

**EpicSIM**

Electronic Health Record Training

Quick Start Guide  
**ISMMS Student Edition**  
Revised for Fall 2021



Icahn  
School of  
Medicine at  
**Mount  
Sinai**

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## Welcome to EpicSIM

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EpicSIM is an educational simulation of the Epic system used throughout the Mount Sinai Health System for electronic medical records.

1. First login to the **SCHOOL** VPN using your **SCHOOL** network ID and password.
2. Then you must use your **HOSPITAL** network ID and password to access Citrix
3. Finally, login to EpicSIM using your **HOSPITAL** network ID and password.
  - o Off-campus access requires 2-factor authentication, which you will need to register for. Please see documentation here: <https://itsecurity.mssm.edu/vip-two-factor-setup/>
  - o Your **HOSPITAL** account is distinct from your MSSM **SCHOOL** account.

## Reset Hospital Password

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**Note: If you are accessing EpicSIM for the first time, you will need to reset your HOSPITAL account password by clicking on the following link: <https://mshmsvpn.mountsinai.org/>**

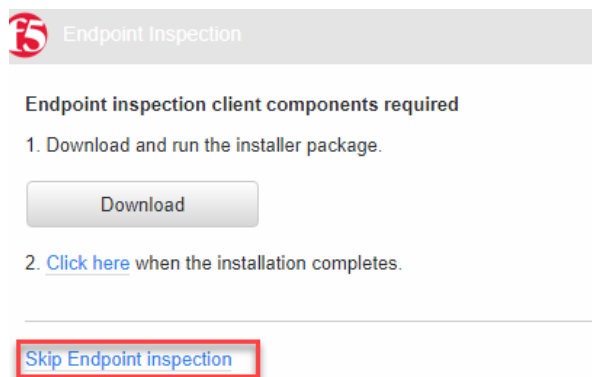
- For the **Username** field, type in your **HOSPITAL** Network ID.
- **For first time users:** The **Password** will be your temporary password (ex: jd1234567\$)
- **Check the box** to change your password before you click Continue.

Username

Password

Check box to change your password.

- If a pop up appears titled "Endpoint Inspection" click "Cancel" or "Skip Endpoint Inspection".



Endpoint Inspection

Endpoint inspection client components required

1. Download and run the installer package.
2. [Click here](#) when the installation completes.

- Enter and verify your **NEW** password.

- Once you see this screen, this means the password has successfully been changed and you can close the window then use your newly updated password.

### Secure Logon

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Enter Security code  
or **leave blank** for push.

Logon

*Please note that the password reset link is only available from within the United States. If you are not in the United States, you will need to contact ASCIT or log onto your school VPN to access this site.*

- For assistance with changing your password for EpicSIM, please contact the Academic IT Support Center (ASCIT) at [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu) or by calling 212-241-7091.
- **During off-hours**, please call the HOSPITAL help desk: 4-HELP at (212) 241-4357, asking for password support for your **HOSPITAL** account. Please do not mention EpicSIM as they will not be able to assist.

## Accessing EpicSIM Through School VPN

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- Log into the **SCHOOL** VPN website: <https://msvpn.mssm.edu/>
- Use your **SCHOOL** Network ID and password to log in.

The VIP Security Code is for two-factor authentication. For further information, please consult [The VIP documentation](#)

WARNING: UNAUTHORIZED USE, POSSESSION, DUPLICATION, OR TAMPERING WITH MOUNT SINAI HOSPITAL COMPUTERS, DATA, INFORMATION, PROGRAMS OR SERVICES IS A VIOLATION OF POLICY AND A CRIMINAL OFFENSE. VIOLATORS ARE SUBJECT TO DISMISSAL AND/OR PROSECUTION.

Username

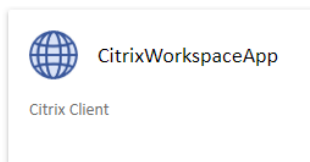
Password

- Enter in your security code that the VIP Access app generates and then click **Logon**.
  - Off-campus access requires 2-factor authentication, which you will need to register for. Please see documentation here: <https://itsecurity.mssm.edu/vip-two-factor-setup/>

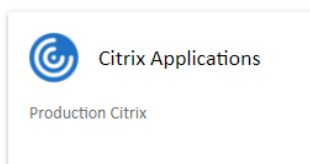
Enter Security code  
or leave blank for push.

Logon


- **For first time users:** You must click on **CitrixWorkspaceApp** and install the client on your computer.
- **Note:** Follow the prompts to finish the installation and do **not** click “Add Account” during the last step. Once you install this client, you can skip this step the next time you want to access EpicSIM.



- After installing the client, click on **Citrix Applications**.



- You will be asked to login to Citrix with your **HOSPITAL** network ID and password.

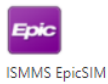


**WARNING**  
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COMPUTERS, DATA, INFORMATION, PROGRAM OR  
SERVICES IS A VIOLATION OF POLICY AND A CRIMINAL  
OFFENSE. VIOLATORS ARE SUBJECT TO DISMISSAL AND/OR  
PROSECUTION.

User name: popile01  
Password:

Log On

- Then select the purple **ISMMS EpicSIM** icon.

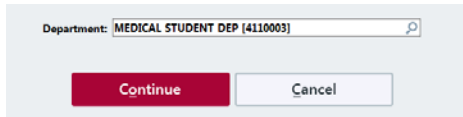


- Open and run the **.ica** file that was downloaded on your computer.

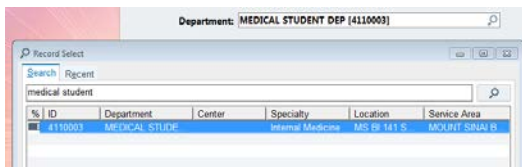
## Logging into EpicSIM

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- Log into EpicSIM using your **HOSPITAL** network credentials. (Do **NOT** include @mountsinai.org)
- In the Department field, select “**MEDICAL STUDENT DEP [4110003]**” and click continue.

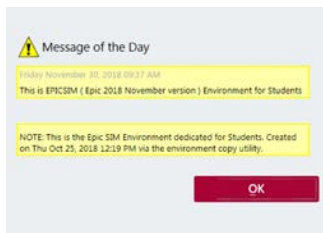


- If the department field is blank, then click on the magnifying glass and type in “medical student” to search for **the MEDICAL STUDENT DEP [4110003]**. Then click Accept.



%	ID	Department	Center	Specialty	Location	Service Area
1	4110003	MEDICAL STUDENT		Internal Medicine	MS EP 141 S	MOCK/IT SRGA B

- You will then see the Message of the Day page which provides current systems information. Click “OK.”



**Message of the Day**

Friday November 30, 2018 09:37 AM  
This is EPICSIM (Epic 2018 November version) Environment for Students

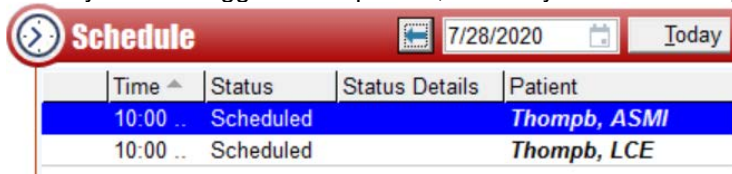
NOTE: This is the Epic SIM Environment dedicated for Students. Created on Thu Oct 25, 2018 12:19 PM via the environment copy utility.

OK

## Opening Patient Charts/Encounters

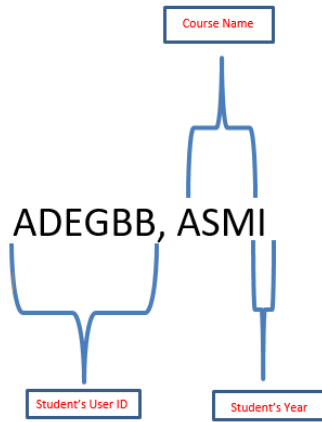
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- Once you have logged into EpicSIM, access your scheduled patients via the Schedule window.



Time	Status	Status Details	Patient
10:00 ..	Scheduled		<b>Thompb, ASMI</b>
10:00 ..	Scheduled		<b>Thompb, LCE</b>

The naming convention for the patient:

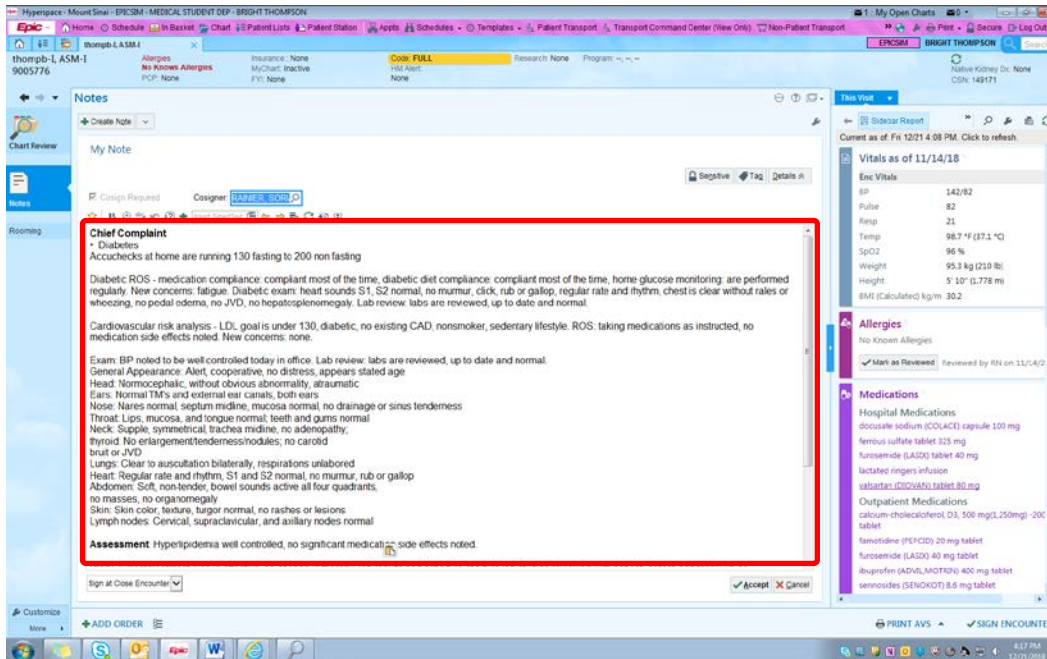


9. Double click on the appropriate patient to open up encounter



## Writing Notes

- Click on “Notes” on the activity menu.
- Write your notes in “My Note” field.



- Select the “Cosigner”. This allows the faculty to receive and provide written feedback to your note.

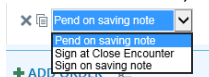


- Click “Accept” to sign note and route to Cosigner.  
**Note:** Status is defaulted to “Sign on saving note”
- Once the note is accepted and states “Cosign Needed”, which means you have successfully submitted and forwarded your note to your selected Cosigner.



- To further edit a submitted note click “Addend” and follow previous step for submission.

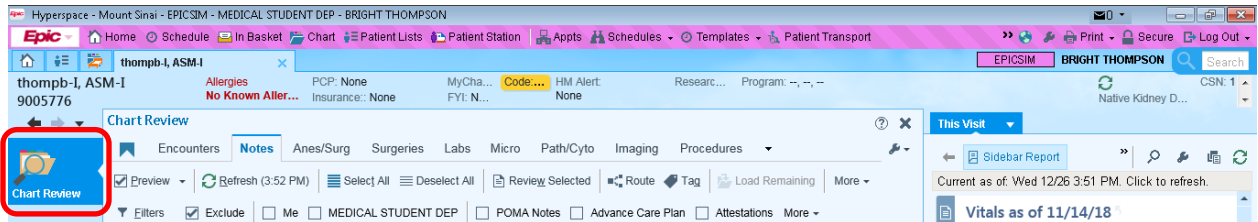
To save a note, without submitting, select “Pend on saving note”



- Click ‘Accept’.
- When ready to edit your pended note, click the “Edit” button on the top left and follow instructions above for submission.

## Finding a Cosigned Note

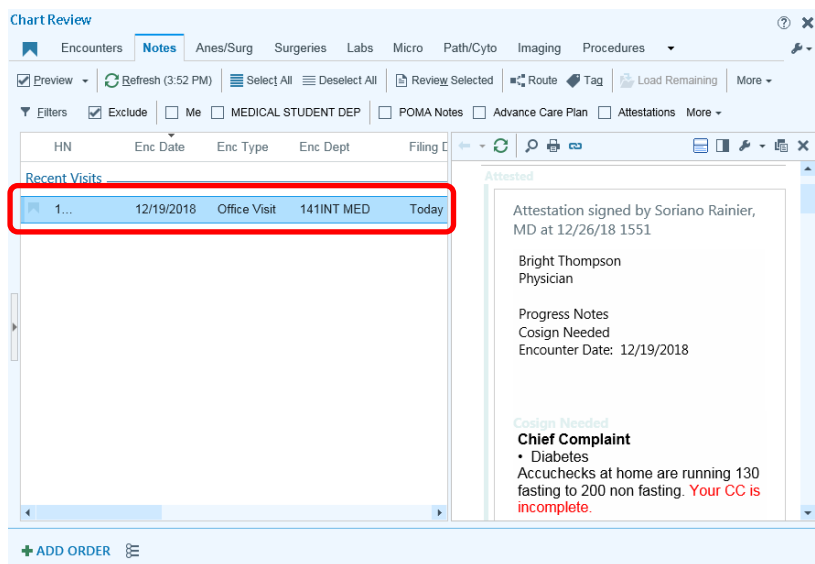
18. Find your patient in the schedule and open their chart by double-clicking on their name.
19. Click "Chart Review" in the Activity menu.



20. Select the "Notes" tab from the "Chart Review" menu



21. Click the applicable note to review your preceptors' feedback/attestation on your note.

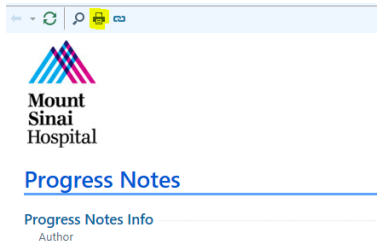


## Printing Notes

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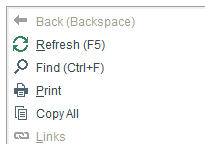
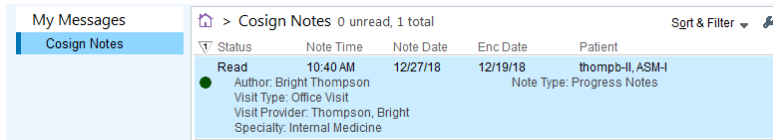
### Option 1:

- Access the patient's note via Chart Review.
- Click on the printer icon



### Option 2:

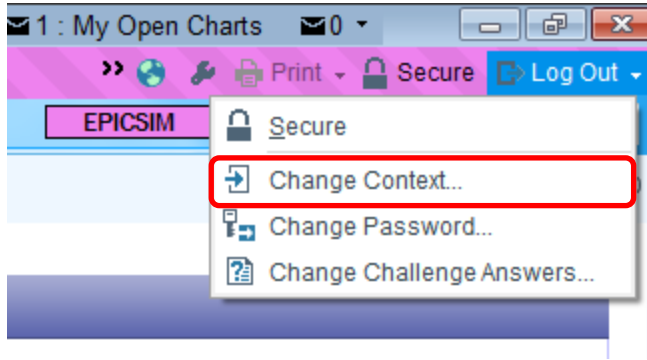
- Right click on a note within the In Basket and select print
- Follow the prompts to select your connected printers and print



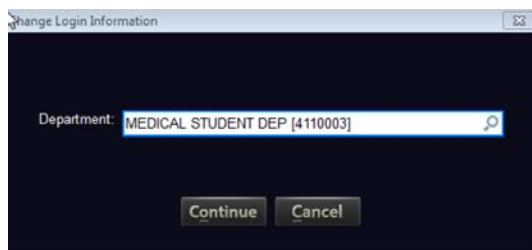
## Changing Context/Departments

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22. If you logged into the incorrect department, access the “Change Context” functionality to log into the correct department
23. Click on the downward facing arrow on the “Log Out” button at top right corner, to access the dropdown menu, and select the “Change Context” option



24. Change the department to MEDICAL STUDENT DEP [4110003]



## Support

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Students experiencing issues with EpicSIM?

Visit or contact ASC-IT (ISMMS Academic IT Support Center)

By phone: 1-212-241-7091

Via email: [ASCIT@mssm.edu](mailto:ASCIT@mssm.edu)

On-site: Annenberg Building, 11<sup>th</sup> Floor (next to the Library's circulation desk)

25. For up-to-date ASCIT on-site operating hours, please visit: <https://libguides.mssm.edu/ascit/home>
26. Outside the ASC-IT operation times, reach out to MSHS Helpdesk (4-HELP) for assistance.