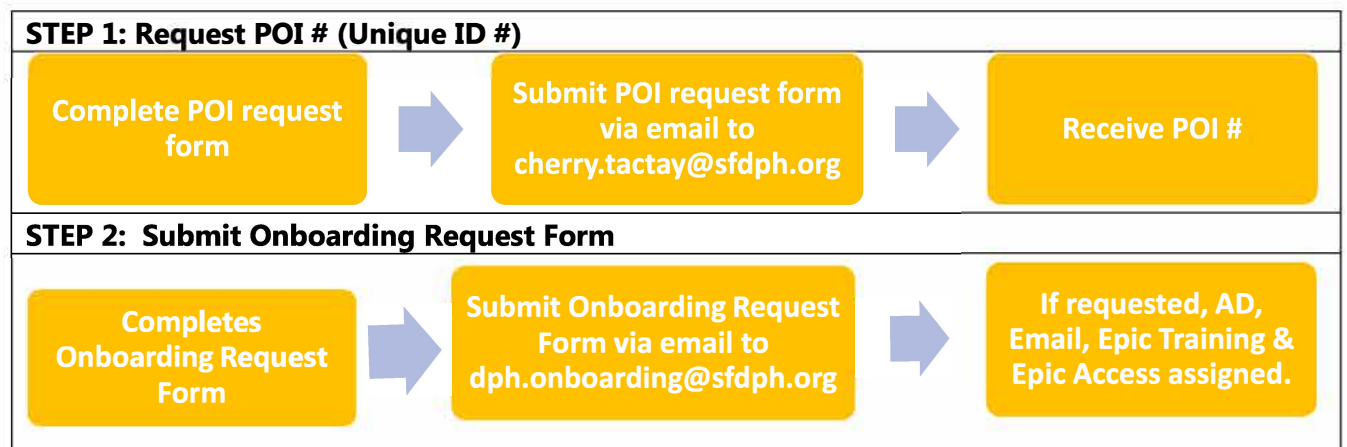


**ONBOARDING REQUEST PROCESS**  
**NON-UCSF STUDENTS, RESIDENTS and RESEARCHERS**

Please follow the steps below to ensure successful onboarding of UCSF Students, Residents and Researchers working at DPH. **Failure to include any of the requested items will result in delays in the processing of your request, no exceptions.**

Epic access will be extended to students/ residents that rotate **at least 40 hours** on a DPH campus. Dietary, Occupational, Physical and Speech/Language currently have functional Epic Templates. Nursing, Social Work and Pharmacy have Read Only Epic templates.

**PROCESS:**



**CHECKLIST:**

Before contacting Onboarding, Service Desk or Epic Training teams, please verify all required items on the checklist below are complete.

- [POI request form](#) completed prior to completing [Onboarding Request Form](#)
- POI received
- [Onboarding Request Form](#) reviewed prior to submission to ensure all required fields complete. (POI #, Start Date, Job Description, Orientation Needed, Epic Access Needed, Supervisor Contact Information, Affiliation, Access Role)
- [Onboarding Request Form](#) submitted via email to [dph.onboarding@sfdph.org](mailto:dph.onboarding@sfdph.org) a week prior to start date. **Note: NEO and Epic Training are offered on a bi-weekly schedule.**

**If all steps of the process are followed and there are still problems accessing Epic please contact DPH Service Desk at (628) 206-7378**