# Table of Contents

- Welcome to EpicSIM .......................................................... 3
- Reset Hospital Password .................................................. 3
- Accessing EpicSIM Through School VPN ....................... 5
- Logging into EpicSIM ....................................................... 7
- Opening Patient Charts/Encounters ................................. 7
- Writing Notes ................................................................. 9
- Finding a Cosigned Note ................................................... 10
- Printing Notes ............................................................... 11
- Changing Context/Departments ........................................ 12
- Support ............................................................................ 12
Welcome to EpicSIM

EpicSIM is an educational simulation of the Epic system used throughout the Mount Sinai Health System for electronic medical records.

1. First login to the SCHOOL VPN using your SCHOOL network ID and password.
2. Then you must use your HOSPITAL network ID and password to access Citrix
3. Finally, login to EpicSIM using your HOSPITAL network ID and password.
   - Off-campus access requires 2-factor authentication, which you will need to register for. Please see documentation here: https://itsecurity.mssm.edu/vip-two-factor-setup/
   - Your HOSPITAL account is distinct from your MSSM SCHOOL account.

Reset Hospital Password

Note: If you are accessing EpicSIM for the first time, you will need to reset your HOSPITAL account password by clicking on the following link: https://mshmsvpn.mountsinai.org/

- For the Username field, type in your HOSPITAL Network ID.
- For first time users: The Password will be your temporary password (ex: jd1234567$)
- Check the box to change your password before you click Continue.

- If a pop up appears titled "Endpoint Inspection" click "Cancel" or "Skip Endpoint Inspection".

- Enter and verify your NEW password.
Once you see this screen, this means the password has successfully been changed and you can close the window then use your newly updated password.

**Secure Logon**

Enter Security code
or leave blank for push.

Logon

*Please note that the password reset link is only available from within the United States. If you are not in the United States, you will need to contact ASCIT or log onto your school VPN to access this site.*

- For assistance with changing your password for EpicSIM, please contact the Academic IT Support Center (ASCIT) at ASCIT@mssm.edu or by calling 212-241-7091.

- During off-hours, please call the HOSPITAL help desk: 4-HELP at (212) 241-4357, asking for password support for your HOSPITAL account. Please do not mention EpicSIM as they will not be able to assist.
Accessing EpicSIM Through School VPN

- Log into the SCHOOL VPN website: https://msvpn.mssm.edu/
- Use your SCHOOL Network ID and password to log in.

- Enter in your security code that the VIP Access app generates and then click Logon.
  - Off-campus access requires 2-factor authentication, which you will need to register for. Please see documentation here: https://itsecurity.mssm.edu/vip-two-factor-setup/

- For first time users: You must click on CitrixWorkspaceApp and install the client on your computer.
- Note: Follow the prompts to finish the installation and do not click “Add Account” during the last step. Once you install this client, you can skip this step the next time you want to access EpicSIM.

- After installing the client, click on Citrix Applications.
• You will be asked to login to Citrix with your HOSPITAL network ID and password.

• Then select the purple ISMMS EpicSIM icon.

• Open and run the .ica file that was downloaded on your computer.
Logging into EpicSIM

4. Log into EpicSIM using your HOSPITAL network credentials. (Do NOT include @mountsinai.org)
5. In the Department field, select “MEDICAL STUDENT DEP [4110003]” and click continue.

6. If the department field is blank, then click on the magnifying glass and type in “medical student” to search for the MEDICAL STUDENT DEP [4110003]. Then click Accept.

7. You will then see the Message of the Day page which provides current systems information. Click “OK.”

Opening Patient Charts/Encounters

8. Once you have logged into EpicSIM, access your scheduled patients via the Schedule window.
The naming convention for the patient:

9. Double click on the appropriate patient to open up encounter
Writing Notes

10. Click on “Notes” on the activity menu.
11. Write your notes in “My Note” field.

12. Select the “Cosigner”. This allows the faculty to receive and provide written feedback to your note.

13. Click “Accept” to sign note and route to Cosigner.
   **Note:** Status is defaulted to “Sign on saving note”

14. Once the note is accepted and states “Cosign Needed”, which means you have successfully submitted and forwarded your note to your selected Cosigner.

15. To further edit a submitted note click “Addend” and follow previous step for submission.

   To save a note, without submitting, select “Pend on saving note”

16. Click ‘Accept’.

17. When ready to edit your pended note, click the “Edit” button on the top left and follow instructions above for submission.
Finding a Cosigned Note

18. Find your patient in the schedule and open their chart by double-clicking on their name.
19. Click “Chart Review” in the Activity menu.

20. Select the “Notes” tab from the “Chart Review” menu

21. Click the applicable note to review your preceptors’ feedback/attestation on your note.
Printing Notes

Option 1:
- Access the patient’s note via Chart Review.
- Click on the printer icon

Option 2:
- Right click on a note within the In Basket and select print
- Follow the prompts to select your connected printers and print
Changing Context/Departments

22. If you logged into the incorrect department, access the “Change Context” functionality to log into the correct department

23. Click on the downward facing arrow on the “Log Out” button at top right corner, to access the dropdown menu, and select the “Change Context” option

24. Change the department to MEDICAL STUDENT DEP [4110003]

Support

Students experiencing issues with EpicSIM?

Visit or contact ASC-IT (ISMMS Academic IT Support Center)
   By phone: 1-212-241-7091
   Via email: ASCIT@mssm.edu
   On-site: Annenberg Building, 11th Floor (next to the Library’s circulation desk)

25. For up-to-date ASCIT on-site operating hours, please visit: https://libguides.mssm.edu/ascit/home
26. Outside the ASC-IT operation times, reach out to MSHS Helpdesk (4-HELP) for assistance.