|  |
| --- |
|  |
|  |
| **Practice Name:** |  | **Contact Name:** |  | **Phone Number:** |  |
| ***Field explanations are listed at the bottom of the page. Start a new sheet if more than 10 Additions or Changes are needed.*** |
|  | **Epic Label** | **Machine Login ID** | **Physical Location** | **MAC Address** | **Closest Network Printer** | **Addition, Removal, or Change** | **Notes - If more room is needed, put "see email" and put them in the email** |
| Example 1 |   |   | Checkout | AA:BB:CC:DD:EE:FF | ABCD01P | Addition | This is a new workstation being added |
| Example 2 | ABCDPC002 | ABCD0002 | Nurse Station | AA:11:BB:22:CC:33 | ABCD03P | Removal | Workstation removed from production |
| Example 3 | ABCDPC001 | ABCD0001 | Front Desk | 00:11:22:33:44:55 | ABCD01P | Change | Workstation replaced with a new one |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |
| **Field Explanations** |
| **Epic Label** | This is the sticker that was placed on the workstation for Epic Identification |
| **Machine Login ID** | This is the ID that is used for actually logging into Citrix after the user logs into Windows |
| **Physical Location** | Example would be Front Desk or Checkout |
| **MAC Address** | This is the main association that will be used for which machine is using what ID on University Hospital’s side. To get the MAC address, press the Windows and R key together. Type **cmd** in the box and press enter. This will open up a black box. Type **getmac** and press enter. This will display your MAC address. If there are multiple listings, use the top one. If this does not work, or you are having trouble, your IT Support Vendor should be able to assist you. |
| **Closest Network Printer** | Printers at the practice should be labeled with a tag for Epic purposes. Enter the tag or the IP of the printer if there is no tag. |
| **Addition, Removal, or Change** | **Addition** - A ***new*** workstation put in place, not a replacement |
| **Removal** - A workstation that is removed, not to be replaced |
| **Change** - A workstation was replaced or moved to a new location.  |
| **Notes** | Any additional notes that you may think is necessary, especially for changes |
|  | **\* For Additions, leave unknown fields blank (Ex. There would not be an Epic Label created yet, so nothing could go in the field)** |
|  | **\* For Changes, put the new information in the fields Physical Location, MAC Address and Closest Network Printer** |

**This information will be needed for each workstation that an ID is needed for. Email all forms to Helpdesk@uh.org upon completion.**