Feb. 21 Epic Update Companion



Radiology Staff

Updated: 1/26/21

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:

- Front Desk
- Imaging Manager
- Imaging Nurse
- Imaging Technologist
- Imaging Technologist Assistant
- Imaging Coordinator

Top Changes for Role/Department:

- 1. Filter Devices in the Data Validate Activity
- 2. More Intuitive Structure for the Exam Info Section
- 3. Study Notes Section has a New Look
- 4. COVID-19 Status Columns Show Infection Dates More Reliably
- 5. Cut and Paste Appointments and Cases in Snapboard



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.

Playground User IDs:

Front Desk Scheduler: CADSCHED01 thru CADSCHED24

Imaging Manager: RISMGR01 thru RISMGR10

Imaging Nurse: IRRN01 thru IRRN10

Imaging Technologist and

Imaging Tech Assistant: RISTECH01 thru RISTECH10 Imaging Coordinator: COORD02 thru COORD10

Playground Password: train

Key workflows for you to practice include:

Front Desk Scheduler

Login to Epic Playground. Press F1 to view the Radiology Staff Learning Home Dashboard. Navigate to **Snapboard**. Set a default depot report by selecting the gear icon (report settings), go to the display tab and enter a default report in the default field at the bottom of the page.

Imaging Coordinator

Login to Epic Playground. Select the department of HMH Kirby Breast Center. Click Breast Care Summary in the main red toolbar. Search any Sadie patient. View the new linked procedures.

Imaging Nurse

Login to Epic Playground. Navigate to the Statusboard. Double-click any Rita patient. Answer Yes to create a patient log. Answer OK to the BPA. Review the Storyboard on the left side. Hover over Gender and view new demographics.

Imaging Technologist and Imaging Tech Assistant

Login to Epic Playground. Select any Kendra patient and select End Exam in the toolbar. On the Verify Orders page, click Next Step to navigate to Staff Info. Select CT1 for the Confirm Resource line. Stay on this page for the next exercise. Click Notes from the Staff Info page. Click New Study Note and review the new Study Note layout.

Activity and Workspace



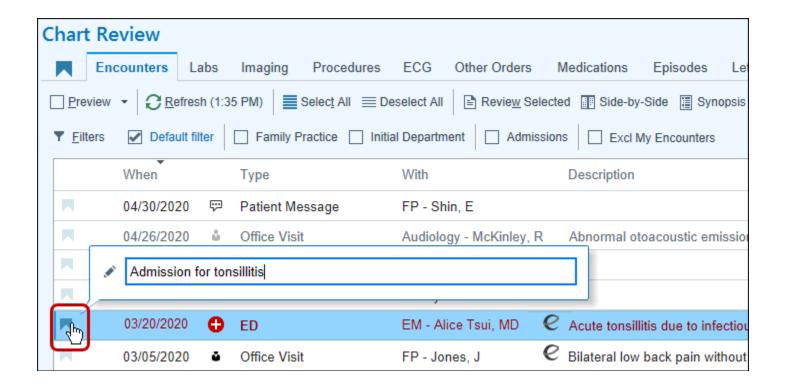
Bookmark Outside Encounters in Chart Review

Key Benefits:

- More efficient
- Time saver

Description:

• See a broader view of your patient's care on the **Bookmarks** tab in **Chart Review** by reviewing and bookmarking encounters from outside organizations.





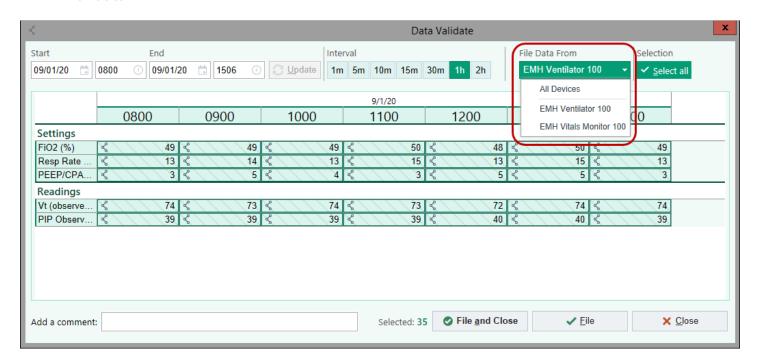
Filter Devices in Data Validate

Key Benefits:

- More efficient
- Time saver

Description:

 Select a device in the File Data From field to review and file data from only that device in Data Validate.





Widescreen Banner No Longer Visible

Key Benefits:

Easily visible in More Activities menu

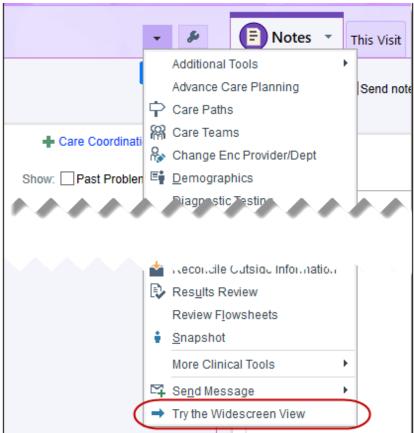
Description:

• The widescreen banner that displayed across the screen as seen below will no longer be visible.



How to:

1. To change to the widescreen option, go to **More Activities** dropdown menu on the right side of the activity tabs.



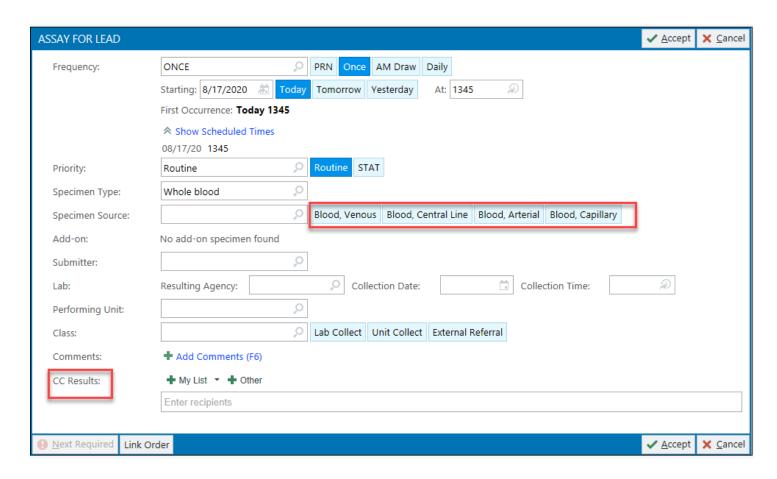


Refreshed Order Composer for Procedures

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

- Substantial changes were made to the **Diagnosis Association** display and will look very different.
- Smaller order composer changes include:
 - o CC Results display now matches what is in the In Basket.
 - Special requirements for blood orders appear as buttons instead of a selection field.
 - The overall placement of labels and fields is somewhat different from the Order Composer for medications.



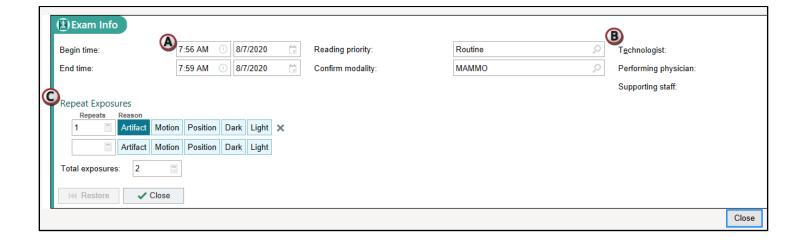


More Intuitive Structure for Exam Info Section

Key Benefits:

- More efficient
- Time saver

- **Exam Info** section in the **Technologist Navigator**, previously called the **Staff Info** section, is reorganized in a more intuitive format:
 - A. Date and time fields appear next to each other, rather than in separate rows.
 - B. **Staff Information** fields appear on the right side, separate from the rest of the exam information.
 - C. Repeat Exposures information appears beneath a separate header, with buttons you can click instead of typing in a table.



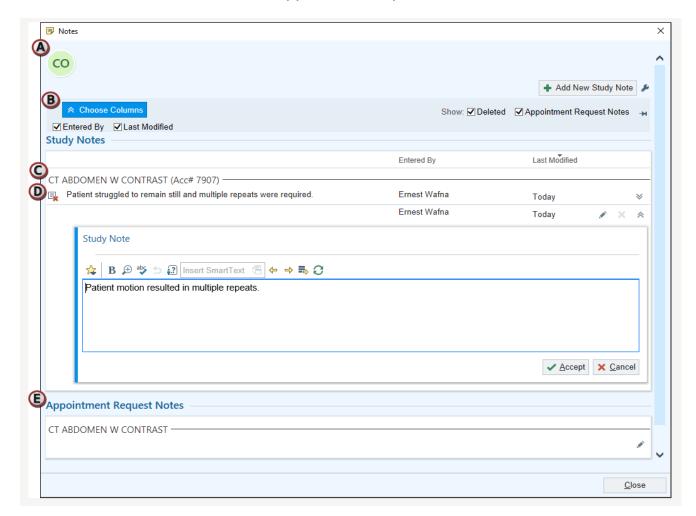


Study Notes Section: New Look

Key Benefits:

- More accuracy and reliability
- Improved communication

- New look with the following changes:
 - A. Patient information, including the patient's photo or initials, appears in the top left corner.
 - B. Preferences for hiding or showing columns and selecting or clearing **Deleted** and **Appointment Request Notes** filters are saved.
 - C. Notes are grouped by the order that they are attached to.
 - D. An icon indicates deleted notes when the **Deleted Notes** filter is selected.
 - E. Order Notes are now referred to as Appointment Request Notes.





View Event Type and Order in Imaging Event Reports

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

Description:

New column in Events report section shows the type of event and associated order. You can click
the order name for more information.





COVID-19 Status Columns Show Infection Dates More Reliably

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

Description:

• Infection Status Added date appears on COVID-19 columns when the date comes from an infection record, infection from a patient record, lab result, screening form or the problem list.





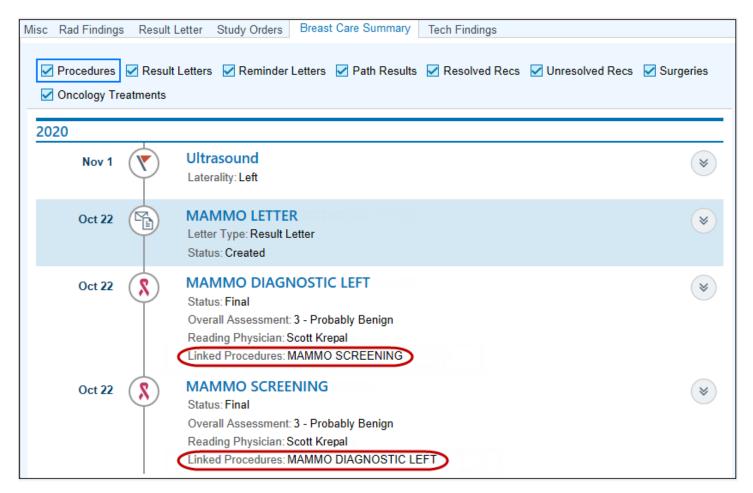
Easily See Linked Studies on Breast Care Summary

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

Description:

 When a patient's breast care history is reviewed from the Breast Care Summary, you can see which studies are linked. For example, if a screening and diagnostic mammogram are linked, that information appears in Linked Procedures.



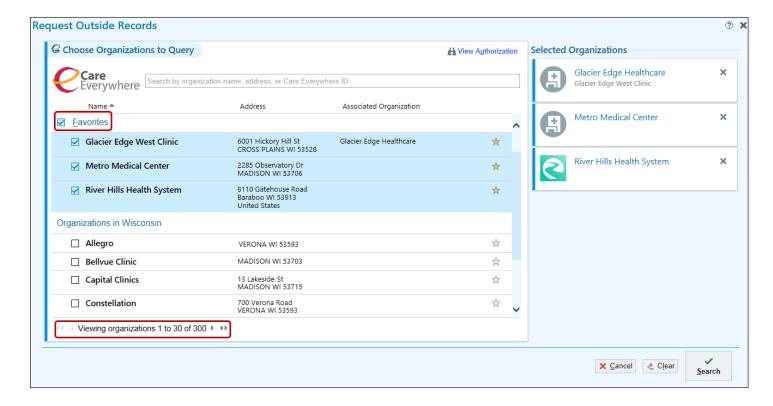


Streamlined Workflow in Request of Outside Records Activity

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

- In Choose Organizations to Query, use the Favorites checkbox to request many or all favorite
 organizations at once. When searching for organizations, click the forward and backward arrows to
 navigate between pages.
- Collect Authorization is changed to View Authorization.





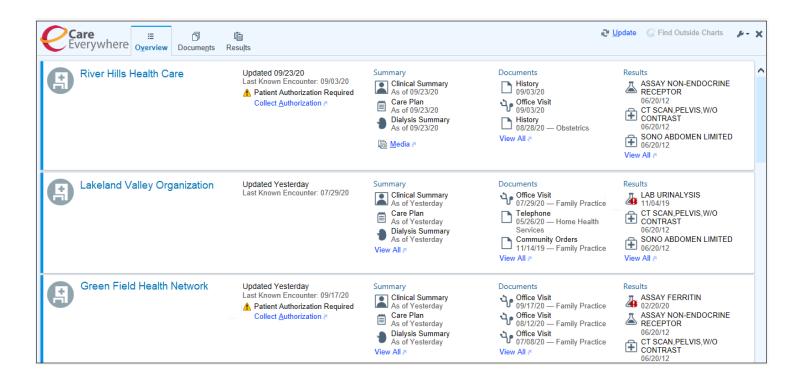
Redesigned Care Everywhere Outside Records

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

Description:

• Care Everywhere outside records is now makes it easier to access the most relevant patient information and to be more consistent with **Chart Review**.



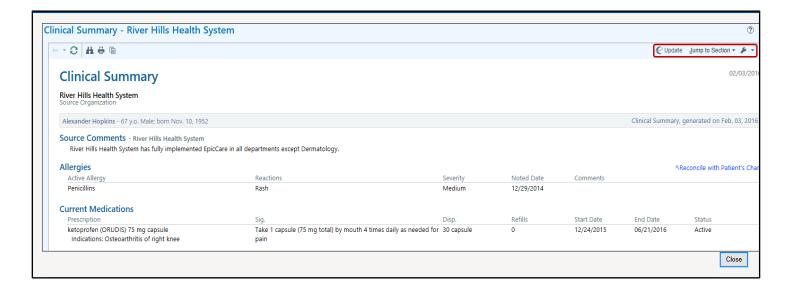


Care Everywhere Documents: Fresh Look and New Workflows

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

- Care Everywhere documents viewed appear in a single style that matches the Care Everywhere
 encounter summaries in Chart Review.
- The document toolbar will help you find the following:
 - Update button was previously called Request Document Update. Just like before, a banner indicates when a document download is in progress.
 - o **Jump to Section** menu previously appeared at the top of the document.
 - Wrench icon allows you to modify your preferred section order.
 - Back arrow lets you to navigate between reports, such as between a single section and the
 entire document, or between an additional document and the original document.
- Additional Documents is below the document header.
- Banners indicate actions you need to take, such as when a patient authorization or current encounter is required to request updates.



Epic's Hyperspace



Documents Load Faster in Chart Search

Key Benefits:

- More efficient
- Time saver

- No preview in the **Chart Search** hover bubble for large external documents.
- Instead, click **View the full document** to open a large document in the document viewer. Documents will load more quickly with this new layout.





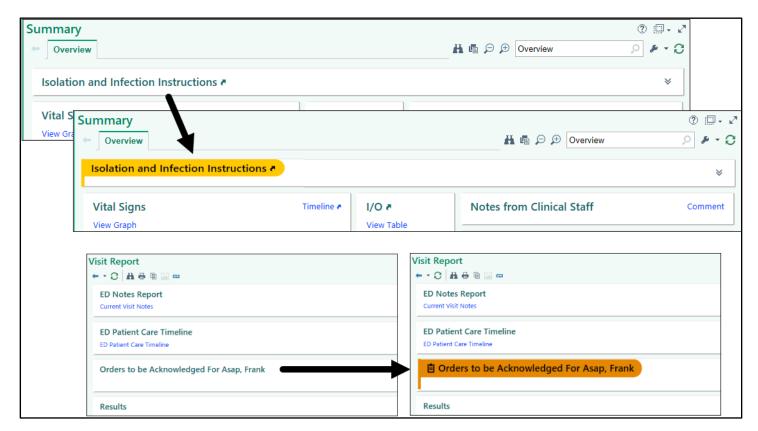
Colored Headers More Consistently Appear in Fewer Colors Setting

Key Benefits:

More efficient

Description:

• If you selected **Display Fewer Colors** from **My Settings**, you may notice more red, orange and yellow headers calling attention to important information. You have seen colored headers for high-priority information, and this change makes the colored headers more consistent across activities.





Patient Photo or Initials: More Obvious for Deceased Patient

Key Benefits:

- More efficient
- Improved communication

Description:

• When you open an **In Basket** message or chart for a deceased patient, the circle containing the patient's photos or initials is grayed out and surrounded by a black border.

You will notice the following indicators:

- The patient photo appears in grayscale.
- Patients initials appear in a gray circle.
- The circular border around the patient photo or initials is black.
- Deceased will appear in bold text under the patient photo or initials.





F1 Help Activity Name Change

Key Benefits:

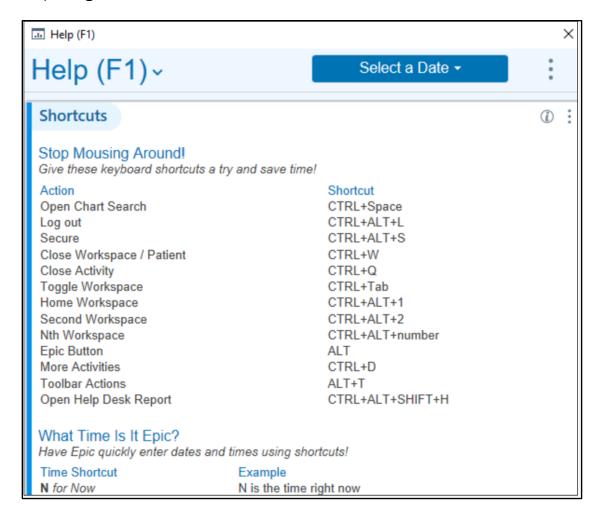
More efficient

Description:

• **F1 Help** name has changed to **Help (F1)**. This update emphasizes what you want when accessing the activity, and the name is more logical.

How to:

- 1. Access **Help (F1)** activity by pressing F1 on your keyboard.
- 2. Access help thru the **Epic** dropdown menu.
- 3. Access help using the **Chart Search** feature.





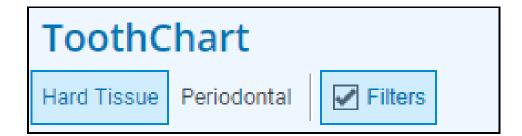
Toolbar Buttons and Checkboxes More Visible When Selected

Key Benefits:

- More efficient
- Time saver

Description:

• Checkbox or button appears on many toolbars to see more easily when a button is selected.



Reports



Filter Application Reports by Multiple Criteria

Key Benefits:

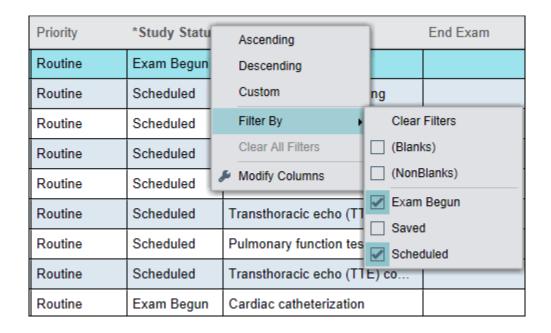
- More accuracy and reliability
- More efficient
- Time saver

Description:

• Filter many imaging application reports, including the **Reading Work List**, **Study History** report, **Recent Exams** report and more by multiple criteria for a column.

How to:

1. For example, on the **Status** report, click the **Study Status** column and select multiple statuses to show.





New Break-the-Glass Icon

Key Benefits:

- More accuracy and reliability
- More efficient

Description:

 Cleaner visual cue in reports lets you know when you need to break the glass to access patient information.





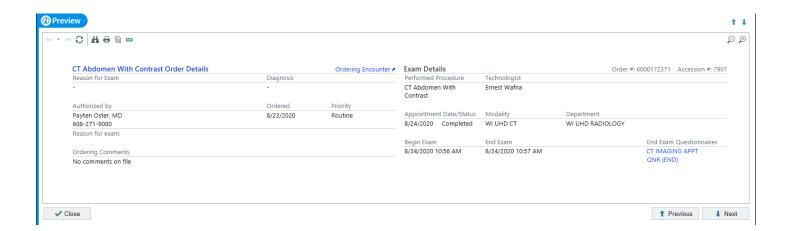
Reports Preview: New Look

Key Benefits:

- More accuracy and reliability
- More efficient

Description:

 Preview section shows a more streamlined report. The same information is still included, just in a slightly updated layout.



Secure Chat

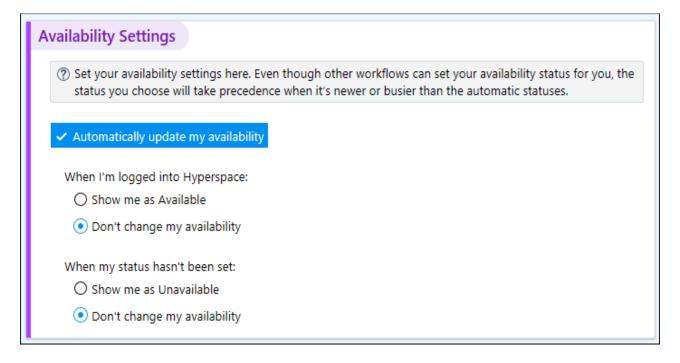


Automatic Availability Status

Key Benefits:

- More efficient
- Time saver

- Secure Chat sets your availability status for you. System actions will follow your everyday workflows, like logging in or out of Epic, and will set your availability status automatically.
- You can change your personal availability settings on the **Chat Settings** screen.





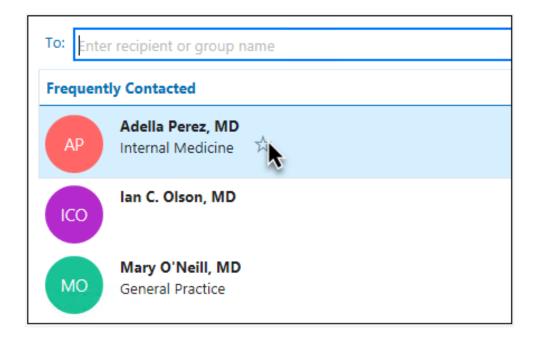
Set Favorites

Key Benefits:

- More efficient
- Time saver

Description:

• Add and remove individuals or groups as favorites by clicking the star icon. You can manage favorite contacts from a workstation or mobile device.





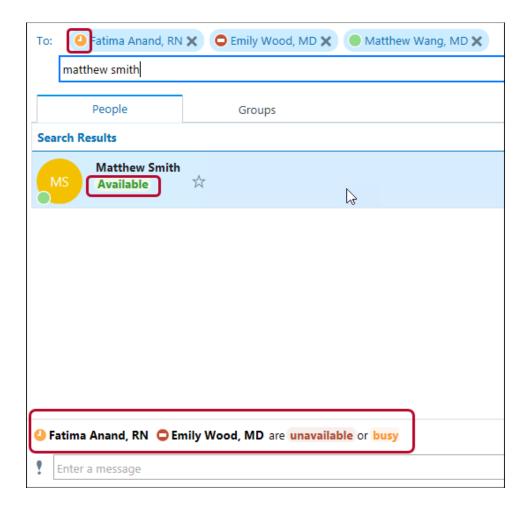
See Availability More Prominently

Key Benefits:

- More accuracy and reliability
- More efficient

Description:

 On workstations and mobile devices, availability status stands out more prominently. If someone is busy or unavailable, you can see their status.



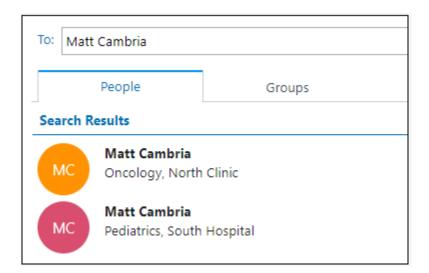


More Information Differentiates Among Secure Chat Users

Key Benefits:

- More efficient
- Time saver

- For employees with similar names, their relationship to the patient and their specialty will be visible, along with the last login department location.
- This additional information makes it easier to differentiate between similarly named co-workers by seeing where they work.



SmartLinks, SmartPhrases



Merge Table Cells in Certain SmartText Boxes

Key Benefits:

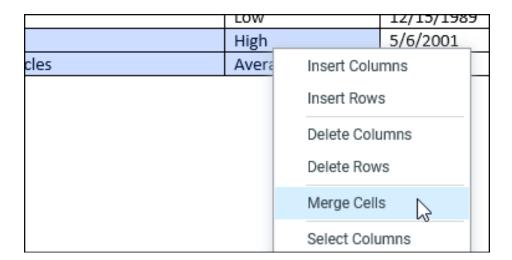
- More efficient
- Time saver

Description:

- You can merge table cells in certain SmartTool-enabled text boxes, such as Flowsheet notes.
- Selected cells must be adjacent and form a rectangular shape to be merged.

How to:

1. Highlight the cells you want to merge, right-click, and select Merge Cells.





SmartPhrase Manager: New Look and Streamlined Workflow

Key Benefits:

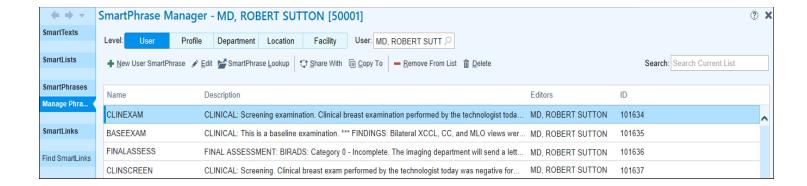
- More efficient
- Time saver

Description:

It's now easier to search, share, and copy SmartPhrases.

How to:

- 1. To open the **SmartPhrase Manager** activity, chart search for **SmartPhrase Manager** or **My SmartPhrases**.
- 2. To open a **SmartPhrase** from a list, double-click the selected phrase.
- 3. To create a new **SmartPhrase** from a list, click the **New User SmartPhrase** button (previously named **New**).
- 4. To launch the **SmartPhrase Lookup** window, click the **SmartPhrase Lookup** button (previously named **Open**).
- 5. To sort a column, click the column header.





Implant Size Appears in RISIMPLANT SmartLink

Key Benefits:

- More accuracy and reliability
- More efficient
- Time saver

Description:

• To make the size of an implant clearer in notes and procedure documentation, SmartLink 52054-RISIRIMPLANT shows the implant size by default. Previously, you had to enter that information by free text.

Implants					
Implant	Туре	Site	Status	Size	Editing User
12 MM - 2.7	Screw	Axilla	Implanted	12 MM x 2.7MM	USER, EPIC
MM CORTEX					
SCREW					
224.12 -					
LOG71453					
1.6 MM D 150	Wire	Bronchus	Explanted	1.6 MM x 150 MM	USER, EPIC
MM L					ĺ
TROCAR PT					
K-WIRE					
282.16 -					
LOG71453					J

Snapboard



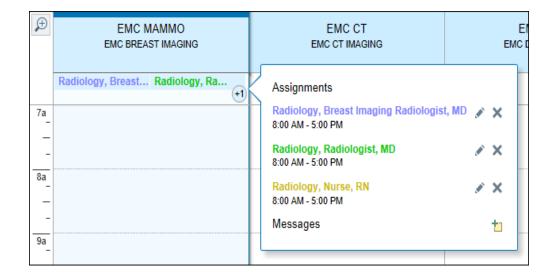
Edit and Remove Shift Assignments from Snapboard Header

Key Benefits:

- More efficient
- Time saver

Description:

• Use the new pencil icon and X buttons to edit and remove shift assignments from the **Assignments** bubble on the **Snapboard** header.





Set Default Depot

Key Benefits:

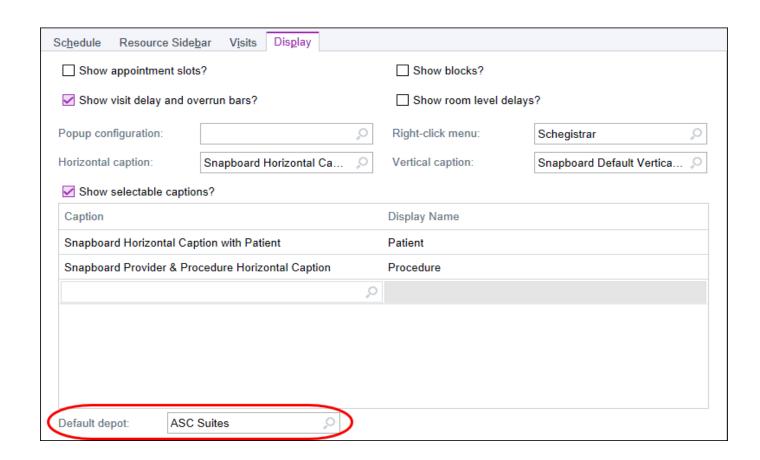
- Less clicks
- More efficient
- Time saver

Description:

 You can now set a depot report as default for the Snapboard. Whenever the Snapboard is opened, the associated depot opens as well, saving you clicks.

How to:

1. To set a default depot, open the **Snapboard** report settings, go to the **Display** tab, and enter the depot report in the **Default depot** field.





Add, Edit and Delete Held and Unavailable Days

Key Benefits:

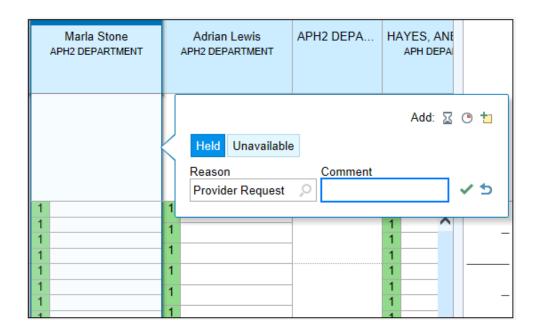
- Improved workflow
- More efficient

Description:

• Template builders can now add, edit and delete held and unavailable days directly from a provider's column in **Snapboard** without having to open a separate activity.

How to:

- 1. In the **Snapboard** schedule section, each provider has a column.
- 2. When a scheduler clicks the empty box below the provider's name column (or to the right of the provider's name in horizontal view), a bubble appears.
- 3. Two new icons appear in the top right corner of the bubble:
 - a. Hourglass for adding a Held day.
 - b. Clock for adding Unavailable day.
- 4. When a **Held** or **Unavailable** is selected, it appears in a new row in the bubble.
- 5. Click the pencil or X icon in this row to edit or delete the Held or Unavailable day.



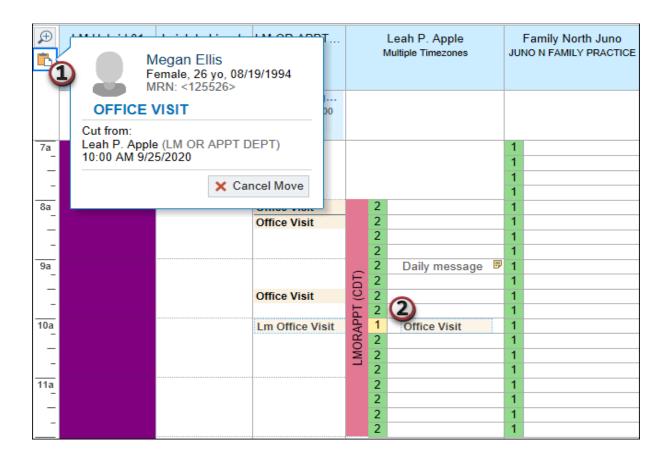


Cut and Paste Appointments and Cases

Key Benefits:

- Improved workflow
- More efficient
- Time saver

- Use cut and paste options to quickly move appointments and surgical cases on **Snapboard**, even when moving to a different day or report.
- Right-click to select Cut or Paste, or use keyboard shortcuts Ctrl + X and Ctrl + V.
- When an appointment or case has been cut but not yet pasted, a clipboard icon appears in the top left of **Snapboard** (1) and the appointment or case appears with a dotted outline in its original location (2). When you click the clipboard icon, a bubble shows more information about the cut appointment or case and gives you the option to cancel the move.



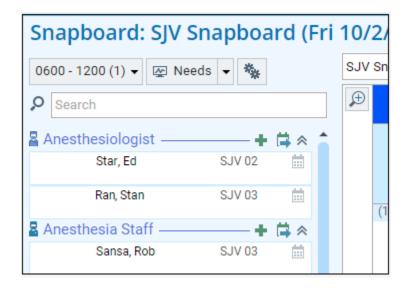


One Click to Add Resource to Resource List

Key Benefits:

- Improved workflow
- More efficient
- Time saver

- If you assign resources to the resource list from **Snapboard**, you can do this in one click after grouping **Snapboard** by resource type as either a primary or secondary grouping.
- A plus sign icon appears in the header of each grouping. You can click the plus sign icon to assign a resource of that type to the resource list.
- As a reminder, you can group a resource type by clicking the gears icon and selecting an option in the **Group by** and **Then group by** fields.



Storyboard



New Demographic Information

Key Benefits:

- Improved communication
- More efficient
- Time saver

- Easily access more demographic information when hovering over a patient's name at the top of **Storyboard** in a clinical and HIM (#1 pictured), or patient access (#2 pictured) setting.
- Look for some of these new items, if they are documented for the patient:
 - Patient Contact
 - o Time of Birth, until a baby is one month old
 - Written and Spoken Language (clinical and HIM only)
 - Unit (clinical and HIM only)
 - o Race and Ethnicity (clinical and HIM only)





See Admission Time

Key Benefits:

- Improved communication
- More efficient
- Time saver

Description:

• See a patient's admission time in addition to the date when you hover. The time appears for the hospital admission and inpatient admission.

Admitted - 4/30/2020 1001

Admitting provider: Hanna Pan, MD
Total duration of encounter: 11d
Admitted to inpatient: 4/30/2020 1241
Inpatient length of stay: 11d

Current Department - EEN ICU DEPT

Patient class: Inpatient Time in unit: 11d



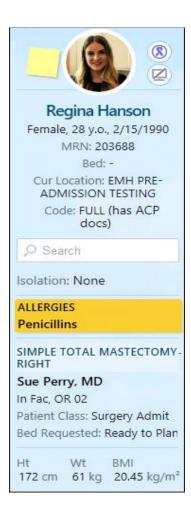
More General Information for Appointments

Key Benefits:

- Improved workflow
- More efficient

Description:

When schedulers (nonclinical users) open an appointment in a perioperative department,
 Storyboard shows more general information about the patient instead of clinical information.





Vitals Show BMI, Blood Pressure and Growth Percentiles for Children

Key Benefits:

- Improved communication
- More efficient
- Time saver

Description:

• To help you quickly review important vitals for children, **Storyboard** now shows **BMI**, **Blood Pressure** and growth percentiles for patients younger than 21.

BP: 120/80 (93.60%/ 97.42%),

Height: 5' (99.84%), Weight: 90 lb (95.62%),

BMI: 17.58 kg/m² (74.92%)



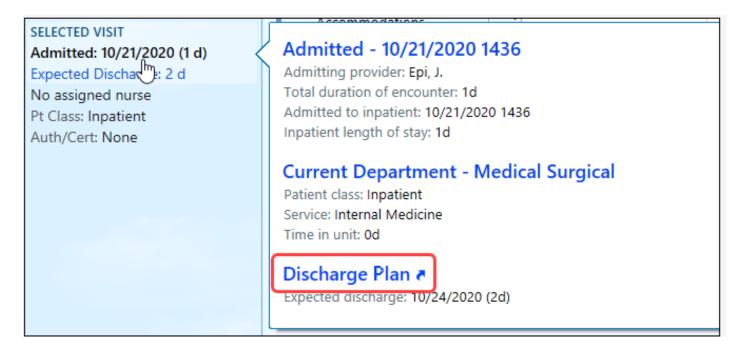
Access to Discharge Information

Key Benefits:

- Improved communication
- More efficient
- Time saver

Description:

Access a patient's discharge planning information from Storyboard.





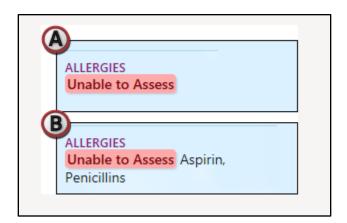
Unable to Assess Allergy Review Status

Key Benefits:

- Improved communication
- More efficient
- Time saver

Description:

• When **Unable to assess patient's allergies** is documented in a chart, **unable to assess** will appear highlighted in red.





Storyboard Differentiates Older Updated Results from Newer Results

Key Benefits:

- Improved communication
- More efficient
- Time saver

- When hovering over new results, the hover bubble indicates the updated date and time for each
 result in the **Updated** column. This date and time may reflect an instance where a result was
 updated in a nonclinically relevant way, like when an automated lab system re-sent results for an
 order that was already final, even if the results had not changed.
- Updated results collected or performed more than 30 days ago appear as follows:
 - In inpatient Storyboards, results appear in a separate section called Older Results with a note that they were recently updated, but collected or performed more than 30 days ago. The collected date is highlighted for each result and appears with an information icon.
 - o In ambulatory **Storyboards**, the collected date is highlighted and appears with an information icon. The **Updated** column states that results are more than 30 days old, and you can hover over the column to see the updated instance.

