Feb. 21 Epic *Update Companion*

Inpatient Long-Term Care and SNF Staff

Updated: 1/25/21

On **Sunday, Feb. 21,** Epic will be updated with new features and enhancements to improve safety and quality of care, productivity and financial outcomes. This *Update Companion* contains details of the changes for your role. It is your sole training resource so be sure to review it carefully.

This *Update Companion* is prepared for the following job roles/functions:
- MDS Coordinators
- PPS Coordinators
- LTC/SNF Nurse
- LTC/SNF Therapists
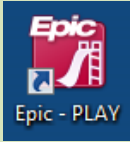- LTC/SNF PCA
- LTC/SNF Unit Secretary

Top Changes for Inpatient Long-Term Care and SNF Staff:

1. [Update a Leave of Absence](#)

2. [Filter Devices in the Data Validate Activity](#)

3. [The Event Log Gets a Boost](#)

If you need help with Epic, be sure to visit our library of tip sheets in the Epic Learning Home. Simply press F1 on your keyboard while logged in to Epic.

Guided Playground Practice
Exercises to help you prepare for the coming changes.

After reviewing this document, use it as a guide to see the new features for yourself in the Epic Playground. Playground practice helps you prepare for the update so you can stay focused on patient care.

Log into the Playground as the appropriate user listed below, the password is **train.**
Keep the defaulted login **Department**. On the **Patient List** activity, use the **Search All Admitted Patients** field to search for and use the patient listed by your role/login below.

Role	Login ID	Patient Name
• MDS Coordinator	mds00	Donald
• PPS Coordinator	Ppscoord00	Quinn
• Nurse	iprn00	Ellie
• Physical Therapist	pt00	Danielle
• Occupational Therapist	ot00	Danielle
• Speech Language Pathologist	slp00	Danielle
• PCA	pca00	Grace
• US	us00	Grace

Key workflows for you to practice include:
- **Log into HMH SNF and use the patient first name listed above for your role.**
- **PPS Coordinators Storyboard Displays Team Conference and IRF-PAI Columns.**
    1. Open Quinn's chart and view the **Team Conference** and **IRF-PAI** columns in storyboard.
    2. Hover to discover more information about the **IRF-PAI** assessment or **Team Conference.**
    3. Click the column in storyboard to open and complete documentation of the **IRF-PAI** assessment or **Team Conference.**
- **In the Storyboard use Chart Search to see the most recent lab results faster.**
    1. Open Quinn's chart.
    2. In the storyboard click into **Chart Search** and search for cbc and press enter.
    3. A Spotlight card shows a summary of the most recent lab results and components.

Patient Movement
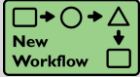
### Update a Leave of Absence

Key Benefits:
- Improved Workflow

Description:
Easily update a patient's leave of absence information by selecting the **LOA Update** button.

How to:
1. From the **Unit Manager** Activity, highlight your patient and select the **More** button.
2. Select the **LOA Update** button to open the **LOA Update** window and update the absence information.

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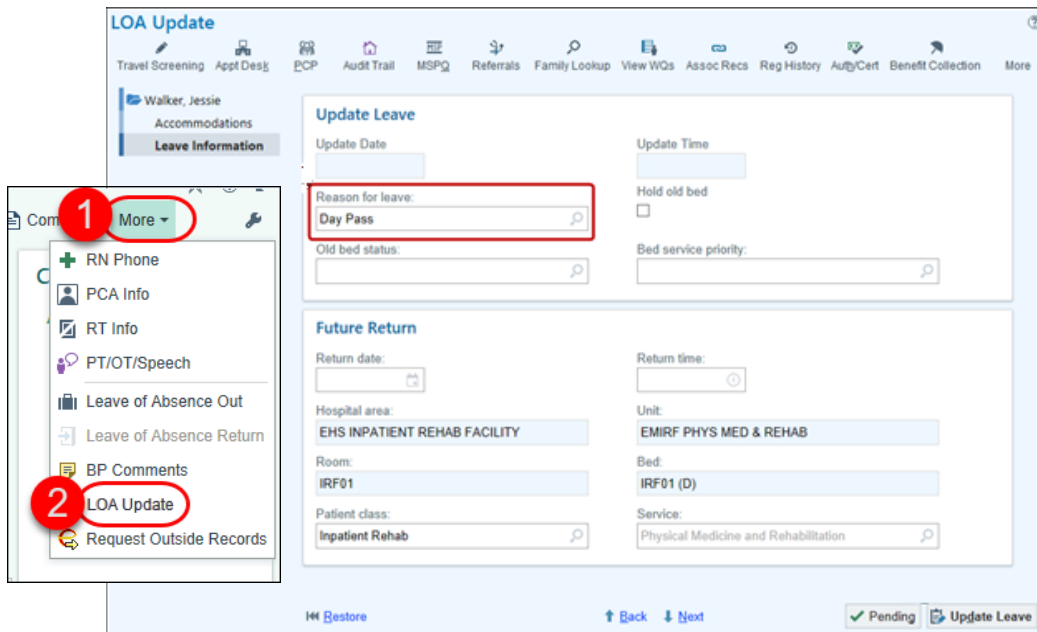
Assessments

 ### See When a Resident's PPS Schedule Changes because of a Coverage Change

Key Benefits:
- Financial Benefit

Description:
To improve the accuracy of PPS assessment suggestions, you will see a notification when a resident has a change in coverage and level of care that affects the schedule of their PPS assessments.

How to:
1. When you open the chart of a resident who had a change in coverage and level of care, a notice will appear at the top of the MDS tracking report.
2. Click on the name of the resident's coverage to see more information about the change.
3. Click on the suggested PPS assessment to create a new one.
    a. After completing the suggested PPS assessment, the notice will disappear.
    b. If you had decided not to create the suggested PPS assessment, the notice will remain for 14 day and then disappear.
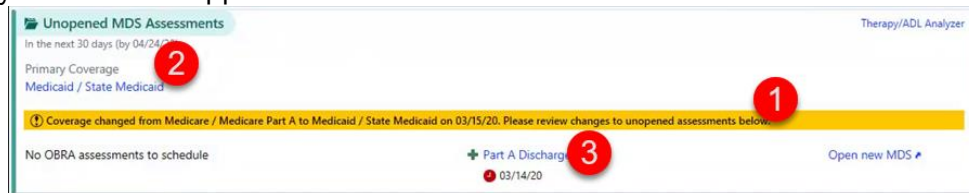

 ### Review Earlier Information in Time-Ranged Reports in the Summary

Key Benefits:
- Improved Workflow

Description:
In time-ranged reports in the **Summary** activity, you can now select start dates going back up to seven days before the start of a resident's stay. Previously, if a resident had been discharged and readmitted, you could only see up to seven days before the start of their most recent admission.
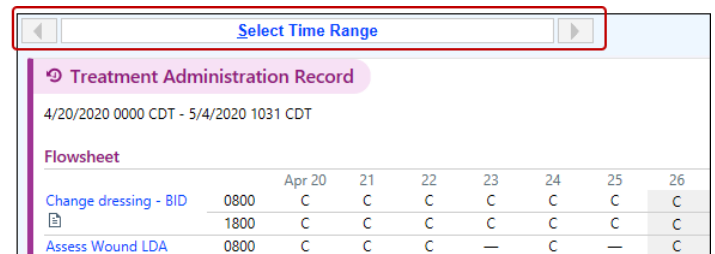
LDA (Lines, Drains, Airways)

Line Linking Gets a New Look
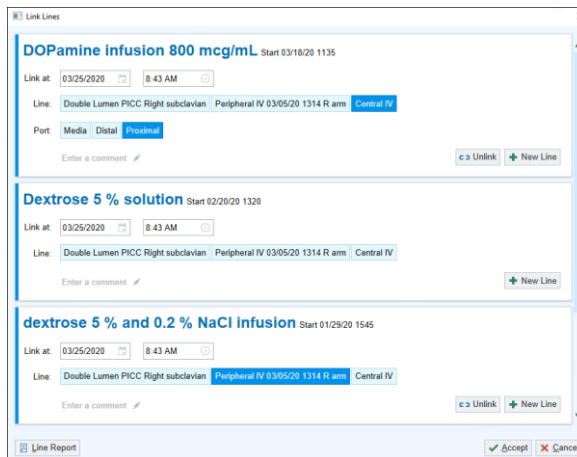
Key Benefits:
- More Efficient

Description:
The **Link Lines** window has a new, simplified look that displays linking one or multiple lines to an order on a single window.

How to:
Add or remove lines for an order using new buttons within each order.

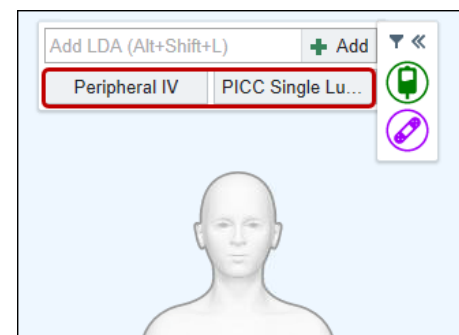### Add Commonly Used LDAs to the Avatar with Quick Buttons

Key Benefits:
- Time Saver

Description:
Quick buttons display the two most commonly added LDAs in your department.

How to:
Click one of the quick buttons to create a new LDA of that type.

New
Feature

Document LDA Information for Another Staff Member
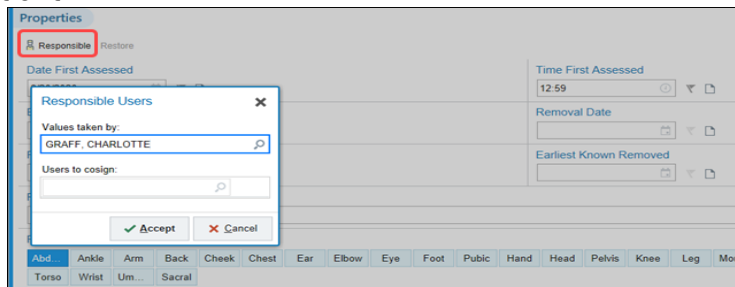
Key Benefits:
- Improved Workflow

Description:
Nurses can use the **Responsible** button in the LDA Avatar to indicate that they documented LDA information on behalf of another nurse.

How to:
Click the **Responsible** button in the LDA Avatar to document the staff member who placed, assessed or removed the LDA for a patient.

Flowsheets

New
Feature

Filter Devices in the Data Validate Activity
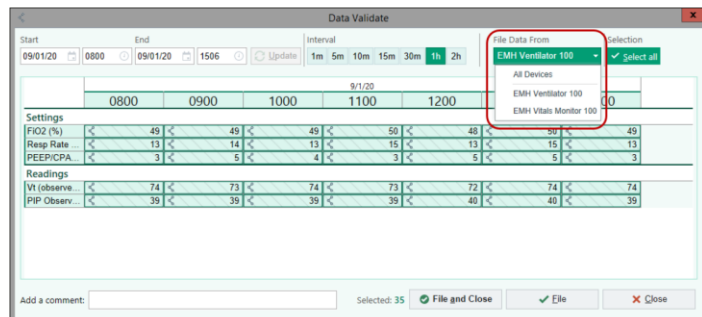
Key Benefits:
- Improved Workflow

Description:
You can now filter information in the **Data Validate** activity to focus on data from a single device. This helps when multiple devices show unvalidated data at the same time in the **Data Validate** activity.

How to:
Select a device from the drop-down menu in the **File Data From** field to show data from that device only.

Secure Chat

| New Feature	Set Favorites in Hyperspace Secure Chat

Key Benefits:
- Improved Communication

Description:
You can now manage your favorite contacts in **Secure Chat** from a workstation. Previously, this functionality was only available on mobile devices.

How to:
Use the **Star icon** to add or remove individual recipients or groups as favorites in **Secure Chat** on a workstation.
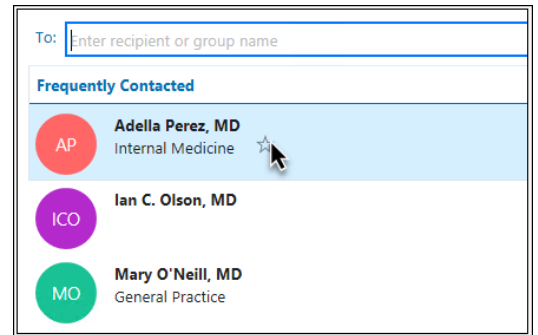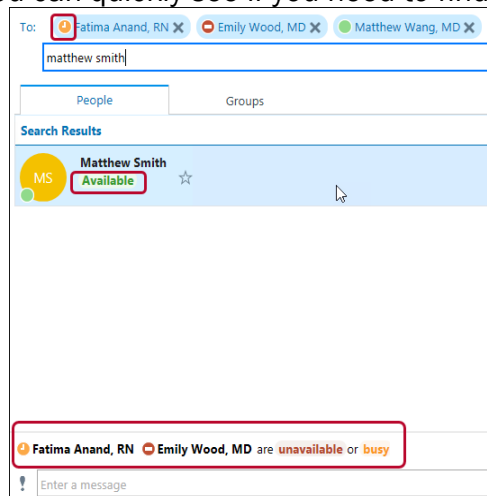

New Look	See More Clearly Whether a Colleague Is Available

Key Benefits:
- Easily Visible in Secure Chat

Description:
The availability status in Secure Chat is easier to recognize on workstations and mobile devices. If someone is busy or unavailable, you can quickly see if you need to find someone else to contact.

New Feature ✦

Automatic Secure Chat Availability Updates
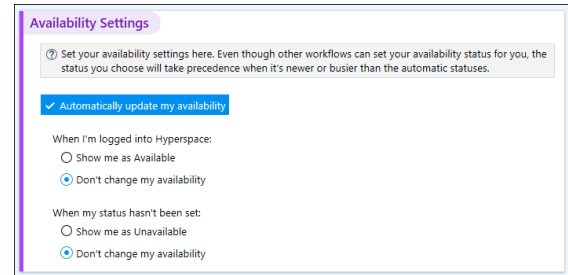
Key Benefits:

- Time Saver

Description:

System actions that you take in your everyday workflows, like logging in or out of Epic on your workstation, will automatically change your availability status in **Secure Chat**.

How to:

Use the **Availability Settings** in **Secure Chat** on a workstation to change how your status is updated.

Availability Settings

Set your availability settings here. Even though other workflows can set your availability status for you, the status you choose will take precedence when it's newer or busier than the automatic statuses.

✓ Automatically update my availability

When I'm logged into Hyperspace:
○ Show me as Available
● Don't change my availability

When my status hasn't been set:
○ Show me as Unavailable
● Don't change my availability

Care Teams

New Look 🔍

Find and Communicate with Care Team Members More Easily
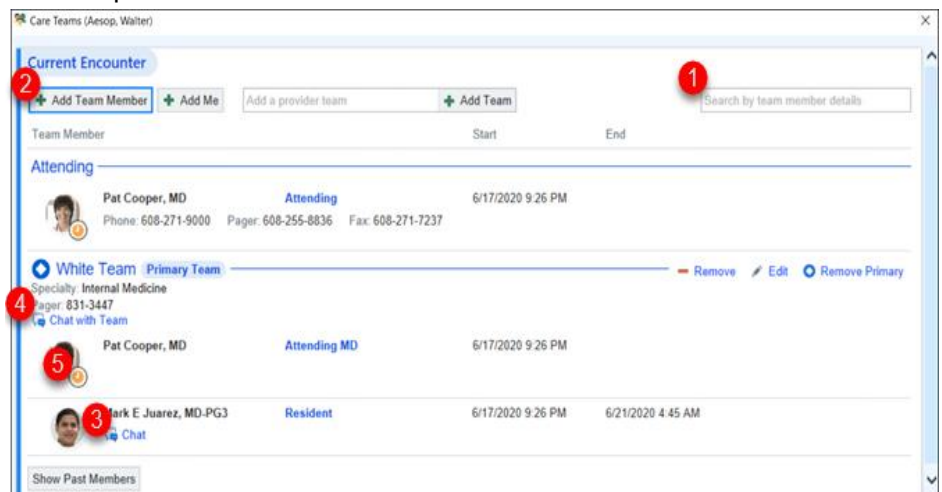
Key Benefits:

- More Efficient

Description:

The **Care Teams** window (previously **Treatment Teams**) in **Patient Lists** has been reorganized, condensed and revamped with features that make it easier to view, edit and communicate with patients' care teams.

How to:

To open the **Care Teams** window, right click a patient's name from **Patient Lists.**

1. Use the Search field to search for team members.
2. Use the **Add Team Members** button to add any type of team member.
3. Click **Chat** to send a Secure Chat message to an individual team member.
4. Click **Chat with Team** to send a Secure Chat message to a provider team.
5. Use the Secure Chat icon to see a provider's current Secure Chat availability.

Care Teams (Aesop, Walter)

Current Encounter

② ➕ Add Team Member ➕ Add Me Add a provider team ➕ Add Team   ① Search by team member details

Team Member   Start   End

Attending
    Pat Cooper, MD   **Attending**   6/17/2020 9:26 PM
    Phone: 608-271-9000   Pager: 608-255-8836   Fax: 608-271-7237

○ White Team Primary Team   — Remove ✏ Edit ○ Remove Primary
Specialty: Internal Medicine
Pager: 831-3447
④ 📱 Chat with Team
    Pat Cooper, MD   **Attending MD**   6/17/2020 9:26 PM
⑤
    Mark E Juarez, MD-PG3   **Resident**   6/17/2020 9:26 PM   6/21/2020 4:45 AM
③ 📱 Chat

Show Past Members

Brain

 See and Filter Tasks and Medications on the Brain
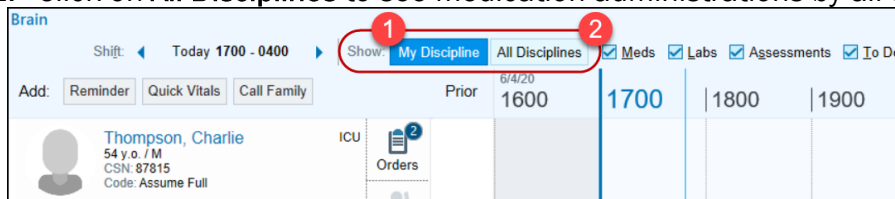
Key Benefits:
- Improved Communication
- Improved Workflow

Description:
Use the **My Discipline** and **All Disciplines** buttons to choose which tasks and medication administrations you want to see on the Brain.

How to:
1. Click on **My Discipline** to only see medication administrations for you.
2. Click on **All Disciplines** to see medication administrations by all disciplines.

 It's Easier to View Different Shifts in the Brain
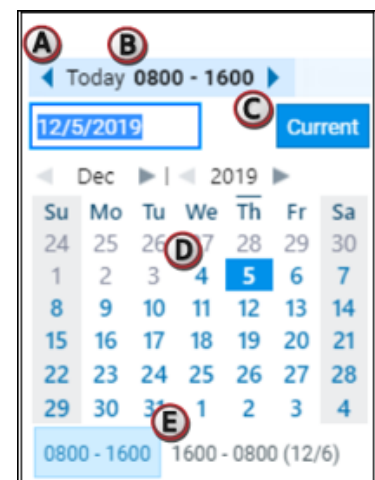
Key Benefits:
- Time Saver

Description:
View different shits more easily in the **Brain**.

How to:
A. Use the arrows to view past or future shifts.
B. Click the day and time span to make the calendar appear.
C. Click to see your current shift.
D. Click a day on the calendar to quickly switch the date.
E. Click to switch between the shifts you're viewing for the selected day.

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New Icon for Dispensed/Pended or Incomplete Medications in the Brain

New Feature

Key Benefits:
- Time Saver
- New workflow

Description:
In the Brain, a new icon with a mortar, pestle and hourglass appears if all medications for that hour have a status of dispensed/pended or incomplete.

How to:
1. Clicking the icon opens a click bubble showing more information about each medication's status.
2. A smaller version of the icon appears next to each pending/dispensed or incomplete medication.
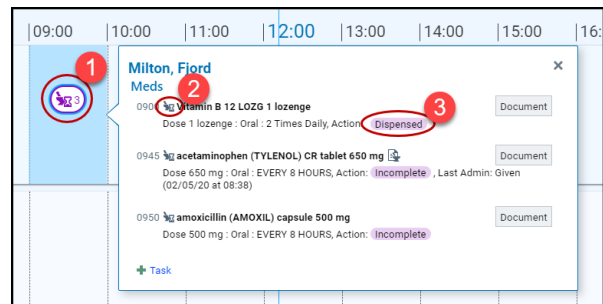3. A text highlighted in purple indicates the medication's status.

Chart Review

Bookmark Outside Encounters in Chart Review

*New Feature*

Key Benefits:
- More efficient
- Improved communication

Description:
Reviewing encounters from outside sources can give you a broader view of the patient's care and fill in gaps you might otherwise be unaware of. Now, you can bookmark and add comments to outside encounters to easily reference later on the **Bookmarks** tab, alongside any other bookmarked data from the chart.

How to:
1. Click the **Bookmarks** icon.
2. Add a comment about an outside encounter and revisit the information later on the **Bookmarks** tab.
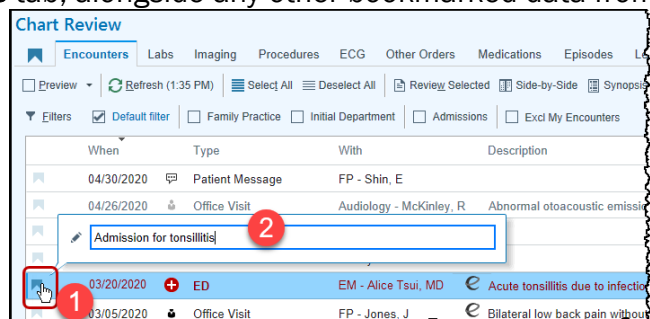
Unit Manager
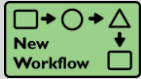
Select the Columns to Print in the Unit Manager
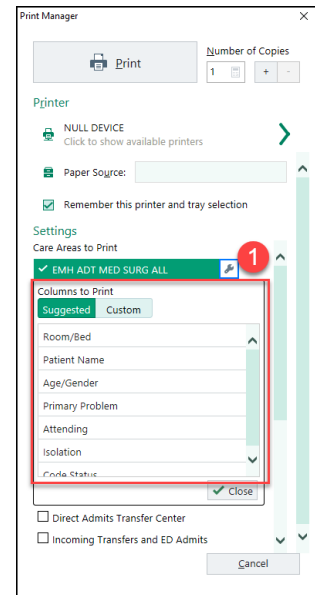
Key Benefits:
- New Workflow

Description:
When you print the **Unit Manager**, you can now choose the columns to print. Use suggested columns that match those used in Patient Lists printing or select custom columns.

How to:
1. The Columns to Print section appears when a user clicks the wrench icon next to the selected care area to print.

## Resize Care Areas on the Unit Manager

Key Benefits:
- New Workflow.
- Personalizing Your Workflow.

Description:
Inpatient nurses, nurse managers, unit clerks and bed planners can now adjust the size of their care areas to see more beds or optimize spacing directly from the **Unit Manager**.

How to:
To resize a care area, they can hover over the space between care areas and drag the highlighted line until the care area is the desired size.

Dashboards

New Feature
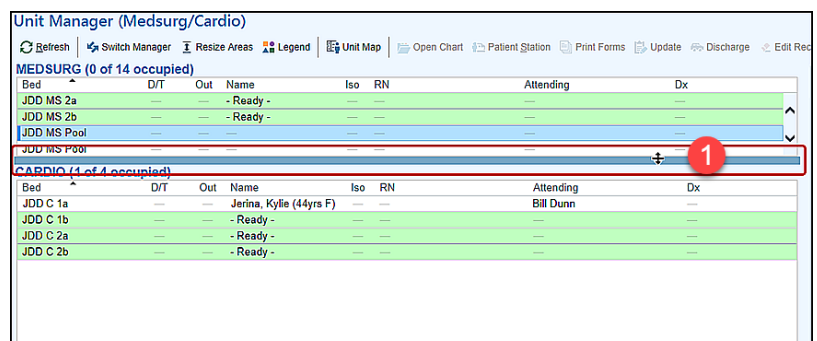
Wound Care Specialists Can Monitor Healing and Care with New Wound Clinic Dashboard
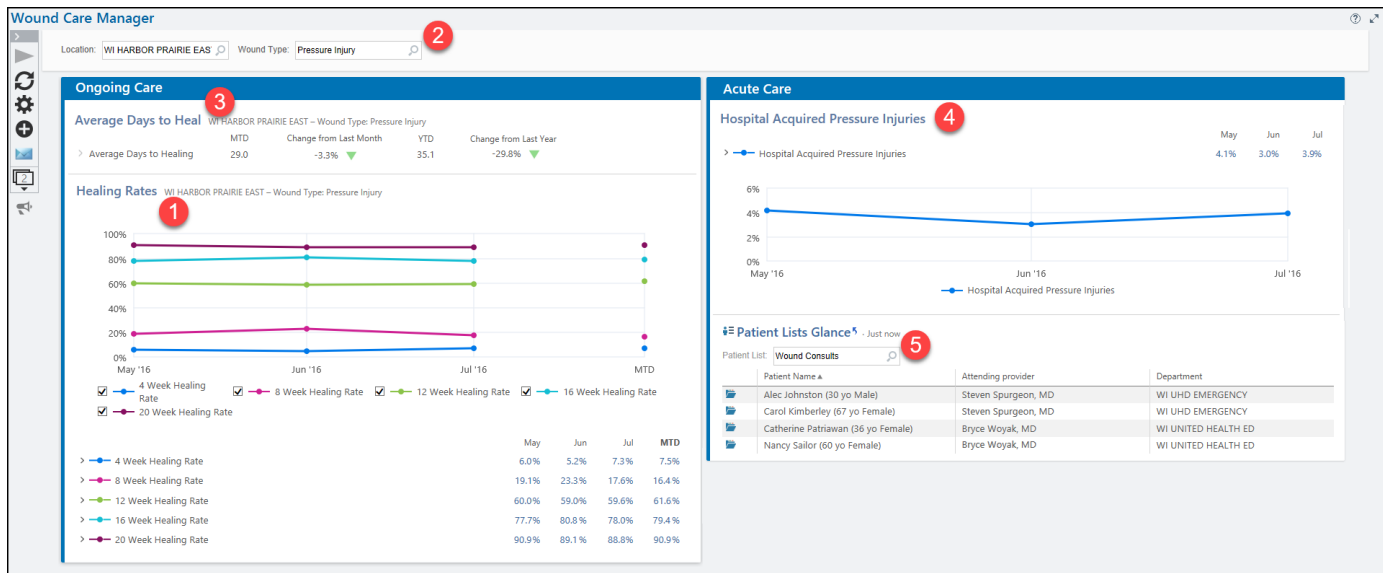
Key Benefits:

- More Efficient

Description:

Wound care clinic managers or providers can see trends in healing rates, days to heal and risk of pressure injuries for patients with active wounds while keeping an eye on patients with consult orders.

How to:

1. **Wound Care Healing Rates** shows a line graph that displays the percentage of wounds that healed within the 4-week, 8-week, 12-week, 16-week, and 20-week intervals for a revenue location.
2. Clinicians can select the type of wound and revenue location that they want to view.
3. **Wound Care Days to Heal** shows the average days to healing for all wounds that healed during the given time range for a revenue location.
4. **Wound Care Pressure Injury Incidence Rates** shows a line graph of the percentage of patients seen at a revenue location who had a hospital-acquired pressure injury.
5. **Patient Lists Glance** shows a clinician's **My List** or shared list of choice. For example, you might show a list of patients with wound consult orders.

MAR

New Feature ✴	A Fresh Look for the MAR

Key Benefits:
- Time Saver
- New Look

Description:
Complete your documentation faster with a fresh look for the **MAR Administration** form.

How to:
1. Warnings appear below the field that caused them to appear so you can more quickly resolve them.
2. Click **Go to Next** at the bottom of the **Administration** form to go to the next warning or required flowsheet row to complete.
3. Select the **flag** icon to flag significant flowsheet documentation.

Care Everywhere

Chart Search Results Load More Quickly for External Documents

Key Benefits:
- Time Saver

Description:
To reduce the time it takes to preview very large Care Everywhere documents in **Chart Search** results, a link in the **Chart Search** hover bubble allows you to open the full document, rather than a preview, if the document exceeds the size set in the **Set partial document view** threshold field.

How to:
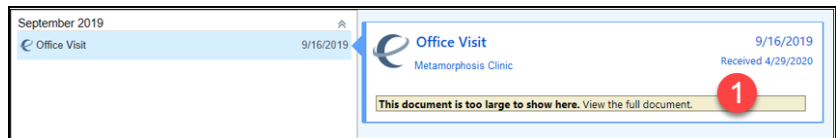1. Click **View the full document** to open it in the document viewer.

Chart Search

See the Most Recent Lab Results Faster
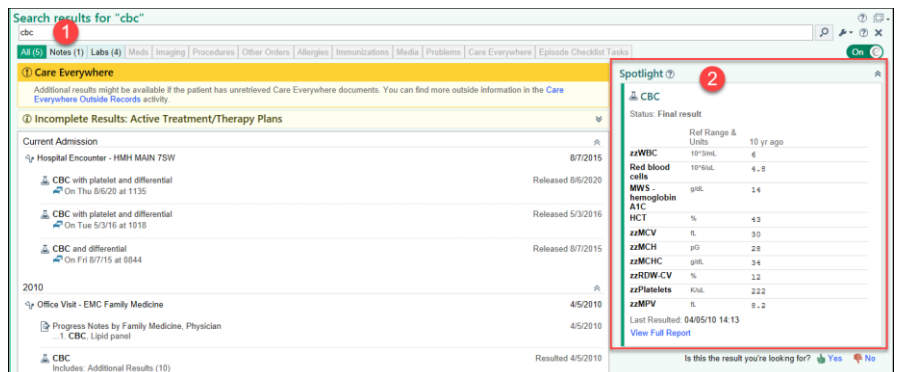
Key Benefits:
- Time Saver
- More Efficient

Description:
Lab Spotlight sections summarize the most recent lab results and components.

How to:
1. Search for **CBC** in the **Search** field and press **Enter.**
2. In the **Spotlight Card,** you can see the patient's most recent values right away so you can act on that information immediately.

Event Log

 The Event Log Gets a Boost

Key Benefits:
- More efficient
- Time Saver

Description:
The **Event Log** has a new layout containing a main event pane and a sidebar for graphs and reports.

How to:
1. Filters you use to show or hide event types in the **Event Log** now appear in a floating panel on the left side of the screen. A **Pin** button is available to have the panel remain open.
2. Hover on a point in time in the graph to see more information about the data available at that time.
3. The **Event Log** now shows blood gas and vent setting information in the **Event Log's** main pane.
4. When hovering on a medication event, an enhanced hover bubble shows a snapshot of the recent administrations of that medication to the patient.