

December Epic Message for Managers at NYP-CU, NYP-MSCH, NYP-AH, NYP-CU ACN

In preparation for the upcoming Epic go-live on January 31, 2020, the EpicTogether team is releasing important information to managers on a monthly basis. **Communication to all staff members is critical to the success of this project. Please review relevant information with your employees, especially if they do not regularly check e-mail.**

The EpicTogether team thanks you for your help and support! If you have any questions about the information below, please email EpicTogetherNYQuestions@nyp.org.

Go-Live Readiness Assessment Update – 60 Day

On December 11, 2019, operational leadership and the EpicTogether team gathered for the 60 Day Go-Live Readiness Assessment (GLRA). The goal of the GLRA is to review the Epic build, identify project risks, and develop mitigation plans. The results of the GLRA show that we continue to be on track the go-live. If you have any questions about the readiness of your area, email EpicTogetherNYQuestions@nyp.org.

Clinical Abstraction and Schedule Conversion

On December 7 and 8, the first Abstraction event was held. At the event, over 200 end users entered clinical data into Epic for 1,000 visits scheduled for the first few weeks in February. There will be two more Abstraction events in January. Also in January, over 300 end users will convert 60,000 appointments from legacy systems into Epic.

Cutover and Downtime Timeline

We are in the final weeks counting down to the go-live! Registration and scheduling staff will begin using Epic on January 13th to schedule all appointments after February 1st. For all other users, the go-live preparations begins at 6 a.m. on January 30, 2020, when a dedicated team of registration staff begin registering all inpatients into Epic. At 7 a.m. on January 31, 2020, a team of clinical staff will start entering key clinical data elements into Epic from Allscripts SCM. Order entry will be disabled in Allscripts SCM at 10:45 p.m., and downtime documentation will then begin. At midnight on February 1, 2020, legacy systems including Allscripts SCM and Eagle will be put into read-only mode. Finally, Epic will be available for all users at 4 a.m. on February 1, 2020. More information can be found [here](#).

Training Update

End User training is in full swing. Over 18,000 employees will have completed Epic training by January 31, 2020. Please ensure you and your staff complete e-learning and are signed up for training. E-learning lessons are interactive online modules must be completed before classroom training. The link for the training can be found [here](#).

All new hires and internal transfers are required to complete Epic training courses. Please contact EpicTogetherNYTraining@nyp.org or call 646-697-3742 to have these individuals enrolled and registered for training. For questions about training, please click [here](#) or email EpicTogetherNYTraining@nyp.org.

For More Information

The [Workflow Walkthrough videos](#) showcase the future state end-to-end workflow and are a great resource available to all staff.

Please visit www.EpicTogetherNY.org for more information about the project including timelines, testimonials, and additional FAQs.