi-1374 ➢ zi-1375

Ambulatory Phoenix 304

Course ID: zi-1575	Prerequisites:
Course Length: 2 hours • Create the pre-evaluation call and document the initial contact with the patient. • Enter the Dialysis history information and create a transplant episode. • Document donor and recipient information and the patient status • Route to surgeon/financial coordinator for review • Create a letter and schedule a pre evaluation appointment	➢ zi-1374 ➢ zi-1375

Ambulatory Kaleidoscope 306

Course ID: zi-1577	Prerequisites:
Course Length: 2 hours • Learn how to complete documentation in a standard Office Visit and advanced order entry within the Ophthalmology navigator.	➢ zi-1374 ➢ zi-1375

Ambulatory Health Coach 307

Course ID: zi-1578	Prerequisites:
Course Length: 2 hours • Demonstrate ability to enroll a patient in Medical Home, document goals and a care coordination note.	➢ zi-1374 ➢ zi-1375

Appointment Scheduling for Ambulatory Nurses

Course ID: zi-1430	Prerequisites:
Course Length: 4 hours • Patient Search/Patient Create • Update patient addresses and phone numbers • Schedule, Cancel, and Reschedule appointments • View Insurance • Printing Scheduling forms as they pertain to Nursing. • HIPAA password (view and create) • Resource template changes (if necessary)	➢ None

Ambulatory Specialty Departments

Radiation Oncology Nurses, Interventional Radiology Clinic Consult Nurses, Pain Nursing, Sleep Center Nursing:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
Zi-1374	Sanford One Chart Ambulatory Nurse 101	4
Zi-1375	Sanford One Chart Ambulatory Nurse 201	4
zi-1406	Sanford One Chart Hospital Outpatient Dept. 301	4
Zi-1511	Sanford One Chart Ambulatory Nurse 401	4

Ambulatory Nurse 201

Course ID: zi-1374	**Prerequisites:**
Course Length: 4 hours • Demonstrate the placing of orders in the electronic patient record and document injections for a patient. • Discuss the use of SmartTools and create and addendum. • Create a telephone call and schedule an appointment. • Utilize MyChart to communicate with patients.	➢ None

Ambulatory Nurse 202

Course ID: zi-1375	Prerequisites:
Course Length: 4 hours • Discuss the functions of the in-basket and the provider and nurse schedule. • Demonstrate navigation through office and nurse visit documentation. • Create and work with different types of patient encounters. Create a quick appointment.	➢ zi-1374

Hospital Outpatient Dept. 301

Course ID: zi-1406	Prerequisites:
Course Length: 4 hours	➢ zi-1404 ➢ zi-1405

Ambulatory Nurse 401

Course ID: zi-1511	Prerequisites:
Course Length: 4 hours • Provide case study practice within Sanford One Chart	➢ zi-1374 ➢ zi-1375

Ambulatory UAP - Unlicensed Assisted Personnel

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1407	Sanford One Chart Unlicensed Assisted Personnel 101	4

Unlicensed Assisted Personnel 101

Course ID: zi-1407	Prerequisites:
Course Length: 4 hours	➢ None
- Introduction to Hyperspace - Introduction to Order Entry - Order Management - Patient Access Reports - Transfer – Discharge - Event Management - Flowsheets - Scheduling Follow up Appointments	

Pharmacy (Willow)

Pharm D

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1429	Sanford One Chart for Pharmacy 101	6
zi-1428	Sanford One Chart for Pharmacy 201	4
zi-1427	Sanford One Chart for Pharmacy 301	4
zi-1426	Sanford One Chart for Pharmacy 401	4

Pharmacy 101

Course ID: zi-1429	**Prerequisites:**
Course Length: 6 hours • Enter representative types of medication orders • Identify patient chart tools that allow informed medication order entry.	➢ None

Pharmacy 201

Course ID: zi-1428	**Prerequisites:**
Course Length: 4 hours • Verifying an order • Understand alerts • Open an intervention • Verifying orders entered by providers	➢ zi-1429

Pharmacy 301

Course ID: zi-1427	Prerequisites:
Course Length: 4 hours • Tour of the MAR • In Basket messaging communication.	➢ zi-1429 ➢ zi-1428

Pharmacy 401

Course ID: zi-1426	Prerequisites:
Course Length: 4 hours • Identify processes used to initiate, continue, and resolve medications from within the medication reconciliation navigator. • Entering ingredients for a compounding record. • TPN, Insulin workflows.	➢ zi-1429 ➢ zi-1428 ➢ zi-1427

Beacon Pharmacists:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1429	Sanford One Chart for Pharmacy 101	4
zi-1428	Sanford One Chart for Pharmacy 201	4
zi-1427	Sanford One Chart for Pharmacy 301	4
zi-1426	Sanford One Chart for Pharmacy 401	4
Zi-1563	Sanford One Chart Pharmacist with Beacon 101	2

Pharmacist with Beacon 101

Course ID: zi-1563	Prerequisites: ALL WILLOW COURSES
Course Length: 2 hours • User will be able to perform position-appropriate tasks using the Beacon Functionality. • User will use the Synopsis and Springboard tools to locate information related to the patient in the EMR information.	➢ Zi-1429 ➢ Zi-1428 ➢ Zi-1427 ➢ Zi-1426

Pharmacy Techs:

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
Zi-1517	Sanford One Chart Pharmacy Technician 101	4

Pharmacy Technician 101

Course ID: zi-1517	Prerequisites:
Course Length: 4 hours • Dispensing • Dispensing cabinets • Carts • Charging • Managing medication messages	➢ None

Beaker (Lab)

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
Zi-1518	Sanford One Chart Lab Order Entry 101	4

Lab Order Entry 101

Course ID: zi-1518	Prerequisites:
Course Length: 4 hours	➢ None

- Hyperspace Basics
- Search for a Patient in One Chart
- Use a Schedule or Patient List
- Enter Orders
- Release Orders

Beacon (Oncology)

Course Code	Course Name	Hours
Zi-1564	Sanford One Chart Inpatient Nurse with Beacon 102	1
Zi-1565	Sanford One Chart Oncology Chemotherapy nurse with Beacon 103	2

Inpatient Nurse with Beacon 102

Course ID: zi-1564	Prerequisites: ALL INPATIENT NURSING
Course Length: 1 hour • User will be able to view pertinent patient data in the Treatment Plan and reporting tools.	➢ Zi-1368 ➢ Zi-1369 ➢ Zi-1370 ➢ Zi-1371 ➢ Zi-1372

Oncology Chemotherapy nurse with Beacon 103

Course ID: zi-1565	Prerequisites: ALL AMBULATORY NURSING
Course Length: 2 hours • User will be able to perform position-appropriate tasks using the Beacon Functionality. • User will use the Synopsis and Springboard tools to locate information related to the patient in the EMR.	➢ Zi-1374 ➢ Zi-1375

Resolute – Billing

Course Code	Course Name	Hours
Zi-1459	Sanford One Chart Guarantor Accounts and Coverages 101	**4**
Zi-1382	Sanford One Chart Professional Billing Charge Entry 201	**2**
Zi-1383	Sanford One Chart Hospital Billing Charge Entry 301	**4**
Zi-1384	Sanford One Chart Professional Billing Coding Workqueue I 401	**4**
Zi-1385	Sanford One Chart Professional Billing Coding Workqueue II 402	**4**
Zi-1386	Sanford One Chart Professional Billing Credit Workqueue 501	**4**
Zi-1387	Sanford One Chart Discharge Not Billed and Claim Edit Workqueue 601	**2**
Zi-1388	Sanford One Chart Hospital Biller's Activities 701	**8**
Zi-1389	Sanford One Chart Professional Billing Follow up Workqueues I 801	**4**
Zi-1390	Sanford One Chart Professional Billing Follow up Workqueues II 802	**2**
Zi-1391	Sanford One Chart Enterprise Payment Posting 901	**6**
Zi-1392	Sanford One Chart Customer Service and Collections 902	**4**
Zi-1393	Sanford One Chart HIM Basic Coding Manual 903	**4**

Guarantor Coverages 101

Course ID: zi-1459	Prerequisites:
Course Length: 4 hours • Understand editing existing or creating new guarantor accounts • Editing or terminating existing coverage and creating new coverage. • Insurance cards • Terminating old coverage and creating new coverage information.	➢ None

Professional Billing Charge Entry 201

Course ID: zi-1382	Prerequisites:
Course Length: 2 hours • Define and explain the value and function of Professional Billing Charge Entry. • Create, close and process a batch for PB charge Entry. • Locate Encounter number by patient name. • Explain steps to take if an Error or warning appears.	➢ None

Hospital Billing Charge Entry 301

Course ID: zi-1383	Prerequisites:
Course Length: 4 hours • Define and explain the value and function of Hospital Billing Charge Router Charge Entry. • Learn: Charge Entry Field Definitions, Procedure and Processes. • Learn Account Maintenance Functionality.	➢ None

Professional Billing Coding Workqueue I 401

Course ID: zi-1384	Prerequisites:
Course Length: 4 hours • Explain differences and access Charge Review and claim Edit WQs. • Navigate Activity Tabs. • Access appointment desk, chart review. • Create and edit a referral	➢ None

Professional Billing Coding Workqueue II 402

Course ID: zi-1385	Prerequisites:
Course Length: 4 hours • Explain differences and access Follow-up and Account WQs. • Respond to patient initiated coding review. • Schedule a recall letter for a patient.	➢ None

Professional Billing Credit Workqueue 501

Course ID: zi-1386	Prerequisites:
Course Length: 4 hours • Distribute, research and or refund credit balances and credits in Resolute Single Billing Office. • Utilize account maintenance and appointment desk to research credit balances. • Distribute, transfer and refund credit balances.	➢ None

Discharge Not Billed and Claim Edit Workqueue 601

Course ID: zi-1387	Prerequisites:
Course Length: 2 hours	➢ None
• Using Workqueues to resolve Discharge Not Billed Error and Claim Edits. • Explain and utilize Workqueue Actions. • Initiate Billing a claim. • Review Account and Buckets within the revenue cycle. • Work claim edit errors and warnings.	

Hospital Biller Activities 701

Course ID: zi-1388	Prerequisites:
Course Length: 8 hours	➢ None
• Understand editing existing or creating new guarantor accounts • Editing or terminating existing coverage and creating new coverage. • Insurance cards • Terminating old coverage and creating new coverage information.	

Professional Billing Follow Up Workqueues I 801

Course ID: zi-1389	Prerequisites:
Course Length: 4 hours	➢ None
• Correct, test and resubmit claim records. • Access and interpret patient's Appointment Desk. • Correct, test and resubmit claims. • Identify and utilize the appropriate workqueue activity of the correct situation.	

Professional Billing Follow Up Workqueues II 802

Course ID: zi-1390	Prerequisites:
Course Length: 2 hours	➢ None
• Correct, test and resubmit claim records. • Perform voids, reversal and reporting of corrected charges as needed. • Research account and/or charge information. • Respond to patient requests and identify and utilized appropriate workqueue for each situation.	

Enterprise Payment Posting 901

Course ID: zi-1391	Prerequisites:
Course Length: 6 hours	➢ None
• Manual and Electronic Payment Posting. • Posting self-pay payments, insurance payments. • Electronic payment posting and manual payment posting. • Handling errors and warnings, insurance overpayments, recoupment's and clearing accounts. • NSF and Bad Debt posting.	

Customer Service and Collections 902

Course ID: zi-1392	Prerequisites:
Course Length: 4 hours	➢ None
• Single Billing Office Customer Service. • Collection and Customer Service Activities. • Define Collections and Account Workqueue criteria. • Send Collections Letter. • Set up payment plans. • Defer, transfer and manually pull accounts. • Place notes on account and access and interpret a workqueue report.	

HIM Basic Coding Manual 903

Course ID: zi-1393	Prerequisites:
Course Length: 4 hours	➢ None
• Basic navigation of hospital account coding and abstracting, account maintenance and event management. • Navigate Hospital Account Maintenance. • Understand the Coding Info Screens, • Code a Provider Based Billing Account(PBB). • Open and Navigate Event Management.	

Coding

Please contact Joan Poppel @ 234- 7251 or Sue Houkom 234-5559 prior to registration.

Course Code	Course Name	Hours
zi -1393	Sanford One Chart HIM Basic Coding Manual 903	4
zi -1526	Sanford One Chart Professional Billing Workqueue I 401 B (Operational)	8
zi -1527	Sanford One Chart Professional Workqueue II 402 B (Operational)	8
zi -1528	Sanford One Chart Discharge Not Billed and Claim Edit Workqueue 601 B (Operational)	4
zi -1529	Sanford One Chart Hospital Professional Billing 904 (Operational)	4

HIM Basic Coding Manual 903

Course ID: zi-1393	Prerequisites:
Course Length: 4 hours • Basic navigation of hospital account coding and abstracting, account maintenance and event management. • Navigate Hospital Account Maintenance. • Understand the Coding Info Screens, • Code a Provider Based Billing Account(PBB). • Open and Navigate Event Management.	➢ None

Professional Billing Workqueue I 401 B (Operational)

Course ID: zi-1526	Prerequisites:
Course Length: 8 hours • Physician Billing and Coding • Ad hoc charges • Basic 3M	➢ None

Professional Billing Workqueue II 402 B (Operational)

Course ID: zi-1527	Prerequisites:
Course Length: 8 hours • Charge router, charge entry • Provider Based Billing	➢ None

Discharge Not Billed and Claim Edit Workqueue 601 B (Operational)

Course ID: zi-1528	Prerequisites:
Course Length: 4 hours • Explain and utilize workqueue actions • Initiate billing a claim • Review Account and Buckets within the revenue cycle • Work claim edit error and warnings	➢ None

Professional Billing 904 (Operational)

Course ID: zi-1529	Prerequisites:
Course Length: 4 hours • How to drop hospital professional charges	➢ None

Patient Access

ALL COURSES MUST BE TAKEN IN ORDER LISTED		
Course Code	**Course Name**	**Hours**
zi-1442	Sanford One Chart Appt Scheduling for Ambulatory Nurses – Basics	1
zi-1430	Sanford One Chart Appt Scheduling for Ambulatory Nurses - Comprehensive	4
zi-1396	Sanford One Chart Appt Scheduling for Front Desk Staff 101, 201 and 301	18
zi-1399	Sanford One Chart Appt Scheduling for Front Desk Staff Payment Collection 202	2
zi-1431	Sanford One Chart Basics and Updates for Radiology Check-in Staff	2
zi-1440	Sanford One Chart Registration for Clinic and Hospital Front Desk Staff 101, 201 and 301	18
zi-1397	Sanford One Chart Hospital Registration 101	6
zi-1398	Sanford One Chart Hospital Registration 201	6
zi-1441	Sanford One Chart Hospital Registration 301	6

Appt Scheduling for Ambulatory Nurses - Basics

Course ID: zi-1442	**Prerequisites:**
Course Length: 1 hours • Sign in to One Chart • Basic Navigation • Patient Search/Patient Create • Schedule/Cancel appointments • Log out	➢ None

Appt Scheduling for Ambulatory Nurses - Comprehensive

Course ID: zi-1430	Prerequisites:
Course Length: 4 hours • Patient Search/Patient Create • Update patient addresses and phone numbers • Schedule appointments • Cancel and Reschedule appointments • View Insurance • Printing Scheduling forms as they pertain to the Nursing Role. • HIPAA password (view and create) • Resource template changes (if necessary)	➢ None

Appt Scheduling for Front Desk Staff 101, 201, 301

Course ID: zi-1396	Prerequisites:
Course Length: 18 hours Day 1: • Learn to view Patient and Provider schedules along with basic scheduling and printing commands. • View and navigate in Hyperspace • Search for a patient/add a new patient • Verify and change address and phone numbers • View a Provider's Schedule • Basic booking of an appointment/Assigning Guarantor • Canceling/Rescheduling appointments • Printing forms Day 2: • Review of Front Desk Scheduling 101 • Template Exception Functions • Waitlist Functions • Patient Preferences Day 3: • In Basket Messaging • Referrals • Recalls • Summary and review of the scheduling features learned in Sanford One Chart Scheduling for Front Desk Staff 101 and 201.	➢ None

Appt Scheduling for Front Desk Staff Payment Collection 202

Course ID: zi-1399	Prerequisites:
Course Length: 2 hours • Payment collection for front desk staff • Collecting insurance copays and payments for form completion. • Respond to a variety of comments including printing of forms, obtaining patient signatures, and verifying demographic information	➢ zi-1430

Basics and Updates for Radiology Check-In Staff

Course ID: zi-1431	Prerequisites:
Course Length: 2 hours • Patient Search • Update patient demographics • Respond to a variety of messages and tasks as they relate to the check-in process.	➢ None

Hospital Registration 101

Course ID: zi-1397	Prerequisites:
Course Length: 6 hours • Pre-Registering a case (Out Patient, Out Patient in a bed, Observation, In Patient, Recurring Out Patient) • Quick Pre-Registration • Editing a Pre-Registration Case • Patient Station/Today's Patient Report • Printing • Work queues • Admitting a patient from a Pre-Registration • Admitting a Direct Admit	➢ zi-1440

Registration for Clinic and Hospital Front Desk Staff 101,201,301

Course ID: zi-1440	Prerequisites:
Course Length: 18 hours Day 1: • Introduction to Hyperspace • Search for a patient/update patient demographics/add new patients. • Review the use of Patient Messages • Creating Guarantors • Creating Primary Insurance Coverage • Creating a Hospital Account Record (HAR) Day 2: • Editing Insurance Coverage information • Create Multiple Insurance Coverage's • Document Scanning as it pertains to Registration Staff • Collecting Payments/Balancing Cash Bags • Patient Account Transfers and Switches • Viewing and Registering Patients form the Department Appointment Record (DAR). Day 3: • Creating Unique Guarantors and Coverage's including: Workers Compensation, Accident/ Third Party Liability (TPL),Corporate Guarantor Accounts, Confidential (Foster Child) • Creating Medicare Coverage and completing the Medicare Secondary Payer Questions • Creating Medical Assistance and Prepaid Health Plan Coverage • Creating a PCP referral	➢ None

Hospital Registration 201

Course ID: zi-1398	**Prerequisites:**
Course Length: 6 hours	➢ zi-1440
	➢ zi-1397
• ER Flows	
• Quick Registration	
• Revise/Discharge Flow	
• EC recurring out patients	
• Unidentified patients	
• Transfers from Psych, Rehab, or any in-patient unit.	
• Transfers – Room changes	
• Discharging a patient	
• Deceased Patients	
• Upgrading-Event Management	
• House Census	
• Downtime	
• Chaplaincy logs	

Hospital Registration 301

Course ID: zi-1441	**Prerequisites:**
Course Length: 6 hours	➢ zi-1440
	➢ zi-1397
• Bed Management	
• Today's Patients – Scheduled	
• Scheduled – Op Time	
• Scheduled – Direct Admits	
• Today's Patients – Unscheduled	
• Direct Admits	
• ER Admits	
• Admitting "Unidentified patients	
• ER to Psych Admissions	
• Admitting/Transferring Medicare Patients from the ER	
• Back-up to One Call	
• Event Management (overlap)	
• House Census (overlap)	
• Transfers/Discharge (overlap)	
• Deceased Patients (overlap)	
• Labor and Delivery	
• Work queues	
• Rehab Admissions	
• Hospice	

HIM

Course Code	Course Name	Hours
zi-1363	HIM Basics	**4**
zi-1364	HIM ROI	**4**
zi-1365	HIM Deficiency	**4**
zi-1400	Sanford One Chart HIM Transcription MT's Fargo	**8**
zi-1401	Sanford One Chart HIM Transcription Leadership Fargo	**8**
zi-1402	Sanford One Chart HIM ROI View Only Fargo	**2**
zi-1403	Sanford One Chart HIM ROI Entry and View Only Fargo	**2**

HIM Basics

Course ID: zi-1363	Pre-requisites:
Course Length: 4 hours	➢ None

Course Length: 4 hours

- Understand Chart Review.
- Understand Chart Central, Chart Desk and Quick Disclosure for Release of Information and Chart Management Staff.
- Understand Basic HIM Reports (specific to areas such as ROI, Chart Management or Transcription).
- Understand In-Basket (specific to area).
- Understand Special Chart Requests specific to ROI and Chart Management Staff.
- Understand Patient Name Update specific to ROI.
- Understand Patient Station specific to ROI and Chart Management.
- Understand Form Reprint specific to ROI and Chart Management.
- Understand Unit Report for ROI and Chart Management.

Pre-requisites:

➢ None

HIM ROI

Course ID: zi-1364	Prerequisites:
Course Length: 4 hours ➢ Understand Release Entry, Printing of EMR Reports, ROI Billing and Payment Posting, ROI Patient FYI, ROI Reports, Release to Inspector and Print Preview.	➢ zi-1363

HIM Deficiency

Course ID: zi-1365	Prerequisites: zi-1363
Course Length: 4 hours • Understand Episode Search, Deficiency Creation, Deficiency Completion, Deficiency Tracking Reports and Deficiency Process for Scanned Documents.	➢ zi-1363

HIM Transcription MT's Fargo

Course ID: zi-1400	Prerequisites:
Course Length: 8 hours • Understand how to type WT 98 dictations in One Chart, how to spell check information that has been typed, how to add cc's, how to forward something to MT Holds, how to place blanks into a WT 98 dictation and how to create smart phrases (quick text).	

HIM Transcription Leadership Fargo

Course ID: zi-1401	Prerequisites:
Course Length: 8 hours ● Understand exception workflows for partial dictation, how to attach/un-attach to provider's in-basket, how to edit signed/un-signed reports, how to work the Transcription Interface Error Queue.	

HIM ROI View Only Fargo

Course ID: zi-1402	Prerequisites:
Course Length: 2 hours ● Understand how to look up a release request to check on the status.	

HIM ROI Entry and View Only Fargo

Course ID: zi-1403	Prerequisites:
Course Length: 2 hours ● Understand release entry and how to look up a request to check on the status.	