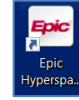


## Logging in and setting up Epic account

### Logging in for Clinical Instructor:



1. Launch the white EPIC icon on the desktop.
2. Login to Epic Hyperspace using the unique username and password provided.
  - a. Instructors returning to a Mercy facility, use the last password to prompt a password change
  - b. If password is not remembered or not working, please call the help desk at 1-833-691-4357.
3. Enter the four-letter prefix for the facility (provided in email) and find unit in listing.

Department: MHL 4 ONCOLOGY UNIT [19103107]

Continue Cancel

### Setting up your account

1. To create a Patient List:
  - a. Click on the Patient List icon in the top left corner
  - b. Click on Edit List in top left corner of screen
  - c. Choose Create My List
  - d. Enter a Name in the Name Field. ie My Patients
  - e. Click copy in the middle of the small screen (between the available columns and selected columns)
  - f. Type XXX and choose XXX Nurse Instructor or type 443166



Name: [Empty]

Owner: BAYBERRY, NANCY

Available Columns

Caption	Description
(Retired) Result BPA	This column displays a flag if the patient has an active BestPractice Advisory.
30Day	This column displays an airplane icon if the patient has an inpatient admission within the last 30 days. If during that 30 day period, a visit Dx of CHF/HF, pneumonia, or COPD was present, a unique icon will display in place of the airplane.
72HR	This column displays an icon if the patient has an ED encounter within a 72 hour period.

Selected Columns

Caption	Description
---------	-------------

Column to sort by: [Empty]

Copy

Choose Columns

Use a template:

Template Name	ID
(RETIRED) MH ADT Case Manager/Social...	69273
(RETIRED) MH Case Manager/Social Worker	68273
BSMH IP CCM CASE MANAGER/SOCIAL...	3040810
CHP Dietitian	68274
CHP Nurse	68269
CHP	68176

Or, copy from:

XXX Nurse Instructor

Accept Cancel

- g. Click Accept
- h. Click Accept again

The My List folder now appears on the left side of the screen in the My Lists section

### Page 1 of 2

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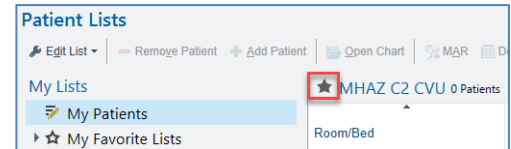
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## Logging in and setting up Epic account

2. Add the treatment team by clicking on **Available Lists** in the bottom left
  - a. Locate and click on the facility **!System Lists** (example - MHAZ !System Lists)
    - i. Click on that Facility **All My Patients**
    - ii. Right click on **Treatment Team**
    - iii. **Send To** the My List created

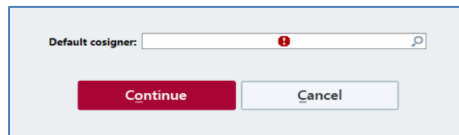


- To verify Treatment Team list was sent - Click on the triangle next to the My List folder name
  - b. Locate and click on the facility **!Units**
    - i. Click on the unit for this clinical rotation
    - ii. Click the star next to the blue letter unit nameThe unit becomes a favorite list on the left



### Student Log in reference:

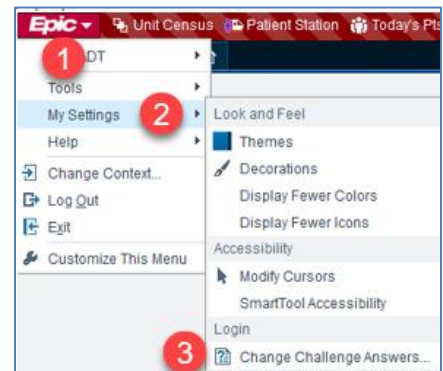
1. Follow steps 1-3 in the logging in for Clinical Instructor section of this document
2. Default cosigner will be the instructor's name.



- a. Instructor must verify their ability to log in for students to find their name in the list
  - b. If instructor is not listed, please reach out to [CIN-KY-Nursing-Schools@Mercy.com](mailto:CIN-KY-Nursing-Schools@Mercy.com)
3. The Brain is sufficient for most student's since it provides task reminders.
4. Student will use the sign in feature to locate their patient assignment and add themselves to the treatment team. Some areas might need to create a patient list. Students follow the same steps above for creating a My List.

### Set challenge questions – required for passing medications:

1. Go to Epic button top left> My Settings> Change Challenge Answers.
2. Enter password
  - Must complete 15 questions (use magnifying glass to select questions)
    - i. No questions may be duplicated (must be unique)
    - ii. No answers may be duplicated (must be unique)
    - iii. All answers must be more than 3 characters
    - iv. All answers are case sensitive



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