

Cerner (EMR) request process for renewals and new accounts

- 1) Request packet by sending an email to socarissaccountcreationteam@uhsinc.com
 - a. Subject line should be "Cerner (EMR) Request"
 - b. Include the email address of the individual authorized to complete this request office manager or Provider.

****If this packet is being completed by anyone other than the sponsoring physician, we need the physician's email so they can be included as a secondary signer for the bottom of page 2 and page 4****

- c. Include the number of accounts you are requesting access for. If more than 8 a supplemental document will be sent
- 2) After we receive the request for a packet, we will send the packet within 2 business days to the email address indicated in the packet request email.
- 3) Complete and submit the Dropbox Sign document.
- 4) Once we receive the completed packet the ISPA will sent using Dropbox sign to each of the users requested in the packet to the email address provided
- 5) After the ISPA has been signed and the users accounts are ready, we will send an encrypted email with their login information. The email will have 2 attachments to help with getting logged in and a basic Powerchart overview.
 - a. Signing into Cerner with MFA Text passcode
 - b. PowerChart Provider Office Staff Participant Guide 2019
- 6) Please be sure to let your users know to be expecting the ISPA from Dropbox Sign in their email to avoid any delays in receiving their login.

*All other packets you may have should not be used and can be discarded