

## 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.
  - Contact Wyndie Morrill @954-267-7793 or email [Wyndie.Morrill@holy-cross.com](mailto: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 WITH THE LAST 4 DIGITS OF SSN####** 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* if not consecutive semesters.
2. **All Schools/Faculty including Practicum Advisors** are required to share rotations in their ENTIRETY **THROUGH COMPLIO** to and [Wyndie.Morrill@holy-cross.com](mailto: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** to [Wyndie.Morrill@holy-cross.com](mailto: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. Faculty must provide the last 4 digits of SSN## for computer access.
5. Faculty is to email [Wyndie.Morrill@holy-cross.com](mailto:Wyndie.Morrill@holy-cross.com) 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)