



STUDENT/RESIDENT DPH EPIC ONBOARDING PROCESS

Please follow the steps below to ensure successful onboarding of students/residents to DPH. Before contacting Epic Training or the Service Desk, please verify all required items on the checklist below are complete.

Epic access will be extended to students/residents that rotate **at least 40 hours** on a DPH campus:

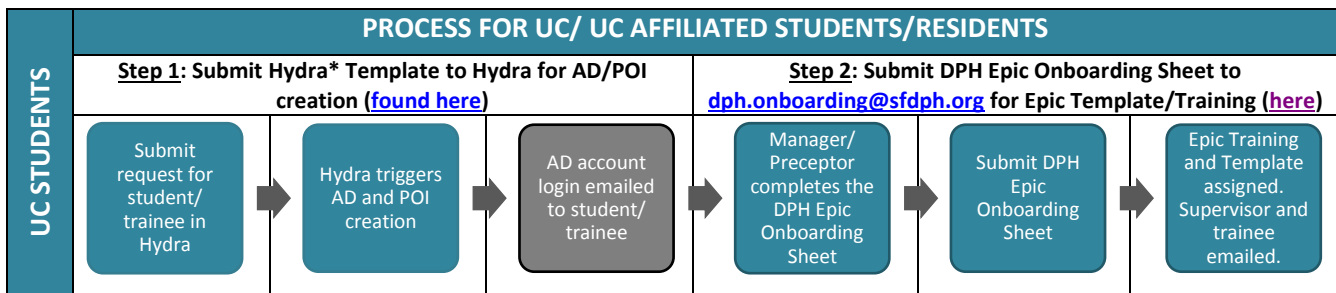
Student Type																
Residents/ Fellows	Medical/ Dental	ZSFG NP	ZSFG Midwives	Pharma	SRNAs	RN	RN instructors	LVN	LVN instructors	MEAs	Respiratory Therapy	ZSFG - Dietary	Occupational Therapy	Physical Therapy	Speech/Language Pathology	Social Worker
Resident Template in Epic	Med Student Template in Epic			Pharma Student Template	Read only											

It is critical to adhere to the below timeline to guarantee a student/resident is prepared for their first day of work. **Please note late submissions will not be accepted and will be deferred to the next onboarding cycle.**

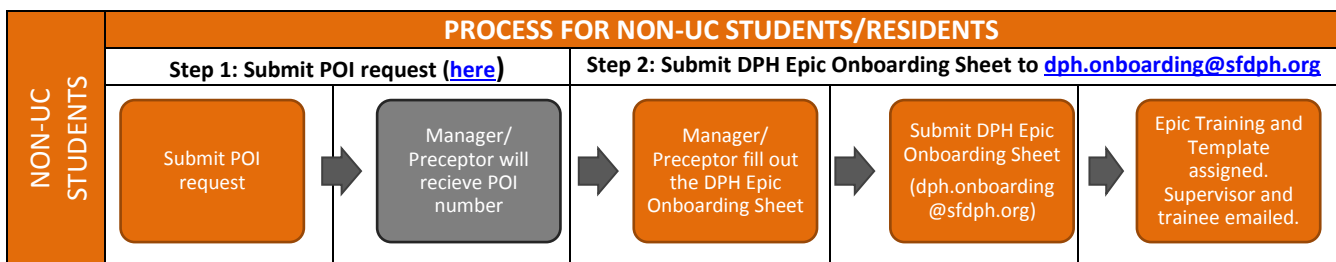
Submit Epic Onboarding Sheet by			
Jan 17 th	March 13 th	May 8 th	July 2 nd
Jan 31 st	March 27 th	May 22 nd	July 17 th
Feb 14 th	April 10 th	June 5 th	July 31 st
Feb 28 th	April 24 th	June 19 th	August 14 th

* **Please submit for POI 5 days before due date above** *Completion of online orientation is required before first day on clinical service

DPH Epic Onboarding is a **two-step process** and includes the following:



*[Hydra Template](#) is used for changes to Hydra: add, drop or make corrections to any trainees' information.



CHECKLIST

CHECKLIST		If UC or UC Affiliate	If NonUC Student
	POI (unique identifier)	Submit Hydra template to generate DPH account (if unsure check Hydra feed)	Follow instructions found here and apply for POI
	AD (log into a DPH computer)	Submit Hydra template to generate POI (if unsure check Hydra feed)	Submit DPH Epic Onboarding Sheet indicate AD needed
Epic Training	Submit DPH Epic Onboarding Sheet. If the sheet has been submitted and you haven't heard back after 5 working days please reach out to epic.training@sfdph.org		

If all steps of the process are followed and there are still problems accessing Epic please contact DPH Service Desk at (628) 206-7378

HELPFUL LINKS

- [UCSF @ ZSFG Wiki Page](#)
- [POI Requests](#)