

Athena – Clinical Staff E-learning

Purpose – full EMR training for new hire clinical staff and/or refresher for current staff

CLINICAL STAFF (Intake/Checkout/Buckets)

1. Overview – Athena Part 1 ([Watch Video](#) 1.5hr)

Learn basic IT Security, Athena navigation and settings, and the patient's chart.

2. Intake – Athena Part 2 ([Watch Video](#) 1hr)

Learn how to room a patient and perform quality metrics screening.

3. Orders/Checkout – Athena Part 3 ([Watch Video](#) 45min)

Learn how to place orders, complete checkout, bucket management and letters

4. Ancillary Functions – Athena Part 4 ([Watch Video](#) 45min)

Patient Cases, Scheduling, Check-in/Checkout, Order Groups, and Uploading documents

5. Documents – Athena Part 5 ([Watch Video](#) 45min)

Managing orders, Secondary labels, Adding analytes to labs and Processing documents

VIEW-ONLY ACCESS or STAFF PERFORMING LIMITED DOCUMENTATION

Athena Lite ([Watch Video](#) 45min)

Athena Navigation, Patient's Chart, Patient Cases, Scheduling, Check-in/Checkout, Order Groups, and Uploading documents

HOW TO PRACTICE ATHENA USING TEST PATIENTS

Note: you must have an active Athena account to log in using Utad username and password.

1. Use a UT Computer on HSC campus or at your clinic
2. On the desktop, double click the “websites” folder. Launch “Athena Chrome Train”
3. Use test patients “Test, Ten”, “Test, Eleven”, “Test, Twelve” through “Test, Twenty”
4. Open the patient’s chart, go to the “visits” icon on the left and select a past encounter displayed with the word “OPEN” in parenthesis (that means the provider hasn’t signed off.)
5. Click the double arrows on the encounter, and then “finish encounter” to go to Intake.

You may also practice creating Patient Cases, Order Groups, creating document labels, etc

In Pictures

