



EpicCare Link User Information

Request Access

- Go to hospital website (St. Johns: www.st-johns.org OR St. Mary's: www.stmarysdecatur.com)
- Click on Medical Professionals and select Request Access to EPIC
- Click on EPIC User Access-Termination-Name Change Request Form
- Complete Form – once access is granted, the site contact will be emailed with the username/password for the employee requesting access. Password is a temporary password that requires change upon logging in for the first time.

Website Address

- https://epic.accessonefamily.com/EpicCareLink/common/epic_login.asp
- Link to EpicCare Link is available on the home pages of
 - ✓ www.st-johns.org
 - ✓ www.stmarysdecatur.com

Password Requirements

- Must be changed after first login with temporary password
- Minimum 8 characters
- Must include a capital letter, a small letter, a number and a special character
- Automatically deactivates after 90 days of inactivity
- Must be changed every 180 days

HelpDesk

- (877) 403-4357
- Epichelpdesk@hshs.org

Training

- Electronic learning modules and guides available under Quick Links on the home page and hospital website

Information Available

- A view only copy of the HSHS electronic medical record (HSHS Sacred Heart Hospital, HSHS St. Joseph's Hospital and Rusk County Memorial Hospital)
 - ✓ **Clinical Review**
 - Snapshot
 - Chart Review – Encounters, Lab, Pathology, Imaging, Procedure, ECG, Other Orders, Medications, Media, Referral Orders, Episodes, Letters, Hosp/NH, Notes/Trans, Misc Reports, LDAs, Referrals, Patient Summary Extracts
 - Flowsheets
 - Allergies
 - Histories
 - Face Sheet
 - ✓ **Patient Profile**
 - Demographics/Documents/Coverage & Benefits
 - ✓ **Scheduling**
 - Upcoming Appointments - Patient