

EPIC – GAINING STUDENT ACCESS at HSHS

Send the student template to Helpdesk@hshs.org so they can create the Epic access and system access for the student(s). This will need to be done first before the student can get access.

Process to submit access:

- College contact sends Excel Student Template spread sheet to helpdesk@hshs.org. Minimum two business weeks prior to students needing codes.
 - Any last minute changes (removals/additions) will be handled on case-by-case basis.
- Helpdesk will create the network ID and add it to the spreadsheet.
- Helpdesk will send to Epic Security to create Epic access. Epic ID's will be set to expire after designated time.
 - The following access will be setup for all students in Epic
 - Access to pend doc flowsheets with cosign
 - Access to view orders
 - Access to chart notes with cosign
 - Access to view history and documentation
 - Access to view admission, discharge and transfer documentation
 - Access to view patient discharge instructions
- Epic Security will add Epic ID's to the student template spreadsheet and send back to the nursing instructor or requester.
- Colleges will email or fax (920-431-3272) Adam Nichol (Adam.Nichol@hshs.org) the signed security forms for each student before handing out codes.
- Instructors will give the Epic code and Network code to the Students during training.
 - Students will only have their codes active for the current semester. They will have to be re-enabled each semester they come back.
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