

MNHC VPN and Remote Access Form - INSTRUCTIONS

Below is the top of the **MNHC VPN and Remote Access Form** that is required to be completed before **ANY REMOTE WORK**.

You will not be able to log in to EPIC remote until this form is signed by the CEO.

- **This process takes 5-7 business days to complete** – The form was sent to your email on 1st day as an attachment. [MNHC VPN and Remote Access Form.pdf](#)
- Do not send the form to the IT department.
- Submit an EPIC ticket requesting EPIC remote credentials and **attach the form** to the EPIC ticket.
- If you use a personal laptop, you will need to have a program installed. Submit a DAS ticket requesting support for this task.
- **DUO** is the multifactor phone app used to access network drives remotely.
- **MS Authenticator**: is the multifactor phone app used to access EPIC remotely
- **If you try to connect and it fails, it is most likely that the form has not been signed by the CEO yet.**



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POLICY AND PROCEDURE

Policy Name: Virtual Private Network (VPN) and Remote Access

Original Date: August 1, 2012

Revision Date: September 15, 2014, April 19, 2018,
July 15, 2019, January 29, 2024

Department(s)/Site(s):

Document Owner: Chief Operating Officer

Approved By: Chief Executive Officer/Executive Director

Relevant Law / Standard:

Purpose:

The purpose of the VPN and Remote Access policy is to ensure the integrity of and protect the MNHC computer network system and patient health information (PHI) from potential data loss.

An application process is required for employees who use MNHC-owned laptops to access the network remotely.

The following classifications of employees at MNHC are allowed VPN and remote access after review by IT department and approval by the Executive Director: