



Purpose: This guide contains the best practices for naming items and curricula in Knowledge Link. Following a naming convention helps both Administrators and Learners be able to search and identify courses easily.

Note: If these guidelines are not followed, you will be asked to recreate your item or curriculum and all associated classes using these guidelines.

Title: Use a title that fits the course or curriculum content. It should be easy for a learner to search for and identify what the course is generally about.

Description: Provide a brief description of your course or curriculum including the target audience, objectives or goals, and any special instructions that the learner needs.

Course Owner and Contact's email: It is important to identify the course owner and provide a contact person's email address if any questions about the item or content arise. (Course Owner is a drop-down field and the list is presented on the next page.)

Item and Curricula ID: The ID characters identify the entity (HS-identifies the health system entity), the provider code see key below, whether it is an item or curriculum and the course code. The ID should be in all capital letters.

Entity.	Provider Code.	ITEM or CURR.	Course Code
HS.	20001.	ITEM.	EPIC151

Examples:

- HS.70001.ITEM.URO100 = item
- HS.10010.CURR.POCT100 = curriculum

Provider Codes:

Course Owners / Providers and corresponding Provider Codes are shown on the following pages. If you do not see the appropriate code listed here, please contact your entity's core Knowledge Link administrator.

Group	Provider Code begins with...
Nursing	1
Information Services (IS)	2
Human Resources / PMA	3
LG Health	4
Risk/Patient Safety	6
Simulation	7
Princeton Health	8
Other	5

Naming Convention Guidelines

Last Modified: 4/17/2024

(sorted alphabetically by Course Owner)

Course Owner/Provider	Provider Code
LG: Affilia - PMR	40003
LG: Affilia - Nursing	40002
LG: Affilia	40001
LG: Bariatrics	40100
LG: Biomed	42900
LG: Cardiology - Cath Lab	40203
LG: Cardiology - EP Lab	40202
LG: Cardiology - Interventional Unit	40201
LG: Cardiology - Non-Invasive	40204
LG: Cardiology	40200
LG: CEDirect	44000
LG: Chaplaincy	43300
LG: eHealth Inpatient	40300
LG: eHealth Outpatient	40301
LG: eHealth	40300
LG: External Education	45000
LG: Health Safety	40400
LG: Healthy Beginnings Plus	43200
LG: Horizon	40500
LG: Hospital Billing - Inpatient	40601
LG: Hospital Billing - Outpatient	40602
LG: Human Resources New Leader	40702
LG: Human Resources	40701
LG: Infection Control	40800
LG: IS Education	40900
LG: LAB - Core Lab	41003
LG: LAB - POCT	41001
LG: LAB - Policies	41002
LG: LAB	41000
LG: Legal - Compliance	41101
LG: Legal	41100
LG: LGHP	48000
LG: Materials Management	43400
LG: Mental Health	42600
LG: MRI	42800
LG: MyHealthyLiving	41200
LG: Nursing Education - Critical Care	41301
LG: Nursing Education - Emergency	41302
LG: Nursing Education - Heart Failure	41303
LG: Nursing Education - Oncology	41304
LG: Nursing Education - Pediatrics	41305
LG: Nursing Education - PtCA	41312
LG: Nursing Education - Renal Dialysis	41313
LG: Nursing Education - Stroke	41306
LG: Nursing Education - Trauma	41307
LG: Nursing Education - WBH - Couplet Care	41309
LG: Nursing Education - WBH - Labor & Delivery	41310

(sorted alphabetically by Course Owner)

Course Owner/Provider	Provider Code
LG: Nursing Education - WBH - NICU	41311
LG: Nursing Education - WBH	41308
LG: Nursing Education	41300
LG: Other	41400
LG: PA College - Clinical & Role Specific	41502
LG: PA College - Life Support	41501
LG: PA College - Professional Development	41503
LG: PA College - Simulation	41504
LG: PA College	41500
LG: Patient Access	43500
LG: Performance Improvement	43000
LG: PeriOp Anesthesia	41601
LG: PeriOp	41600
LG: Pharmacy	41700
LG: PMR (Physical Medicine Rehab)	41800
LG: Privacy	41900
LG: Provider Education	46000
LG: Pulmonary	43100
LG: Quality	42700
LG: Radiation Safety	42000
LG: Radiology - Mammography	42001
LG: Radiology - Nuclear Medicine	42002
LG: Radiology - Ultrasound	42003
LG: Radiology -General	42004
LG: Registration	42100
LG: Research Institute	43600
LG: Risk Management	42200
LG: Safety	42300
LG: Security	42400
LG: Utilities Safety	42500
PMPH: Administration	82000
PMPH: Behavioral Health IP	87000
PMPH: Behavioral Health OP	88000
PMPH: Center for Eating Disorders Care	89000
PMPH: Emergency Services	83000
PMPH: Human Resources	82100
PMPH: Infection Control	84000
PMPH: Information Services	82200
PMPH: Laboratory	85000
PMPH: Nursing	81000
PMPH: Other	80000
PMPH: Patient Relations	84100
PMPH: Pharmacy	86000
PMPH: POCT	85100
PMPH: Security	82300
UPHS: Access Center	50024
UPHS: Ambulatory Scheduling Operations	50003

(sorted alphabetically by Course Owner)

Course Owner/Provider	Provider Code
UPHS: APM Training	20002
UPHS: ATCN	50001
UPHS: ATLS	50002
UPHS: Central Processing Department - PAH	60008
UPHS: Central Processing Department - PPMC	60007
UPHS: Cerner	50006
UPHS: Chester County - CCH	11000
UPHS: Clinical Effectiveness & Quality Improvement	60003
UPHS: Corporate Services Accounting	50007
UPHS: CPUP Finance	50004
UPHS: CPUP Radiation Oncology	50022
UPHS: CPUP Revenue Operations & Support	50005
UPHS: Disaster Preparedness	50008
UPHS: EHR Transformation	50021
UPHS: UPHS Finance	50030
UPHS: Graduate Medical Education (GME)	50009
UPHS: Homecare and Hospice Services	10006
UPHS: Human Resources - Compensation	30002
UPHS: Human Resources - PAH	30004
UPHS: Human Resources - PPMC	30007
UPHS: Human Resources - PMMG	30009
UPHS: Human Resources - Radnor	30008
UPHS: Human Resources - GSPP	30010
UPHS: Human Resources Information Systems	30005
UPHS: Human Resources	30000
UPHS: HUP Anesthesiology	50031
UPHS: HUP Operations	50025
UPHS: HUP Radiology	50028
UPHS: HUP Volunteer Services	50010
UPHS: Infection Control - PPMC	50011
UPHS: IS Consulting	20006
UPHS: IS Education - PennChart	20003
UPHS: IS Education	20001
UPHS: IS Security	20004
UPHS: Laser Safety Training	50012
UPHS: Library Services - PAH	50013
UPHS: Mandatory Education	30006
UPHS: Nursing Education - CCA	10016
UPHS: Nursing Education - CPUP	10004
UPHS: Nursing Education - ELSEVIER	10100
UPHS: Nursing Education - GSPP	10005
UPHS: Nursing Education - HCHS	10014

(sorted alphabetically by Course Owner)

Course Owner/Provider	Provider Code
UPHS: Nursing Education - HUP	10001
UPHS: Nursing Education - PAH	10002
UPHS: Nursing Education - PPMC	10003
UPHS: Nursing Education - UPHS	10015
UPHS: Occupational and Physical Therapy	50014
UPHS: Office of Billing Compliance	50015
UPHS: Office of Life Support Education	50016
UPHS: Other	00001
UPHS: Pathology & Laboratory Medicine	50017
UPHS: Patient Registration	50018
UPHS: Penn Medicine Academy	30001
UPHS: Penn Medicine Pressure Ulcer Collaborative	10013
UPHS: PennChart Radiology	20005
UPHS: Perioperative Nurse Education - HUP	10007
UPHS: Perioperative Nurse Education - PPMC	10008
UPHS: Perioperative Services - HUP	10009
UPHS: Pharmacy HUP	51002
UPHS: Pharmacy PAH	51001
UPHS: Pharmacy	51000
UPHS: Point of Care Testing - PAH	10011
UPHS: Point of Care Testing	10010
UPHS: PPMC Anesthesia Support	52001
UPHS: Practice Support	50023
UPHS: Pressure Ulcer Task Force	10012
UPHS: Quality/Patient Safety - HUP	60006
UPHS: Radiologic Technologist Education Program	50019
UPHS: Regulatory - PPMC	60005
UPHS: Respiratory Therapy	50026
UPHS: Risk Management	60001
UPHS: Safety Management	60002
UPHS: Security	60004
UPHS: Simulation Center	70001
UPHS: Telemedicine	50027
UPHS: Trauma - PPMC	50029
UPHS: Volunteer Services	50020

(sorted numerically by Provider Code)

Provider Code	Course Owner/Provider
00001	UPHS: Other
10001	UPHS: Nursing Education - HUP
10002	UPHS: Nursing Education - PAH
10003	UPHS: Nursing Education - PPMC
10004	UPHS: Nursing Education - CPUP
10005	UPHS: Nursing Education - GSPP
10006	UPHS: Homecare and Hospice Services
10007	UPHS: Perioperative Nurse Education - HUP
10008	UPHS: Perioperative Nurse Education - PPMC
10009	UPHS: Perioperative Services - HUP
10010	UPHS: Point of Care Testing
10011	UPHS: Point of Care Testing - PAH
10012	UPHS: Pressure Ulcer Task Force
10013	UPHS: Penn Medicine Pressure Ulcer Collaborative
10014	UPHS: Nursing Education - HCHS
10015	UPHS: Nursing Education - UPHS
10016	UPHS: Nursing Education - CCA
10100	UPHS: Nursing Education - ELSEVIER
11000	UPHS: Chester County - CCH
20001	UPHS: IS Education
20002	UPHS: APM Training
20003	UPHS: IS Education - PennChart
20004	UPHS: IS Security
20005	UPHS: PennChart Radiology
20006	UPHS: IS Consulting
30000	UPHS: Human Resources
30001	UPHS: Penn Medicine Academy
30002	UPHS: Human Resources - Compensation
30004	UPHS: Human Resources - PAH
30005	UPHS: Human Resources Information Systems
30006	UPHS: Mandatory Education
30007	UPHS: Human Resources - PPMC
30008	UPHS: Human Resources - Radnor
30009	UPHS: Human Resources - PMMG
30010	UPHS: Human Resources - GSPP
40001	LG: Affilia
40002	LG: Affilia - Nursing
40003	LG: Affilia - PMR
40100	LG: Bariatrics
40200	LG: Cardiology
40201	LG: Cardiology - Interventional Unit
40202	LG: Cardiology - EP Lab
40203	LG: Cardiology - Cath Lab
40204	LG: Cardiology - Non-Invasive
40300	LG: eHealth Inpatient

(sorted numerically by Provider Code)

Provider Code	Course Owner/Provider
40300	LG: eHealth
40301	LG: eHealth Outpatient
40400	LG: Health Safety
40500	LG: Horizon
40601	LG: Hospital Billing - Inpatient
40602	LG: Hospital Billing - Outpatient
40701	LG: Human Resources
40702	LG: Human Resources New Leader
40800	LG: Infection Control
40900	LG: IS Education
41000	LG: LAB
41001	LG: LAB - POCT
41002	LG: LAB - Policies
41003	LG: LAB - Core Lab
41100	LG: Legal
41101	LG: Legal - Compliance
41200	LG: MyHealthyLiving
41300	LG: Nursing Education
41301	LG: Nursing Education - Critical Care
41302	LG: Nursing Education - Emergency
41303	LG: Nursing Education - Heart Failure
41304	LG: Nursing Education - Oncology
41305	LG: Nursing Education - Pediatrics
41306	LG: Nursing Education - Stroke
41307	LG: Nursing Education - Trauma
41308	LG: Nursing Education - WBH
41309	LG: Nursing Education - WBH - Couplet Care
41310	LG: Nursing Education - WBH - Labor & Delivery
41311	LG: Nursing Education - WBH - NICU
41312	LG: Nursing Education - PtCA
41313	LG: Nursing Education - Renal Dialysis
41400	LG: Other
41500	LG: PA College
41501	LG: PA College - Life Support
41502	LG: PA College - Clinical & Role Specific
41503	LG: PA College - Professional Development
41504	LG: PA College - Simulation
41600	LG: PeriOp
41601	LG: PeriOp Anesthesia
41700	LG: Pharmacy
41800	LG: PMR (Physical Medicine Rehab)
41900	LG: Privacy
42000	LG: Radiation Safety
42001	LG: Radiology - Mammography
42002	LG: Radiology - Nuclear Medicine
42003	LG: Radiology - Ultrasound

(sorted numerically by Provider Code)

Provider Code	Course Owner/Provider
42004	LG: Radiology -General
42100	LG: Registration
42200	LG: Risk Management
42300	LG: Safety
42400	LG: Security
42500	LG: Utilities Safety
42600	LG: Mental Health
42700	LG: Quality
42800	LG: MRI
42900	LG: Biomed
43000	LG: Performance Improvement
43100	LG: Pulmonary
43200	LG: Healthy Beginnings Plus
43300	LG: Chaplaincy
43400	LG: Materials Management
43500	LG: Patient Access
43600	LG: Research Institute
44000	LG: CEDirect
45000	LG: External Education
46000	LG: Provider Education
48000	LG: LGHP
50001	UPHS: ATCN
50002	UPHS: ATLS
50003	UPHS: Ambulatory Scheduling Operations
50004	UPHS: CPUP Finance
50005	UPHS: CPUP Revenue Operations & Support
50006	UPHS: Cerner
50007	UPHS: Corporate Services Accounting
50008	UPHS: Disaster Preparedness
50009	UPHS: Graduate Medical Education (GME)
50010	UPHS: HUP Volunteer Services
50011	UPHS: Infection Control - PPMC
50012	UPHS: Laser Safety Training
50013	UPHS: Library Services - PAH
50014	UPHS: Occupational and Physical Therapy
50015	UPHS: Office of Billing Compliance
50016	UPHS: Office of Life Support Education
50017	UPHS: Pathology & Laboratory Medicine
50018	UPHS: Patient Registration
50019	UPHS: Radiologic Technologist Education Program
50020	UPHS: Volunteer Services
50021	UPHS: EHR Transformation
50022	UPHS: CPUP Radiation Oncology
50023	UPHS: Practice Support
50024	UPHS: Access Center
50025	UPHS: HUP Operations

(sorted numerically by Provider Code)

Provider Code	Course Owner/Provider
50026	UPHS: Respiratory Therapy
50027	UPHS: Telemedicine
50028	UPHS: HUP Radiology
50029	UPHS: Trauma - PPMC
50030	UPHS: UPHS Finance
50031	UPHS: HUP Anesthesiology
51000	UPHS: Pharmacy
51001	UPHS: Pharmacy PAH
51002	UPHS: Pharmacy HUP
52001	UPHS: PPMC Anesthesia Support
60001	UPHS: Risk Management
60002	UPHS: Safety Management
60003	UPHS: Clinical Effectiveness & Quality Improvement
60004	UPHS: Security
60005	UPHS: Regulatory - PPMC
60006	UPHS: Quality/Patient Safety - HUP
60007	UPHS: Central Processing Department - PPMC
60008	UPHS: Central Processing Department - PAH
70001	UPHS: Simulation Center
80000	PMPH: Other
81000	PMPH: Nursing
82000	PMPH: Administration
82100	PMPH: Human Resources
82200	PMPH: Information Services
82300	PMPH: Security
83000	PMPH: Emergency Services
84000	PMPH: Infection Control
84100	PMPH: Patient Relations
85000	PMPH: Laboratory
85100	PMPH: POCT
86000	PMPH: Pharmacy
87000	PMPH: Behavioral Health IP
88000	PMPH: Behavioral Health OP
89000	PMPH: Center for Eating Disorders Care