Wellstar MCG
Empowerment Toolkit - Know / Share / Do

August 2024

Know, Share, Do – Toolkit #8

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

KNOW   **KEY INFORMATION LEADERS NEED TO KNOW.**

- **Our first paycheck through Workday came on August 22.** Please see this link for information about how to view your payslip

- Epic training has officially kicked off for all end users! Epic training takes place between August 5 and September 27. **All users must complete their assigned Epic training and post-class knowledge test in order to receive Epic access.**

- **Starting in mid-October, WMCGH computers will be exchanged for a similar Wellstar computer** with Wellstar branding, standard applications, and settings. Details and logistics will be shared in September.

- **Phone numbers will change in late 2024 or early 2025.** 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 45 days before it is changed.

SHARE   **INFORMATION LEADERS NEED TO SHARE WITH THEIR TEAMS.**

- Our first paycheck through Workday came on August 22. **Take a moment to** review your payslip **and important pay information,** such as your direct deposit details, federal and state/local tax withholdings

- **Complete your Epic training by September 27 to avoid disruptions to your daily work.** Failure to complete your training on time may result in delayed access to Epic. If you need to reschedule your classes, you can do so directly in HealthStream.

- 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.

- **Participate in Epic user readiness activities** such as shadow charting, workflow dress rehearsals and patient flow days to experience and practice how Epic will be part of your daily work. Additional information and invitations for these activities will be shared in the coming weeks.

- As you get access to Wellstar virtual desktop and the intranet, you will be able to view Wellstar RL6/SaFER from eSource. However, **please continue to use the WMCG version of RL6/SaFER until October.**

- PolicyTech will be migrated to one PolicyTech instance for all locations by the end of 2024. More information will be shared as we approach that time. **Currently, two separate PolicyTech instances remain in use. You can access them on the Wellstar Legacy eSource (intranet):**

   1. **WHS Legacy PolicyTech** includes policies and procedures applicable to Wellstar Legacy and can be accessed by all team members. Contact

![Wellstar Health System logo]

PoliciesAndProcedures@Wellstar.org with questions regarding findability or functionality related to PolicyTech.

2. **WMCG and Roosevelt Warm Springs (RWS) PolicyTech** includes policies and procedures applicable to WMCG and RWS and can ONLY be accessed by WMCG and RWS team members. Contact WMCG_Quality_WMCGPOLICIES@wellstar.org with questions regarding findability or functionality related to PolicyTech.

TAKE ACTION ON THESE IMPORTANT ITEMS.

- **Ensure you and your team complete your Epic training by September 27.** Check that your team members know the date, time and location for their Epic classes.

- **Encourage your team to participate in the Epic user readiness activities** (such as shadow charting, workflow dress rehearsals and patient flow days) that your department will be taking part in.

- **Confirm that the CyberSTARs in your department have signed up to support end user Epic training classes.** Clinical and Revenue Cycle CyberSTARs are expected to attend at least one of their assigned Epic training classes again during end user training to reinforce their learning and support their colleagues.

- **Distribute the monthly toolkit** from HERE.