Methodist[SM]
Le Bonheur Healthcare

PHYSICIAN GO-LIVE POCKET REFERENCE

Resources & Keyboard Shortcuts

Haiku & Where to Find Data In Epic

Admit/Transfer/Discharge & Care Everywhere

General Clinical Information & SmartLinks

Epic Lingo & Personalization Tips

Ambulatory Workflow Tips

Inpatient Workflow Tips

HOW TO GET SUPPORT
F1 in Epic for Learning Home Dashboard Look for **At-The-Elbow (ATE)** support in blue shirts Call the Help Desk help line: (901) 516-0000

HOW TO ENTER A HELP DESK TICKET

You can report an issue by entering a Help Desk Ticket through ServiceNow: Employee Center Homepage - Employee Center (service-now.com) ; and MOLLI Help Desk Page I.T. Help Desk - GoMolli which is linked through Hyperspace. Submitting complete and detailed tickets for any problem is critical to providing timely fixes.

Help resolve issues as quickly as possible by providing key information when submitting any help desk ticket. Here is what's needed:

- Username
- Login department
- Workstation ID
- Detailed description of the issue or request
- For patient issues include the MRN/CSN
- For physician matters include the order number(s)
- For lab issues include the accession number(s)
- Screenshots are helpful!

SHORTCUT	ACTION
F1	Open Learning Home Dashboard
Ctrl + Space	Open Chart Search
Shift + F5	See possible values for field w/ selection button
Tab	Move to next field or button on page
Shift+Tab	Move to previous field or button on page
Ctrl+Up Arrow	Move left through Activity tabs
Ctrl+Down Arrow	Move right through Activity tabs
Ctrl+W	Close selected workspace
Ctrl+D	Open More Activity
Ctrl+Alt+S	Secure your Epic session
F2	Jump to next wildcard (***) or SmartList in notes, letters, or other templates
Ctrl+R	Go to Chart Review
Ctrl+C	Copy selected text
Ctrl+V	Paste selected text
t	Today. Indicates today's date A relative date can be used (e.g., tomorrow's date = t+1)
w	Week. Use for relative dates. (e.g., two weeks ago = w-2)
m	Month. Use for relative dates (e.g., five months from now = m+5)
y	Year. Use for relative dates (e.g., one year ago = y-1)
n	Now. Indicates the current time. Relative times can be used (e.g., 30 minutes from now = n+30)

Download Haiku

HAIKU: GETTING STARTED

Haiku is Epic's mobile application that allow users to supplement your clinical workflows. Haiku is intended for providers and allows users to view and complete certain In Basket messages, review chart information, place certain orders, among other things.

Note: Haiku is available for both Apple and Android smartphones

Install Haiku

1. Open your respective app store on your smartphone, search for Haiku, and Install it. Once installed, launch the Haiku application
2. Accept Terms & Conditions and allow any permissions the app requests (e.g microphone, camera, notifications)

Configure Haiku

3. Click the below link OR scan the QR code to verify MDM usage

https://forms.office.com/r/1LRUV0RvLX

4. With the device that has the app installed, click the below link to connect to MLH's Epic OR scan the QR code. If you filled out the above form, you should expect approval within 3 days

https://epicproxy.et1342.epichosted.com/MobileConfigs/MobileConfigsProduction.html

WHERE TO FIND DATA BASED ON CURRENT DATE

	Date of Service		
Today's Date	Prior to 1/1/2021	1/1/2021 – 8/31/2024*	9/1/2024 – 10/4/2024
10/5/2024 – 12/31/2024	Cerner eCW AllScripts LEGACY SYSTEMS	Epic	Cerner eCW AllScripts LEGACY SYSTEMS
1/1/2025 – 7/31/2025		Epic	
8/1/2025 - future dates	Archive (MediQuant) • Adults starting 2014 • Pediatrics starting 2003 CLINICAL ARCHIVE	Epic	

WHERE TO FIND DATA IN EPIC

Data from the old systems will be available in these systems after Go-Live: Cerner, AllScripts, and eCW. Please refer to the conversion and abstraction tip sheets for more detailed information.

Past **lab results, imaging results,** and **discrete notes** will be available in **Chart Review.**

Scanned documentation from legacy systems (3-year lookback) will be available in **OnBase**, which can be accessed from **Chart Review.**

If the document is not available in Epic, documents can be **reviewed in the source system**.

Historical encounters, **procedures, and outpatient vitals** will be available in **Chart Review** for a 3-year lookback period.

Problem List, Allergies, Medications, and Immunizations (PAMI) coming from legacy systems or outside sources need to be **"Reconciled"** in order to enter the chart.

Medical history, surgical history, and family history will need to be manually entered (abstracted) into the chart from legacy systems. Future orders are being transcribed into Epic with our abstraction process.

If you find an unreadable note in Epic, review it in its source system. Report these notes as an "Epic Note Format Issue" to the Service Desk. **Please include MRN, Note Type and Encounter Date.**

Chart Search

The **search bar** to the upper right of the **Epic screen** can be used to **search the patient chart** (by entering a search term and pressing enter) or **Epic functions** (by entering a search term without pressing enter, then selecting from the drop down of available actions that appears). You can also hit **CTRL+ space as a shortcut** to get to the search bar!

ADMISSIONS

Use the Admission Navigator to:

Review Our Practice Advisories (OPAs)

Review and update problem list

Perform medication reconciliation

Place admission orders (using the specialty specific order sets)

Direct Admissions from Clinic:

Within Epic Ambulatory, use **Orders for Admission** activity to place inpatient orders
All direct admission orders must be placed into Epic (no paper orders)

TRANSFERS

Transfer to Other Facility order:

Transfers through the Transfer Center

Used with Discharge/Readmit Navigator for transfers between hospitals

Use the Transfer Navigator for transfers between units

Transfers to/from NO Behavioral Health

Used with Discharge/Readmit Navigator

Transfer Patient to New Unit order:

Movements between units in a facility

Used with Transfer Navigator for order/medication reconciliation

Transfer orders are used to begin transfer process. Physician-to- physician communication is still required.

DISCHARGES

Use the Discharge Navigator to:

Review OPAs and pending labs

Perform discharge medication reconciliation

Resolve any problems on Problem List

Review any orders needing co- sign

Place discharge orders (discharge order sets)

Move patient to another hospital

Discharge Readmit Navigator:

Use when moving a patient to North Behavioral Health Department or another site at MLH. *Patient Movement Guide found in Learning Home.*

CARE EVERYWHERE

Allows for secure exchange of health information with outside organizations, including discrete data and summaries of care from patient records. **The Care Everywhere navigator section is dynamic** and will appear only if there is information available from an outside organization.

QUERY → AUTHORIZE → REVIEW → RECONCILE

Query

Automatic queries will be sent to any organization within 150 miles of patient's home or work address for the following triggering events: When they **arrive to ED**, there is an **update to patient demographics in ED, an admission to hospital, 01:00 daily for appointments scheduled within next 24 hours, or check-in for scheduled or walk-in appointment.**

Manual queries to other organizations can also be sent through the **Request Outside Records** activity, but only within a patient encounter.

Authorize

After a query is made, **review the Authorization Status** to see whether authorization is needed to be completed by the patient.

Review

All the available information from the organization can be reviewed in the **Care Everywhere Outside Records** activity

Outside information can also be reviewed in **Chart Review Encounters** tab. If an encounter (or lab result) is coming from an outside source, it has a **cursive e icon**.

Reconcile

View patient's allergies, medications, problems and immunizations reported by outside sources (other organizations, the patient's pharmacies, or MyChart) and add/discard them to/from the chart using the **Reconcile Outside Information** activity. Physicians are responsible for reconciling Problems.

Refer to the Patient Movement Guide on the Learning Home Dashboard for more information

EPCS

Imprivata is the **Multi-factor Authentication (MFA)** needed to authorize Electronic Prescribing of Controlled substances (EPCS) in Epic. You will need Imprivata in order authorize your prescriptions.

Providers with their own DEA:

- **Add** the med order to your shopping cart
- **Update** medication details & **Address** warnings
- **Sign** order
- **Approve the Push Notification to your phone** for authentication
- **Medication signing is complete** and will be sent to pharmacy

Residents and APPs without their own DEA or Institutional DEA:

- **Order controlled medication** in Epic
- After signing order, a message will appear that a **second sign is required**
- An attending with their own DEA will need to sign (workflow above)
- Second sign orders can be found in **Second Sign Needed** folder in **In Basket** or **Cosign tab** in **Orders activity**

NOTE AUTO RELEASE

All notes will **automatically release** to the patient's MyChart by default. On a note-by-note basis, clinicians can choose to mark a note not to share in MyChart. Blocking a note from releasing to MyChart will require the clinician to indicate a reason for blocking.

- Sharing this note could lead to physical harm to the patient or another person
- The patient or proxy requested this note not be shared in the patient portal
- Notes that **require cosign** will **not be released until the note is cosigned**

RESULTS RELEASE

To comply with the 21st Century Cures Act, **all results** will default as **immediately released** for patients when they are finalized except for any **Sensitive Results.**

Any result can be marked for manual release for each order by selecting "Manual Release Only". You must select a reason for manual release. These results will be auto-released to the patient's MyChart after 7 days.

A small subset of results will **never** be shared to MyChart. For more details, view the results release tip sheet on the Learning Home Dashboard (F1).

HAIKU AND CANTO

Haiku (for smartphones) and Canto (for tablets) are Epic's mobile applications. It allows you to access Epic outside of the hospital.

Haiku: Supported **on iPhone Operating System (iOS) and Android**

Canto: Only **supported on iPad**

Visit the Learning Home Dashboard **(F1)** for set-up instructions.

On your device, tap to open the App Store and search for "Epic Haiku". Next to the Epic Haiku app in the search results, tap GET and then tap INSTALL. When prompted, enter the password for your Apple ID.

STICKY NOTES

Record non-clinical data in sticky notes in Epic, which are **NOT part of the legal medical record.**

Yellow sticky notes are personal and can only be seen by the provider who wrote them.

Blue sticky notes can be viewed by other clinicians who are in the same specialty.

Inpatient, clinical staff members can communicate with providers using **Sticky Notes to Providers**. These notes are visible as **Notes from Clinical Staff** in **Patient List reports** and in **Overview report** in **Summary Activity**.

INBASKET

InBasket is Epic's message based task management system and allows user to send and receive messages about patient care and billing, such as **laboratory and diagnostic testing results, communication from patients, refill requests**, and **encounters with other providers and facilities**. Every department will have clinical and non-clinical pools which are shared groups of InBasket users.

The **Message Type** determines which InBasket folder a message is routed. Epic has a number of message types, and **QuickActions** can be used to **efficiently manage InBasket messages**. QuickActions can be personalized.

In the **Results section** of **InBasket** you can **follow up on results for labs ad diagnostic studies**. Quickly document that you have seen a result and any action taken with Result Notes. **Result Notes** are **connected to the result** and are a part of the **medical record**.

CHART LOCKING

Epic uses **chart locking** to prevent conflicting information from being documented and to prevent potential duplicate entries and clinical errors. The **most commonly used activities by physicians which cause chart locking is order reconciliation**. This is an Epic feature that **cannot be changed**. To prevent chart locking, **close the chart** by clicking the X on the tab with the patient's name **when you are finished ordering or documenting on a patient**.

DASHBOARDS AND REPORTS

Dashboards centralize all the information you need throughout your day, including performance tracking and drilldown for targeted patient outreach. You can access dashboards by selecting the dashboard icon on the toolbar (hover to discover!).

Many reports can be run from dashboards. For reports that don't appear on your dashboard, use **Chart Search** (ctrl+space) to open **My Reports** and select the **Library** tab.

LEARNING HOME DASHBOARD

The **Learning Home Dashboard** is available at the touch of a button using **F1 from any screen in Epic**. You can find Guides, What's New, and Time Saver tips

If F1 does not open the LHD automatically, go the Red Epic button at the top left of the screen --> Help --> F1 Help

SMARTLINKS	DESCRIPTIONS
.diagpoc	Hospital problems will appear so you can document A&P
.cmed	Current list of medications
.diag	Encounter diagnoses in table format along with orders associated with each diagnosis
.dx	Encounter diagnoses in table form
.hmlist	Health maintenance topics due
.hprobl	Hospital problem list
.iobrief	I/O totals for the past 24 hours
.me	Your name with credentials
.prob	Problem list
.probapnotes	Problem-based assessment and plan notes created in the encounter (Ambulatory)
.td	Today's date
.vs	Last vital signs
.vsranges	Vital signs ranges last 24 hours
.edci	Clinical impression
.edlabs	Labs ordered and abnormal component results
.edmeds	Medications ordered and administered
.edptmedstart	New prescriptions from this visit
.edtriagevitals	Initial triage vital signs
.wetread	Order interpretations

Epic Lingo & Personalization Tips

EPIC LINGO

After Visit Summary (AVS): Report summarizing orders, diagnoses & notes for encounter that can be printed / sent home with patient & viewed in the MyChart

OurPractice Advisory (OPA): Decision support tool that provides targeted, patient-specific clinical guidance

EpicCare Ambulatory/ Inpatient: Clinical documentation module, order entry & e-prescribing

InBasket: Message-based task management system; send / receive messages about patient care & billing

Learning Home Dashboard: Directs users to "how to" guides (press F1 in Epic)

Macro: Saved set of signs, symptoms & pertinent negatives commonly recorded during ROS or physical exam; or info commonly recorded in procedure & progress notes

Procedural documentation and case tracking modules:
OpTime: OR suite
Cupid: cath lab
Radiant: radiology
Lumens: endoscopy

MyChart: Patient portal, which allows patients to schedule appointments, send messages to providers & review their clinical info

MyChart Bedside: Provides online tools for patient to use while they are admitted

Navigator: Series of sections containing documentation tools meant to follow a particular workflow, serving as a map to document patient care. (e.g.admission navigator)

Phases of care: Orders linked to patient location in perioperative areas, allowing those orders to be acted on when patient reaches a particular area, such as preop, OR & PACU

Reporting workbench: Allows end users to create & manage reports on data, such as patient lists, orders, appointments, diagnoses, etc

SmartLinks: Pulls info from another part of chart (e.g. most recent vitals, *typically in blue*)

SmartLists: Pulls in predefined list of choices *(typically in yellow)*

SmartPhrases: Pulls in long words, phrases, or paragraphs (similar to acronym expansion macros in Touchworks)

SmartSet: Used in ambulatory setting as an order set that contains other elements, such as notes, diagnoses and levels of service, commonly used together to document a specific type of visit

SmartText: Standard templates or blocks of text used to write notes for routine visits or patients with common problems (can contain SmartLinks and SmartLists)

SmartTools: Charting shortcuts used to pull different info into documentation (SmartLinks, SmartLists, Smartphrases, and SmartTexts)

Storyboard: Section that appears left of patient chart, allowing user to quickly review patient's story, take common actions & jump to common activities

Wildcard: 3 asterisks (***) serve as a placeholder (can type over a wildcard with text you want to add or delete)

PERSONALIZE YOUR EXPERIENCE - THE WRENCH ALLOWS FOR USER CUSTOMIZATION

ORDER SETS AND SMARTSETS

- Open **User Smart Sets** in **Personalize toolbar**
- **Search** for **Order Set** or **SmartSet** you want (search xp La to find Express lanes)
- Choose **Create New Version** and name your new order set (Epic suggests starting with 3 initials of your name)
- **Click the radio button next to orders** you want **selected by default** & **pencil icon** or **blue hyperlink** to set **detail defaults**
- **User versions appear as Favorites** below order set search fields
- **Personalize on the fly!** If order set is already open, you can click the **wrench (Manage User Versions)** and click ***Create my own version***

SMARTPHRASES

- Open **My SmartPhrases** in **Personalize** toolbar
- **Create your own** or **search for system-built Smart Phrases** in **Facility** tab
- Search for your colleague's SmartPhrases in the **User level**
- **Select New User SmartPhrase**
- Insert **SmartLinks, SmartLists, or SmartTexts** if you would like and accept
- **Personalize on the fly!** Create a SmartPhrases in a note by selecting **the green plus sign**

MACROS

- Open **Macro Manager** in **Personalize** toolbar
- Click **Create Macro** and enter a name
- **Click magnifying glass** in **SmartBlock field**
- Select a **base type** of Macro (enter an age range and/or gender if applicable to create restrictions)
- **Select signs and symptoms** or **procedure documentation** you frequently perform for a procedure
- **Share your macro** by entering names in **Macro Owners** or **Macro Users** list
- **Select Active box** at bottom of form and accept
- **Personalize on the fly!** In **NoteWriter**, click the pencil icon and select **Create macro from current data**

PREFERENCE LISTS

Organizing your preference list can help you **place orders more effectively**. You can create sections to group orders you often place at the same time, add orders you write most frequently with saved order details, and edit name of order so it's easy to find! To add orders to your preference list:

- **Select star** on order
- **Save defaults** in order and enter an easy-to-remember name for order in **Display Name**.
- In **Section** field, enter section of your preference list where you would like order to appear or create a new section. It will default to appear in **My Favorites** section
- You can setup your preference list in advance by clicking **My Tools** and selecting **Preference List Composer**. You can **create sections (e.g., by disease)** and **create subsections (e.g., meds, labs, imaging)** for various disease sections

ORDER PANELS

Save time searching for orders that you commonly place together, such as a set of labs. Instead of searching one-by-one for these orders, you can create an Order Panel.

- **Search for the orders** that you would like in the panel
- After the orders are queued up for signing, click **Options** and select **Create Panel**
- In the **Display name field**, enter an easy-to remember name for the panel (In the **Section field**, you can enter the section of your **preference list** where you want this order to appear)
- If needed, edit details of each order and click Accept
- Find your order panel on your **preference** list or by **browsing orders**

ADDITIONAL INFORMATION

For more detailed instructions, please refer to your Learning Home Dashboard for User Settings Materials.

PATIENT SCHEDULE

Click **Open Slots** on **Schedule Activity** toolbar to check **openings on your schedule**. Click **Open Slots again to go back to standard schedule** view.

Customize your schedule to see patient info you find most useful. **Add or remove columns** and change the order they appear. Under **My Schedule**, **select the wheels** to customize.

You can **pin the calendar to the left-hand** side by clicking the **push pin icon**. This allows you to **quickly flip between viewing your My Schedule and the department schedule** if needed.

To **view a snapshot of patient's current information**, select appointment on your schedule to review a summary report. **Click section heading** for more detailed info.

Available reports on **report toolbar** can be found by selecting magnifying glass. **Add additional reports** by clicking the **wrench**. **Select report you want to appear** as a button on toolbar and in **Button Name** field, **enter a brief name**.

When screen is maximized, you can see patient-related **InBasket messages** on the **right of your schedule** that require quick follow-up.

PRECHARTING

Prepare for patient's visit by completing documentation ahead of time. **Open a scheduled visit early** to **pend orders, enter diagnoses, draft patient instructions** or **start writing your note**. If patient does not show, **documentation and unsigned orders are deleted 30 days after** the appointment. If patient arrives while you're in PreCharting, click **Start the Visit** to access your tools.

CHARGE CAPTURE

Easily drop charges as you complete your workflows using the following tools:

- Level of Service (the system will automatically trigger modifiers in certain circumstances but coders will ultimately ensure that all modifiers are correct during review)
- SmartSets and Express Lanes
- Charge Capture Navigator
- Notewriter Procedure documentation

Charges will automatically drop for:

- Clinic-administered meds (product and admin)
- Certain procedures in ProcDoc (Notewriter)
  - If you see the charge pop-up and a red minus sign when signing a note, make sure to select a charge
- Immunizations (product and administration)
- POC testing
- Back-office imaging
- EKG (through the interface)

LABORATORY RESULTING AGENCY

For outpatient laboratory orders, the resulting agency is defaulted based on the patient's encounter department.

PROBLEM LIST MAINTENANCE

Keeping the problem list up-to-date streamlines provider workflow as entries are visible across all care contexts. It drives decision support, can be leveraged for reporting and analytics & is visible to the patient. **Only diagnoses that affect current or future care of the patient belong on the Problem List**.

These items do not belong: Self-limited problems after they have resolved; resolved chronic problems or conditions from patient's past medical history that are no longer under treatment; surgical procedures not affecting current medical care; exams/procedures (e.g., Z-codes like encounter for immunization or annual PE).

Refer to the problem list policy for further details.

MYCHART PATIENT MESSAGES

In MyChart, a patient can **"Ask a Question" to their PCP**. There is a disclaimer that medical questions submitted in this fashion are **non-urgent**. Within the provider's Epic In Basket, patient messages fall under **"Pt Advice Request."**

PATIENT LIST MANAGEMENT

The Patient List activity can be divided into 4 panes:

- **Directory pane (left):** divided into two sections - My Lists and Available Lists
- **List pane (center):** shows all patients on selected patient list
- **Report pane (bottom):** shows a report when patient is selected (single click)
- **Radar sidebar (right):** shows items like patient notifications and checklist

My Patients list shows **admitted patients you are following** and appear automatically when you're assigned to their treatment team as the **admitting, attending, consulting or primary care physician (to see only your consults, select the My Consults List). Shared Patient lists** can be created by selecting **Edit List ↓ Properties ↓ Advanced** tab. In **User** field, enter names of those you want to share you list with and assign an **Access Level.**

In the **Available Lists** section, **drag and drop system lists or group lists (e.g., Provider Teams, New Physician Consults by hospital) to My Lists header** or save **as Favorite** (right click).

Manage your treatment team assignments by right clicking on the patient and selecting **Assign Me, Assign Team**, or Send to a Shared List or add yourself or your team to the Treatment Team.

FUTURE OUTPATIENT ORDERS NAVIGATOR

The **Future Outpatient** navigator in the Orders Activity allows providers to place outpatient orders, such as DME, lab orders, specialty referrals **in advance of a patient's discharge**.

If a patient is being discharged, the **Discharge Navigator** should be used to place orders, complete medication reconciliation and place the discharge orders.

BLOOD ORDERING

The Blood Bank application, Wellsky, utilizes electronic cross **matching** which **takes minutes,** eliminating the need for a type and cross order or hold units prior to surgery.

There are **separate order sets** for blood ordered for administration in the **ED or inpatient unit** vs. blood ordered for a **surgical procedure or ordered intraoperatively** (the latter intentionally omits transfuse orders). Order surgical blood alongside your pre-op order sets if blood is indicated.

The **Massive Transfusion Protocol panel** should only be used when a large amount of blood is needed STAT as it includes uncross matched product and MTP orders.

For ED or inpatient blood orders, the provider can enter both **prepare (for blood bank)** and **transfuse orders (for nurse)**. If the patient hasn't had a **type and screen in the last 72 hours, the order will be preselected**.

Once the orders have been signed, you **CANNOT cancel or modify** the Prepare order from the Orders Activity. You will need to call the Blood Bank directly.

CHARGE CAPTURE

When an employed provider signs one of the following note types: **H&P; progress, procedure, consult, L&D or discharge**, they will receive a **pop-up to select their charge**.

To **capture other professional charges**, providers can use **Charges activity**.

Manual charge entry should only be used for charges that are **NOT note-based** to avoid duplicate charges.

To identify missing charges, providers can use **"Prof Charges" column in Patient lists** to see whether a charge has been dropped for the patient that day. **PB Provider Dashboard** includes a section that shows any missing charges for inpatient notes over the past week.

SEPSIS

The sepsis our practice advisories (OPA) use the MLH specific criteria to analyze certain patient data and give an alert when the score is suggestive of sepsis.

All clinicians have access to do the following:

- Opening the Sepsis Navigator
- Completing the Sepsis Documentation if sepsis is suspected
- Initiate the Sepsis Order Set
- Begin Sepsis Retrospective time Zero

Follow the prompts provided by the OPA when it triggers and review the sepsis tip sheet for more information on the Learning Home Dashboard.

MEDICATION RECONCILIATION FOR SURGEONS AND PROCEDURALISTS

Medication reconciliation is **required to be completed** by **surgeon or proceduralist** after all surgeries and procedures.

Post-Op Transfer Reconciliation Workflow

<u>Reconcile Medications for Post-Op Transfer</u>

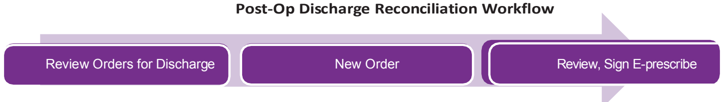
Within **Postprocedure --> Floor** navigator, open **Post-Proc Orders** section.

Follow sections on top (review current orders --> reconcile medications --> new orders) to complete reconciliation process.

If appropriate, select **Continue Unselected** to continue all meds/orders with one click.

Orders continued will remain **<u>attributed to original ordering provider</u>**. After completing reconciliation, **Sign** orders so they are **resumed and/or initiated by receiving unit.**

Post-Op Discharge Reconciliation Workflow



<u>Reconcile Medications for Post-Op Discharge</u>

Within **Postprocedure --> Discharge navigator**, open Discharge Order section.

Follow sections on top (reconcile meds for discharge --> order sets) to complete reconciliation process.

If appropriate, select green arrow to continue all meds with one click.

Inpatient medications will automatically discontinue at discharge. Enter additional orders in **Order Sets** section and **Sign**.

DETERIORATION INDEX

Epic's Deterioration Index (DI) will be used to detect signs of clinical decline in adults. The **DI score, DI Score Change and Time since DI Score Reviewed** can be reviewed from columns in the **Patient List and in the Risk Assessment Report in the Summary Tab** and trended over time.

SURGERY CASE REQUEST AND PRE-OP ORDERS

Employed surgeons

Case requests and PAT/Preop orders: **Required to enter electronically into Epic**

Private surgeons

Case Entry: **Enter through EpicCare Link or Epic Hyperspace**

PAT/Preop orders: **Enter** orders **electronically into Epic** via remote access, faxing is no longer available.

HANDOFF TOOL

Can be accessed in patient list to communicate plan of care when it is transitioned.

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