

Process for Meditech Access by Students and Faculty

- All new Faculty who will be bringing groups of student nurses is required to attend a 3.5 hour initial Meditech EMR training class.

 - Contact Wyndie Morrill @954-267-7793 or email Wyndie.Morrill@holy-cross.com for availability of class time **at least 2 weeks before scheduled.**
 - Faculty will complete the 4-page **Hospital Information Systems (HIS) Sign On Request Form** and submit/scan **2 weeks prior to class** and will be given their password for access during the Meditech EMR training class or when returning for their rotation **2 weeks prior to class.**

****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. Please *Fill out a new HIS form annually* with each new school year.**
- All Schools/Faculty including Practicum Advisors are required to send the completed **Student Information Sheet** (fillable PDF **TYPEWRITTEN**) to elyce.bishop@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.
- Students & Faculty are to complete and sign the **Hospital Information Systems Sign On Request Form** and submit it to their Faculty/School for scanning with SIS sheet.
- School/Faculty or Practicum Advisor are **responsible for submitting** the **completed Hospital Information Sign On Request Form** by **scanning or emailing** 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. Submit HIS forms for the entire group **ONLY ONCE**; must be attached via scan or email. **Students are NOT to individually submit this form.**
- Password access will be emailed or handed to the faculty after all **Hospital Information Systems Sign On Request Forms** have been audited/verified for completeness. Faculty will be responsible for orienting their student rotation to the computer system once they have completed EMR training.
- Badges will be issued through Wyndie Morrill and **recollected by faculty after each rotation, & returned** (ONLY weekend rotations will return badges to security)