Epic Go-Live Primary Admit Team Cutover & Beyond

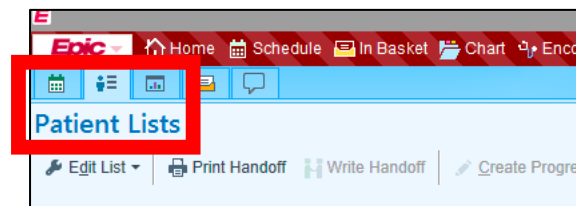## How to Add Patients to your Admit Team List

The day prior to Go-live, EpicTogether Abstractors have been instructed to add patients to the correct Admit teams in Epic, using Allscripts "Add To" Orders. Allscripts "Add to" do not always map well to Epic lists though. We need your help to ensure your Admit Teams are correctly populated post Go-live. Primary teams are responsible for checking their Admit Team lists post go-live to ensure all of their patients are accounted for on their patient lists.
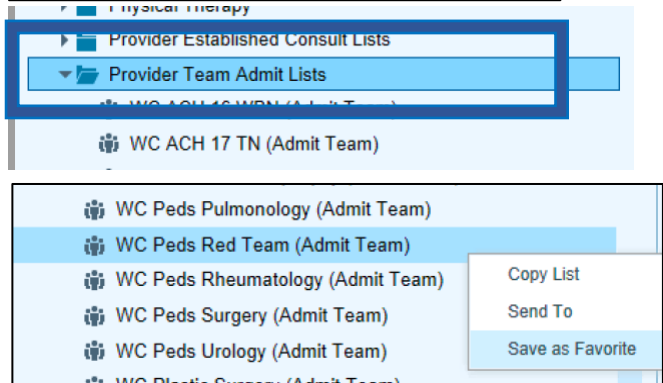
Post Go-live:

- If historically the PPOC classically assigns your service to a patient, this will be the same after go-live.

- If the PPOC does not conduct assignment to your patient list usually, your providers will have to add patients to their admit team lists, as noted below.

1. Locate & favorite your Admit Team list

A. Locate your list in the Patient List functionality (Red box) < Available Lists < NYP-[Your Hospital Name] Directory Folder< Provider Established Consult List (Blue Box)

B. Right Click on your Admit Team list name and "Save as Favorite". Your list now appears under your "My Favorite Lists" in the left-hand corner of the Patient Lists screen.
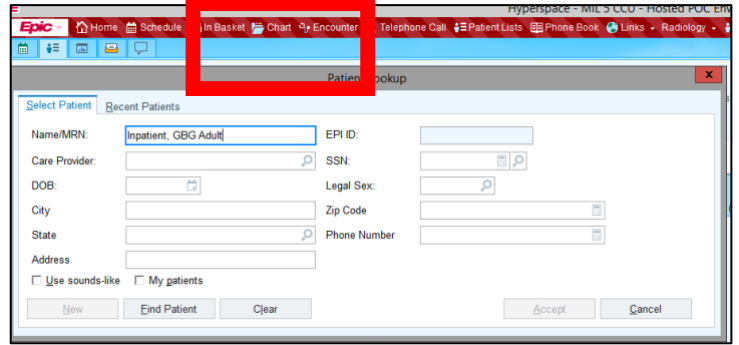

2. Add patients manually to your Admit Team List
Post-go live departments will be in charge of ensuring their Admit teams are correct. Post Go-live if the PPOC does not conduct assignment to your patient list usually, your providers will have to add patients to their admit team lists as shown below.
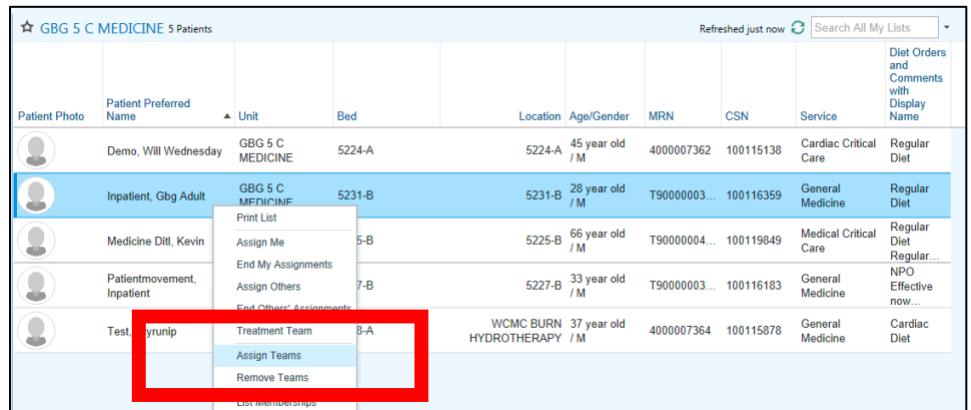
A. Finding your patients:
Search your patient's name in Epic Chart Search located in the upper red "Epic" Menu Bar (red box) and search their name & DOB

- or- Locate your patient based on the Unit they are in: Patient List functionality < Available Lists < NYP-[Your Hospital Name] Directory Folder< <Unit

C. After you have found your patient, add this patient to the Admit team List. Right Click on your patient on the list and choose "Assign Teams"
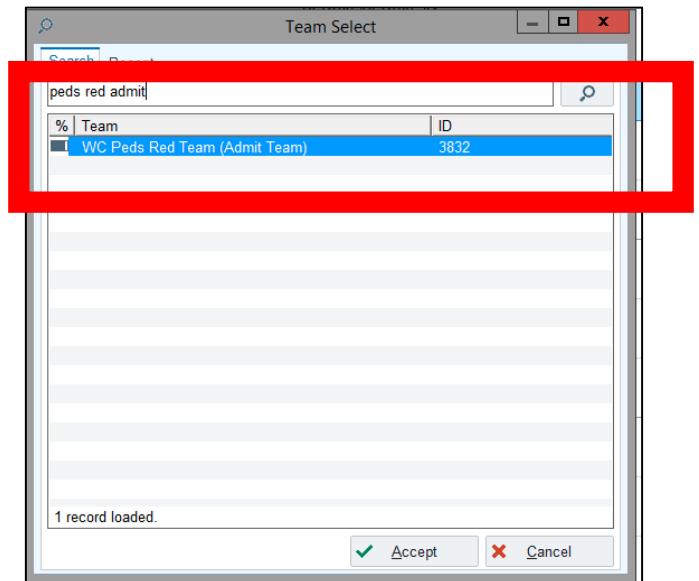
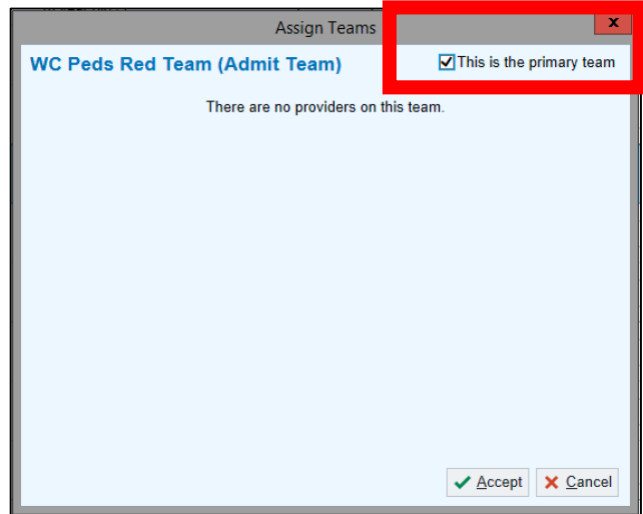**D.** Search your teams name (In this example WC Peds Red Team).
Select the Admit Team name for your primary admit team list.

Note: All Admit Team patient lists end in the words "(Admit Team)".

Once selected press Accept.

E. Please ensure to check the primary team box if your team is the primary team taking care of the patient. There can be only one primary team per patient in Epic.

F. Double check your favorited Admit Team list to ensure the patient is on the list. You can also check the patient's Treatment team for this distinction as well.

G. Repeat this process for every current patient your team(s) are primary on peri-go-live.

<u>**Post Go-live:**</u>

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