

## EpicCare Link Access-Termination-Name Change Checklist

### NEW USERS

- Electronically complete all information on the Epic User Access-Termination-Name Change Request Form located at [www.st-johns.org](http://www.st-johns.org) OR [www.stmarysdecatour.com](http://www.stmarysdecatour.com)). Note: handwritten/scanned, faxed or emailed versions of the web-based for will not be accepted.
  - ✓ Required Organization Information – Name, Department, Location, Completed by, and Date Completed
  - ✓ Required User Information – First Name, Middle Initial, Last Name and Email Address.
  - ✓ Optional Medical Staff Provider Information - Users can be linked to their medical group providers. **(Please note: If you do not link your users to your providers the users will only be able to search for patients using first name, last name, gender and date of birth.)**
    - User receives EpicCare Link Inbox event notifications (Eg. ED admission, IP admission, lab result, radiology result, signed post-op note, etc.) for the provider's patients.
    - User is able to place OP orders via Epic CareLink; orders entered by non-provider staff will be routed to the provider's inbox for review and signature
- Make sure appropriate category is selected for user type.
- If new user access is required after your initial request for access, you must submit a new Epic User Access Request Form. Handwritten/scanned, faxed or emailed versions of the web-based for will not be accepted.
- Completed forms are automatically routed for user access processing – there is nothing further you need to do.

### DEACTIVATING USERS

- Establish a process for identifying EpicCare Link users no longer requiring access (employment ended or job changes).
- Please complete the Epic User Access-Termination-Name Change Request Form online at [www.st-johns.org](http://www.st-johns.org) OR [www.stmarysdecatour.com](http://www.stmarysdecatour.com).
- Completed forms are automatically routed for user termination processing – there is nothing further you need to do.

### USER NAME CHANGE

- If you have a colleague with a recent name change, please complete the Epic User Access-Termination-Name Change Request Form online at [www.st-johns.org](http://www.st-johns.org) OR [www.stmarysdecatour.com](http://www.stmarysdecatour.com).
- Completed forms are automatically routed for user name change processing – there is nothing further you need to do.

### PLEASE NOTE

- If you are not a clinic working with specific medical providers, your users will only be able to search for patients based on last name, first name, gender and date of birth.