



KAISER PERMANENTE®

## Clinical Documentation System Basic Skills Inventory Self Assessment

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_ **Office/Branch:** \_\_\_\_\_

Mastery of the following critical elements is a pre-requisite to attending EPIC's KPHC Clinical Documentation System training:

Critical Elements	Return Demo Date	Verified by:	Action Plan
Turn on and shut down laptop properly			
Sleep, hibernate and lock workstation properly			
Close, minimize, maximize and restore windows			
<b>CAD</b> to "Task List" and "End Task" when encountering difficulties			
Log on to laptop			
Copy and Paste text			
Save a document using mouse and keyboard.			
Dial up and connect			
Reconnect			
Check for remaining battery life			
Correct use of car charger			
Correct use of power cord			