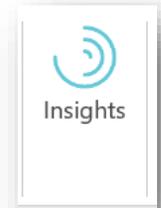




Trending in IT

For Everyone

Microsoft Insights – What Does it Say About You?



A new feature in your **Outlook** toolbar is the **Insights** button. **Insights** is a smart tool to help you stay on top of tasks, focus your attention where it is needed and improve your overall work-life balance.

How does it work?

Insights works in **Outlook** and gathers information on how you organize your work and provides you with tips on improvements to get better organized. The information is only available to you – no administrator or manager can see these insights. They are computed, as needed, and only begin processing data for you after you open it.

Insights can offer you tips on all of these and more:

1. [Prepare for your meetings](#): Prepare for and hold more effective meetings.
2. [Track email and document open rates](#): Track percentages of opens and click rates for emails that you've sent.
3. [View outstanding tasks](#): Make sure you don't forget tasks you've agreed to by seeing reminders.
4. [Book time to focus](#): Protect your calendar by reserving focus time before it gets filled with meetings.
5. [Check quiet hours impact](#): Help you achieve work-life balance by reviewing the impact of sending email outside of working hours.

Click [here](#) for more information on Microsoft Insights.

Launch Alerts

For HMWB Providers and Pharmacy Staff in Select Clinics

Specialty Pharmacy and Meds to Beds Coming to HMWB

On Monday, Oct. 5, our systemwide launch of the new specialty pharmacy will become available for HMWB in these clinics: Oncology Hematology, Cancer Center, OB/GYN, Infusion Center and Interventional Radiology. This new service allows us to fill specialty medication prescriptions for our patients, instead of them needing to use a non-HM pharmacy. This enhances our ability to provide seamless care for our patients.

On Monday, Oct. 12, HMWB will launch a new service – Meds to Beds – that will dispense and deliver discharge prescriptions to the patient's bedside. This provides a convenient choice for our patients, so they don't need to go to a pharmacy to get the medications they'll need at home and ensures they have the medications that were prescribed before they leave the hospital. Another example of seamless care for our patients.

For more information, visit it.houstonmethodist.org/specialtypharmacy.

For HMTW Nurses, PCAs, EMTs, ED Techs and Lab Staff

HMTW Specimen Scanning Launch – Tuesday, Oct. 6

Complete Training by Friday, Oct. 2

Specimen scanning launches at HMTW on **Tuesday, Oct. 6**. This new tool reduces the risk of specimen labeling errors, improving patient safety. Increased accuracy helps reduce lab processing turnaround times, so providers can make patient care decisions sooner than previously possible.

If you are part of the HMTW launch, required online training has been assigned to you in LMS, or you can search for **Epic Lab Specimen Collection & Barcode Scanning for Inpatient Nursing Staff**, course #1582031. Please complete this training by this **Friday, Oct. 2**.

For questions or more information, contact your unit's super users or visit <http://it.houstonmethodist.org/specimenscanning>.

For All Lab Staff, Providers and Nurses

Ensure Safe Blood Products Transfusions with Enhanced Procedures

Effective Monday, Oct. 12

On **Monday, Oct. 12**, enhanced blood product transfusion procedures go into effect, improving patient safety and impacting all lab staff, providers and nurses. To streamline our patient care process, lab staff must update patients' medical history to meet these requirements and contact nurses, as needed. Providers are also encouraged to proactively review patients' histories and order blood type and screens, as needed.

Training

- Lab staff: Complete this online training: **Lab LMS for 2nd ABO–Epic ABO and Rh Confirmation Training (course #1582155) by Oct. 12**.
- Providers and nurses: Review [this tip sheet](#).

Physicians

- ABO confirmation is automatically generated with **Type and Screen** order.
- Order goes to **Sign and Hold** phase of care.
- Order will be released by lab personnel if needed, or it will be cancelled automatically at discharge if not needed.

Laboratory

- Check for historical type when you receive a **Prepare Order**. Release **Confirmation** order if needed and notify nursing.

Nursing

- Collect and label specimen appropriately and send to the lab as soon as possible.

For All Microsoft Office 2013 Users

Systemwide Upgrade to MS Office Pro Plus

All computers systemwide will be updated to **Microsoft Office Pro Plus** through **Oct. 16**. To date, nearly 4,000 computers have been upgraded. If your computer is impacted, you'll receive an email before the change with instructions.

For All Physical Therapists, Occupational Therapists and Speech Language Pathologists Rover Pilot Successfully Launches for PT/OT/SLP

Next Launch: Monday, Nov. 2

Rover, a simplified version of Epic on a smartphone, successfully launched for a pilot group of super users earlier this week. The systemwide Rover launch for all PT/OT/SLP (except HMSL) is **Monday, Nov. 2**. Rover allows you to perform several functions on the go, including flowsheet documentation, LDA, bar-coded medication administration and wound care photos.

If this impacts you, required training has been assigned to you in LMS, or you can search for **Rover Virtual Training for Therapy Staff** - course #1585007. Be sure to complete this training by **Thursday, Oct. 29**.

For more information, visit it.houstonmethodist.org/rover.

Epic Updates & Changes

For All Inpatient Nursing (Except HMSL)

IV Fluid Intake Doesn't Automatically Document in Epic

Effective Now

IV fluid intake is not automatically documented in Epic to ensure the suggested volume infused is confirmed and accurate. This does not apply to HMSL (see below).

To properly document IV Fluid intake from the **Flowsheet** activity:

1. In the correct **Time** column, click the **calculator** in the **medication volume** row to view the suggested infused volume.
2. Modify or accept the suggested infused volume.
 - o Click the [I&O tip sheet](#) for more details on documenting intake and output.

The screenshot shows the Epic Flowsheets interface with a 'Volume Calculator' window open. The calculator window title is 'Volume Calculator' and it displays 'Document volume at 1727 on 09/04/20' for 'dextrose 5%-0.9% sodium chloride infusion' starting at 09/04/20 1633. The calculator shows a table of infusion data:

Time	Rate	Volume
09/04/20 1633 - 1649	100 mL/hr	26.67 mL
1649 - 1709	0 mL/hr	0 mL
1709 - 1727	100 mL/hr	30 mL

Below the table, the calculator shows 'Total volume ≈ 56.67 mL' with a red circle labeled '2' around it. At the bottom of the calculator are 'Accept' and 'Cancel' buttons. In the background flowsheet, a red circle labeled '1' highlights the calculator icon in the 'Volume (mL)' row of the medication volume section.

For HMSL Inpatient Nursing Only

IV Fluid Will Automatically Document in Epic with IV Pump Integration. Validate Using Pump Rate Verify

For HMSL inpatient nursing only, IV fluid intake will automatically document in Epic when you use **Pump Rate Verify**, but you still need to confirm infusion volumes are correct. Click the [IV Pump Interoperability - Documenting Fluid and Medication Boluses](#) tip sheet for more information.

For All Cardiologists

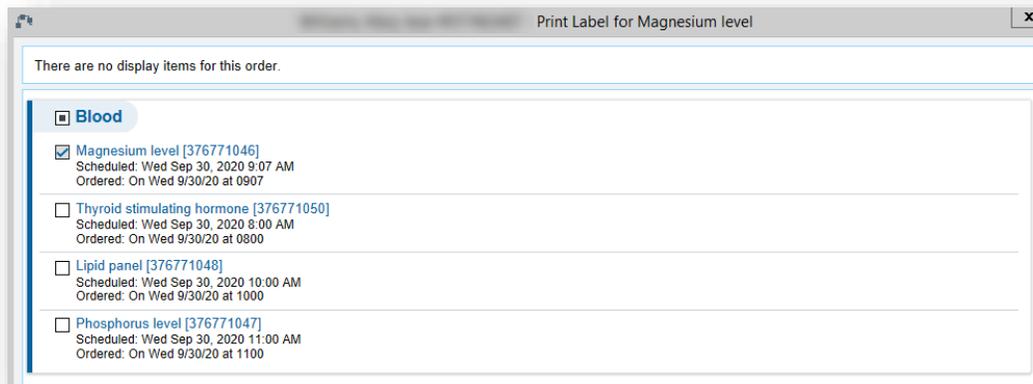
Receive In Basket Result of Invasive/Non-Invasive Procedure Reports Effective Now

Starting today, if you are your patient's ordering and finalizing physician, you will now receive an **In Basket** result of their invasive/non-invasive procedure reports. This new enhancement allows you to send these patients a personalized message about their results to their **MyChart** accounts. If you do not want to send your patient a message, click **Reviewed** to remove the report from your **In Basket**.

For All Inpatient Nurses

New Time Frame Limitation for Lab Specimen Collection Tasks Effective Monday, Oct. 5

To promote patient safety and support nursing staff in identifying labs that are currently due for collection, the **Print Label and Collect** tasks will only display labs scheduled two hours ahead and four hours in the past. Tasks needing completion outside of this time frame may require you to navigate to the previous shift to complete the task.



Planned Downtimes and Maintenance

LMS	<p>Saturday, Oct. 3, 11 p.m. – Sunday, Oct. 4, 6 a.m.</p> <p>LMS will not be available due to maintenance.</p>
QSight	<p>Tuesday, Oct. 6, 10 p.m. – midnight</p> <p>You may experience intermittent or no access. Follow your department's standard downtime procedures.</p>

LaborWorkx

Thursday, Oct. 15, 11:55 p.m. – Friday, Oct. 16, 5 a.m.

LaborWorkx will be unavailable during this time period. Be sure to print any required work/schedule-related items before the downtime. If you have any problems, contact LaborWorkx Support at 832-667-5959 or LaborWorkx@HoustonMethodist.org or the IT Help Desk.

Note: Badge Readers will be available during this time but Quick Badge will not.

Reminders

You can see previous issues of *IT Matters* and more at it.houstonmethodist.org.

For Everyone

Flu Campaign – Track Your Vaccine in Employee Health Portal

For Everyone

Two-Factor Authentication Very Important

You Wouldn't Leave Your Front Door Unlocked, Why Leave Your Personal Information Vulnerable?

For Everyone

Scholars Researchers Profile and Collaboration Tool

For Everyone

Create the Effect of Dual Monitors on Your PC

For Everyone

Patient Meal Ordering in MyChart Continues Rollout

For All Epic Users

New Feature Alert – Epic Learning Home

For All Inpatient Nurses

Dysphagia BPA Pop Ups Modified

For Inpatient Nurses

New Care Plan BPAs

For All Inpatient Users and OB

New Tile Shows Patients on CareSense Pathway

Effective Today

For All Providers

Updated Dx Codes

Starting Today

For HB and PB SlicerDicer Users

Combined SlicerDicer Data Model for Hospital Accounts

