



Wellstar MCG

Empowerment Toolkit - Know / Share / Do

July 2024



Know, Share, Do – Toolkit #7

The information below is designed to help you engage your team members and share monthly updates about the integration process with Wellstar.



KEY INFORMATION LEADERS NEED TO KNOW.

- As you get access to Wellstar virtual desktop and intranet, you will be able to view Wellstar RL6/SaFER from eSource. **Please continue to use the WMCG version of RL6/SaFER until October**, when the Wellstar version of RL6/SaFER will become available.
- Starting in August, WMCGH managers and above will occasionally receive notifications from AlertMedia, a multi-channel emergency communication system for location-specific or system-wide urgent communications. **IT uses AlertMedia to send text messages when there is an unplanned outage for critical clinical or business systems.**
- **New printer paper and label stock will need to be ordered to support Epic.** More information will be provided after Workday goes live in August.



INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.

- **Complete the items in the M365 Post Go-Live Checklist** [here](#) to finish your transition to Wellstar Outlook, SharePoint, Teams and OneDrive.
- **Starting July 22, new WHS badges will be available for WMCGH employed team members to pick up.** If you use physical timeclocks to clock-in/out, you will need the new badge starting August 4. You received emails with specifics on where and when you can pick-up your badge. You will need a photo ID and your Wellstar OneID number at pick-up.
- **Complete the required Workday / UKG training by July 26.** Most team members can complete the 60-90 minute training online via HealthStream at a time of their choosing. Managers, timekeepers and those who order supplies and services must complete training on time to have access needed to manage staff, review, edit and approve time, and/or submit orders upon go-live.
- **Complete the items in the Workday/UKG Go-Live Readiness Checklist** [here](#). If you are a manager, timekeeper, or requisitioner, also complete the items in the Specialized Role Go-Live Readiness Checklist for your role [here](#).
- **Starting July 29, WMCGH employees can access a virtual Wellstar desktop** by clicking the Wellstar Desktop icon on your computer. The virtual Wellstar desktop allows you to access the Wellstar intranet (eSource) and other non-clinical applications from an AU device. For example, you will use the virtual desktop to access OnBase for contracting when this functionality goes live August 5.
- Effective August 4, **WMCGH will transition to the Wellstar PTO policy.** Please reference the KSD distributed on July 9 [here](#).
- **Epic End User Training takes place between August 5 and September 27.** Check HealthStream to confirm you are registered for all assigned training, check the dates/times, and complete any prerequisite learning modules. Contact your manager if you have any questions.
- We are still installing and testing new equipment required for Epic. **Do not disconnect or move any new equipment** as they may not work at go-live. **Do not remove the red, yellow and green stickers** you see on workstations and peripherals indicating their testing status.

- **In September, all phone numbers assigned to an individual will change** so that we can establish an independent telephony system separate from Augusta University. You will be notified of your new phone number in August. Clinic, department and emergency preparedness numbers will remain the same.



TAKE ACTION ON THESE IMPORTANT ITEMS.

- **Ensure you and your team are able to use Wellstar M365** now that applications are live.
- **Confirm that you and your team have completed the required Workday / UKG training by July 26.** For most team members, training will occur online via HealthStream at a time of their choosing, lasting 60-90 minutes.
- **Remind your team to review the Workday/UKG Go-Live Readiness Checklist [here](#).** For those that are a manager, timekeeper, or requisitioner, also review the items in the Go-Live Readiness Checklist for their role [here](#).
- **Prepare for the purchasing pause from August 2-5** with the team member responsible for ordering supplies and services for your Department or Unit by bulking up on goods and adjusting essential purchase orders.
 - Patient care depts must plan to hold up to 10 days of non-stock on-hand on August 2.
 - Non-patient care depts must plan to hold up to 14 days of non-stock on-hand on August 2.
- **Confirm that your team members are registered for Epic training by Friday, August 2.** Work directly with your staff so they can register themselves for classes in HealthStream. People managers received an email on 7/9 with details on office hours dates/times for continued registration support.
- **Ensure you and your team complete any prerequisite learning in HealthStream prior to attending Epic training.**
- **Confirm your contact information in Workday starting August 5** to ensure you get important notifications, such as the AlertMedia text messages when there are system outages.
- **Distribute the monthly toolkit** from [HERE](#).