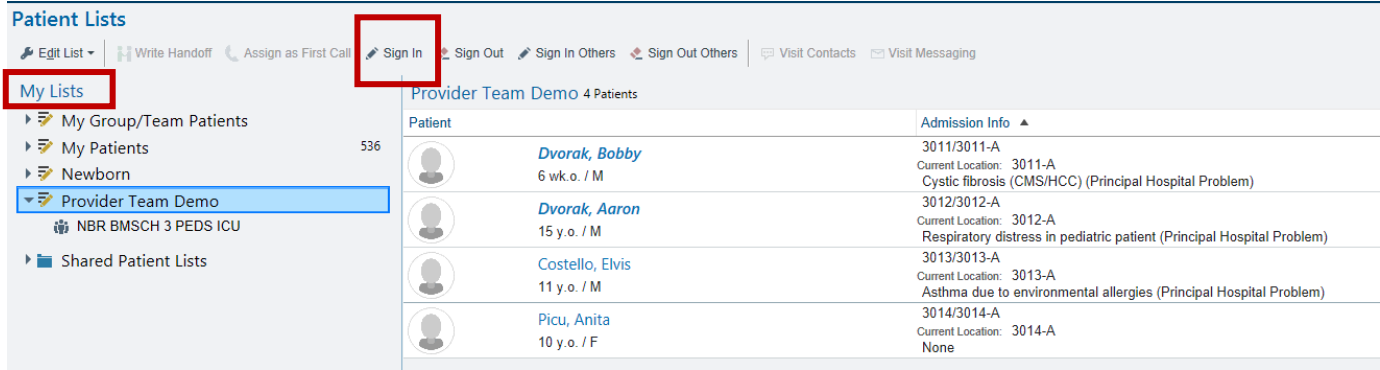


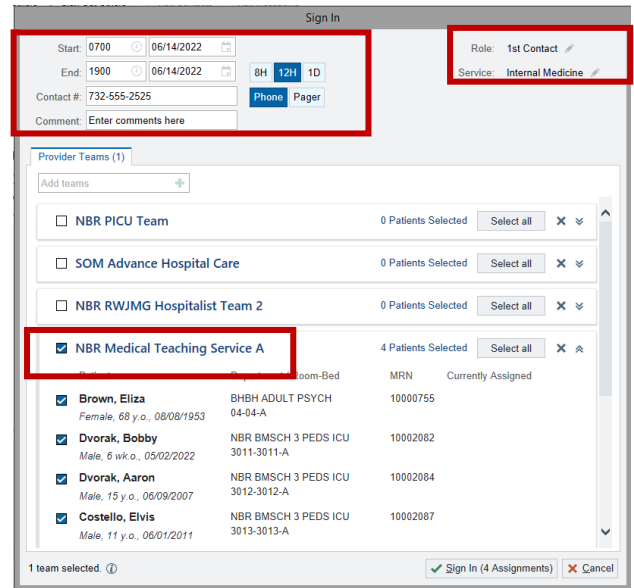
Signing into Provider Teams and Assigning a Team Contact Number

This is not a Tip Sheet. For training certified tip sheets, please visit the Learning Home Dashboard.

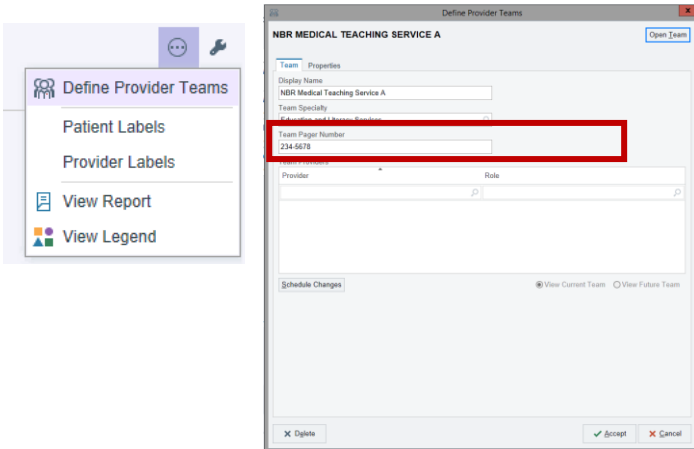
1. Log in to Epic and open the patient list activity. Click the “Sign In” button.



2. Make sure your role and service are correct. Review the shift start time and shift end time. Enter a contact number and any additional comments (i.e., if there’s a second pager or specific process for escalation of care then add that info to the comments field). Select the correct provider team and add yourself to each patient’s treatment team.



3. You can enter a phone number for each team in the “Define Provider Teams” activity. Because the label is hard coded in Epic, the place where you enter the permanent contact number is called “Team Pager Number.” This number, once entered, remains the same regardless of who is signed in. This action only needs to be done one time by one person on each provider team.



4. Within the Treatment Team activity and on the Storyboard, users can see the team pager number and all sign-in information for individual providers.

