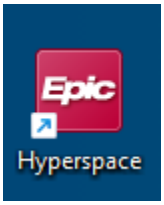
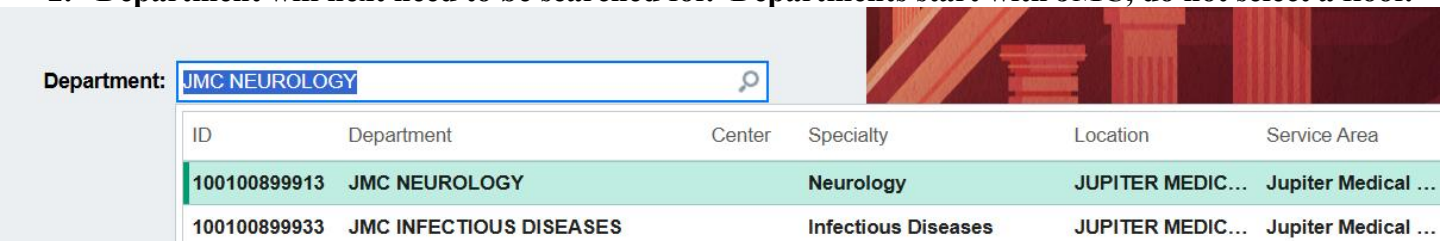
Accessing TeleHealth Patients in Epic

1. **After logging into JMC through the VDI locate the Epic Hyperspace icon and double click to open.**

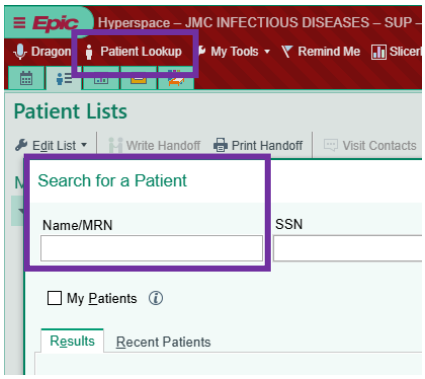


Epic is Single Sign on. A username and password won't be required. The only time a password is asked for is the first time after a password change.

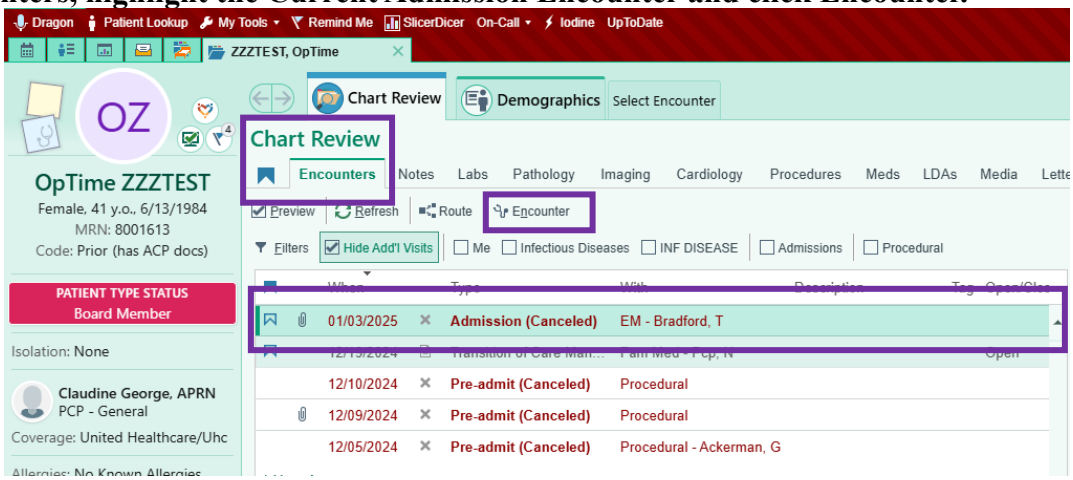
2. **Department will next need to be searched for. Departments start with JMC, do not select a floor.**



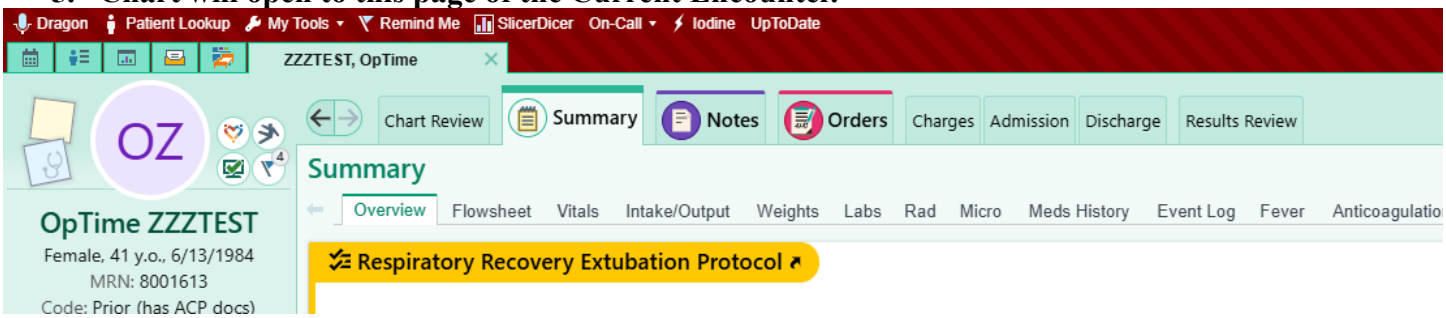
3. **Epic will open to the main screen. Click on patient look up and search for your patient's name or MRN number.**



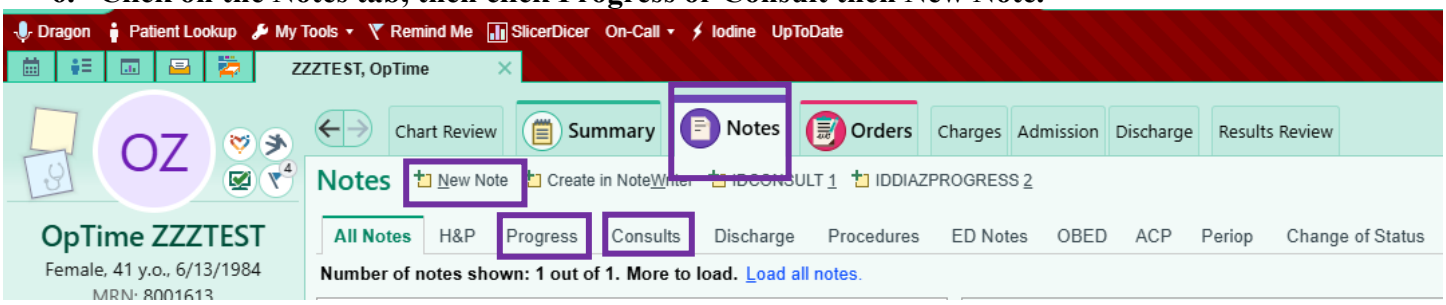
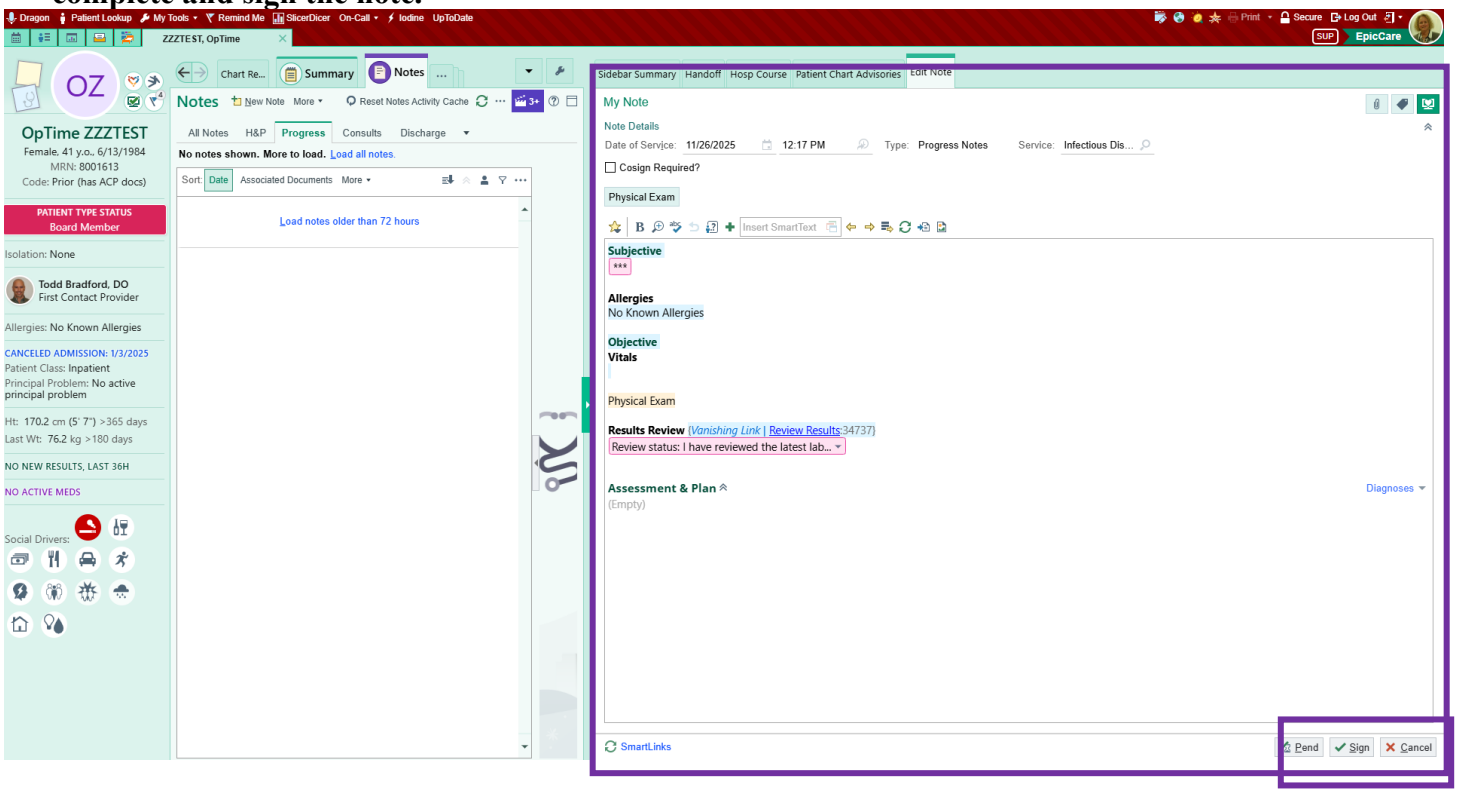
4. **Once you have selected you will see this screen. The screen opens to Chart Review under Encounters, highlight the Current Admission Encounter and click Encounter.**



5. **Chart will open to this page of the Current Encounter.**



6. **Click on the Notes tab, then click Progress or Consult then New Note.**



7. **A pre-built Note Template will open. Remember all items in Pink need to have a response to complete and sign the note.**