New MBMC Epic Electronic Request
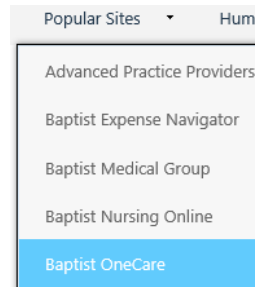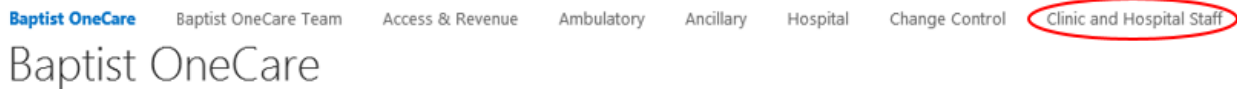
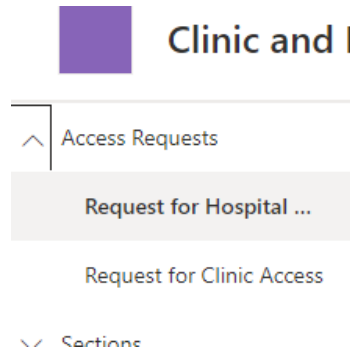## *Complete this process AFTER Epic training is completed*

1. From the SharePoint Site from Microsoft Edge [icon] (located on the taskbar, you may try Microsoft Edge or Google Chrome if available)
2. Popular Sites
3. Baptist OneCare
   - (login with your Baptist Email address (firstname.lastname@bmhcc.org) and password that was created at the beginning of class))
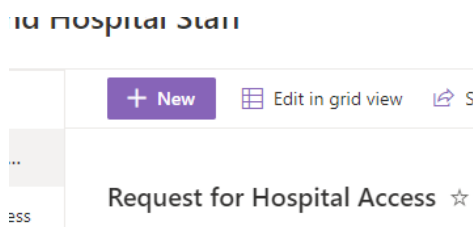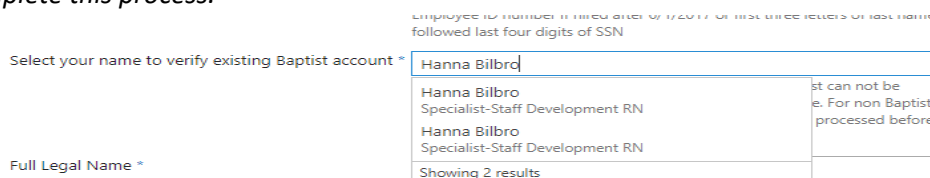
Popular Sites ▼	Hum
Advanced Practice Providers	
Baptist Expense Navigator	
Baptist Medical Group	
Baptist Nursing Online	
Baptist OneCare	

4. Select **Clinic and Hospital Staff**

Baptist OneCare   Baptist OneCare Team   Access & Revenue   Ambulatory   Ancillary   Hospital   Change Control   Clinic and Hospital Staff

Baptist OneCare

5. Follow the link posted: https://bmhcc.sharepoint.com/sites/epic-staff/
6. Select **Access Requests** drop down menu.
7. Select **Request Hospital Access.**

Clinic and H

Access Requests

Request for Hospital ...

Request for Clinic Access

Sections

...d Hospital Staff

+ New   Edit in grid view   S

Request for Hospital Access ☆

8. Select **+ New.**

9. **Class Attended** field: *Student Nurse*.
10. **Instructor Name** field: *the CT Trainer conducting Epic class.*
11. **Username** field: *6-digit number.*
12. **Select your name to verify**… field: *type the Student/Instructor's first and last name or 6-digit number*. Select either name that appears. *If the user's name does not appear in this list, an Epic account request cannot be submitted at this time. Please notify Brandi Morris and Tina Magers if you have any students who are not able to complete this process.*

Employee ID number if hired after 6/1/2017 or first three letters of last name followed last four digits of SSN

Select your name to verify existing Baptist account * | Hanna Bilbro

Hanna Bilbro
Specialist-Staff Development RN   st can not be
Hanna Bilbro   e. For non Baptist
Specialist-Staff Development RN   processed before

Showing 2 results

Full Legal Name *

13. **Full Legal Name** field: *Legal name must be provided and must match their government issued identification.*

14. **Previous Access** field: *"Yes or No" if they have ever had a previous Baptist Epic account. Example, as a nursing student, as a RN, extern, intern, etc. If they had a Baptist Epic account at another Baptist facility that is included.*
15. **Job Title** field: *"Student" or "Other Not Listed" (for instructor)*
16. **Credentials** field: *"none" for students and "RN" for instructors*
17. **Hospital** field: check the box beside *"Mississippi Baptist (Jackson)"*
18. **Department** field: *"Nursing All Patient Care Units"*
19. **Phone number** field: *This should be a cell phone number.*
20. **Manager/Supervisor or training requestor** field: *Brandi Morris*
21. **Employee** field (If not an employee of Baptist, provide the name of the employer): *Your School of Nursing for instructors*
22. **Special Instructions** field: **(1)** *Place previous access as ….. if applicable.* **(2)** Request Rover access with the scanning subtemplate. **(3)** *Place semester end date in the comment field.*

Allow up to 48h for Epic access to be granted

Student Navigator Contact Information

Brandi Morris
601-968-4176
Brandi.Morris@bmhcc.org
Tina Magers
601-968-1204
Tina.Magers@bmhcc.org

Education Resource Center
601-968-4186

Help Desk Numbers
601-968-1122 or 601-968-8888
901-227-7777 (from cell phone)