

Changing Your Role and Department in Epic

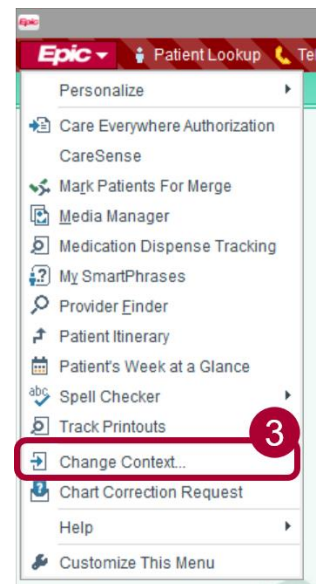
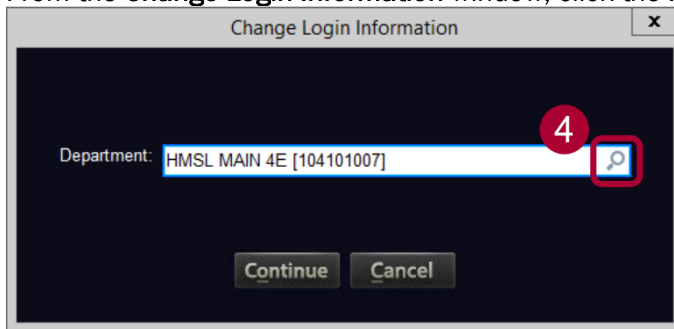
Audience: All Epic Users

For the appropriate Epic navigators and tools to be available when working as a float clinician, you must login to or manually change your temporary department and/or role.

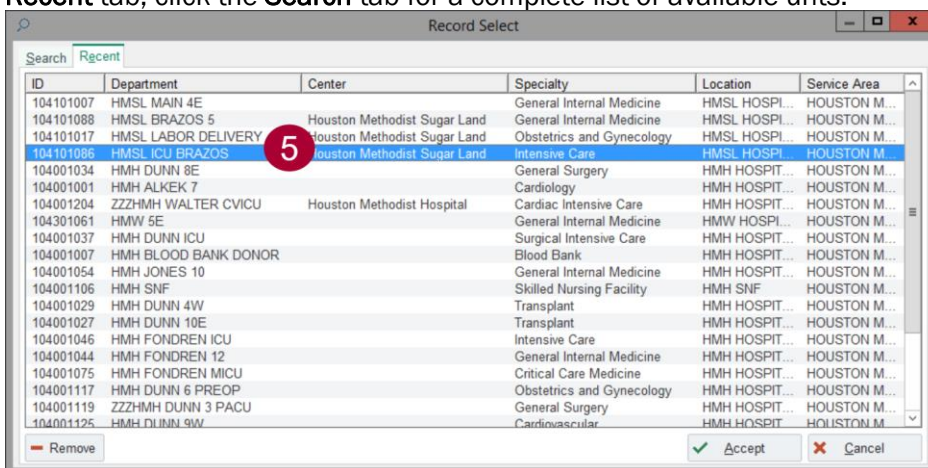
Changing Your Department

The following steps may be followed from either a badge-tap or non-Single SignOn workstation.

1. Login to Epic using your normal process (role/department).
2. Click the **Epic** button in the upper-left corner.
3. Click on **Change Context**.
4. From the **Change Login Information** window, click the **magnifying glass icon**.



5. From the **Record Select** window that opens, select the department you are changing to work in, and click **Accept**.
 - o If the temporary, float or changed department does not appear under the **Recent** tab, click the **Search** tab for a complete list of available units.



6. The department will change on the **Change Login Information** window. Click **Continue**.

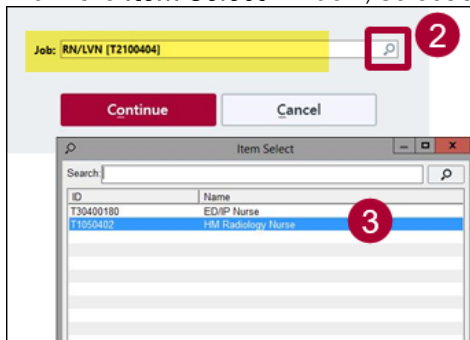
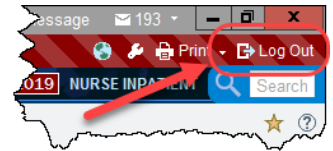
Changing Your Role and Department in Epic

Changing Your Role and Department

The following steps may be followed from either a badge-tap or non-Single SignOn workstation. This is to change your role in Epic and view the appropriate Epic tools and navigators, if it is different from your normal function.

Note: you must first have Epic security access for additional roles to view those options.

1. Open Epic.
 - If accessing on a badge-tap or SSO workstation, you must first use the **Log Out** button to log out of Epic completely, then log back in typing your credentials manually.
2. Select your temporary float role.
 - If it does not display, click the **magnifying glass** icon.
3. From the **Item Select** window, select the new role and click **Accept**.



4. Select your temporary float department.
 - If it does not display, click the **magnifying glass** icon.
5. From the **Record Select** window that opens, select the department you are changing to work in, and click **Accept**.
 - If the temporary, float or changed department does not appear under the **Recent** tab, click the **Search** tab for a complete list of available units.

