Greetings Faculty,

Welcome to a new semester at Henry Ford Macomb Hospital (HFMH)! Please review the following information carefully as there are some updates.

1. There are links in ACEMAPP for you to review.

2. All new faculty are required to take the Pharmacology exam. The only exception is if you are a HFMH employee and have already taken the exam. Employees of Henry Ford Health will need a dual ID sign on for EPIC.

3. Instructors, if this is your first time as an instructor, you will receive your Corporate ID & Password from Elizabeth Maricco who coordinates with IT.

4. Parking continues to change at HFM campus so please review the parking instructions carefully in ACEMAPP. The map will be updated as changes occur over the semester.

5. Faculty obtains badge from security. See ACEMAPP link for security hours.

6. Pyxis login is completed after you complete EPIC training. Then Elizabeth will send information to pharmacy to get your login.

7. EPIC class for faculty - The RN EPIC Clinical Documentation class (12 hours) is required for EPIC IPD RN access. This needs to be completed before the start of the clinical rotation.

8. Student EPIC Classes - the student EPIC classes are virtual and are scheduled for the first day of HFM clinical day, unless you are working on Saturdays, which classes are not offered, and you will have to attend one of the Monday-Friday class. Your students will receive an email and you will be copied on it from the EPIC Training Request Mailbox with their Corporate ID & Password. It will be sent 24-48 hours before the class. Faculty are to attend the class with their clinical groups. If you would like to have your clinical group meet here on campus and use our computer lab, please email Wendy Spilko ([wspilko1@hfhs.org](mailto:wspilko1@hfhs.org)) to check the computer lab availability.

**Welcome to HFM – we are happy to have you. If there is anything we can do to make your experience better, please don’t hesitate to ask.**

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