

New Request for Assistance with Recruitment Tools for Research using Epic

If you need assistance with Research Recruitment Tools



Audience

This job aid is designed for Researcher Coordinators and Researchers



Try It Out

1. From the UC Health Intranet, select **IT Services Self Service**

2. Log in to the Footprints
3. Click **New Request**

IUPUI Health.
IS&T Services Portal

Home New Request Globals Reports Knowledge Base

FootPrints Login

Please enter your username and password.

UserName: uid12345 x

Password: x

GO

4. Complete both the Client/Associate Information.

Client / Associate Information*

Manager / Approver Information*

1 - Network Access / Share*

2 - Epic*

3 - Phone System*

4 - Terminate Accounts / A*

5 - Email*

6 - Lab Systems

7 - Other Applications / Ac*

8 - Imaging*

9 - Repairs/Moves/Pricing/P*

10 - Remote Access*

11 - Revenue Cycle Support*

12 - Virtual Desktop Request*

13 - Network Connectivity*

14 - Clinic Modification Request*

15 - Professional Billing*

16 - Financial Systems*

17 - Medical Records*

Associate denotes WHO the request is for.
Note: To add a NON-ASSOCIATE (contractor, student, ...etc) into the Associate Last Name box, type the first few letters of the last name.

Associate Last Name*

Please enter the best contact number for this Associate or their Representative.

Associate Phone Number*

Associate Job Title

Associate Cost Center

Please provide the information below, if available. For instructions on how to obtain your PC \ Workstation Host Name, click [HERE](#).

PC \ Workstation Hostname

<p>5. Manager/Approver Information form.</p>	<div><div>Created by Brianna Mangold</div><div>Updated by Brianna Mangold</div></div> <div><div>Submit a new Request</div><div>Title* Self Service</div></div> <div><div>Client / Associate Information*</div><div>Manager / Approver Informa*...</div><div>1 - Network Access / Share ...</div><div>2 - Epic*</div><div>3 - Phone System*</div><div>4 - Terminate Accounts / A* ...</div><div>5 - Email*</div><div>6 - Lab Systems</div><div>7 - Other Applications / Ac* ...</div><div>8 - Imaging*</div><div>9 - Repairs/Moves/Pricing/P* ...</div><div>10 - Remote Access*</div><div>11 - Revenue Cycle Support*</div><div>12 - Virtual Desktop Request*</div><div>13 - Network Connectivity* ...</div></div> <div><div>Approver denotes WHO is responsible for approving the Note: You cannot approve access to systems or sensitive data In the Approver Last Name box, type the first few letters of the last name</div><div>Approver Last Name*</div><div>Approver Phone Number</div><div>Approver Cost Center</div></div>
<p>6. Choose Epic from this page you can request: Epic System Enhancements/ Changes</p> <p>7. Select Epic Inpatient (next page)</p>	<div><div>Client / Associate Information*</div><div>Manager / Approver Informa*...</div><div>1 - Network Access / Share ...</div><div>2 - Epic*</div><div>3 - Phone System*</div><div>4 - Terminate Accounts / A* ...</div><div>5 - Email*</div><div>6 - Lab Systems</div><div>7 - Other Applications / Ac* ...</div><div>8 - Imaging*</div><div>9 - Repairs/Moves/Pricing/P* ...</div><div>10 - Remote Access*</div><div>11 - Revenue Cycle Support*</div></div> <div><div>From this page you can request:</div><div>Epic Login Accounts (New user account or changes to existing)</div><div>EpicCare Link Login Accounts (New user account or changes to existing)</div><div>Epic System Enhancements / Changes (enhancements / optimizations)</div><div>Epic Reports (For Epic Reports, please use the new Data Analytics Reports)</div><div>Epic Department (to ADD or CHANGE and Epic Department, click the Department button)</div></div> <div><div>Epic Request Types</div><div>No Choice</div><div>Epic Login Accounts</div><div>Epic PayCode Request</div><div>Epic Payor / Plan Request</div><div>Epic RMC Request</div><div>Epic System Enhancements / Changes</div><div>EpicCare Link Accounts</div></div>

Client / Associate Information*

Manager / Approver Informa*...

1 - Network Access / Share*...

2 - Epic*

3 - Phone System*

4 - Terminate Accounts / A*...

5 - Email*

6 - Lab Systems

7 - Other Applications / Ac*...

8 - Imaging*

9 - Repairs/Moves/Pricing/P*...

10 - Remote Access*

11 - Revenue Cycle Support*

12 - Virtual Desktop Request*

13 - Network Connectivity*...

14 - Clinic Modification Re*...

15 - Professional Billing*

16 - Financial Systems*

17 - Medical Records*

18 - Microsoft Office 365*

19 - Data Analytics and Rep...

Notifications

Description

Attachments

Your Personal Information

From this page you can request:

Epic Login Accounts (New user account or changes to existing)

EpicCare Link Login Accounts (New user account or changes to)

Epic System Enhancements / Changes (enhancements / optimi

Epic Reports (For Epic Reports, please use the new Data Analy

Epic Department (to ADD or CHANGE and Epic Department, clic

Epic Request Types

Epic System Enhancements / Changes

Epic System Enhancements/Changes

Examples: Routine requests for Orders/Order sets, Visit Types Mapping.

To include supporting documentation, click on the Attachment

For New Department creation or Change Department request

Epic Charge Master	Update Epic EAP/Fee Scl build.
Epic Contract Management	For Patient Financial Sys
Epic Pharmacy (Inpatient)	Epic Pharmacy (Inpatient)
Epic Pharmacy (Outpatient)	Epic Pharmacy (Retail Lo
Epic Ambulatory	EMR, Cardiology, Ophtha
Epic Periop / Anesthesia	Cupid, OpTime Surgery, A
Epic Inpatient	Inpatient Orders, Clinical
Epic Revenue Cycle	ADT, MPI, Scheduling, Re
Epic Radiology / Radiant	Radiology

Application Desired*

Make a Selection

Make a Selection

Epic Ambulatory

Epic Contract Management

Epic Inpatient

Epic Periop / Anesthesia

Epic Pharmacy (Inpatient)

Epic Pharmacy (Outpatient)

Epic Radiology / Radiant

Epic Revenue Cycle

Epic Charge Master

8. **Key Business Driver:** Patient Care
9. **Select Operational Status:** Approved
10. **Operational Approver and Related Incident No.:** PI Name or Manager Approver Information listed in step 2
11. **Description:** enter a description of the tool or change being requested

5 - Email*

6 - Lab Systems

7 - Other Applications / Ac* ...

8 - Imaging*

9 - Repairs/Moves/Pricing/P*...

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Notifications

Description

Attachments

Your Personal Information

Epic Request Types

Epic System Enhancements / Changes

Epic System Enhancements/Changes

Examples: Routine requests for Orders/Order sets, Visit Types, Flowsheets, New Workflow Mapping.

To include supporting documentation, click on the Attachments tab to attach the documents.

For New Department creation or Change Department requests, click [HERE](#) to be redirected to the Department Request form.

Epic Charge Master	Update Epic EAP/Fee Schedule records. Review and build.
Epic Contract Management	For Patient Financial Systems use <u>ONLY</u> , Payor
Epic Pharmacy (Inpatient)	Epic Pharmacy (Inpatient)
Epic Pharmacy (Outpatient)	Epic Pharmacy (Retail Locations)
Epic Ambulatory	EMR, Cardiology, Ophthalmology, Oncology Tra
Epic Periop / Anesthesia	Cupid, OpTime Surgery, Anesthesia
Epic Inpatient	Inpatient Orders, Clinical Documentation, OB, E
Epic Revenue Cycle	ADT, MPI, Scheduling, Registration, HIM, Referr
Epic Radiology / Radiant	Radiology

Application Desired*

EpicInpatient

Request Due Date*

Request Priority

No Choice

Key Business Driver*

Patient Care

Select Operational Status*

Approved

Operational Approver and Related Incident No.*

PI Name or Manager Approver Information listed in step 2

Description of Request*

Enter a detailed description of your request.

Describe Business Need*

12. Optional: providing a brief description in the **Description/Comments** dropdown can help with tracking the request within footprints. You can copy the description provided above.

17 - Medical Records

18 - Microsoft Office 365

19 - Data Analytics and Reports

Notifications

Description

Optional Comments for this request can be entered in the Incident Description box.

Description

ABC

13. Attachments: Add helpful descriptive Documents

You are ready to click submit.

Dr. Maria Mangold

Self Service

Incident Management Number

Client / Associate Information*

Manager / Approver Information*

1 - Network Access / Share*

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3 - Phone System*

4 - Terminate Accounts / A*

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Notifications

Description

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Your Personal Information

Attach Files

Last Attachment

[No files currently attached]

Attach any helpful files.
Once ticket is submitted take note of Incident Number to keep track of progress of your request.