

Epic End User Communication Submission Form

Submitting Content for End User Communication

If Epic1 teams need to communicate to Epic end users, use this submission form to ensure adequate details are provided to develop comprehensive messages.

Where to send submissions

Communication forms and relevant documents and images should be sent to Epic1 Communications at EpicProgram@bjc.org.

Communication Details

Using the table below, fill in the information details in the right-hand column. For a description of what type of information is needed for each category see the italicized instructional text. A detailed example is included on the following page. Please use Internet Explorer to fill out and submit form.

Message Owner	<i>Name of team member submitting the message.</i>
Title	<i>What is the title/subject of the communication?</i>
File Name	<i>Exact file name provided, if applicable</i>
Audience	<i>Who is impacted? (IP, AMB, Provider, Schedulers, site-specific, etc.)</i>
Distribution Timeline	<i>How quickly does this need to be shared with users?</i>
Move to PRD Timeline	<i>When does this start to impact PRD, if applicable?</i>
EAR Selection	<i>Epic1 communications will fill provide based on info provided.</i>
For Questions	<i>What/who should end users do/reach out to if they have questions?</i>
Communication Details	<i>A short summary blurb of the communication.</i>
Notes	<i>Any additional notes. Epic1 communications will provide additional messaging notes.</i>

Detailed Example

Message Owner	<i>Name of team member submitting the message.</i> John Smith; john.smith@bjc.org
Title	<i>What is the title/subject of the communication?</i> Residents Placing Admitting/Assign Patient Status Orders
File Name	<i>Exact file name provided, if applicable</i> Residents Placing Assigned Patient Status Orders.docx
Audience	<i>Who is impacted? (IP, AMB, Provider, Schedulers, site-specific, etc.)</i> Inpatient Providers, Residents
Distribution Timeline	<i>How quickly does this need to be shared with users?</i> Next scheduled Epic communication
Move to PRD Timeline	<i>When does this start to impact PRD, if applicable?</i> 7/27/18
EAR Selection	<i>Epic1 communications will fill provide based on info provided.</i> TO KNOW/TO SHARE
For Questions	<i>What/who should end users do/reach out to if they have questions?</i> EpicProgram@bjc.org
Communication Details	<i>A short summary blurb of the communication.</i> In the past, the Admit Order defaulted to the current Attending provider as the co-signer for the order. In most cases, this caused the ED provider to be assigned due to a delay in getting the Treatment Team updated. This also caused a delay in discharge due to the Admit Order sitting in the ED provider's In Basket waiting for co-signature. To remedy the situation, a new provider window pop up will appear when an Admit Order is placed by a Resident/Fellow. This will require the Resident/Fellow to enter the new future attending for co-signature. Residents placing the Assign Patient Status order will now need to choose the name of the Attending the patient is being admitted to in the Authorizing Providers and Co-signers field.
Notes	<i>Any additional notes. Epic1 communications will provide additional messaging notes.</i> This document includes images of Epic Hyperspace. Do not publish public-facing. This document can be linked from intranet sites and/or included as an attachment in internal Outlook emails. This tip sheet can also be found on the Learning Home Dashboard.