Epic is scheduled to go live at the Medical Center, Marlborough Hospital, Clinton Hospital, HealthAlliance Hospital and the Medical Group on October 1. As a leader, you are integral to the success of our Epic implementation and will play a key role in preparing your staff for this significant change.

51 DAYS UNTIL OUR EPIC GO-LIVE!! PLEASE SHARE THIS INFORMATION WITH YOUR TEAMS!!

TO DO

- **Ensure that your entire team has registered** for Epic training via e-Learning 4U (EL4U)
- Print and share the *Epic Training Travel Matrix for Providers & Staff* and *End User Training: What You Need to Know* with your staff as these documents will answer most of their questions related to training logistics. They are available on the **Training page** of **IS/Epic Central**.
- Remind your staff that e-learning modules (labeled 100-level classes) **MUST be completed prior to attending classroom training**.
- Ensure **laptops that will be used with Epic** are available during your department's scheduled Technical Dress Rehearsal 2 (continues through August 25).
- Be sure you and your team know your new **Epic downtime procedures**. Unlike the notices you receive today about downtimes, which include details about what to do when a system(s) is unavailable, downtime notices after we go live with Epic will simply instruct you to follow your downtime procedures. If you have questions, please email **EpicBCA@umassmemorial.org**.
- **Submit your department's charges for services through September 30, 2017 as soon as possible** to enable the transfer of resources from IDX to Epic!
- **Nick Hemeon will be reaching out to you** over the next two months to review your current reporting needs. **Please respond to his requests as soon as possible** to ensure the new Epic reports can be built and ready for November 1, 2017.

TO KNOW

EPIC TRAINING

Super User training has been underway for the last two weeks and the feedback has been positive: "Instructor was great, very knowledgeable." and "Excellent job!! Thorough, answered questions – gave adequate time and reviews!" As end user training gets underway on Monday, August 14, please know the following:

Registration

- If you need help registering your staff, please email **EpicTraining@umassmemorial.org** or call 508-334-8800 and select option 2 to speak with a training registration coordinator. The Training Registration Support Center will be open Monday through Friday from 8 a.m. – 5 p.m.

e-Learning

- All e-learnings modules must be started in EL4U; however, if any of your staff are unable to complete a module in EL4U, they should view that module **here**. Please ensure they complete as many modules in EL4U as possible.

Logistics

- Boxed meals will be provided for employees attending Epic training at all training locations over lunch (11:30 a.m. - 1:00 p.m.) or dinner (5:00 - 6:30 p.m.) hours
- Parking will <u>only</u> be validated for the Worcester Common and Major Taylor Municipal garages
- Employees who park in the Mercantile Center Garage attached to 100 Front Street <u>will pay for their own parking</u>

Accessing the Epic Playground

Epic PLY

▪ Click on the Epic Playground icon on your desktop. If the icon is not there, restart your computer. If it still does not appear, contact the IS Support Center.
▪ Log in using the role-based usernames and passwords in the Classroom Information Sheets given to you during your Epic training classes. Your network ID and password will not work.

Tracking Training Time
- Time that employees spend in Epic training will be tracked in Kronos, including classroom training and in some cases, travel time that exceeds the employee's normal commute.
- Refer to the *Tracking Epic Training Time in Kronos Job Aid*, which provides detailed guidance on how to track Epic training-related activities in Kronos for the various employee groups, including salaried, hourly and those that work at HealthAlliance Hospital.

All job aids and reference documents related to Epic training can be found on the **Training** page of **IS/Epic Central**.

TDR 2 CONTINUES
Technical Dress Rehearsal (TDR) 2, which continues through August 25, is an opportunity for Epic Analysts to verify that software launches correctly and printing is set up properly to ensure workflows are not disrupted at go-live. This is a critical activity, so please make every effort to accommodate the analysts. **Please also ensure that laptops that will be used with Epic are available during your department's scheduled TDR 2 session so they can be fully tested**. If these laptops are missed during your TDR 2 visit, an analyst will need to contact the laptop's "owner" to schedule another time for testing.

WHAT DO THE COLOR-CODED STICKERS MEAN?		
TDR 1	**Green**	Deployed and quality checked at the time of deployment
	Orange	TDR 1 complete
TDR 2	**Blue**	Epic workflows tested with failures. Additional testing session to be scheduled.
	Yellow	Device tested with Epic workflows. TDR 2 complete.

Visit the **Go-Live Readiness** page in **IS/Epic Central** for more information, including the TDR 2 schedule.

NO CHANGES TO EPIC TEMPLATES
The Epic Project Team has been extremely busy the past couple of months creating more than 2,000 templates (e.g., schedules) for UMass Memorial. These templates were reviewed and signed off on by managers and physician leaders over the past couple of weeks.

In preparation for the appointment conversion weekend September 9-10, there will be a freeze on these types of changes starting August 15 to allow appointments to be converted from current systems (e.g., IDX, Soarian) into Epic. The team will continue to gather approved template changes, but will not implement them until after the September 11 scheduling application (Cadence) go-live. Details around this event will be communicated at a later date.

Please email **Epic Scheduling** with any questions.