



Required Modules, eTenet and Clinical System Access FAQ

Drexel University Medical Students

What is eTenet?

The eTenet website is the entry point to clinical applications and more at Hahnemann Hospital.

What do I have to do?

- You will need to register using your *unique ID*. Your *unique ID* number is emailed to the email address provided by the Division of Clinical Education at Drexel.
 - Please sign up when you receive the notification email.
 - DO NOT change your assigned eTenet Login.
- If you have trouble registering contact the Help Desk: (800) 639-7575, Option #3, Option #1

Who can help me?

If you lose the *unique ID* number contact the Clinical Informatics Department at Hahnemann:
(215)762-1913 or (215)762-2262

If you have trouble completing the Assigned Cerner Modules contact the Clinical Informatics Department at Hahnemann:

(215)762-1913 or (215)762-2262

If you have trouble accessing Cerner Millennium from the link on your eTenet page contact the Hahnemann/St Chris Help Desk:

(800) 639-7575, Option #6

I don't have a link to Cerner Millennium, can I request access myself?

No, your access is only requested by the Clinical Informatics Department at Hahnemann. Contact them at (215)762-1913 or (215)762-2262. Do not attempt to place an eID request directly with Cerner as it will delay your access.



Instructions for rotating between Hahnemann and St Chris:

You will receive an email request from Rhea Kramer in regard to your access at St Chris. Please reply right away with the requested information. If you don't receive this communication, email or phone Ms. Kramer via rbk36@drexel.edu or 215-427-4806.

- When your rotation at St Chris is complete and you are rotating to Hahnemann you *must*
 - Call the Clinical Informatics department *one week* prior to your Hahnemann rotation (215) 762-1913 to ensure your access is available on the day you arrive.
- When your rotation at Hahnemann is complete and you are rotating to St Chris you *must*
 - Call (215) 427-4806 *one week* prior to your St Chris rotation to ensure your access is available on the day you arrive.

How do I know I can register?

You will receive an email similar to the example below. You need to register by clicking on the link in the email.

DO NOT change your assigned eTenet Login.

** Please Note that SPAM filters may route this message to the Trash!*

Sample email:

From: tenetsecurity@tenethealth.com [mailto:tenetsecurity@tenethealth.com]
Sent: Thursday, July 11, 2013 2:22 PM
To: Last Name, First Name
Subject: Welcome to eTenet - Register Now!

First Name Last Name

You have been added to the system and can now register on eTenet. During registration, you'll confirm your identity, choose a user name and password, and answer a few security questions.

To register, click [here](#). You will be required to enter your unique ID number to begin registering.

Your Unique ID number is 000xxxxxx.

For assistance with registration, please contact your Information Systems department, or you can call the Service Desk. Select option 3 in the first menu, followed by option 1 in the second menu.



After registering AND after the Hahnemann Informatics Department and NTT Data Service Security team complete the eID and Cerner process, you will receive an email like the one below.

Sample email:

From: TenetWorkflow@Tenethealth.com [mailto:TenetWorkflow@Tenethealth.com]
Sent: Thursday, July 11, 2013 3:16 PM
To: Last Name, First Name
Subject: Your Security Request #1234567 Has Been Processed

System Security Request # 1234567 for FirstName LastName has been processed. Click [here](#) to review the request.

Requestor Name: First Name Last Name
Requestor Department: Default Department
Requestor Work Location: Hahnemann University Hospital (HAH) (855)

Application	FacilityEntity	Facilities	SystemRequestStatus
Cerner Millennium	Hahnemann University Hospital (HAH-855)	Hahnemann University Hospital (HAH-855)	Approved

If you have any questions, see the instructions in the eID menu 'Help Option'.

If you have requested access to an application. Please use the link below to access the eTenet Help page to see if the application has setup instructions:
<https://secure.etenet.com/eTenetContent/initiatives/help/>

Please contact the Tenet Helpdesk if you have any questions when setting up an application 1-800-639-7575, option 9

- This email is simply notification that Cerner access has been granted.
- The Cerner Millennium link will appear on your eTenet page
- After receiving the email, please attempt to log into Cerner using the link. As you are already logged into eTenet you will not be prompted for another ID and Password.



Completing Assigned Cerner Modules

- 1.) Prior to the start of the first Hahnemann/St. Chris rotation the assigned modules need to be completed.
- 2.) Click or copy and paste the links below
- 3.) It is estimated that it will take 30 minutes to complete the below modules

Message Center (Printable Version):

<https://wiki.ucern.com/display/THCTX/Message+Center>

Power Chart Basics Job Aid (Printable Version):

<https://wiki.ucern.com/display/THCTX/PowerChart+Basics>

Creating a Patient's List Job Aid (Printable Version):

<https://wiki.ucern.com/display/THCTX/Building+a+Patient+List>

Using Results Review (Video):

<https://wiki.ucern.com/display/THCTX/Using+Results+Review>

Inpatient Summary Function (Video):

<https://wiki.ucern.com/display/THCTX/Using+Functions+in+the+Inpatient+Summary>

Clinical Notes Overview (Video):

<https://wiki.ucern.com/pages/viewpage.action?pageId=1249308507>

Clinical Notes Associating a Provider (Video):

<https://wiki.ucern.com/display/THCTX/Clinical+Note+Associating+a+Provider>

NOTE: Documentation of Electronic Clinical Notes must be approved by the Service Line Attending Physician. All Clinical Notes must be forwarded for co-signature by an Intern, Resident or Attending Physician.