

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 3.5 hour initial Meditech EMR training class prior to their rotation.

- 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 email/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 4-page HIS form annually* if not consecutive semesters. If more than 3 semesters between rotations, a repeat class is required.**

2. **All Schools/Faculty including Practicum Advisors** are required to share rotations ONCE in their ENTIRETY **THROUGH COMPLIO** (OR 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.**

3. School/Faculty or Practicum Advisor are **responsible for submitting the completed Hospital Information Sign On Request Form** by **UPLOADING in COMPLIO (OR scanning/ emailing if manual)** to wyndie.morrill@holy-cross.com. **Review the form for completeness before submission.** Passwords 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 if still done on paper.

4. 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.

5. Faculty is to email Wyndie.Morrill@holy-cross.com prior to coming with students for Badge assignments. They will be issued through Wyndie Morrill and **recollected by faculty after each rotation, & returned** (ONLY weekend rotations will return badges to security).