Epic Access for the Instructor/Student Nurse who is also an employee:

NOTE: Students that are also employed by Children's Medical Center will be required to complete the Epic Security Request form in order to have the correct security assigned to their login for the clinical rotation. Complete the steps below **prior** to attending the Epic Documentation class:

1. Employee completes Part 1 of the form and emails it to their current manager.
   a. Specify the dates of the clinical rotation on the form
   b. Specify the current security template (ie: Inpatient PCT) assigned
   c. Specify the need to add the student template (Inpatient Student Nurse template)

2. Manager completes Part 2 of the form and emails the form to Accessmanagement@childrens.com and Epicsecurity@childrens.com

3. Employee will call the Children's help desk and request a HEAT ticket be opened in order to have their security template updated. Write down the HEAT ticket number.

Complete the following steps **before and after** each clinical shift:
1. Employee to call the help desk (214) 456-4636
2. Request the HEAT ticket be assigned to the Epic Security Team for the security template to be changed

Must be completed *PRIOR* to attending the Student Epic Class

Request for Epic Security Access

Part 1 Required Information	
ETA for completion will be determined after the completed form and proper approval has been received.	
Requester's Name	
Department	
Phone	
Title	
Information – pertaining to the employee whose Epic account requires security/access changes.	
Individual's Name	
Employee Number	
Describe request and reason	
Investigation Number (if applicable)	
Requester forwards the completed form to the appropriate approver. (See Appendix A)	

Part 2 Approval	
Approver's Name	
Title	
Phone Number	
Department	
After approval, the Approver (see Appendix A) emails the form to EpicSecurity@Childrens.com or the appropriate Epic support analyst. This form will be utilized as the approving document once received by Epic Security.	

Appendix A

User Provisioning
A. Where possible, User access shall be profiled (e.g. role-based access) based upon job description, duties or function. In role-based security, each User shall be assigned to one or more pre-defined access profiles, each of which has been assigned various levels of privileges needed to perform that role. For role-based access implementations, the Business Owner is responsible for designing, documenting and providing documented approval of the roles and related business purpose.

Request for Epic Security Access

B. A documented process shall exist for providing access to Information via direct login to Children's network (i.e. not remote access) outside that which is granted via pre-defined role-based access. The procedures shall include, at a minimum:

C. A request shall be submitted to the Service Desk identifying the access requested and reason why request is needed.

D. Approvals are obtained in accordance with the following matrix:

Required Approvals Table Per Policy No. 9.16 Access Control

Requests for…	Authorized Approver is…
Children's Employees	Someone in the same department who is at least a Team Leader (clinical areas) or Supervisor/Manager (business areas) and at least one level above the requestor
Contractor/consultant/vendor/ governmental surveyors	Children's Sponsor (defined as a Children's employee who is a manager or above from the department that engaged/retained the contractor or other third party)
Medical/Dental Staff	Medical Staff Services
Residents/Fellows/Medical Students	Graduate Medical Education
Nursing Students	Clinical Education
Other students	Manager of the department whose direction they are under
Physicians For Children's	PFC Office Manager
UTSW physician requests for supporting administrative staff	Children's Manager or above, after Medical Staff Services has approved the physician as privileged and credentialed to work at Children's
UTSW Inter-Institutional Access Requests	Director of the department to which they are requesting access AND the Director of Health Information Management
All Others	Information Privacy and Security Office