

## EPIC – GAINING STUDENT ACCESS at HSHS

Send the student template to [HSHS-Identity and Access Mgmt@hshs.org](mailto:HSHS-Identity_and_Access_Mgmt@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 [HSHS-Identity and Access Mgmt@hshs.org](mailto:HSHS-Identity_and_Access_Mgmt@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.
- Identity and Access Management will create the network ID and add it to the spreadsheet.
- Identity and Access Management 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 then nursing instructor or requester.
- Instructors will give the Epic code and Network code to the student(s) 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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