

EHR User Settings Lab (USL) Training – Tip Sheet

To ensure a smooth and efficient experience, please follow the steps below to complete your EHR USL training in Production (PRD):

1. Locate the Training Email: Check your inbox for the email that provides details for your USL training and instructions for accessing PRD.
2. Open the Attached Tip Sheet: Inside the email, open the attachment labeled “**Provider USL Log-in Guide**”, for step-by-step login instructions.
3. Log into Production (PRD): Follow the tip sheet to log in. Once in PRD, press **F1** on your keyboard to open the **Learning Home Dashboard**.
4. Access Your Specialty Specific Guide: Within the Learning Home Dashboard, locate and open your specialty-specific User Settings Guide.
 - a. If you’re unsure of which guide is for your specialty, email the training team at ehiepictrainingdl@hhsc.org
5. Learn and Get Hands-On: Use the guide to learn and practice the personalization skills in the EHR system. This step is essential for customizing the system to work efficiently with your workflow.
6. Confirm Your Achievement Level: After practicing, navigate to the **User Settings Dashboard** by going to *My Tools > User Settings Dashboard*. Confirm that your **User Settings Achievement Level** for **Essential** is at **100%**.
 - a. If your Achievement Level is below 100%: Make sure you have created at least one item in both the **Ordering Tools** and **Documentation Tools** sections. Then return to the User Settings Dashboard to confirm it has updated to 100%.