

Background

One of the guiding principles of the EpicTogether Enterprise project is to design an integrated system. The goal of a single, comprehensive electronic health record is to enable providers to have electronic access to the full story of the patient’s health during any phase of care. Although the system is electronic, we cannot remove all paper from a clinical care setting. This document outlines paper we expect to still exist after the EpicTogether go live that will either be scanned at the point-of-care or after discharge by the HIM or billing departments.

Some workflows are designed to capture electronic signatures and remove paper. The [e-signature scope document lives here](#), but end users will default back to a paper print and scan workflow if hardware is not functioning.

In addition, downtime processes determined by the BCA workgroup will include paper documentation options. The recovery process will involve HIM scanning back in the documentation to Epic.

Front Desk + Registration

The front desk scheduling and registration areas will capture documents at the time of scheduling, with incoming fax queues, or when the patient presents.

Type	Owning Team	Description
ID Cards	Patient Access	Insurance cards and driver’s licenses will be scanned in at the time of registration.
Paper Orders	Patient Access	Orders from outside providers for labs, imaging, or therapies will be scanned in and the order transcribed into Epic.
Important Message from Medicare	Patient Access	IMM needs to be delivered to patient upon admission in paper form and then signed by patient prior to discharge and scanned into the system.
General Patient Communication Letters	Patient Access	Letters, such as patient dismissal letters, vary in terms per clinic but need to be scanned into registration to document communication to patient.

Ambulatory Clinics

Many of the clinics will complete their own scanning point-of-care. They will use scanning hardware that is in the clinics today to scan in documentation after the visit occurred.

Type	Owning Team	Description
ECG Waveforms	Cupid	Some clinic sites record ECGs using devices that do not have integration capabilities and will scan the paper ECG waveforms into Epic.
Grant-Based CHP Assessments	Healthy Planet	The NYP CHP department has 15+ grants at any one time with requirements that are constantly in flux. The EpicTogether and CHP SME group decided to enroll the patients digitally in the programs, but continue some of the frequently changing assessments on paper. This digital enrollment allows us to track key metrics. By continuing the questionnaires on paper, we have continuity for reporting to these grant programs. Once live, Healthy Planet EpicTogether team will build net new grant assessments for CHP in Epic.

Acute / Hospital Areas

Many hospital departments will have HIM collect the documentation and scan after the patient discharge.

Type	Owning Team	Description
EMS Run Sheets	ASAP	The ambulance run sheets that include ambulance provider care and patient background will be scanned point-of-care in the emergency room. Some Emergency departments have HIM scan after discharge.
Leave Against Medical Advice	ASAP	This is a consent that will primarily be e-signed in Epic but can also be printed and signed by the patient and scanned back in.
SAFE Consent	ASAP	This is a consent that will primarily be e-signed in Epic but can also be printed and signed by the appropriate participants and scanned back in.
BMT Product Request and Handoff	Beacon	The BMT areas fax forms to the cell therapy lab for product request, handoff, and non-conforming documentation.
Ticket to Ride	Grand Central	This report is printed for Patient Transport. It's used for handoffs between nurses and transporters. It displays some patient information as well as any relevant medical considerations.
Preference Cards/Pick Lists	OpTime	Preference cards and pick lists will be generated electronically in Epic and printed to the appropriate central/sterile supply areas to facilitate room setup and case cart building.

Intraoperative Count Sheets	OpTime	As counts are performed intraoperatively, nurses will document the counters and end result in Epic. Individual item count numbers will not be documented in Epic; sites may choose to keep this documentation on paper.
Blood Consent	Inpatient Orders	Consent to have a blood transfusion will remain on paper in acute care settings.
Blood Product Pick-up Slip	Inpatient Orders	This is a report that will print out in the blood bank (and at some hospitals, also on the floor), so that it can be signed when transporting blood products to the patient’s location. This will need to stay on paper and cannot be electronic before go live due to workflow and process changes.
Charge Tickets from Outside Entities	Hospital Billing	In limited scenarios, external entities may perform work for services that NYP will bill directly to the patient. One example is hemophilia blood products prescribed by Weill Cornell Medicine physicians and provided to patients at their home. In this cases, the external blood bank will process the blood product and send a paper charge ticket for staff to manually enter charges in Epic.
After Visit Summary	Inpatient	Two copies of the After Visit Summary will be printed at discharge. One will go home with the patient/caregiver, the other will be signed by the patient and scanned back into the chart.

All Areas

There are some documents that will be scanned in for all contexts. These are outlined below and are not owned by a specific application team.

Type	Description
Outside Records	Outside records that come from organizations that do not have a Care Everywhere/Carequality connection will still be on paper, and pertinent clinical information that was used in the course of treatment will be scanned into the record.
Health Exchange Consents	Patient signed consents for Healthix and Care Everywhere will be printed, signed, and scanned back into Epic.
Procedural Consents	Most procedural consents will be recorded in Epic, but some may be printed, signed and scanned back into Epic.

Advance Directives	Patient signed advance directives, including Power of Attorney and Living Wills, will be scanned in after patient signature in all contexts.
Release of Information Requests	Requests for health information to be released will be filled out on paper but also can be electronically requested through MyChart.
Financial Aid Documents	Financial aid application documents, such as application forms, W2s, and paystubs, will be scanned by billing staff during the application process. There is security to control who has access to scan and view these documents.
Billing-Related Patient Letters	Billing staff will be able to print letters out of Epic that will be mailed to patients and guarantors.
Payer/Patient Correspondence	Billing staff will still receive paper correspondence from payers and patients, and will scan these documents through OnBase. Scanned correspondence will integrate with Epic and be viewable electronically.
Report Results	Not specific to any singular workflow, but the printing of report results to hand out at internal meetings, or print-outs being used to transcribe data to outside sources for requirements of 3 rd party registries may occur when dual screen monitors won't suffice.

Reporting After Go Live

EpicTogether and NYP OnBase support teams will run reports of scan volumes prior to and after go live to measure the decrease in paper scanned both point-of-care and by HIM. This reporting can be broken down by location, which area scanned it, and document type.