ADT Courses

Note: All ADT courses are for UWMC and HMC staff, SCCA staff should contact
Epic_Training@seattlecca.org

ADT 101 – Preadmission (3 hours)
Course Description: In this course, you learn how to preadmit a patient with basic scenarios such as preadmitting a registered patient and a dependent patient focusing on assigning the Hospital Account Record (HAR). You will also learn to update preadmissions.

Pre-work: None

ADT 102 – Admission (3 hours)
Course Description: In this course, you learn how to admit a patient focusing on assigning the Hospital Account Record (HAR). The course includes hospital registration scenarios, such as registering patients with Medicare, outdated billing information, and outdated insurance information. There will be a short lesson of the Update Admission function (change demographics, insurance coverage, provider information and point of origin).

Pre-work: REG 101

ADT 103 – Authorization and Certification (3 hours)
Course Description: In this course, you learn to use Epic's ADT functionality to identify patients requiring authorization or certification and document a patient's authorization and/or certification information.

Pre-work: REG 101, ADT 101

ADT 104 – Emergency Department (4 hours)
Course Description: This course covers arriving, registering, rooming, and discharging (or dismissing) a variety of patients in the emergency department. For UWMC, you will also learn to transfer (admit) patients to the hospital, collect copays, and balance your cash drawer.

Pre-work: REG 101

ADT 105 – Labor & Delivery (3 hours)
Course Description: This course covers how to pre-admit, admit, and discharge patients in the labor and delivery unit. The course will also include a short lesson on transferring OB patients within the hospital.

Pre-work: None

ADT 106h – HMC Bed Planning (6 hours)

Course Description: In this course, you learn how to use Bed Planning to make and change bed assignments for patients with preadmissions, admissions and transfers. You will also learn how to preadmit, admit, transfer, and discharge patients.

Pre-work: None

ADT 106u – UWMC Bed Planning (3 hours)

Course Description: In this course, you learn how to use Bed Planning to make bed assignments for patients with preadmissions, admissions and transfers. You also learn how to change or delete a bed assignment.

Pre-work: None

ADT 107h – HMC Bed Cleaning (2 hours)

Course Description: In this class, you will learn to use the Epic at HMC to log your bed cleaning activities.

Pre-work: None

ADT 107u – UWMC Bed Cleaning (2 hours)

Course Description: In this class, you will learn to use the Epic at UWMC to log your bed cleaning activities.

Pre-work: None

ADT 108 – Managing Bed Cleaning (2.5 hours)

Course Description: In this course, you learn how to manage housekeepers and bed cleaning requests with Epic's Environmental Services module.

Pre-work: None

ADT 109 – Hospital Outpatient Visit (HOV) Creation (2 hours)

Course Description: In this course, you learn how to create hospital outpatient visits and link these to research studies.

Pre-work: None

ADT 114 – Clinic Enterprise POS Payment Posting (2.5 hours)
Course Description: In this course, you learn how to accept facility and professional point of service payments in Cadence during the check-in workflow, refund payments and balance your cash drawer in Epic.

Pre-work: None

ADT 116 – ADT for Unit Staff (2 hours)
Course Description: In this course, unit staff learn how to confirm a completed admission, initiate/confirm intra and inter-unit transfers, perform bed swaps (HMC only), update attending providers, update patient care information and discharge patients.

Pre-work: None

ADT 117 – Financial Counseling (5 hours)
Course Description: This course prepares you to use Epic's ADT functionality to identify self-pay patients who may need financial counseling and to document a patient's status as self-pay, charity, hardship, or Medicaid. You will also learn to add, terminate, or change insurance coverage and use Hospital Billing (HB) functionality to view billing information, create payment plans (HMC only) and write Smart Text letters.

Pre-work: REG 101

ADT 118 – ADT for Perioperative Staff (2 hours)
Course Description: In this course, perioperative staff learn how to confirm completed admissions, discharge patients, complete patient transfers to and from nursing units, the OR, and the ED.

Pre-work: None

RES 110 – Epic Research Participant Enrollment (3 hours)
Course Description: In this course, research study coordinators will learn to use Epic's Research functionality to enroll participants in research studies, receive and forward Epic InBasket messages, and generate Epic research related reports.

Pre-work: ELN 101 – Introduction to Hyperspace