



HLC Express Site Login Instructions

Access the HLC Express Site (*All EHC employees use the HLC and do NOT use the HLC Express site*)

- We recommend you use a computer. Start with a fresh restart on your computer and Open a new Google Chrome browser.
- Enter or Copy/Paste this web address: www.healthstream.com/hlc/emoryhc
- This site is set up for you to “self-manage”, follow the steps below.

Create New Account or Access your previous Account using User ID and Password. (SELF-MANAGE)

- **First Time Users**
 - You will need to create an account.
 - If you have access to the EHC network, use your EHC network login ID as your User ID.
 - If you do not have access to the EHC network, create your own unique ID.
 - We strongly suggest you create and save a “Password Hint”; this will help your future access.
- **Returning Users**
 - Enter your HLC Express site User ID and Password to log in.
 - Use “Password Hint” and/or “Forgot Your Password” to help you.

Please do not create another account. You will want all your course completions in one account. If needed, send a request to reactivate your account to hlc@emoryhealthcare.org or call 404-778-4357 for 24/7 password support.

EMORY HEALTHCARE

Sign In Instructions

This **HLC Express Site** is for non-EHC staff (e.g., community physicians, travelers/contractors, Emory University staff, residents & fellows)
(ALL EHC employees must log into the HLC via their EHC Workspace)

Returning Users If you have previously created an HLC Express account, log in with your HLC Express User ID and password. Click "Password Hint" to help you with your password and if you have forgotten your password, click "Forgot Your Password?" and follow the prompts. If you have used an account in the past, call 8Help (404-778-4357) 24/7 to "reactivate" your account, to avoid multiple accounts.

First Time Users Click the [Create New Account](#) link. If you have access to the EHC network, use your EHC network ID as your User ID. If you do not, create your own User ID. Adding a "Password Hint" and noting the email address you use will help you self-manage your HLC Express site account and future access.

Questions: As an EHC employee you must use the HLC. This HLC Express site is for our EU Staff, EHC Travelers, Contractors, etc. (non-EHC employees) For account assistance, account reactivation, password help, etc., Call EHC IS Service Desk 404-778-4357.

Log into the HLC Express site using Google Chrome or Microsoft Edge

EMORY HEALTHCARE

Sign In Instructions

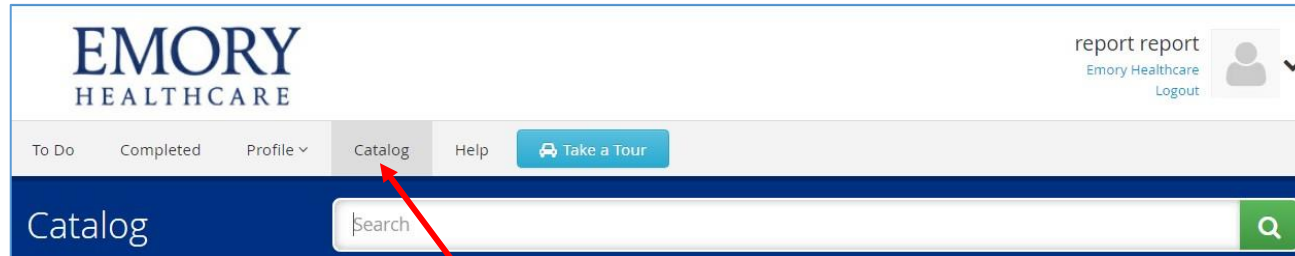
User ID

Password [Reminder](#) [Reset](#)

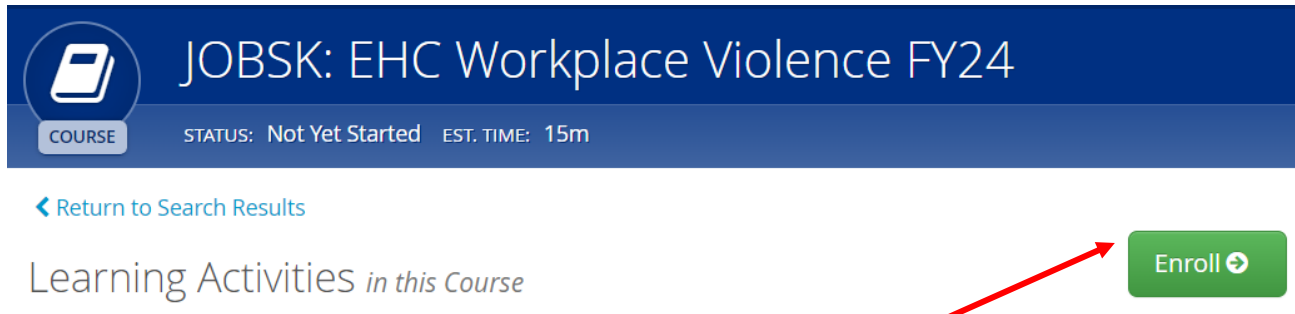
Sign In Create Account

Finding a Course in the HLC Express site:

1. After logged into the HLC, the default view is the To Do page

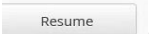


2. To self-enroll in a course, click the Catalog tab.
3. Type the **course number or keyword**, from list at bottom of this page, in the search field and click Search.
4. When the search results are displayed, click the course title:



5. To begin, click on the green Enroll button and click start on the learning activity link in the course.

Where is my "In-Progress" Course...? (I was interrupted and unable to finish)

- After logged into the HLC Express Site, the default view/tab is now called the To Do page – My To-Do List. To view a course still "In Progress", **Click** on the course title and click on Resume .

What happens to my Course...? (Completed)

- After you log into the HLC Express site, the default view is now called the To Do page – My To-Do List, this is where your "In Progress" courses will remain, until they are COMPLETE.
- To view a course after completion, **click** on your **Completed** tab to find and open the completed course.

What happens if my Course will not complete? (*Stuck or Locked*) Or my next Learning Activity seems “locked” ...?

- Use your MENU to click thru the course slowly, which will allow you time to complete each learning activity.
- Be sure to allow each slide to load and allow the slide animation to stop before you advance.
- Complete all course activities; watch the full video in one sitting and read the slide completely along the way.
- Some courses require specific clicks / interactivity from you as the learning. Be patient and detailed.
- Pay attention to each Menu item: Some completed Menu items move from dark text to light as you complete.
- Scroll all the way up and down to ensure all Menu items are all “captured” as completed.

Top 3 technology suggestions:

- Use a Google Chrome or Microsoft Edge browser – Type URL: www.healthstream.com/hlc/emoryhc
- Be sure to remove pop up blockers & clear cache
- For technology 24/7 assistance, be sure to call/reach out to EHC IT / x-8help (404-778-4357).

What courses am I supposed to take?

- Contact your leader for a list of the courses you are asked to complete.
- Further below is the EHC list of FY24 Regulatory Courses & National Patient Safety Courses

FY24 EHC Regulatory Courses Curriculum and Course Listing

Resource documents:

<https://ourehc.org/departments/human-resources/organizational-development/learning-management-system-services-hlc/community-providers-resources.html>

FY24 Regulatory Courses Curriculum List of courses:

Use keyword “FY24” to search/list all individual FY24 Regulatory Courses in the catalog.

Clinical Courses:

- 41135x – EHC Infection Control for Advanced Practice Providers
- 41242x – EHC Employee Blood & Body Fluid Post Exposure
- 41147x - JOBSK: Hester Davis Falls Prevention Program

Additional EHC Courses:

- 197x – Infection Prevention & Patient Safety
- 6664x – EHC Information Security and Privacy
- 6666x – EHC Plain Language Emergency Codes
- 6641x – EHC Security Active Alert Threat and Officers Needed
- 6695x – EHC Social Media Guidelines
- 6663x – EHC Valuing Integrity, Compliance and Ethics
- 6665x – EHC Workplace Violence

This list above of courses is integrated into the listing below

EHC Supplemental and SafetyQ courses available in the HLC Express site

– recommendations by Job Category (see next page):

Clinical	Patient Care Services	Non-Clinical
EHC Information Security and Privacy FY24	EHC Information Security and Privacy FY24	EHC Information Security and Privacy FY24
EHC Social Media Guidelines FY24	EHC Social Media Guidelines FY24	EHC Social Media Guidelines FY24
EHC Valuing Integrity, Compliance and Ethics	EHC Valuing Integrity, Compliance and Ethics FY24	EHC Valuing Integrity, Compliance and Ethics FY24
SQ: Abuse and Neglect (PA)	SQ: Active Shooter Response (PA)	SQ: Active Shooter Response (PA)
SQ: Active Shooter Response (PA)	SQ: Bloodborne Pathogens and Standard Precautions, Non-Clinical (PA)	SQ: Customer Service (PA)
SQ: Anticoagulant Therapy and Risk Reduction (PA)	SQ: Care Delivery, Culturally Competent (PA)	SQ: Electrical Safety (PA)
SQ: Bloodborne Pathogens and Standard Precautions, Clinical (PA)	SQ: Customer Service (PA)	SQ: Emergency Preparedness (PA)
SQ: Care Delivery, Culturally Competent (PA)	SQ: Emergency Preparedness (PA)	SQ: Fire Safety, Fire Extinguisher Use (PA)
SQ: Clinical Alarm Safety (PA)	SQ: Employee Safety Basics, Patient-Facing (PA)	SQ: HIPAA Basics (PA)
SQ: Customer Service (PA)	SQ: Fire Safety, Fire Extinguisher Use (PA)	SQ: Workplace Violence (PA)
SQ: Emergency Preparedness (PA)	SQ: HIPAA Basics (PA)	New Hire
SQ: Employee Safety Basics, Patient-Facing (PA)	SQ: Infection Control and Prevention Basics, Non-Clinical (PA)	EHC Plain Language Codes FY24
SQ: Fire Safety, Fire Extinguisher Use (PA)	SQ: Infection, Emerging (PA)	EHC Security Alert Active Threat Officers Needed FY24
SQ: HIPAA Basics (PA)	SQ: Infection, Tuberculosis (PA)	EHC Workplace Violence FY24
SQ: Infection Control and Prevention Basics, Clinical (PA)	SQ: Patient Identification and Verification (PA)	SQ: Infection, Hand Hygiene (PA)
SQ: Infection, Emerging (PA)	SQ: Patient or Resident Safety Basics, Patient-Facing (PA)	ORIENT: Infection Prevention & Patient Safety
SQ: Infection, Tuberculosis (PA)	SQ: Rights and Responsibilities Basics, Patient-Facing (PA)	
SQ: Medication Reconciliation (PA)	SQ: Suicide Risks and Prevention (PA)	
SQ: Medication Safety Basics, Clinical (PA)	SQ: Workplace Safety Basics (PA)	
SQ: Patient Identification and Verification (PA)	SQ: Workplace Violence (PA)	
SQ: Patient or Resident Safety Basics, Patient-Facing (PA)	New Hire	
SQ: Rights and Responsibilities Basics, Patient-Facing (PA)	EHC Plain Language Codes FY24	
SQ: Suicide Risks and Prevention (PA)	EHC Security Alert Active Threat Officers Needed FY24	
SQ: Workplace Safety Basics (PA)	EHC Workplace Violence FY24	
SQ: Workplace Violence (PA)	Employee Blood & Body Fluid Post Exposure FY24	
New Hire	ORIENT: Infection Prevention & Patient Safety	
EHC Employee Blood & Body Fluid Post Exposure FY24	SQ: Abuse and Neglect (PA)	
EHC Plain Language Codes FY24	SQ: Infection, Hand Hygiene (PA)	
EHC Security Alert Active Threat Officers Needed FY24		
EHC Workplace Violence FY24		
SQ: Infection, Hand Hygiene (PA)		
ORIENT: Infection Prevention & Patient Safety		

Job Category per Plan

Clinical	Patient Care Services	Non-Clinical
EMT - Paramedic; EMT - Basic; EMT - Intermediate; First Responder; LPN; Nurse Anesthetist; Nurse Manager; Nurse Midwife; Nurse Practitioner; Physician; Physician Assistant; Provider; RN; RN - Direct Patient Care;	Athletic Trainer; Audiologist; Behavior Therapist; Cardiovascular Technologist & Technician; Chemical Dependency Counselor; Clinical Engineer; Clinical Manager; Clinical Technician; CNA; Dietary; Home Health Aide; Laboratory; Medical Assistant; Occupational Therapist; Personal Care Aide; Pharmacy; Phlebotomist; Psychiatric Aide; Radiology; Respiratory Therapist; RN - Non-Direct Patient Care; Social Worker; Speech Language Pathologist; Therapist; Therapy Assistant; Utilization Review/Case Manager; Vascular Technologist;	Admissions, Assessment & Referral Staff; Billing/Coding; Board of Director or Board Member; Cashier; Chaplin; Facilities Management; Finance; Food Preparation Worker; Health Information Management; Housekeeping; Human Resources; Information Systems; Leadership; Legal/Risk Management; Marketing; Medical Interpreter/Translator; Medical Transcriptionist; Non-Clinical Manager; Office/Clerical/Administration; Orderly/Transporter; Quality Improvement; Research; Retail Sales Worker; Sales; Security; Supervisor; Teacher/Educator; Volunteer