

Security External Forms Application

EpicLink-Approver Workflow

Approvers

Accessing Application

The Security External Forms application is a single destination to access many external security forms for Norton Healthcare. An important stage in the workflow is review of the request by an Approver. This step ensures that all access requests are evaluated for completeness and necessity prior to the request being sent to Security Administration for provisioning.

To access the application, choose “Security External Forms” from the Applications tab on NSite

Click the Approvers tab and select EpicLink Form Users to access the list of users who have submitted requests:

Home Coordinator ▾ **Approver ▾** Security ▾ Admin App Users

EpicLink Form Users

Drag a column header and drop it here to group by that column

First Name	Last Name	User Type	Company	Form Type	Status	Actions
Testlarisa	Epiclink	Clinical Staff	Testing EpicLink Forms Co.	EpicLink	Signed	<input type="button" value="View"/> <input type="button" value="Approve"/> <input type="button" value="Deny"/>

To view the contents of a given request, click the View button. By default, this view is sorted so the most recent item is on top. You can change the sort order by clicking on a column header.

EpicLink Form Info

First Name: Testlarisa

Last Name: Epiclink

Email: larick99@twc.com

User Type: Clinical Staff

Reason For Request: Continuity of patient's medical care

Company Name: Testing EpicLink Forms Co.

Company Address: 5555 Main St Louisville Kentucky 40202

Phone Number: (502) 555-8888

External Coordinator Email: larisar23@gmail.com

SSN: *** - ** - 0000

Security External Forms Application

EpicLink-Approver Workflow

- The external coordinator's email address is shown in the event that there are any questions regarding the user's responses or need for access.
- You may click Approve or Deny from within the view window or from the user list on the dashboard
- This will update the status of the request on the Coordinator dashboards

Home Coordinator ▾ Approver ▾ Security ▾ Admin App Users

EpicLink Form Users

Drag a column header and drop it here to group by that column

First Name	Last Name	User Type	Company	Form Type	Status	Approved By	Approved D...	Actions
Testlarisa	Epiclink	Clinical Staff	Testing EpicLink Forms Co.	EpicLink	Approved	AHSN884B	2/10/2017	<input type="button" value="View"/> <input type="button" value="Done"/>

- Clicking approve moves the form to Security Administration via work order for provisioning and sends an email to the user informing him that he will be receiving a user ID and password via email.
- Security Administration will click Done on the Security dashboard when complete.