

Process for Meditech Access by Students and Faculty

1. All new Faculty who will be bringing groups of student nurses is required to attend a 3 hour initial Meditech EMR training class.

 - Contact Wyndie Morrill @954-267-7793 or email Wyndie.Morrill@holy-cross.com for availability of class time.
 - Faculty will complete the 4-page **Hospital Information Systems (HIS) Sign On Request Form** and submit/scan prior to class and will be given their password for access during the Meditech EMR training class or when returning for their rotation.

***Current Faculty who has been given access needs to contact Wyndie Morrill before the start of each clinical rotation in order to be re-activated in the system. Fill out a new HIS form annually.*
2. All Schools/Faculty including Practicum Advisors are required to send the completed **Student Information Sheet** (fillable PDF **TYPEWRITTEN**) to crystal.soto@holy-cross.com and Wyndie.Morrill@holy-cross.com at **least two weeks prior to the start of the clinical rotation** to give ample time for Meditech Passwords to be built into the system.
3. Students are to complete and sign the **Hospital Information Systems Sign On Request Form** and submit it to their Faculty/School.
4. School/Faculty or Practicum Advisor are **responsible for submitting** the completed Hospital Information Sign On Request Form to the **Learning Center** or **Scanning** to Wyndie.Morrill@holy-cross.com. **Review the form for completeness before submission.** Password will **NOT** be created for incomplete Hospital Information Systems Sign On Request Form. **Students are NOT to individually submit this form.**

 - Faculty may submit the group forms in the Learning Center on the first day of the clinical rotation when picking up badges.
5. Password access will be emailed or handed to the faculty after all **Hospital Information Systems Sign On Request Forms** have been verified for completeness. Faculty will be responsible for orienting their student rotation to the computer system once they have completed EMR training.