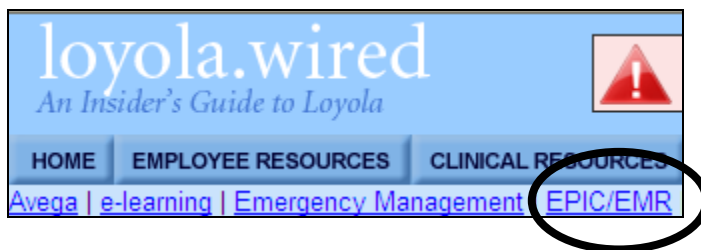# EPIC AMBULATORY
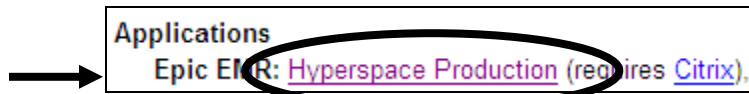# 3rd Year Medical Students
*(Updated 6/2012)*

Now that you are a 3rd year Medical Student, you will now need to log into Epic differently then when you were using Epic as a 2nd year Medical Student.

## *Logging into Hyperspace*

1. Go to the Loyola Intranet – http://portal.luhs.org
2. Click on **EPIC**



3. Click on **Hyperspace Production**.





4. Enter your **User ID**  *(Loyola UVID, first initial last name)*
5. Press **Tab** or **Enter**
6. Enter your **Password**

   *Note:  To protect your security, both your User ID and password appear as (#) rather than the characters entered.*

*Note:  This screen will also display Epic updates and announcements for users*

7. Click **Log In** or press **Enter**

8. Select your **department** and click **OK** or press **Enter.**

9. It is <u>very important to select the correct department</u> when logging into Epic, as this determines your preference lists, navigators, and activities menus. If you perform **Service in the Hospital, please log into SX Department** when you are using Epic in the hospital. When you are in the **outpatient clinics, please log into Epic using your outpatient clinic department so you can see the schedule of the attending you are working with.**
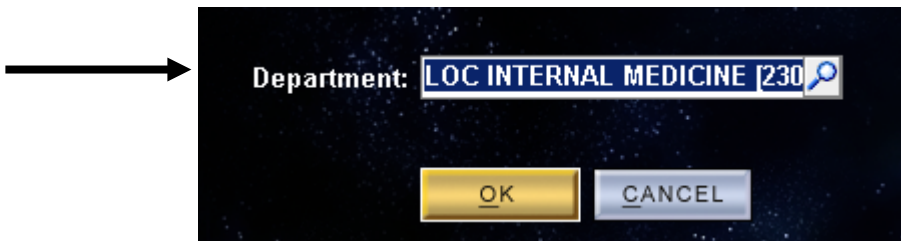


10. If you need to change your login department, you do **<u>NOT</u>** need to log out of Epic.

11. Close **any open charts**

12. Click on **Epic, Desktop, Change Context.**
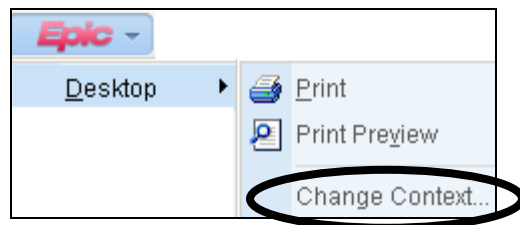


13. Enter your department and click **OK**

# Working with a Schedule

You can view **any individual department** schedule.

1. Click on **Sch** from the Main Toolbar



- The **Schedule** will display a list of patient appointments for a particular user on a given date. Listed under **My Schedule** is the username.  If this user has a schedule, the patient schedule for that day will appear on the right.

- The **Calendar** lets you know what date is currently displayed and lets you move between schedules for past and future dates.



Calendar

User logged in

**HAR** – Hospital Account Record needs to be listed in order to open an encounter.

You can also use the schedule to:

1. Review another schedule.   To see another provider within the department listed, click on the ⊞ to see a list of providers within the department.   To see another provider in another department, **Enter the department** and click on the ⊞ to see a list of providers.  **Click on any of the providers** listed.

2. To view the schedule for another date, **click a date** on the calendar or enter the date using any of EpicCare's date shortcuts  (i.e. "t+1" for tomorrow's schedule, "t-1" for yesterday's or w+1 for the schedule one week from today).

3. You could also **double click** on the patient name, thereby opening up the patient record or **highlight** the patient name and click on the **Charting icon** on the toolbar.

4. The **HAR (Hospital Account Number)** needs to be present to open an encounter from a provider's schedule.  If the **HAR** number is not there, please contact a Service Representative.

# Progress Notes

Medical Students will use the Progress Notes section for documentation. The Progress note section allows for multiple notes which allow multiple people to enter individual notes within one encounter. This will assist in allowing residents, fellows, and students to enter a separate note.

The Progress Note section can use free text and Epic's SmartTools.

1.  **Select your Patient** from the schedule

2.  Click on **Progress Notes**

3.  Once you completed your notes, click on **Close** or **Next.**

4.  Once the attending physician enters their note, the attending physician will accept the default of **Sign at closing of Encounter.** Once the physician is ready to **Close Encounter,** all notes will then be signed.



5.  You can only **edit** your own progress note; you will **not be allowed** to edit another user's progress note.

*PLEASE BE SURE TO COMPLETE ALL VARIABLES WHEN USING SMARTTEXT TEMPLATES. AN ATTENDING CANNOT CLOSE THE ENCOUNTER IF YOU DO NOT COMPLETE ALL VARIABLES.*