IT MATTERS

Trending in IT

For Everyone
Tech Training Now Available
Microsoft Teams Champions and Tech Tuesdays

Are you using Microsoft Teams for more than just video meetings and instant messaging? If you answered no, then join us to explore the possibilities. Microsoft Teams is full of tools to improve collaboration and productivity. To help you better use this tool, we are partnering with Microsoft on two training initiatives.

If you are interested in learning more about Microsoft Teams, the **Teams Champions** program will launch on **Wednesday, Dec. 2 from noon to 1 p.m.** Champions will participate in monthly calls, learn Microsoft Teams tips and tricks and have early access to new features and a resource library. If you or someone on your team is interested in participating, click here to join the program.

We're also excited to introduce **Tech Tuesdays** – weekly, one-hour trainings on Microsoft products. These trainings will kick off in December with a focus on Microsoft Teams. Future topics may include **OneNote**, **OneDrive**, **SharePoin**t and other Microsoft apps. Sessions will be recorded.

Tech Tuesday Sessions – Click on the links below to join at the time of the meeting. Only attend the date that works best for you, content is the same. (Invites have been sent.)
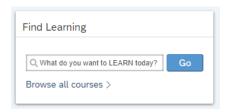1 – 2 p.m., Tuesday, Dec. 1
1 – 2 p.m., Tuesday, Dec. 8
1 – 2 p.m., Tuesday, Dec. 15

For Everyone
HM OnDemand eLearning at Your Fingertips

A library with over 100 free online courses is accessible in **LMS SuccessFactors**, through a partnership with **Open Sesame**. The free, on-demand courses range from five minutes to one hour in length, with new courses added regularly. Some class topics include communication, interpersonal skills, managing others, time management and much more.

Find Learning

🔍 What do you want to LEARN today?   **Go**

Browse all courses >

Log on to MARS and click the **LMS SuccessFactors** tile then click the **Learning** tile. Using the **Find Learning** box, click **Browse all courses** and filter the courses by the **Open Sesame** source. To enroll in a course, click the **Start Course** link.

For Everyone
Reminder: Teams Chats Delete After 30 Days
Effective Now

Microsoft Teams **personal (1:1 or group) chats** will now automatically and permanently delete once they are over 30 days old.

This change **does not** impact HM-designated team channels or any file sharing/meeting notes within those channels. To request a designated team channel, complete this request form.

For Everyone
Purchase Your TytoHome Through Your FSA account

With a TytoHome device your health care providers can remotely examine, diagnose and treat many common conditions, including ear infections, flu, upper respiratory infections, sinus infections, pink eye, rashes, bug bites, wounds, sore throat and more. These devices are available for purchase and are FSA-eligible. Through Wednesday, Nov. 25, you can use promo code **HMTYTO20** to get $50 off your purchase.

SPECIAL OFFER: Get $50 off* your purchase of a TytoCare exam kit with promo code **HMTYTO20**.

Offer expires November 25, 2020.

HM urgent care providers are already using TytoHome and there are plans to expand the usage of this device within our SPG/PCG in 2021.

Click here to learn more.

Launch Alert

For All Tele-Neurology Providers, Nurses and Staff
Caregility Telestroke Carts Launch

Caregility Carts successfully launched earlier this week at HMB, HMCL, HMSL, HMTW, HMW and HMWB, replacing Vidyo Telestroke Carts. The new carts have better technology, enhancing remote stroke consults and treatment. iPads were also replaced and updated with the new Caregility platform, improving telehealth services and aligning with other inpatient services.

For more information on Caregility Carts, go to the Telestroke section of the Inpatient Virtual Care page.

For HMCL Nurses, PCAs, Techs and Respiratory Therapists
HMCL Specimen Scanning Launching on Tuesday, Dec. 8
Complete Required Training by Friday, Dec. 4

Specimen Scanning launches at HMCL on **Tuesday, Dec. 8** for nurses, PCAs and techs in acute care, ICU, ED, CBC, cath lab, endoscopy, perioperative services, infusion center, dialysis and for all respiratory therapists.

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.

Required training deadline – Friday, Dec. 4.
- Required online training has been assigned to impacted nurses, PCAs, techs and respiratory therapists. Please complete this LMS training by **Friday, Dec. 4**.

Road shows
- Road shows featuring a live demonstration will take place daily **Monday through Friday, Nov. 30 to Dec. 4**, in all departments.

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

Epic Updates and Changes

For All SPG/PCG Providers
Use New SmartSet for Quicker Lung Cancer Screenings

There is a new outpatient **Lung Cancer Screening** order entry process, providing quicker lung cancer screenings. The new **HM IMG CT Lung Cancer Screening SmartSet** replaces the systemwide paper order and will also pre-populate **Diagnoses** and **Reason for Exam**. To access, use Epic's **SmartSet** order entry workflow.

For more information, review the tip sheet.

For All SPG/PCG Providers, Nurses, MAs and Other Clinical Roles
View Patient's eCheck-In Status on Multi-Provider Schedule

You can now view a patient's eCheck-in status on the **Multi-Provider Schedule** (**MPS**) without leaving your workflow to look at the **Department Appointment Report** (**DAR**). This gives you more flexibility accessing a patient's eCheck-in progress to see what clinical steps have been completed.

For instructions on this new feature, review the tip sheet.

For Epic Users Needing Gatekeeper and Template Build Access
Epic CAD200 LMS Course – Last Chance

Self-registration is now available in LMS if you need to take **CAD200 Provider and Resource Template Build Course #2483961**. The last available course for this calendar year will be from 9 a.m. to 3 p.m. on Wednesday, Dec. 9.

For All Nursing and Pharmacy
New Medication Orders in Pyxis
Effective Tuesday, Dec. 1

Epic will only send new medication orders to **Pyxis** for medications that are in the **Pyxis** inventory on the patient's nursing unit.
- Orders on the patient's **Pyxis** profile will not display if the medication is not stored in the cabinet.
- Medications on the **Pyxis** screen that are grayed out indicate that the drug needs to be refilled by pharmacy or is in a failed pocket.
- Orders already on **Pyxis** before this change will remain on **Pyxis** until they are discontinued, or the patient is discharged.

As always, the Epic MAR is your guide to where medications are coming from.

For All ED Providers
Restraints Activity Documentation

As required by the DNV, in the event of a restraint for violent/self-destructive behavior, document in Epic under the **Restraints** activity and complete the **Face to Face assessment**.

Click here for the tip sheet.

Planned Downtimes and Maintenance

MARS	Saturday, Nov. 21, 6 – 10 p.m.
	To prepare, complete any transactions prior to the downtime.

LMS	Saturday, Nov. 21, 10 p.m. – Sunday, Nov. 22, 5 a.m. LMS will not be available due to maintenance.
QSight	Tuesday, Nov. 24, 10 p.m. – midnight You may experience intermittent or no access. Follow your department's standard downtime procedures.

Reminders

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

For Everyone
Security Alert: Update Your Apple Devices – Multiple Patches Released

For Everyone
Plan Your Career Through My Development Plan

For Imaging Departments and Clinics using lifeIMAGE
New, Improved Image Viewer for External Imaging Studies

All Outpatient Providers and Clinical Staff
SOGI SmartForm Updated

For All Providers and Nurses
Insert Foley Catheter Order Updated

For All Providers and Staff using FHIR Patient Education
Enhancements to FHIR Patient Education

For Inpatient Nursing
Comprehensive Flowsheets Only Show Actual Documentation

For Front Desk, Scheduling and Registration Staff
Patients with Both Medicare and Medicaid Coverage Issued New Directives

For All Inpatient Nurses and Unit Secretaries
New Visual Indicator for Accommodation Codes

For All Inpatient Nurses
Change to Wording in Oral Care Plan

For Inpatient Nursing Units, Imaging Staff and All Transport Employees
Patient Transport Enhancement

For All Respiratory Therapy Locations
Additional Flowsheet Documentation in Respiratory Navigator

For Everyone
Phishing Drills are Making a Difference