

Job Aid: Epic Provider or Epic User/Non-Provider Application Access

1. Logon to CAM tool through Barnabas Health Employee Portal (Bridge)

- Go to Barnabas Health Employee portal (bridge) or click the below link: <https://thebridge.rwjbh.org/system/home.aspx>
- This will open your internet browser. Navigate to the left bottom section from the browser and click the Employee Self Service link.



- This will bring user to the PeopleSoft Employee Self Service login page. Enter your employee id as **userid** and the **password** (Password is case sensitive) and click on **Sign In**. *This is the same system where employee sees their payroll information.*

The image shows the Oracle PeopleSoft login page. At the top, there are two logos: "ORACLE" in red and "PEOPLESFT" in blue. Below the logos, there are three numbered callouts in red circles. Callout 1 points to the "User ID" label and the text "Type Employee ID" above the input field. Callout 2 points to the "Password" label and the text "Type Password" above the input field. Callout 3 points to the "Sign In" button. Below the password field, there is a "Select a Language" dropdown menu with "English" selected. At the bottom, there are two links: "Forgot your password?" and "Set Trace Flags".

- This will bring you to the PeopleSoft Page. Click the **Technology Requests & Support** tile.



- To Create or find a CAM request click on the **Create Access Request (CAM)** tile.
- To access the Dashboard click on the **CAM Dashboard** tile.
- To access the Provisioning Workbench, click on the tile in red.

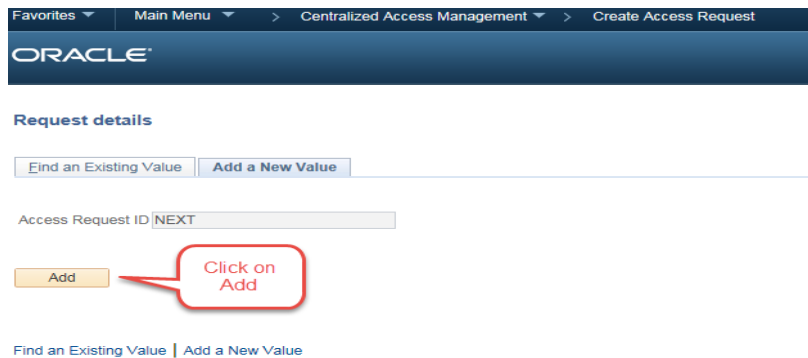


2. Create and submit Access Request for available IT systems in the CAM tool

Managers will be able to request access for:

- A) Self (Routes to Manager for approval)
- B) Employees reporting to the Manager. (Manager approval not required)
- C) For non-employees (i.e., vendors) (Manager approval not required)

3. Click on **Add**



Oracle Centralized Access Management > Create Access Request

Request details

Find an Existing Value | Add a New Value

Access Request ID | NEXT

Add

Click on Add

Find an Existing Value | Add a New Value

4. Select **Home Company** – **Select YOUR Home Company** (Step 1)
5. and drop-down in **Request Type** to select **New Access Request using Template**

Request Details

Select Applications

Request Summary

Attachments

Approvals

Request ID

NEXT

Request Status

Initiated

Request Source

Online

Requester Empl ID

Requester Name

Mahajan, Payal

Requester Company

Barnabas Health Corp

Requested Department

Central Access Mgmt

Location Code

System Business Office

Created on behalf of

Request Type

1 - Add/ Change/ Remove Access

*Request For

1 - Add/ Change/ Remove Access

10 - Terminate using Template

2 - New Access Request

3 - Termination Request

5 - New Access Request using Template

Request Process

Empl ID/ Non-Empl ID

Employee Type

Company

Department

Department Name

Comments

1

*Home Company

Physician Enterprise Group

Personalize

Find

First

- 6. If you have a template already created for Epic, please choose your Template ID**
Click the lookup glass in **Template ID (Step 1)** and select the template that applies. The message box – *Changing the Template will Delete the Existing Data*. Click **Yes (Step 2)**.

Request Type5 - New Access Request using Templ

*Request ForEmployee

1 Template IDTMPL000000000000000003505

Message

Changing the Template will Delete the Existing Data (0,0)

2 Yes No

Physician Enterprise Group

- 7. Managers will be able to add as many employees as they wish in a single request. Follow CAM procedures for this.**

8. If you have Epic User / Non Provider in your template, the **Template ID** will already pull in the **Epic** application(s) in CAM, and the manager can click **Details** link to fill in parameters and Roles.
- There are 2 Epic CAM applications, one for Epic User / Non Provider, and one for Epic Provider. Ensure that you are pulling in the correct application, or you can add it to your template.

If you get this pop-up, please hit OK to load Dependent Applications

Message

Application: Epic Provider has Dependent Applications. Please click on Load Dependent Apps Button to load all applications (0,0)

OK

Select Applications

Employee Access Details

Find First 1 of 1 Last

Empl ID/ Non Empl ID N0000022196 Name doe.john Load Dependent Apps

Application Details

Personalize Find

First 1-3 of 3 Last

	Application ID	Description	Details		
1	APP000000000018	Network Account (Active Directory)	Details	+	-
2	APP0000000000349	Epic User/Non-Provider	Details	+	-
3	APP0000000000413	Epic Provider	Details	+	-

Explanation for Management Approval (ONLY) | NOT for Requesting System Access

Business Justification

Epic User / Non Provider

Parameters in Red and ROLE are required fields

Additional Parameters			
Parameter	Parameter Value		
EPIC IT Analyst Only ▾	🔍	Add ▾	+ -
Non-Employee Job Role ▾		Add ▾	+ -
Non-Employee Department ▾		Add ▾	+ -
Non-Employee Location ▾		Add ▾	+ -
Credentials/License # Info ▾		Add ▾	+ -
Title (MD/DO/PA/NP/RN/PT/LCSW ▾		Add ▾	+ -
Compare person ▾		Add ▾	+ -
Additional Instructions ▾		Add ▾	+ -

Epic IT Analyst Only: This is if user is an EPIC Analyst on the **EPIC project team**. This is mandatory for project team members ONLY. Do not fill in this field if user is not on EMR Project team

Non Employee Job Role: What is the job role of the **non-employee** user

Non Employee Department: What is the department of the **non-employee** user

Non Employee Location: What is the location of the **non-employee** user

Credentials/Licensure# : What is the license # , ex. PT, Social Workers, etc. provide their license #

Title: What is the title of the user – LCSW, LCW, PT,DPT, etc.

Compare Person: What is current user we can use for comparison

Additional Instructions: anything else that would be helpful, is a specific sub template needed, are 2 templates needed, etc.

Role Name: For ALL **employees**, RWJBH Employee should be selected. For Nonemployees, select the most appropriate role from the drop down.

9. Save and Submit Request for Approval

- Add your justification on why you need access in the **Business Justification box**

Explanation for Management Approval (ONLY) | NOT for Requesting System Access

Business Justification

Type here your justification on why you need this access

- Click **Save (Step 1)** and **Submit (Step 2)** to process the request

The screenshot shows a web interface for submitting a request. At the top, there is a 'Change History' section. Below it, there are two callouts: a red speech bubble with a '1' pointing to the 'Save' button, labeled 'Click on Save', and another red speech bubble with a '2' pointing to the 'Submit' button, labeled 'Click on Submit'. The 'Save' button is highlighted in orange. Below the buttons, there is a 'Return to Search' button and a 'Save as Template' button. To the right, there are 'Previous Item' and 'Next' buttons. At the bottom, there is a navigation bar with links: 'Request Details | Select Applications | Request Summary | Attachments | Approvals'.

10. Once submitted, the requester will see the approval process tab showing the request has processed and issued a **CAM REQ #** in the upper right-hand corner. They will also receive an e-mail notification from the system as an acknowledgement. Requester will be able to go to the request to view progress by clicking the blue hyperlink.
11. If you have **Epic Provider** in your template, the **Template ID** will already pull in the **Epic** application(s) in CAM, and the manager can click **Details** link to fill in parameters and Roles.
There are 2 Epic CAM applications, one for Epic User / Non Provider, and one for Epic Provider. Ensure that you are pulling in the correct application, or you can add it to your template.

Epic Provider

Parameters in Red and ROLE are required fields

Additional Parameters

Parameter	Parameter Value		
Practice Name		Add	+ -
Office Address		Add	+ -
Office Address City		Add	+ -
Office Address State		Add	+ -
Office Address Zip Code		Add	+ -
Primary Practice Phone		Add	+ -
Primary Practice Fax		Add	+ -
Credentials/License # Info		Add	+ -
Title (MD/DO/PA/NP/RN/PT/LC)		Add	+ -
Provider NPI #		Add	+ -
Provider DEA #		Add	+ -
CDS #		Add	+ -
Taxonomy Code		Add	+ -
Specialty		Add	+ -
Secondary Specialty(if needed)		Add	+ -
Resident PGY Year		Add	+ -
Compare person		Add	+ -
Additional Instructions		Add	+ -

1. **Practice Name:** Provide the full Practice Name
2. **Office Address:** List the street address. You can include the floor, suite if applicable
3. **Office Address City:** Enter the City where the practice is located
4. **Office Address State:** Enter the State where the practice is located
5. **Office Address Zip Code:** Enter the Zip Code of the address
6. **Primary Practice Phone:** Enter the phone number of the practice
7. **Primary Practice Fax:** Enter the fax number of the practice
8. **Credentials/License # Info:** Enter the Medical License #
9. **Title (MD/DO/PA/NP/RN/PT/LCSW etc.):** Enter the providers credentials, such as DO, MD, PHD, NP, etc.
10. **Provider NPI #:** List the NPI # for the new provider. If it's a provider that won't ever have a NPI put in N/A. **If they provider doesn't have one yet, do not enter CAM until one exists.** If the resident expects to eprescribe, this is required.
11. **Provider DEA #:** List the DEA# for the new provider. If it's a provider that won't ever have a DEA put in N/A. **If they provider doesn't have one yet, do not enter CAM until one exists.** (not required for residents)
12. **CDS #:** List the controlled dangerous substance license # for the new provider (not required for residents)
13. **Taxonomy Code:** List 10-character code that designates provider's specialty (this code contains both numbers and letters) All providers have a Taxonomy Code related to that NPI
14. **Specialty:** List provider's specialty as reflects in the NPI Database / Taxonomy code
15. **Secondary Specialty (if needed):** List additional specialties for the provider
16. **Resident PGY Year:** If the Provider is a resident, list the PGY year
17. **Compare Person:** Enter another provider's name within the group
18. **Additional Instructions:** Enter anything else not covered above

Roles: Select the role that applies for your provider.

*****Tip: Use standard role – "RWJBH Employee" if the provider has a 6-digit PeopleSoft employee ID #.**

Roles		Personalize Find  		First	◀	1 of 1	▶	Last
Role Name	Description							
1								

Provider Roles:

NonEmp Physician can be used for Physicians, APN, PA, CRNA

Role Name	Description
NonEmp Physician	NonEmp Physician
NonEmp Resident	NonEmp Resident, provide PGY year above
RWJBH Employee Provider	Access for RWJBH employees only

Save and Submit Request for Approval

- Add your justification on why you need access in the **Business Justification box**

Explanation for Management Approval (ONLY) | NOT for Requesting System Access

Business Justification **Type here your justification on why you need this access**

- Click **Save (Step 1)** and **Submit (Step 2)** to process the request

Change History

Click on Save 1

Click on Submit 2

Created Datetime

Last Updated Datetime: 05/16/2016 2:54PM

Save Return to Search Submit Save as Template Previous Item Next

Request Details | Select Applications | Request Summary | Attachments | Approvals

- 12.** Once submitted, the requester will see the approval process tab showing the request has processed and issued a **CAM REQ #** in the upper right-hand corner. They will also receive an e-mail notification from the system as an acknowledgement. Requester will be able to go to the request to view progress by clicking the blue hyperlink.

Roles: Select the role that applies for your user.

The roles below will always be changing, there may be different role names or more roles. Choose the correct role for the user

<u>Role Name</u>	<u>Description</u>
COVID-19 Registrar	COVID-19 Registrar
COVID-19 Vaccinator	COVID-19 Vaccinator
IT Application Analyst	IT Application Analyst
IT Application Lead	IT App Lead
IT BI Developer	IT Business Intelligence - this is for COGITO team only !!!
IT Epic IS Tech	IT Epic Technical Vendor only - This is for Epic Employee Only
IT EpicTS Tech	IT Epic Technical Vendor only - This is for Epic Employee Only
IT Management	IT Tower Lead/App Manager/Director/Executive Leadership
IT Principal Trainer	IT Principal Trainer
NonEmp Behav Hlth Reg Nurse	NonEmp Behavioral Health Registered Nurse
NonEmp AGS HB Users	NonEmp AGS HB Users
NonEmp AGS PB Users	NonEmp AGS PB Users
NonEmp BCA Users	NonEmp BCA Users
NonEmp CINJ	NonEmp CINJ
NonEmp Cardio Echo Tech	NonEmp Cardio Echo Tech
NonEmp Cardio Nuclear Med Tech	NonEmp Cardio Nuclear Med Tech
NonEmp Cardio Phys(Invasive)	NonEmp Cardio Physician(Invasive)
NonEmp Cardio Phys(Non-invasi)	NonEmp Cardio Physician(Non-invasive)
NonEmp Cardio Sonographer	NonEmp Cardio Sonographer
NonEmp Clinic Registered Nurse	NonEmp Clinic Registered Nurse
NonEmp Clinical Manager (RN)	NonEmp Clinical Manager (RN)
NonEmp EMS Tech	NonEmp EMS Tech
NonEmp Emergency Reg Nurse	NonEmp Emergency Registered Nurse
NonEmp Eric B Chandler	NonEmp Eric B Chandler

NonEmp Front Office Coord	NonEmp Front Office Coordinator
NonEmp GH National Auditor	NonEmp GH National Auditor
NonEmp GH National Coder	NonEmp GH National Coder
NonEmp GH National Director	NonEmp GH National Director
NonEmp GH National Lead	NonEmp GH National Lead
NonEmp GH National Manager	NonEmp GH National Manager
NonEmp GH Off Shore Coder	NonEmp GH Off Shore Coder
NonEmp GH Off Shore Lead	NonEmp GH Off Shore Lead
NonEmp GH Off Shore Manager	NonEmp GH Off Shore Manager
NonEmp HB Offshore Biller	NonEmp HB Offshore Biller
NonEmp HIM Offshore Coder	NonEmp HIM Offshore Coder
NonEmp HIM ROI Inspector	NonEmp HIM ROI Inspector
NonEmp HURC	NonEmp HURC
NonEmp Help Desk	NonEmp Help Desk (CareTech, Nuance)
NonEmp Inpat Registered Nurse	NonEmp Inpatient Registered Nurse
NonEmp LPN	NonEmp LPN
NonEmp Med Rec	NonEmp Med Rec
NonEmp Medical Assistant	NonEmp Medical Assistant
NonEmp Medical Records	NonEmp Medical Records
NonEmp Medical Student	NonEmp Medical Student
NonEmp NAVVIS	NonEmp NAVVIS
NonEmp Nursing Student	NonEmp Nursing Student
NonEmp OB Sonographer	NonEmp OB Sonographer
NonEmp Obstetrics Reg Nurse	NonEmp Obstetrics Registered Nurse
NonEmp Office Staff	NonEmp Office Staff
NonEmp PATHs PB Ins F/U Supv	NonEmp PATHs PB Ins Follow Up Supv
NonEmp PATHs PB Ins F/U User	NonEmp PATHs PB Ins Follow Up User
NonEmp PATHs Rev Cycle Directo	NonEmp PATHs Rev Cycle Director
NonEmp PFS Users	NonEmp PFS Users
NonEmp PSR	NonEmp PSR

NonEmp Pastoral Care	NonEmp Pastoral Care
NonEmp Pathlink Auditor	NonEmp Pathlink Auditor
NonEmp Patient Identity Specia	NonEmp Patient Identity Specialist
NonEmp Pharmacist	NonEmp Pharmacist
NonEmp Pharmacy Student	NonEmp Pharmacy Student
NonEmp Pharmacy Tech	NonEmp Pharmacy Tech
NonEmp Physician	NonEmp Physician
NonEmp Preauths	NonEmp Preauths
NonEmp RWJMS	NonEmp RWJMS
NonEmp Registered Nurse	NonEmp Registered Nurse
NonEmp Resident - Provide PGY	NonEmp Resident - Provide PGY year above
NonEmp Resp Therapist Student	NonEmp Resp Therapist Student
NonEmp Respiratory Therapist	NonEmp Respiratory Therapist
NonEmp Scheduler	NonEmp Scheduler
NonEmp Sharing Network	NonEmp Sharing Network
NonEmp Sleep Tech	NonEmp Sleep Tech
NonEmp Social Worker Student	NonEmp Social Worker Student
NonEmp Sonographer	NonEmp Sonographer
NonEmp Student	NonEmp Student
NonEmp Therapist Student	NonEmp Therapist Student
NonEmp Vascular Tech	NonEmp Vascular Tech
RWJBH Employee	Access for RWJBH employees only- this should not be selected for non-RWJBH employees
Tester/Validator	Access for testing and validating only
Wave 1 Vendor (Temporary Role)	Wave 1 Vendor (Temporary Role)