

05-14-26 Checklist for Returning to the MD-Phase

1. Stacey will email the names of the students transitioning back to MMS to Nicole Dubuque and Yolanda Bell in early September; they will add you to the appropriate MMS email groups (for rising MS3s or MS4s)
2. Once Nicole/Yolanda receive list of students returning; Nicole/Yolanda will email them with instructions to submit request to return via Student Affairs Portal.
3. At least 90-days prior to your return date submit your [Request to Return] via the Student Affairs Portal (SAP).
 - a. Upload your completed Approval to Return to Medical School document to the SAP with your request to return.
 - b. Yolanda Bell will contact you to schedule a meeting with both Dr. Sheela Lahoti and Yolanda Bell to discuss your return.
 - c. After the meeting, complete any requirements to return as discussed in the meeting.
4. Meet with Francesca Cole at GSBS Academic Affairs in early Spring of the final PhD year about the forms needed for the transition; she and your advisory committee must sign-off on the approval to transition to MMS
5. If you are returning at MS3, you MUST defend your dissertation prior to starting MS3, and you are required to submit your first author publication prior to defending. If you are returning at MS4, it is highly recommended that you defend before MS4 begins or early in MS4. Defending toward the end of MS4 will be stressful due to the time crunch of getting all of the GSBS graduation requirements submitted by May 1st.
6. If you do not feel that your first author paper will be ACCEPTED in time for graduation, you must submit a waiver request to the GSBS Academic Standards Committee. Contact GSBS Academic Affairs by February of your graduation year to get the process started.
7. If you did your research at MDA, meet with Elisabet Lau in GSBS Finance at least one month prior to the start of MS3/MS4 to get back on the UTH payroll
8. Make sure you have **badge and scrubs exchange access** at Hermann Hospital and LBJ Hospital [Once OASA is notified of your return to the medical school, they will begin sending your information to Memorial Hermann Hospital and Medical Staff Services (for LBJ Hospital credentialing). If you previously received a Memorial Hermann badge, email your MHH ID to Noemi.Kendrick@uth.tmc.edu to restore scrub access. If you do not have or have lost your MHH ID, contact Noemi to request one. Medical Staff Services will coordinate your LBJ Hospital credentialing, and your information will also be sent to Harris Health to begin their onboarding process. You are responsible for completing the Harris Health Trainees Registration Packet sent via email, which

includes enrollment for scrub access. After submission, allow 24–48 hours for processing. Once processed, you will be assigned mandatory training modules (approximately 2.5 hours total). These must be completed to receive your badge. Once clearance has been given from Medical Staff Services, you will be emailed to pick up your badge at LBJ Hospital.]

9. Make sure you have Epic access at Hermann Hospital, LBJ Hospital, and UT Physicians (**see next two pages for email information**)
10. Check LRC access from Hermann Hospital using UTH badge. If you don't have access, send a clear photo of the back of your badge to Nicole Dubuque and Sheela Lahoti and request LRC access.
11. If you are going to do an away rotation, you will most likely need an active BLS certification so plan ahead.
12. If you have an MDA research appointment, be careful about choosing a clinical elective at MDA, especially around the time of your defense and manuscript submissions/revisions, because you will temporarily lose MDA access during the research--> clinical -->back to research transition.
13. Getting Elective Credit in MS4 Year for Clinical Work While at GSBS:
MD/PhD students can receive up to 2 blocks of clinical credit for their clinical work completed while on the GSBS side. Normally, students submit the completed Special Project Form ([Special Project Form](#)) prior to taking their LOA to complete their PhD work. If a completed form was not submitted prior to taking LOA, students will each need to submit a completed form for **each** of the two blocks they wish to enroll in the clinical special projects (SPEC 4000) where they received credit for the clinical work completed while on the GSBS side of their education.

At least 30 days prior to the start of the Special Project, students will complete and upload the Special Project Form to the MS4 Portal along with their enrollment request. Students will be notified via the MS4 Portal once the project is approved and provided a permission code to enroll in the course. (60 clinical hours = 1 block; 120 clinical hours = 2 blocks)

Getting EMR Access

Send an email to the below address based on your first clinical rotation. Then send an email to the others.

- **Harris Health:** Reach out to medicalstaffservices@harrishealth.org
- **UT Physicians:** Reach out to Lawrence.Amerman@uth.tmc.edu
- **Memorial Hermann:** Email Karla Trochez (Karla.D.Trochez@uth.tmc.edu) for your MHH ID and password, then do the following for EPIC access

Epic Access and Epic Training Process Steps

KB0022006

The knowledge article below outlines the process for any user to complete Epic Training and receive access to Epic.

Step 1 Validate Job Categories

As soon as a user's Memorial Hermann User ID is created, they will display in the [Epic Training Validation Tool](#) for job category assignment.

Direct Link to Validation

Tool: <https://secureaccess.memorialhermann.org/authenticated/EpicTrainingValidationTool/>

Validation Responsibility by User Type

- **Inpatient Providers** - Medical Staff Office Coordinators
- **Outpatient Providers**- MHMG and MNA providers are listed under their DMO (Director of Medical Operations)
- **Employees** – Direct Manager listed in Workday
- **Non-Employees** -The person listed as their supervisor on the ServiceNow Access Form
- **Students**- Their Student Coordinator or the person listed as their supervisor on the ServiceNow Access Form

The responsible party must update the user's record in the validation tool to include:

- Validated Job Category(s)
- Wave = Wave 1 or Wave 2
- Status = Validate

Important Note: If a user already has access to Epic and their Epic access needs to change, the responsible party must enter an incident ticket to update the User record in Epic AFTER validating the new job categories.

Step 2 Epic Training Track Assignment in MHUOnline

Training tracks are automatically assigned in MHUOnline every hour based on Validated Epic Job Categories. Training tracks are not assigned to a user in a Not Started status nor in the No Access Wave.

If you have questions about which training tracks map to a Job Category, review the Job Categories tab of the validation tool.

If a user has waited longer than 2 hours since validating the job category in MHUOnline, they can email EpicTraining@memorialhermann.org.

Step 3 Register and Complete Epic Training

Epic training tracks all begin with the word 'Epic', are not searchable, and are auto assigned based on the job category validation from Step 2. Training tracks that end in the word 'self-directed' are video based and do not require registration.

Registration occurs from the training track. Managers, users, or MHUOnline Admins can register users for training. New Hire classes are scheduled starting Wednesday every other week on the start of payroll.

Direct Link to

MHUOnline: https://memorialhermann.csod.com/samldefault.aspx?returnUrl=LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1

If users have questions about training registration or complete, please reach out to EpicTraining@memorialhermann.org.

Step 4 Epic Access

Epic access is automatically granted to new users who have completed all their Epic Training Tracks in MHU. This process runs every 4 hours at the following times: Midnight, 4 AM, 8 AM, Noon, 4 PM, and 8 PM. Once all active training tracks are completed, users may have to wait up to 4 hours for Epic access to unlock. However, if any training track remains in the Active tab of the transcript, even if it pertains to a different Epic role, access will not be granted.

User with existing Epic access, must put in a ticket to have their new access added, unless they completed this already in Step 1. Complete the [Epic Incident Reporting form](#) or call 713-338-5370 to put in an incident ticket.

If access is needed immediately, your access needs to change, or you've waited longer than 4 hours, complete the [Epic Incident Reporting form](#) or call 713-338-5370 to put in an incident ticket.

Direct Link to Epic Incident Reporting form: https://memorialhermann.service-now.com/ssp?id=sc_cat_item&sys_id=1e2f409b87bc86909dbe26aacebb35ed

Epic Training *cannot* grant Epic access, so *please do not email* EpicTraining@memorialhermann.org request Epic access.

Directions to enter an Epic Incident:

1. Navigate to Epic Incident Reporting form: https://memorialhermann.service-now.com/ssp?id=sc_cat_item&sys_id=1e2f409b87bc86909dbe26aacebb35ed
 - a. If the ticket is for a team member, please enter their name in Requested For
2. Enter n/a in Epic Login Department, Epic Login department Name, Epic Workstation Name
3. In the What type of issue are you having? select Access and Security
4. In the Access and Security Issue Option, select the best option for your situation
5. In the Issue Summary, enter Epic Security update <Username>
6. In the Describe your Issue, enter as much detail as you can to streamline your access request

Step 5 Log into Epic

If you are on a Memorial Hermann computer, Epic will launch automatically after badge tapping the computer or by selecting the desktop icon Epic PRD

From a non-Memorial Hermann computer or off the Memorial Hermann network:

1. Navigate to <https://workspace.memorialhermann.org> in Microsoft Edge or Google Chrome.
2. In the Username field, enter your Memorial Hermann User ID (for example P123456, N123456, or 123456a)
3. In the next sign in box, enter the same user id and your password.
4. Depending on your user setup, Epic PRD is accessible from the Epic PRD icon or inside the Clinical Desktop
 1. Important Note: If you had additional Epic access added, you may see a Change Job prompt at login. You can also switch jobs at any time during the day using the Change Job function while inside Epic.

Okta Verify (Accessing MH Network via Remote Access)