

Attention: Clinical Staff Special Announcement

HOM to HEO Conversion Effective 9/14/09

Effective 9/14/09, we will officially make the transition from Horizon Order Management (HOM) to Horizon Expert Orders (HEO). HEO will become our only order entry system. If you currently enter orders through HOM, you will need to attend a training session if not already attended.

Training sessions have been scheduled. All classes are designed for the user who has not attended training and as refresher session. Several classes have been scheduled just as refresher sessions.

Classes for the month of July are below. Please reserve a space by emailing Tanya Walker at tanya.walker@stvhs.com. You will get a confirmation email in return. Managers /PCs / Sup may schedule multiple users on one email.

Clinical staff should work with their supervisors to be sure the needs of the unit are met before signing up for a class. August classes will be scheduled based on room availability. Sign up soon. Class size will be limited to 12 users

*NICU STAFF WILL HAVE SPECIAL SESSIONS SCHEDULED IN AUGUST.

*Birth Suites staff will train for order entry and computerized documentation in September – do not need to attend these classes.

You can contact Tanya Walker at 558-3487 or Lenora Spencer at 558-3439 to discuss special scheduling or training needs. If you work in a specialty area you may only need a limited training session. Check with your supervisor, special sessions may have already been set up for your area.

7/6/09	Monday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/8/09	Wednesday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/13/09	Monday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/13/09	Monday	2pm-4pm	Depaul HIS Classroom	Refresh
7/15/09	Wednesday	8am -10am	Depaul HIS Classroom	Refresh
7/20/09	Monday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/21/09	Tuesday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/23/09	Thursday	8am – 12pm	Depaul HIS Classroom	New and Refresh
7/28/09	Tuesday	1pm – 3pm	Depaul HIS Classroom	Refresh
7/29/09	Wednesday	8am – 12pm	Depaul HIS Classroom	New and Refresh