



Trending in IT

For All Epic Users

Next Epic Update – Feb. 21

Update Companions Available – Jan. 29

The next Epic Update is **Sunday, Feb. 21**, and includes new features and enhancements. **Starting Friday, Jan. 29**, you can review and acknowledge your **Update Companion** to find out how the update impacts your role.

Here's a highlight of some of the improvements coming your way.

- In **Chart Review**, you'll be able to add bookmarks and comments on outside encounters for a broader view of your patient's care
- Within **Secure Chat** it will be easier for you to quickly see if another clinical care team member is busy or unavailable.
- **The MAR** is getting a new look to help you document faster.
- Providers can use **Hey Epic!** to queue up outpatient orders for medications and procedures.

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

For Everyone

Join Us for Tech Tuesdays

Weekly sessions covering various Microsoft tools

Join our weekly **Tech Tuesdays** sessions and learn more about Microsoft products. Meeting invites from itinformationupdate@houstonmethodist.org were sent in December, or you can click the links below when it's time for the event or to listen to a prerecorded session from an earlier date.

All sessions are on **Tuesdays from 1 – 2 p.m.**

- [Jan. 12 – Microsoft Teams 200](#) (prerecorded)
- [Jan. 19 – Microsoft Forms and Microsoft Planner](#) (prerecorded)
- [Jan. 26 – Microsoft OneNote](#)
- [Feb. 2 – Microsoft OneNote](#)
- [Feb. 9 – Excel \(introductory level\)](#)
- [Feb. 16 – PowerPoint](#)
- [Feb. 23 – SharePoint](#)
- [March 2 – Teams 100 \(introductory level\)](#)
- [March 9 – Teams 200 \(advanced level\)](#)

For Everyone

Microsoft Teams Champions

Join our Monthly Sessions

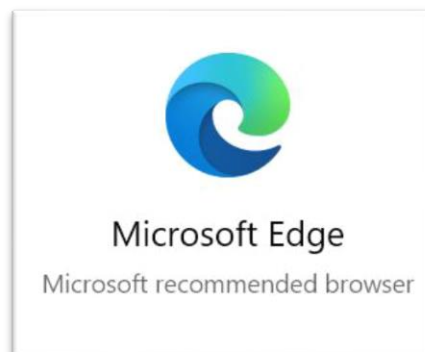
It's not too late to join the **Microsoft Teams Champions** group. These sessions take place the **first Wednesday of every month from noon to 1 p.m.** They focus solely on **Microsoft Teams** tips and tricks and give you early access to new features and a resource library. Share your interest with your

supervisor and complete [this form](#) to get your personal invitation to the group. The next session is on **Wednesday, Feb. 3** from noon to 1 p.m.

For Everyone Introducing Microsoft Edge

To enhance security and improve your experience, HM continues to deploy the new Microsoft Edge browser. Compared to other browsers, you may notice Microsoft Edge offers:

- Faster browsing
- Enhanced security and identity protection
- Easier to see your open tabs and organize your web searches



If it hasn't already happened, Microsoft Edge will automatically install and appear on your computer in the coming week. It will eventually replace Internet Explorer as the default browser. Try Edge when you see it installed so you can get familiar with it.

Security Matters

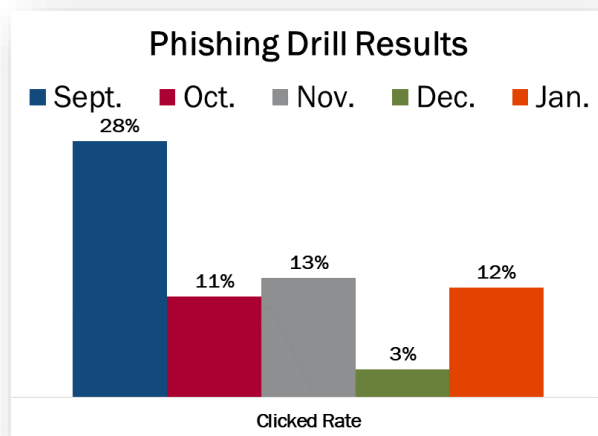
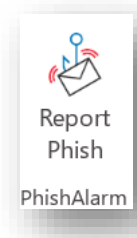
For Everyone Phishing Drill Results

Remember to Always Report Suspicious Emails

We recently conducted our fifth monthly phishing drill to help you spot a suspicious email attack and avoid clicking any potentially harmful links.

How are we doing?

While we have made some improvement since September recognizing phishing drill emails and avoiding clicking links in these emails, we can do better. See the results below.



Cyberattacks continue to threaten health care organizations. It's crucial that we all stay alert and vigilant.

Here's how to handle any suspicious email:

- Desktop/laptop (preferred method): Click **Report Phish – PhishAlarm** button on the Outlook toolbar.
- Mobile: Tap the three dots by the sender's name and tap the **Report Phish** icon.
- Webmail/Office 365: Select the email. In the preview pane, click the three dots. Scroll down and click **Report Phish**.

- Apps Center: The **Report Phish** button isn't available, so forward the email to spamspotting@houstonmethodist.org.

Launch Alerts

For HMW/HMCCH

HMW/HMCCH Specimen Scanning Launch Postponed

The Specimen Scanning launch, previously scheduled for HMW/HMCCH on Jan. 19, has been postponed for at least two weeks. As soon as we have an exact launch date, we'll let you know.

Required training

Required online training was assigned to impacted nurses, PCAs, ED techs, paramedics and respiratory therapists (**Epic Lab Specimen Collection & Barcode Scanning for Clinical Staff**, course #1582031). If you haven't yet completed training, please do so now.

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

For HMB

IT System Maintenance – Keep Your Devices Turned On

Tuesday, Jan. 26, 5 p.m. to Wednesday, Jan. 27, 4 a.m.

IT system maintenance will take place for HMB (except MOBs) on **Tuesday, Jan. 26, 5 p.m. to Wednesday, Jan. 27, 4 a.m.** Everyone will lose network connection to all business systems and medical devices **for about three minutes** during this timeframe, but devices should reconnect automatically. If your devices don't reconnect, please reboot.

This interruption includes systems and devices like Vocera badges, Zebra smartphones with Rover, pneumatic tubes, air conditioning, MRIs, CTs, laptops, WOWs, desktops, printers and more.

To prepare

- Keep your systems and devices turned on and online.
- Save your work often between 5 p.m. Tuesday and 4 a.m. Wednesday.

Epic Updates and Changes

For All Nursing Staff

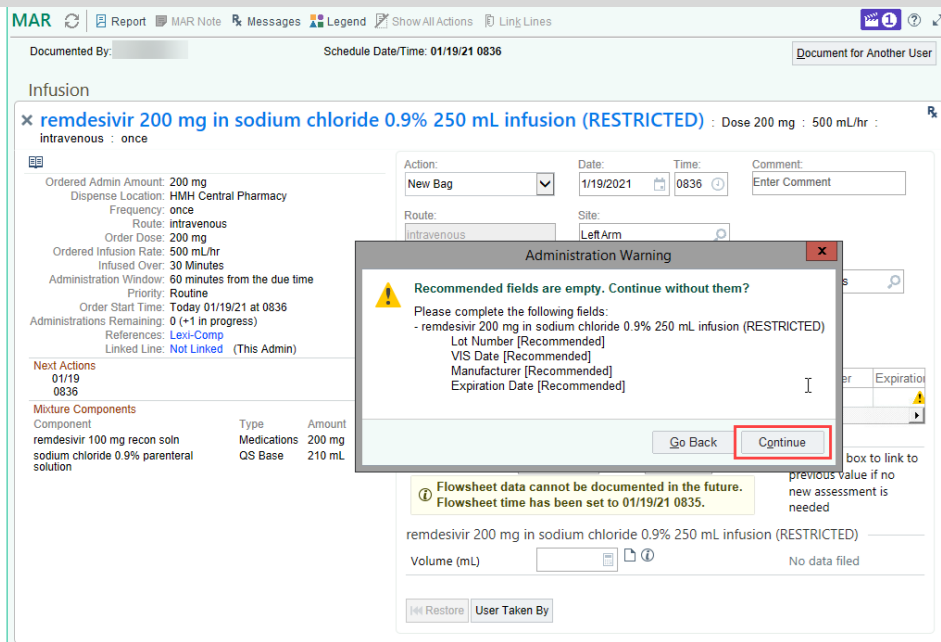
Documentation Change for COVID-19 EUA Infusion Orders

Effective Now

To comply with a government mandate, the MAR has a new section, **Immunization Information**, to document bamlanivimab and remdesivir orders. Texas law requires all hospitals using COVID-19 EUA infusion medications to send certain information to the **Texas Department of State Health Services Immunization Registry**.

At this time, you are **not** required to enter lot number, expiration date, VIS date or manufacturer information in the **Immunization Information** section. If you receive an **Administration Warning** during administration, select **Continue** to proceed with documentation.

Immunization Information:					
Lot Number	NDC	VIS Date	Product	Manufacturer	Expiration Date
⚠	0338-0049-02	⚠		⚠	⚠

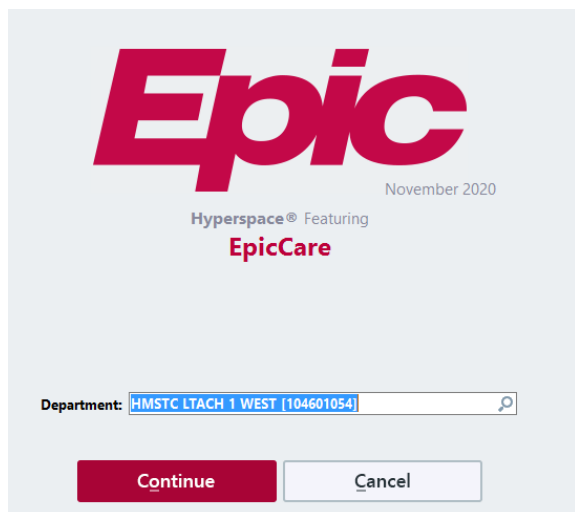


For HMCCH Epic Users
Department Name Change in Epic
Effective Monday, Jan. 25

On Monday, Jan. 25, department name updates in Epic will take place at Houston Methodist Continuing Care Hospital.

Old Department Name in Epic	New Department Name in Epic
HMSTC LTACH WEST SOUTH and HMSTCH LTACH WEST NORTH	HMSTC LTACH 2 SOUTH
HMSTC LTACH 1 st FL	HMSTC LTACH 1 WEST
HMSTC LTACH 2 EAST SO	HMSTC LTACH 2 EAST
HMSTC LTACH EAST	HMSTC LTACH 2 WEST ICU
HMSTC LTACH TOWER 1 FL	HMSTC LTACH 1 SOUTH

All inpatient nurses need to verify department name at login when they begin their shift.



If you access patients from **Patient Lists**, these names will also change. The former name will retire when patients are moved virtually to the new unit.

Old List

New List

Available Lists

- ▶ System Lists
- ▼ HMSTC
 - ▼ _Units
 - 🏠 LTACH 1ST FL
 - 🏠 LTACH 2 East South
 - 🏠 LTACH East
 - 🏠 LTACH Tower 1 FL
 - 🏠 LTACH West - North
 - 🏠 LTACH West - South

Available Lists

- ▶ System Lists
- ▼ HMSTC
 - ▼ _Units
 - 🏠 LTACH 1 South
 - 🏠 LTACH 1 West
 - 🏠 LTACH 2 East
 - 🏠 LTACH 2 South
 - 🏠 LTACH 2 West ICU

For clinicians who use the **Sign In** functionality, locate your patients in the new departments.

Sign In

Start: 0700 01/12/2021 Role: Registered Nurse

End: 1900 01/12/2021 8H 12H Service: —

Contact #: Phone Pager

Comment:

Departments Add department +

<input checked="" type="checkbox"/> HMSTC LTACH 1 WEST	9 Patients Selected	Deselect all	✕	⌵
<input checked="" type="checkbox"/> HMSTC LTACH 2 EAST	0 Patients Selected	Select all	✕	⌵
<input checked="" type="checkbox"/> HMSTC LTACH 2 WEST ICU	0 Patients Selected	Select all	✕	⌵
<input checked="" type="checkbox"/> HMSTC LTACH 1 SOUTH	0 Patients Selected	Select all	✕	⌵

For All Providers and Pharmacy
Review Discharge Prescriptions Sent to Mail Order Pharmacies
Effective Monday, Jan. 25

Mail order pharmacies may not be an option for certain discharge prescriptions because it may take several days to dispense and deliver the medication(s). To avoid medication delays after discharge, an Epic alert will notify providers if a mail order pharmacy is selected for certain acute discharge prescriptions.

Planned Downtimes and Maintenance

LaborWorkx	<p>Thursday, Jan. 21, 11:55 p.m. – Friday, Jan 22, 5 a.m.</p> <p>Be sure to print any required items before this maintenance begins. For questions, contact HR Hub at 832.667.6211 or HRHub@HoustonMethodist.org. Note: Badge Readers will be available, but not Quick Badge.</p>
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Network Maintenance (Systemwide)	<p>Thursday, Jan. 21, 9 p.m. – Friday, Jan. 22, 3 a.m.</p> <p>Epic, Lab, PACS, Pharmacy and internet: Be prepared for intermittent slowness and access issues, lasting up to five seconds. If you experience issues, including missing computer icons or shared drives, shut down your computer and restart. Save your work often before and during this maintenance.</p>
PolicyTech	<p>Thursday, Jan. 21, 8 a.m. – Friday, Jan. 22, 11:59 p.m.</p> <p>No edits or updates can be made to PolicyTech during this time frame. PolicyTech will be available in view only mode.</p>
OfficeExtend	<p>Thursday, Jan. 21, 7:30 p.m. – Friday, Jan. 22, 3 a.m.</p> <p>If you use OfficeExtend to access the HM network remotely, expect a five- to 10-minute downtime during this timeframe.</p>
LMS	<p>Saturday, Jan. 23, 10 p.m. – Sunday, Jan. 24, 5 a.m.</p> <p>LMS will not be available due to maintenance.</p>
QSight	<p>Tuesday, Jan. 26, 10 p.m. – midnight</p> <p>Be prepared for intermittent or no access. Follow your department's standard downtime procedures.</p>
Network Maintenance (HMH)	<p>Wednesday, Jan. 27, 9 p.m. – Thursday, Jan. 28, 4 a.m.</p> <p>HMH PACS and related imaging applications: Be prepared for intermittent slowness and access issues, lasting up to five seconds. If you experience issues, including missing computer icons or shared drives, shut down your computer and restart. Save your work often before and during this maintenance.</p>
ProVation MD	<p>Friday, Jan. 29, 9 – 11:59 p.m.</p> <p>To prepare, be sure to leave your workstations turned on and connected to the network.</p>

Reminders

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

For All Vocera Users

Vocera Badge Tip: Record Voice Reminders for Yourself and Others

For Everyone

Phishing Drills Continue in 2021

For All Providers

Automatic Default Setting When Viewing Notes

For All Epic Users

Department Name Required for Epic Login

