



# Fairview Clinical Information Systems

## Finding FCIS On-Line Training

### S.E.A. of Change

#### There are two ways to access FCIS On-Line training:

1. Using the Fairview Portal from a non Fairview computer.  
(See instructions below)
2. Using the Fairview Intranet homepage from a Fairview computer.  
(See page 2 for instructions)
3. If you need assistance with accessing the Portal (or FCIS), call the Technology Services Center: 612-672-6805.

#### If you are using the Portal:

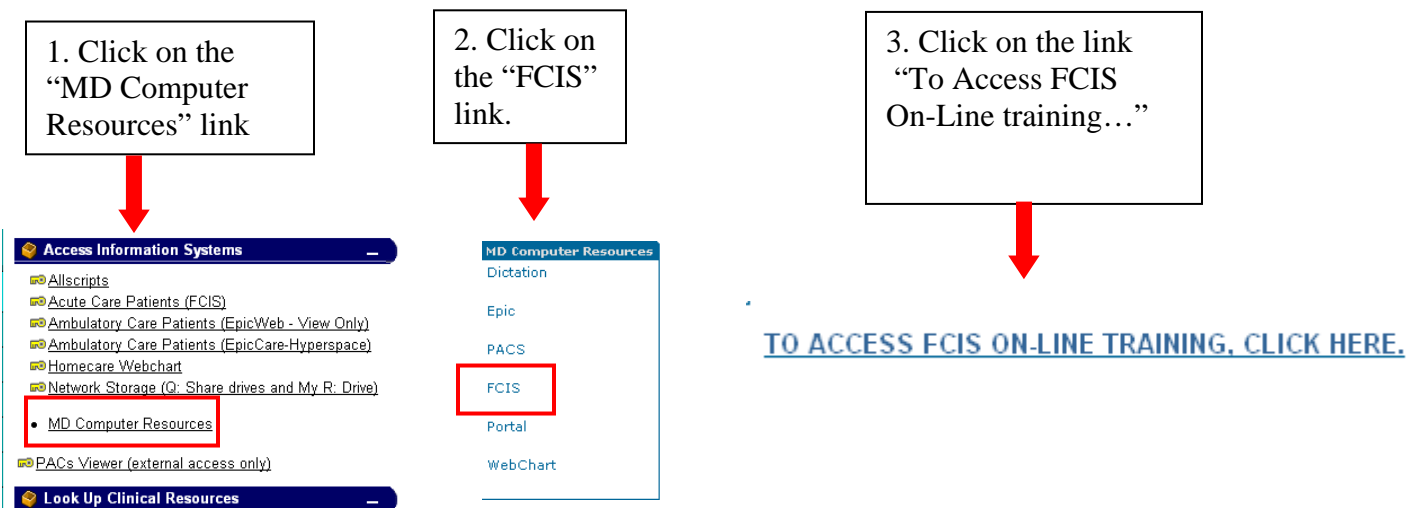
1. In the Internet search “Address” field, type <http://portal.fairview.org> and press the **Enter** key.
2. Type your assigned user ID (Fairview login ex: csimon1) in the Username field (identified as



“cn” if not on FV network).

3. If you currently have Portal Access, enter your current portal password
4. If you have not had portal access before, your generic password will be the first initial of your first name in Caps, first initial of your last name in lower case, last 4 digits of your Social Security number, and an exclamation point. Example (Cs2222!).
5. Click on “Login,” or press the **Enter** key.

#### Finding On-Line Training:



## If you are using the Fairview Intranet Homepage—Click on:

1. MD Computer Resources link on the left.

Search Human Resources Tools & Training Policies & Procedures Community Board Communications Hub Departments

**Quick Links**

Clinical  
Allscripts  
eScripton  
FCIS  
Laboratory Services  
Literature Resources  
**MD Computer Resources**  
Micromedex  
PACS Viewer

Welcome to the Fairview  
**Intranet Home**

**Headlines for Thursday, October 18, 2007**

 **Make your 2008 Open Enrollment choices** Log on to the Ultimate Choice Web site--the first of your three Passport to Better Health destinations--by Wednesday, Nov. 7 to choose your 2008 benefits. Learn more about your benefits by attending Open Enrollment events at your worksite and online.

2. Click on the FCIS link, and then on the FCIS On-Line training link at the top of the page.


**MD Computer Resources**

Dictation  
Epic  
PACS  
**FCIS**  
Portal  
WebChart

## ON-LINE TRAINING SITE

1. If this is your first time logging into On Line Training, click on the Blue “Register” Button and follow the instructions to register.

Fairview Clinical Information System Online Training

New Users:	Returning users:
Please click <b>Register</b> if this is your first time visiting Online Training for FCIS and you have not registered.	If you have been to this site before and have registered, please enter your Username and click <b>OK</b> :
 <b>Register</b>	<b>Username:</b> <input type="text"/> <b>Ok</b>
	If you cannot remember your Username or are not sure if you have one, <a href="#">click here</a> .

- In the future, type in your user name into the “Username” field and click “OK.”

New Users:	Returning users:
Please click <b>Register</b> if this is your first time visiting Online Training for FCIS and you have not registered.	If you have been to this site before and have registered, please enter your Username and click <b>OK</b> :
<b>Register</b>	<b>Username:</b> <input type="text" value="dknutse1"/> <b>Ok</b>
	If you cannot remember your Username or are not sure if you have one, <a href="#">click here</a> .

A. The “Provider Courses” tab is displayed after you login.

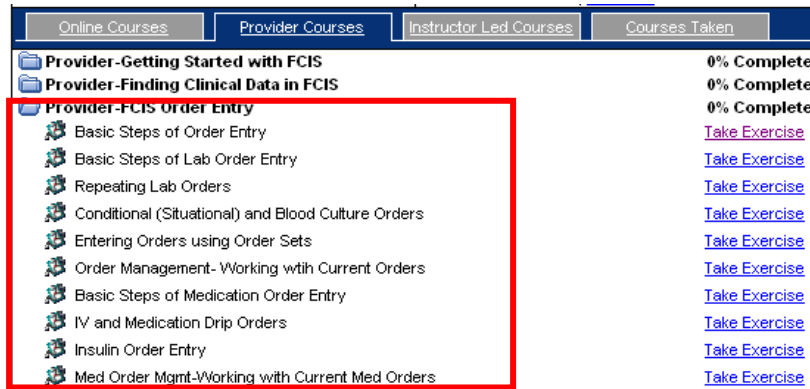


Course Name	Completion Status
Provider-Basic Use of FCIS- Optional	0% Complete
Provider-Finding Clinical Data in FCIS-Optional	0% Complete
Resident,Fellow,HP,PA- FCIS Order Entry-Mandatory	20% Complete
Attending FCIS Order Entry-Mandatory	0% Complete
Attending FCIS Order Entry-Optional	0% Complete

B. Optional courses: The courses “Provider-Basic Use of FCIS” and “Provider-Finding Clinical Data in FCIS” are available for review if needed.

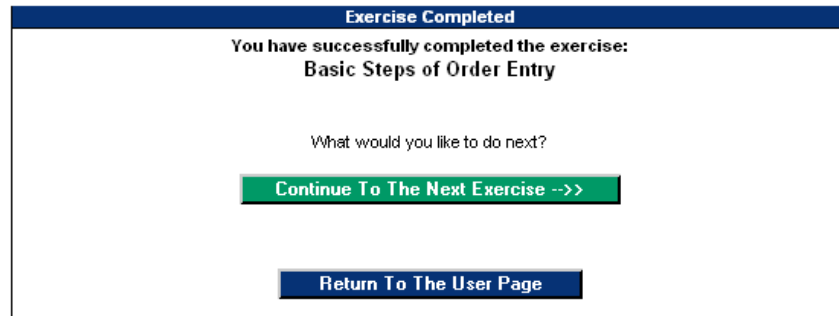
C. **Mandatory course:**

- **“Resident,Fellow,NP, PA - FCIS Order Entry”** course is for those listed in the title.
- **“Attending FCIS Order Entry-Mandatory”** is for Attending MD’s
- Click on the appropriate course for your role. A list of exercises will open.
- Each exercise takes approximately 10-20 minutes to complete.
- The exercises are listed in the order they should be taken, but do not need to be completed all at the same time.
- Click on the “Take Exercise” link to the right of each exercise to view it.



Exercise Name	Action
Basic Steps of Order Entry	<a href="#">Take Exercise</a>
Basic Steps of Lab Order Entry	<a href="#">Take Exercise</a>
Repeating Lab Orders	<a href="#">Take Exercise</a>
Conditional (Situational) and Blood Culture Orders	<a href="#">Take Exercise</a>
Entering Orders using Order Sets	<a href="#">Take Exercise</a>
Order Management-Working with Current Orders	<a href="#">Take Exercise</a>
Basic Steps of Medication Order Entry	<a href="#">Take Exercise</a>
IV and Medication Drip Orders	<a href="#">Take Exercise</a>
Insulin Order Entry	<a href="#">Take Exercise</a>
Med Order Mgmt-Working with Current Med Orders	<a href="#">Take Exercise</a>

- When an exercise has been completed, click on the Finish or Stop buttons.
- The completed exercises will be saved.



- To continue on to the next exercise, click on the green “Continue to the next exercise” button.
- To return to the On Line Training site main page, click the blue “Return to user Page” button.
- To leave the On Line Training site, click on the “Log Out” link on the left of the window.

**For assistance with On-Line Training, contact the Technology Services Center at 612-672-6805.**