Application for Access to Epic

Application Instructions

This application begins the request process for access to Epic software and related information for the purpose of supporting an Epic customer.

In order for your application to be processed in a timely manner, please complete and return to usersupport@epic.com.

For additional questions, please email us or contact the Consultant Relations team at 608-271-9000.

Firm Contact Information

Legal Name of Party Seeking Access *(Include Inc., LLC, Corp., etc.; if you are an independent contractor, please list your full legal name.)*

Website

Principal Business Address *(If you are an independent contractor, please list your primary mailing address. Please spell out state.)*

Please provide the contact information for an authorized executive at your company to serve as the corporate contact.
Should Epic approve your request for access, this individual will receive the drafted agreement for signature.
If they are not the appropriate signatory, they may forward to the appropriate person at that organization.

Corporate Contact Name   **Corporate Contact Title**

Corporate Contact Phone   **Corporate Contact Email**

Applicant Contact Information
Please provide your name and contact information. We will contact you with any questions about the submitted application.

Applicant Name   **Applicant Title**

Applicant Phone   **Applicant Email**

Overview

Describe the services that your company provides

Describe any software products that your company develops, licenses, or resells

Number of employees

List the countries where your company has operations

Epic Customer Information

Epic Customer your company will be supporting

Customer Contact Name   **Customer Contact Title**

Customer Contact Phone   **Customer Contact Email**

Subcontracting Information

Please check one of the boxes. Consultant Firms and their Subcontractors must submit separate access requests. Independent contractors working through a different firm are considered Subcontractors. Consultant Firms must list independent contractors in the first table below. Independent contractors should list the Consultant Firm they are working through in the second table below.
NOTE: The Consultant Firm is the company that has the contract directly with the Epic customer.

We are contracted directly with the Epic customer for these services

We will use the following Subcontractor(s) or Independent Contractors (complete table below)

Subcontractor Company	Services Being Subcontracted

We will provide services as a Subcontractor to the Consultant Firm below (complete table below)

Contractor Company	Services Being Subcontracted

Project Information

Describe the services your company will be providing related to the Epic project

Number of your employees on this project

By what approximate date does your company need access to Epic to perform the services?

In what countries will your firm access Epic? Name the subsidiary providing services if offshore.

Epic Access Requested

Reference Information:

Example Roles	Epic Access Requested	Access Levels

Epic Project Roles Being Staffed

Role *Please aggregate similar roles into a single line. For example, you do not need two individual lines for one Cadence and one OpTime analyst. Rather, combine those into one Role = Application Analyst*	Epic Access Requested *List all of the requested application access for the role by copying application names from the "Epic Access Requested" drop down list above. Use commas to separate the applications in your list.*	Access Level *Indicate the level of access needed for the role by copying an access level from the "Access Levels" drop down list above.*
1)		
2)		
3)		
4)		
5)		
6)		
7)		
8)		

Notes
Please provide any additional notes or details pertinent to the Epic access requested.

Frequently Asked Questions

How do I know what to put in the Epic Access Requested field?
If you are uncertain of what Epic modules are required for this work, please discuss with your contact at the Epic healthcare organization.

What do the various levels of access mean?
•Incidental Access: The third party does not need to log in to Epic and will only see demonstrations, screen shots, or Epic documentation.

•End User View Only: The third party will not be altering information in the patient's chart or billing records but needs acces to log in and view information in the system. Examples include clinical documentation improvement or transcription into a third party system.

•End User Read/Write: The third party will need to alter information in the system but will not be performing build or configuration updates.

•System Analyst or Trainer: The third party will perform system build or testing for workflows during implementation or maintenance. Examples include IT staff augmentation like a Radiant analyst or Willow principal trainer.

•Security Analyst: The third party will assist in security management and provisioning needs across multiple applications at a system analyst level.

•Operational Management: This is a hybrid role of end user read/write access with additional needs for UserWeb documentation like Nova or Sherlock. Examples include Business Office Directors, Interim CIOs, or ARCR Leads.

Where should I send the finished application?
Please send the completed form to the email address listed above, usersupport@epic.com.

Who at my third party organization has the authority to complete this application?
Anyone who is familiar with the engagement and services that your organization's employees will provide to the healthcare organization may complete this form.

Why can't I print this form?
We require an electronic version of this application in order to ensure it is entered into our database in an accurate and timely manner.

Why can't I save this form?
You can access the most up-to-date version of this form at http://userweb.epic.com/account/applicationforaccess.

Do I need to submit a separate application for each individual consultant?
No, you may submit multiple consultant roles in the same form as long as they are employed by the same consultant firm.

How long does it take before our consultants will have access?
This time can vary, but typically it can take 1-2 weeks for agreements to be drafted once approved by the customer.