

# ORCHID Training



## Without DHS Intranet Access

### PowerChart Training

**\*ALL providers, except those who will work ONLY in the emergency department / urgent care complete steps 1-3:**

- 1.) **Watch ORCHID Part 1 Training Video** (total length ~90 minutes):  
<https://www.youtube.com/watch?v=8PR3V7pcm2Q&list=PLunvVqjkbZwls1Eert2Kj9tUsX3lxBJP>  
<https://youtu.be/CYLZPWIX2bo> (backup link if link above is down)
- 2.) **Discharge Summary Demo Video:** <https://youtu.be/LE6GyuHGQ-4>
- 3.) **Complete the Harbor-UCLA Microsoft Forms ORCHID Provider Test** (PowerChart):  
<https://forms.office.com/Pages/ResponsePage.aspx?id=SHJZBzjqGOWKvqY47dusgcCP9cCBONNGv7y1gxDazCFUNTYyT1o2T1owMEtTTY3RkFaQUdWOTVGV4u>

### FirstNet Training

**\*Only for Emergency Department Service (including Psychiatry) and Urgent Care in addition to steps 1-3 above, please also complete steps 1 and 2 below:**

- 1.) **Watch FirstNet Training Videos** (total length ~90 minutes):  
<https://www.youtube.com/playlist?list=PLQjZjYHx70LN9SOSAG7r9sy6HFk9cTFTd>
- 2.) **Complete the Harbor-UCLA Microsoft Forms FirstNet Test:**  
<https://forms.office.com/Pages/ResponsePage.aspx?id=SHJZBzjqGOWKvqY47dusgcCP9cCBONNGv7y1gxDazCFUNzRQQ0ZBOFRDQTVaRehWMjM4QIVBUBVBYMC4u>

### Emergency Department / Urgent Care Only

Providers who will work ONLY in the emergency department/urgent care only need to complete FirstNet training, not PowerChart. This includes most ED/UC Attendings and NPs and visiting medical students and residents coming only for an ED rotation.

**\*IMPORTANT: Once you complete your training(s) and successfully pass the test(s), please print your test, scan and email to your coordinator or take a screenshot with the test score results and name captured in the screenshot then email to your Department/Rotation coordinator.**

#### **\*When ORCHID Access is Granted Providers Please be Informed:**

ORCHID username is your employee number and your password will be your system password.

Call the help desk [\(323\)409-8000](tel:3234098000) for your system password **if you haven't set it up yet**. This password is for logging onto a county computer, logging onto ORCHID, and county email.

**\*No re-training** needed if you're a provider who has already had ORCHID provider training. Please email me and let me know you already did provider training previously, where you trained (Harbor, Olive View, etc), and if you're employee number has changed.

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