

Welcome to Next Steps

Congratulations! You have successfully completed your Physician Online Learning course and assessment. The following information will help you in the days ahead.

Epic User ID and Password

What is my Epic User ID and Password?

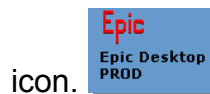
Your Login ID and Password were included with Electronic Medical Record (EMR) Confirmation letter from your PETC (Physician Epic Training Coordinator) or Practice Manager.

If you did not get that information, you can contact your Physician Epic Training Coordinator during regular business hours (8AM-5PM).

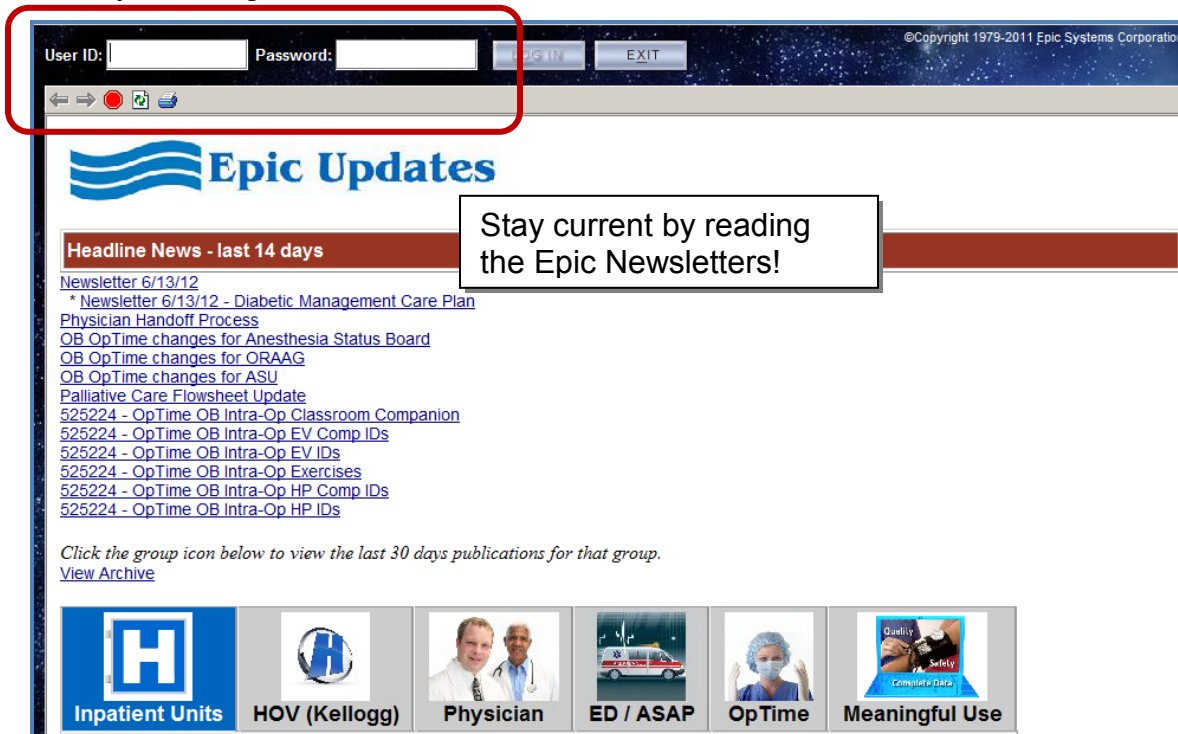
FYI: It may take up to 2 business days post assessment to activate your User ID and Password.

How do I log in?

1. On your Windows desktop or Applications screen, double-click the Epic Desktop PROD

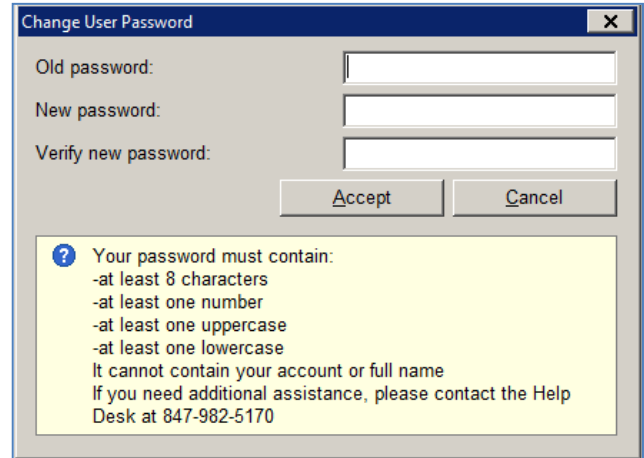


2. Enter your assigned user ID in the *User ID* field.



3. Press **TAB** to move to the *Password* field.
Enter your password.

FYI: Changing your password: You may be prompted to change your password when logging in. Enter your current password and then change it. Click **Accept**.



Change User Password

Old password:

New password:

Verify new password:

? Your password must contain:
-at least 8 characters
-at least one number
-at least one uppercase
-at least one lowercase
It cannot contain your account or full name
If you need additional assistance, please contact the Help Desk at 847-982-5170

For assistance call the Help Desk at (847) 982-5170.

1. After you have entered your user ID and password correctly, press **ENTER**.
2. When the Department screen displays, enter a department or use the default department.
3. Press **OK** to enter Hyperspace.

To Change your Department

1. Type:

- EV for Evanston Hospital units
- GB for Glenbrook Hospital units
- HP for Highland Park Hospital units
- SK for Skokie Hospital units
- GI for GI Lab, etc.
- IM for internal medicine offices



2. Press **Enter**

3. Select the correct department (such as EV 2 Women's Hospital Emergency)
4. Click **Accept**.
5. Click **OK**.

Re-competency information

Please Note: NorthShore may terminate access to the electronic medical record after 120 days of non-use in order to ensure the safety of our patients and the quality of our medical records. If you are unable to access Epic, contact the Help Desk at (847) 982-5170.

Helping You Succeed

For User ID or technical help, call the Help Desk at (847) 982-5170.

Inpatient:

How do I obtain Epic Training Assistance in a NorthShore facility?

Call or make an appointment with Hospital Based Inpatient Trainers (HBTs):

Hours: 7AM-5:30PM M-F Sat/Sun: 7AM-12PM; other times by appointment.

In each hospital, call the applicable extension:

EVH—ext. 1100

GBH—ext. 3700

HPH—ext. 6700

SKH—ext. 6220

Leave a message with your location and 10-digit call back number. The trainer will be paged IMMEDIATELY once you hang up. The trainer will call you back immediately at the number you have indicated on the message.

What can a Hospital Based Trainer (HBT) do for you?

- Answer Epic functionality questions.
- Provide 1:1 or group review.
- Assist you in utilizing Epic more efficiently.
- Save your Favorites: orders, order sets, note templates and reports.
- Develop personal SmartPhrases.

And much more!

Ambulatory: For additional assistance regarding using Epic in the office:

- Page the Ambulatory training team at (847) 631-8995.
- Email your questions (non-urgent) to EpicAmbulatoryTrainer@northshore.org.
- Contact the Physician On-Boarding trainer @ pager: 847-631-8759.



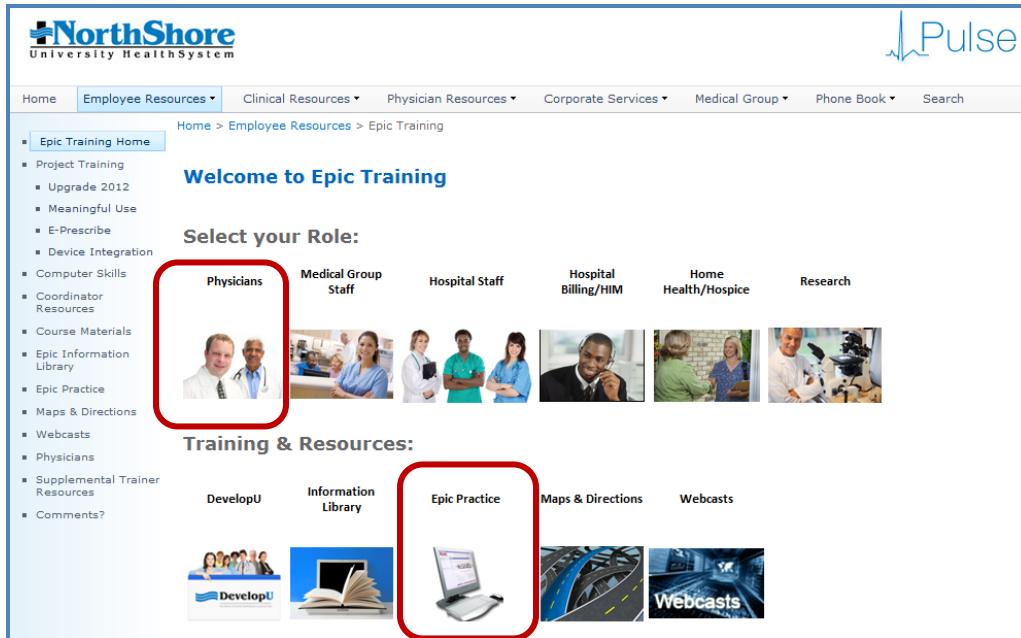
How can an Ambulatory trainer assist you?

- Provide 1:1 review or group review *on site*.
- Answer Epic functionality questions.
- Help you optimize Epic to meet your needs.
- Help you customize Epic.


Online Learning library

There are multiple examples around the country of organizations that did not adequately invest time and resources in training their users. NorthShore has created a large portfolio of resources to support you in your use of the electronic medical record. Here are some of the tools we provide:

- All of the training resources and more are available on NorthShore's intranet, "Pulse." In the navigation bar, select **Epic Training** for a list of resources.



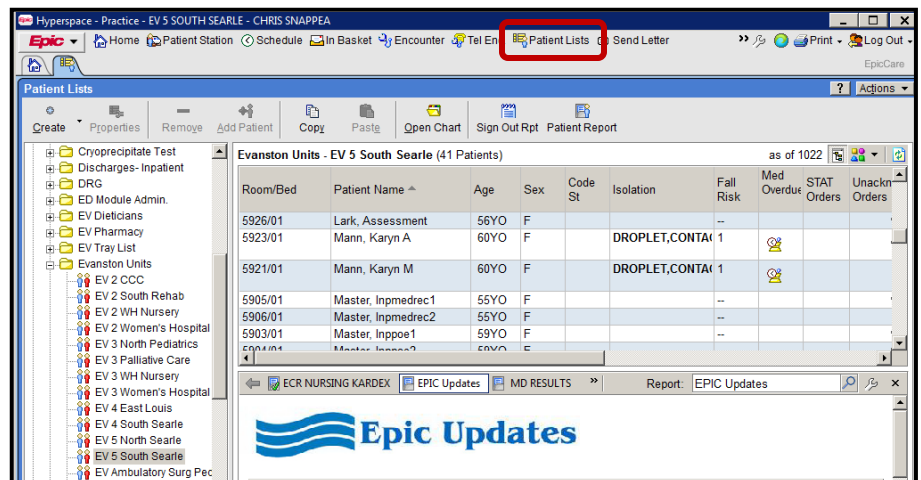
Epic Practice

 Practice is encouraged. The **Epic Practice** environment is available on all NorthShore facility computers.

Inpatient Users:


For complete instructions on how to log in to NorthShore's practice environment:

- Refer to Pulse **Epic Training** site.
- Use the ID e19082, Password: "training" and open a patient from a Patient Lists: **System list**.



Ambulatory Users:



Epic Practice ID's are available on **Pulse > Epic Training > Epic Practice > Department: Ambulatory**

 Department : Ambulatory (2)
524008 Clinical Office Staff and EMR IDs Sheet OB Ambulatory IDs

WebLink Remote Access to NorthShore Epic from Home or office

WebLink is a secure portal to the NorthShore University HealthSystem network.

Information Systems will provide you with an account in your name, an Internet address and a special password device to help you access the network on your own computer in your home or a non-NorthShore networked computer in your office or other remote site.

	
	<p>To login, enter your ENHNET Username, SafeWord password, and ENHNET password in the boxes at the left.</p> <p>For any access problems please call the Help Desk at 847-982-5170.</p> <p>WLINK01</p>

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