



EPIC Account Set Up Instructions for Telehealth School Nurses

It is our goal that every Telehealth school nurse has access to EPIC to view and print a student's After Visit Summary (AVS) following a consult. Accessing the AVS through EPIC is the easiest and most secure method of obtaining this information, while protecting the PHI of your patients.

Once you receive your username from Children's Health, please follow the next steps below:

1. Call the Children's Health Service Desk at **214-456-4636** and state that you are a "**Telehealth School Nurse**" to set up your password for EPIC.

You will be asked for your provided username, and to verify your personal information.

2. Write this down and keep it in a safe place, as passwords are not stored and cannot be shared.
3. You may also visit <https://selfservice.childrens.com/#/> to reset your account and/or create a challenge question for the future.
4. Once the account setup process is complete, you will use your new login details to access and print the AVS from childrens.com/epic.
5. Please print one AVS and place it in a sealed envelope for parents after every Telehealth Visit, so that they are aware of the desired plan of care.
6. For more information on how to access the AVS on EPIC, once your account is created, please click [here](#).

As always, please contact us at schoolbasedhealth@childrens.com, or call us at 844.483.5363, if you have questions.

Sincerely,

Children's Health School-Based Telehealth Team