

EMR / EH Network Computer Access – Agency Nurse

Logging into the Eastern Health (EH) Network

1. On arrival at Box Hill Hospital go to the Business Service Centre (BSC) at main reception. Advise your name and the ward you will be working on – You will need to show photo identification.
2. **Request an EH access card that gives you access to the EMR network.**
3. The card will be pre-set with the password 'Welcome10'. **Once you get to the ward, you must tap onto a computer to change the password prior to carrying out any other duties.**
4. When you tap onto the computer, you will automatically be required to change the password. The new password must be entered twice and meet the required EH ICT Access Security standards.

2



The password must have:

- a. 6 or more characters
- b. At least one Capital
- c. At least one Number

Note: Do not use special characters e.g. \$%&@

Logging into EMR

5. Once the password is changed and you are logged onto the EH network, click the EMR icon

Note: If no icon is visible on the desktop, open the EH intranet page in Internet Explorer (Not Google Chrome) and click the EMR login link there.



6. Log in with the Eastern Health EMR account username and EMR password (that your agency has provided to you).

Note: You MUST have an EMR account created prior to starting your shift. You are required to complete on-line medication administration training.

You should have EMR system access relevant to your clinical role. If you have a view-only profile, contact the Hospital Co-ordinator ASAP and request that they contact ICT to adjust this.

7. Once logged into the EMR, select the PowerChart icon to find your patients' records.
8. At the end of every shift, you **must** return the access card back to the BSC.