

EpicSIM

Electronic Health Record Training

Quick Start Guide
ISMMS Student Edition
Summer 2020



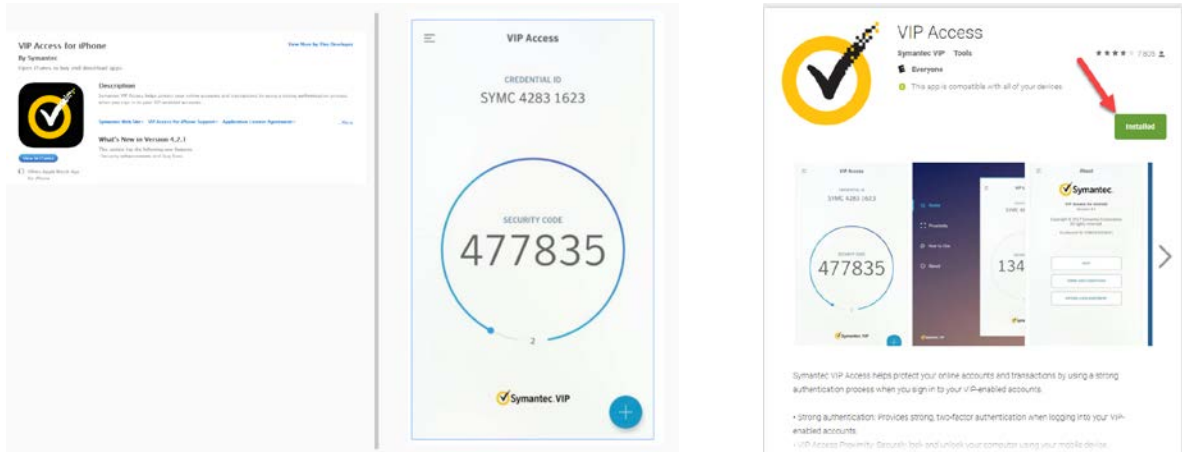
**Icahn
School of
Medicine at
Mount
Sinai**

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Access to EpicSIM via the Portal

- Register for VIP-Two Factor Authentication



For IOS (iPhone users): Open the App Store and search for “VIP Access” - tap “Get”, follow the prompts to complete installation.

For Android Mobile Phone: Open “Play Store” search for “VIP Access” - tap “Install”, follow the prompts to complete installation.

- Log into the Portal
Open a web browser and enter portal.mountsinai.org in your address bar.
Log in with your network ID and password.

Unauthorized use, possession, duplication, or tampering with Mount Sinai Health System computers, data, information programs or services is a violation of policy and a criminal offense. Violators are subject to dismissal and/or prosecution.

User name

Password

[Log On](#)

Note: If you are accessing the portal for the first time you will need to reset your hospital account password by clicking on the following link: <https://passwordreset.mountsinai.org/pmuser/>

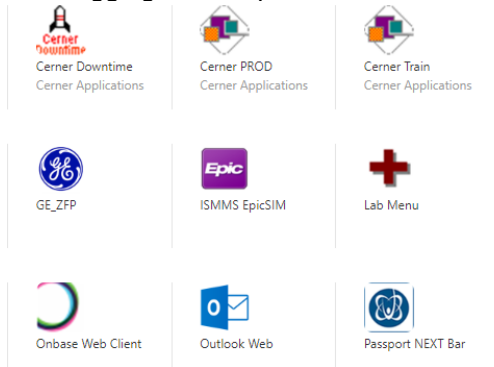
Follow the prompt and select ‘mountsinai.org/nyee.edu’ at the location field.

Your initial password will be your initials, following by your life number, followed by the dollar sign \$

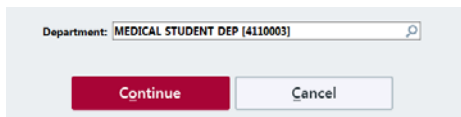
Example: TR1234567\$

For assistance with logging into the portal, contact 4-HELP at (212) 241-4357.

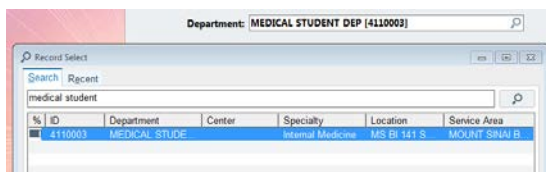
- Click on the purple ISMMS EpicSIM icon
After logging into the portal click the ISMMS EpicSIM icon.



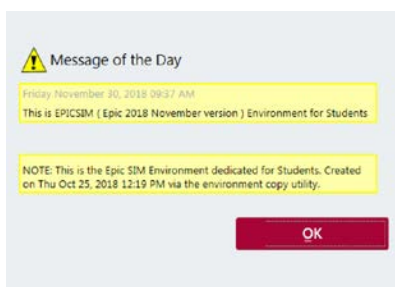
- Log into EpicSim using your network credentials
- In the Department field, select “**MEDICAL STUDENT DEP [4110003]**” and click continue.



- 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.



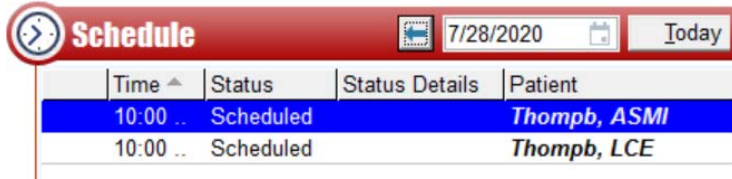
- You will then see the Message of the Day page which provides current systems information.



- Click “OK”

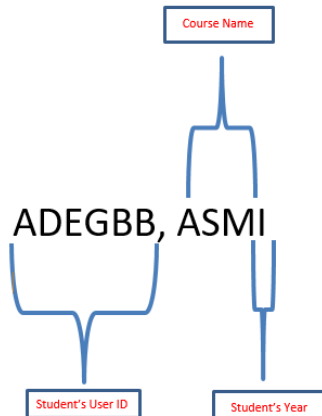
Opening Patient Charts/Encounters

- Once you have logged into EpicSIM, access your scheduled patients via the Schedule window.



Time ^	Status	Status Details	Patient
10:00 ..	Scheduled		<i>Thompb, ASMI</i>
10:00 ..	Scheduled		<i>Thompb, LCE</i>

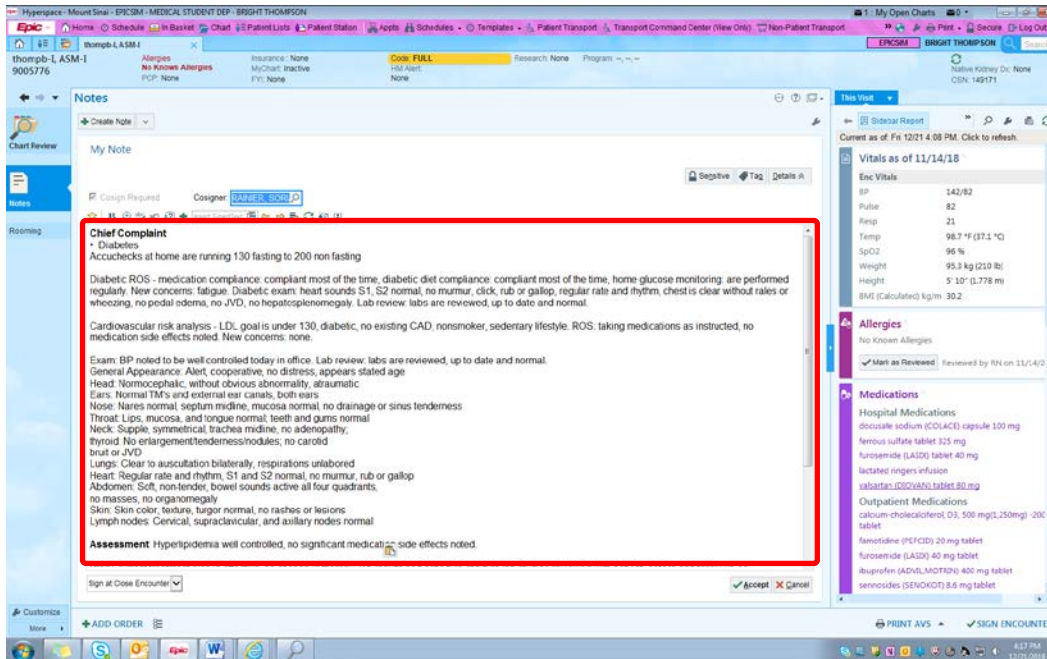
The naming convention for the patient:



- Double click on the appropriate patient to open up encounter

Writing Notes

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



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

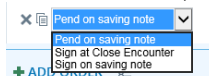


- Click “Accept” to sign note and route to Cosigner.
Note: Status is defaulted to “Sign on saving note”
- Once the note is accepted and states “Cosign Needed”, which means you have successfully submitted and forwarded your note to your selected Cosigner.



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

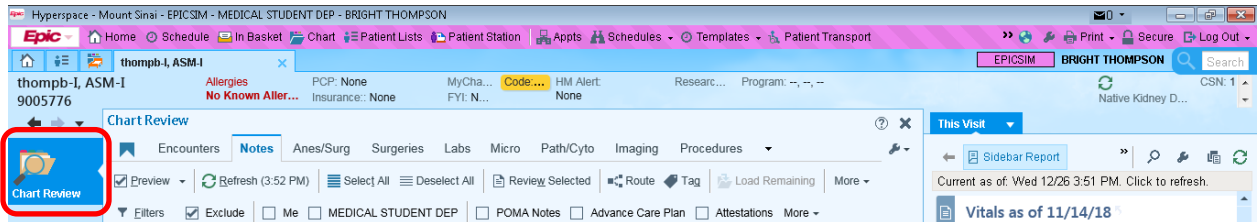
To save a note, without submitting, select “Pend on saving note”



- Click ‘Accept’.
- When ready to edit your pending note, click the “Edit” button on the top left and follow instructions above for submission.

Finding a Cosigned Note

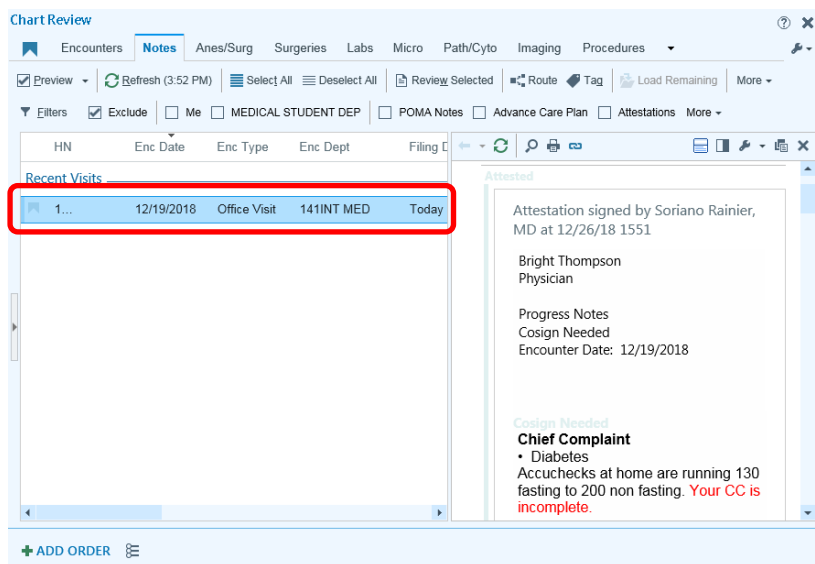
- Find your patient in the schedule and open their chart by double-clicking on their name.
- Click “Chart Review” in the Activity menu.



- Select the “Notes” tab from the “Chart Review” menu



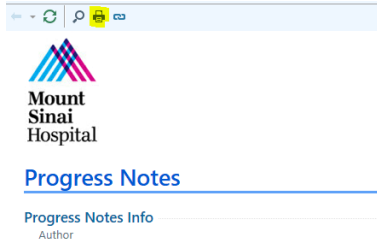
- Click the applicable note to review your preceptors’ feedback/attestation on your note.



Printing Notes

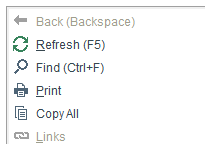
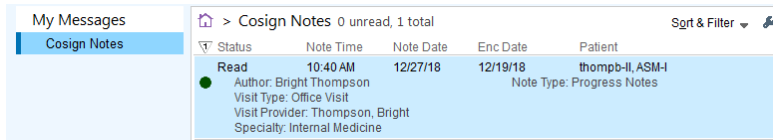
Option 1:

- Access the patient's note via Chart Review.
- Click on the printer icon



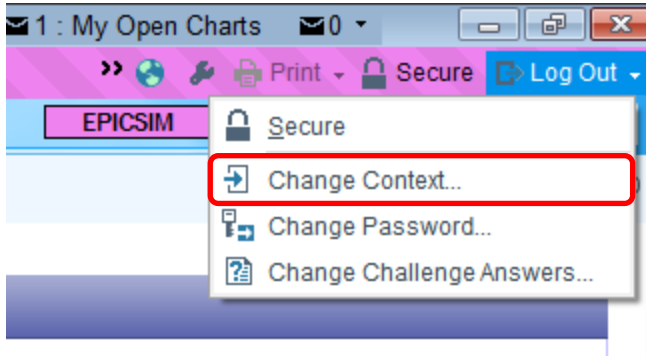
Option 2:

- Right click on a note within the In Basket and select print
- Follow the prompts to select your connected printers and print

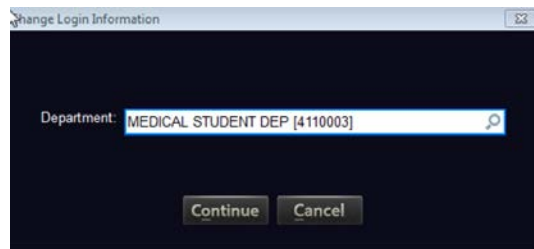


Changing Context/ Departments

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



- 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

- Mon-Fri: 8am - 6pm

One ASCIT agent will be on-site, providing walk-up service from 9am – 4pm in the ASCIT office on ANB 11(next to the Library's circulation desk)

- Sat-Sun: 12pm - 4pm

- Outside the ASC-IT operation times, reach out to MSHS Helpdesk (4-HELP) for assistance.