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:

<table>
<thead>
<tr>
<th>Residents/ Fellows</th>
<th>Medical/ Dental</th>
<th>SFHP</th>
<th>SFHP-Midwives</th>
<th>Pharmacy</th>
<th>SNNAs</th>
<th>RN</th>
<th>RN Instructors</th>
<th>LVN</th>
<th>LVN Instructors</th>
<th>MEAs</th>
<th>Respiratory Therapy</th>
<th>SFHP-Dietary</th>
<th>Occupational Therapy</th>
<th>Physical Therapy</th>
<th>Speech/Language Pathology</th>
<th>Social Worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resident Template in Epic</td>
<td>Med Student Template in Epic</td>
<td>Pharma Student Template</td>
<td>Read only</td>
<td></td>
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</table>

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.

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

**PROCESS FOR UC/ UC AFFILIATED STUDENTS/RESIDENTS**

**Step 1:** Submit Hydra* Template to Hydra for AD/POI creation *(found here)*

**Step 2:** Submit DPH Epic Onboarding Sheet to dph.onboarding@sfdph.org for Epic Template/Training *(here)*

Hydra Template is used for changes to Hydra: add, drop or make corrections to any trainee's information.

**PROCESS FOR NON-UC STUDENTS/RESIDENTS**

**Step 1:** Submit POI request *(here)*

**Step 2:** Submit DPH Epic Onboarding Sheet to dph.onboarding@sfdph.org

**CHECKLIST**

If UC or UC Affiliate

<table>
<thead>
<tr>
<th>POI (unique identifier)</th>
<th>Submit Hydra template to generate DPH account if unsure check Hydra feed</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD (log into a DPH computer)</td>
<td>Submit Hydra template to generate POI if unsure check Hydra feed</td>
</tr>
<tr>
<td>Epic Training</td>
<td>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 <a href="mailto:epic.training@sfdph.org">epic.training@sfdph.org</a></td>
</tr>
</tbody>
</table>

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