

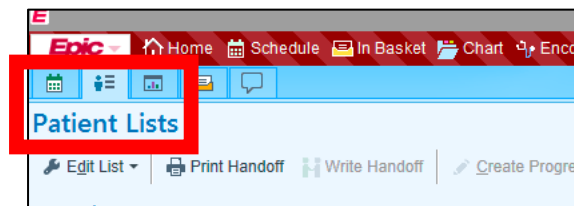
# Epic Go-Live Consult Cutover

## How to Add Patients to your Established Consult List for Cutover

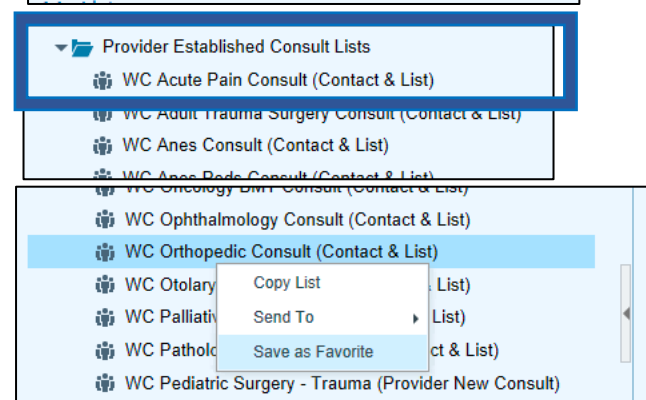
In the day prior to and the morning after Go-live, every consulting group will have to transition their current patient lists in Allscripts to their new Established Consult Lists in Epic. After go-live, ordering a consult order will place patients on these established consult lists automatically.

### 1. Locate & favorite your established consult 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 established consult list name and "Save as Favorite". Your Consult list now appears under your "My Favorite Lists" in the left-hand corner of the Patient Lists screen.



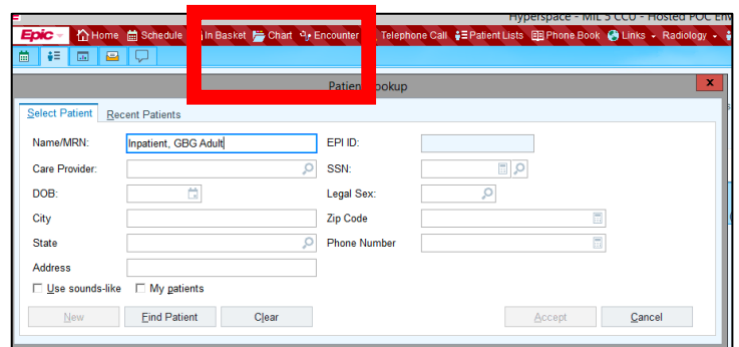
### 2. Add patients manually to your established consult list for cutover

Peri-go live consulting teams/departments will be in charge of migrating their current consult lists to their new established consult lists in Epic.

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 established consult list. Right Click on your patient on the list and choose "Assign Teams"

Patient Photo	Patient Preferred Name	Unit	Bed	Location	Age/Gender	MRN	CSN	Service	Diet Orders and Comments with Display Name
	Demo, Will Wednesday	GBG 5 C MEDICINE	5224-A	5224-A	45 year old / M	4000007362	100115138	Cardiac Critical Care	Regular Diet
	Inpatient, Gbg Adult	GBG 5 C MEDICINE	5231-B	5231-B	28 year old / M	T90000003...	100116359	General Medicine	Regular Diet
	Medicine Dill, Kevin		5-B	5225-B	66 year old / M	T90000004...	100119849	Medical Critical Care	Regular Diet Regular...
	Patientmovement, Inpatient		7-B	5227-B	33 year old / M	T90000003...	100116183	General Medicine	NPO Effective now...
	Test, yrunip		8-A	WCMC BURN HYDROTHERAPY	37 year old / M	4000007364	100115878	General Medicine	Cardiac Diet

D. Search your teams/ consult list name (In this example WC Orthopedic Consult). Select the Contact & List name for your consult list.

**Note: All consult lists/roles end in the words "(Contact & List)".**

Once selected press Accept.

% Team	ID
WC Orthopedic Attending On Call (Contact)	4811
<b>WC Orthopedic Consult (Contact &amp; List)</b>	<b>4814</b>
WC Orthopedic Resident On Call (Contact)	4812
WC Orthopedic ST-10 (Contact)	4813

4 records total, all records loaded.

Double check your favorited established consult list to ensure the patient is on the list.

**E. Repeat this process for every current patient your team(s) are consulting peri-go-live. After go-live, Consult orders will place patients on these established consult lists automatically.**

Patient Name	MRN	Age/Gender/DOB	Hosp
Inpatient, Gbg Adult	T900000...	28 year old / Male / 8/26/1992	GBG ME