

Ambulatory Essential APeX Spring Upgrade 2025

Ambulatory Users

UCSF Health will upgrade to APeX (Epic) November 2024 version on May 31, 2025.

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APeX Support for Beaker/Spring 2025 Upgrade

APeX Beaker and Upgrade support will be available Saturday, May 31st, to Friday, June 6th, from 7 am to 6 pm. For assistance, please click on the APeX Training Support button located on the Epic toolbar to launch the Zoom training support bridge.



Lab Centralization and Modernization (Beaker) - Providers

Audience: UCSF and BCH Providers

Change: On **May 31, 2025**, UCSF Health will transition to Beaker, a modern and intuitive laboratory information system (LIS) integrated with APeX, our electronic health record platform. Beaker will replace Sunquest, Cerner CoPath, and most SCC Soft products currently in use at UCSF Health & BCH Oakland locations.

Training: This change will impact all providers and clinical support staff involved in specimen collection or processing. To ensure a smooth transition and maintain our high standards of patient care, comprehensive training will be provided.

Training Components:

1. eLearning Module:

A designated eLearning module will be available for completion. This module is designed to
provide detailed information about the new processes and procedures. It will be accessible
online, allowing you to complete it at your convenience.

2. Tip Sheets:

• In addition to the eLearning module, tip sheets will be provided. These documents will offer quick reference guides and practical tips for the new system. Reviewing these tip sheets is essential as they become available to ensure you are up-to-date with the latest information.

Recommended Action:

- Complete the eLearning Module: It is recommended that any providers involved in specimen collection without support of clinic staff should complete the designated eLearning module.
 - AMB: Clinic Provider Lab Collection Process with Beaker Online Training (Duration: 8 min)
 - AMB: Dermatology Provider Lab Collection Process with Beaker Online Training (Duration: 4.5 min)

- Review Tip Sheets: Regularly check for new tip sheets and review them thoroughly. These will be available on the APeX Training Knowledge Bank.
 - o AMB/INP: Providers Surgical Pathology/Bone Marrow Add-ons
 - o AMB/INP: Providers Sign and Hold Lab Orders for Radiology Procedures
 - o AMB/INP: Providers Working with Infusion/Transfusion Therapy Plans
 - o AMB: Lab Add-On Orders
 - o AMB: Order Changes for Providers

Additional resources are available in the <u>APeX Training Knowledge Bank</u> and on the <u>Lab Centralization</u> and Modernization | APeX Hub.

Lab Centralization and Modernization (Beaker) – Clinical Staff Training Strongly Recommended

Audience: UCSF and BCH Clinical Staff, Nurses, Medical Assistants, Techs

Change: On **May 31, 2025**, UCSF Health will transition to Beaker, a modern and intuitive laboratory information system (LIS) integrated with APeX, our electronic health record platform. Beaker will replace Sunquest, Cerner CoPath, and most SCC Soft products currently in use at UCSF Health & BCH Oakland locations.

Training: The Lab Centralization and Modernization transition is set to affect all clinical support staff involved in specimen collection or processing. To ensure a smooth and efficient transition, comprehensive training has been designed, which includes:

- **1. eLearning Module**: Everyone is encouraged to complete a designated eLearning module. This training is strongly recommended and should be completed by **May 31, 2025**.
- **2. Training Playground**: You will have the opportunity to practice in the Training Playground, utilizing step-by-step exercise books to familiarize yourself with new procedures and systems.
- **3. Tip Sheets Review**: As additional resources become available, you should review tip sheets to stay updated on best practices and new information.

This structured training approach aims to equip all involved users with the necessary skills and knowledge to adapt to the changes efficiently. Compliance with the eLearning module deadline is crucial for the successful implementation of the Lab Centralization and Modernization transition.

- o AMB: Clinic Staff Lab Collection Process with Beaker Online Training (Duration: 15 min)
- o <u>AMB: Adult Hospital Outpatient Department (Specialty Navigator) Lab Collection Process with Beaker Online Training (Duration: 13 min)</u>
- o AMB: Clinic Staff Specimen Collection Exercise Booklet
- o AMB: Adult Hospital Outpatient Department (Specialty Navigator) Exercise Booklet
- o AMB: Lab Specimens Packing List
- AMB: Specimen Collection Label Printers ZD Series

Additional resources are available in the <u>APeX Training Knowledge Bank</u> and on the <u>Lab Centralization</u> and <u>Modernization</u> | <u>APeX Hub.</u>

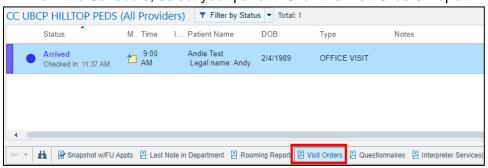
Lab Centralization and Modernization (Beaker) – Community Affiliates Only

Audience: Community Affiliates

Although Community Affiliates are not transitioning to Beaker at this time, it remains essential that all lab tests are collected in accordance with the current outlined procedures. Please review the steps below to ensure continued accuracy and consistency in lab collection.

Clinic Collect Workflow for Community Affiliates

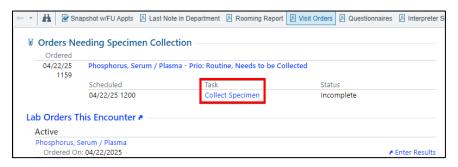
1. From the Schedule, select your patient. Click the Visit Orders Report.



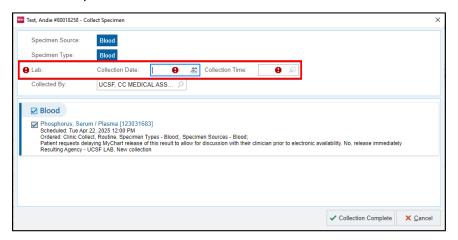


Note: If the order was placed as Future status, clinical staff must Release the order first for the order to be visible in the Visit Orders report.

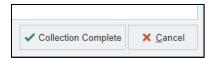
2. Click the Collect Specimen hyperlink.



3. In the specimen collection window, add the Collection Date and Collection Time.



4. Click Collection Complete. A lab requisition will print.



5. Affix a patient label to each collection tube and send it with the printed requisition.

Lab Centralization and Modernization (Beaker) – Lab Order Changes

Audience: All Users

With the implementation of Beaker on **May 31, 2025**, clinicians will see a change to several components in APeX.

Lab Order Changes

- Slight name changes to some labs
- Changes with type/source selections
- Question changes
- Personal preference list changes (due to the above changes)

Lab Results Changes

- Separate result lines based on lab order source changes, causing results to be more granular (e.g. hematocrit results)
- Lab result trends being temporarily out of sync due to the changes in component structure

SmartTools and Note Template Changes

SmartTools and Note Templates linked to lab results may be affected

Updates to In Basket for Providers

Several improvements have been made to In Basket to support providers managing their In Basket.



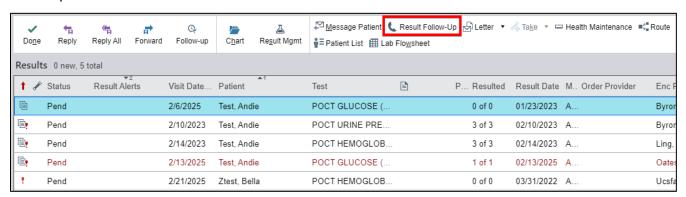
Results Routed to Ordering Provider

Alongside the Beaker implementation, a big improvement is coming to Results message routing: providers will now receive lab results only for tests they personally ordered. This long-requested improvement addresses a key weakness in the current system, which routes all results—regardless of who ordered them—if the tests were drawn together.



Take Action on Result Messages from your Results Folder

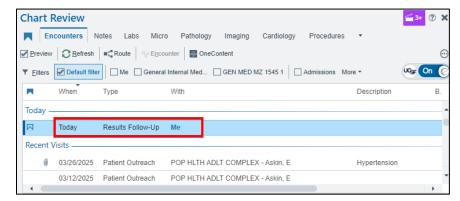
Introducing the new "Results Follow-Up" encounter type, which unifies follow-up actions into a single workspace by combining features from Results Management and Telephone encounters. Clinicians can now seamlessly call patients, send messages, write letters, order medications or follow-up labs, and release results to MyChart—all within one encounter linked to the result. Utilize the new "result follow-up" button when acting on a result to contact the patient, enter orders, and complete any necessary follow-up actions with ease.



To support this change, terminology for Telephone encounters has been updated to "This Conversation."



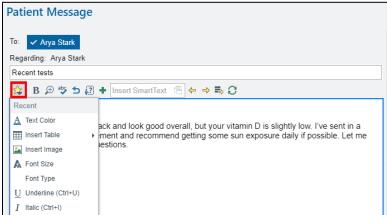
The new encounter type makes it easier to find and review these encounters in Chart Review. Instead of showing multiple encounter types (e.g., Telephone Call or Patient Message), they are now consolidated under a single "Results Follow-Up" encounter. Additionally, the "When" column now displays the encounter creation date rather than the date of the last update.





More Formatting Options for Additional Types of In Basket Messages

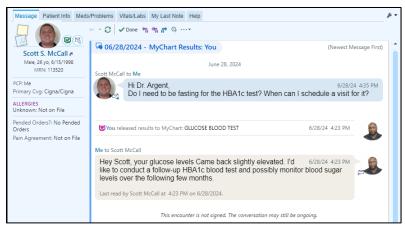
Use formatting—such as tables and bullets—when writing the following types of In Basket messages: patient calls, result notes, Rx authorization and responses, patient advice requests, nurse triage encounters, pending orders, and messages to patients written in Result Management.



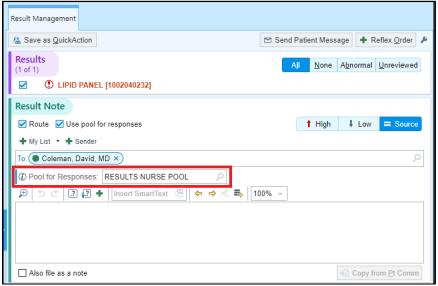
A

Respond to Patient's Lab Result Questions

Patients can now respond directly to clinician comments made on test results, keeping the full conversation with the result itself. These messages follow the same routing conventions as Patient Advice Messages, and if alternative routing options are needed, providers also have the option to have any patient replies route to a designated pool using the Pool for Responses feature.



Patients can now respond directly to lab result comments in MyChart.

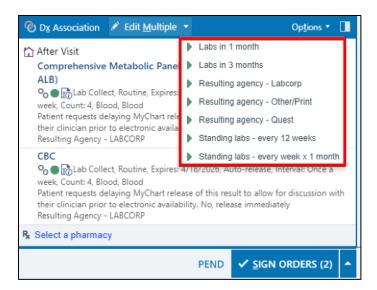


Pool for Responses is now available for Result Notes.

Because these replies route as Patient Advice Messages, you can reply with a Medical Advice Message if they meet the criteria. Please see the <u>Medical Advice Message</u> tip sheet for more information.

Quickly Edit Multiple Orders at Once

The Edit multiple tool that you can use to change multiple orders at once now allows you to save frequently used changes (macros) that can be easily selected from a drop-down list. To create a macro, click Macro Manager from the Edit Multiple window, enter the values you commonly use, and save it. For more guidance on creating macros for orders, please review the tip Edit Details for Multiple Orders tip sheet.



Sign Visits with Incomplete Medical Assistant Notes

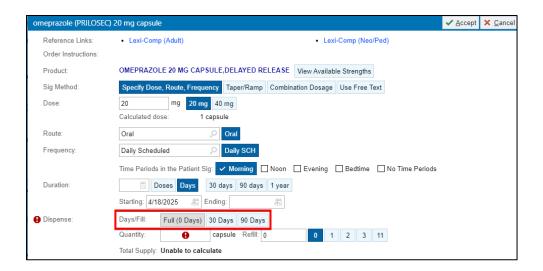
Providers can now sign visits even if there is an incomplete note from an MA on the visit. The encounter provider will see a warning that there is still an incomplete note on the encounter but will still be able to sign the visit. The incomplete note will not be visible to the patient, even if the encounter is signed. The MA will still receive an In Basket message notifying them of the incomplete note.



Automatic Calculations for Medication Quantities



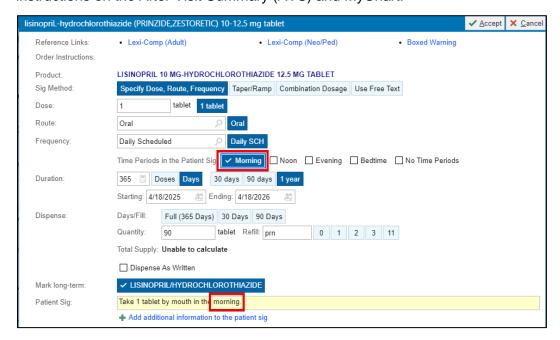
Previously, providers had to enter a duration for the medication before selecting the Days/Fill. Now, providers can select the Days/Fill first, and the system will automatically calculate the correct Quantity to Dispense, without needing to enter a duration beforehand.



Indicate the Time of Day to Take a Home Med with a Click

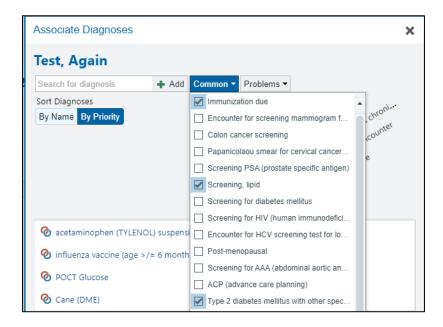


Providers can now quickly select dosing times – morning, noon, evening, or bedtime – using checkboxes in the Order Composer. These selections will automatically populate in the patient sig and instructions on the After Visit Summary (AVS) and MyChart.



Add Multiple Diagnoses to Associate with Orders at Once

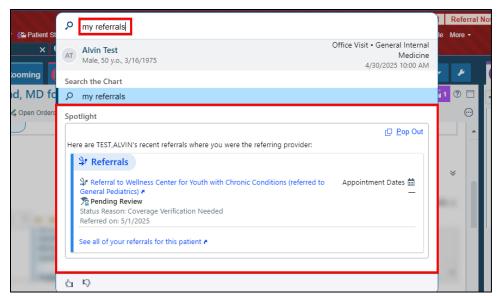
When linking diagnoses to multiple orders, use the checkboxes under Common and Problems to select one or more diagnoses at once. Click outside the menu to confirm your selections.



Find Information Faster by Using the Assistant Bar (Search Bar)

Use the Assistant Bar (Search Bar) to quickly access patient information. New Spotlight Cards have been added to make finding key details even faster, including:

- Recent Lab Results
- Future Appointments
- Status of outgoing referrals
- Medical, Surgical, and Family History
- Pharmacy Benefits
- Active Episodes
- Patient Goals
- Visit Diagnosis
- Your Encounter Charges
- Patient documents (Photo ID, Birth Certificate, Death Certificate, Legal letters)
- Oncology data (cancer history, cancer staging, radiation treatment, comorbidity index, eSyM summary, and lifetime dose tracking)



Use the Assistant Bar to find out the status of your referrals and more.

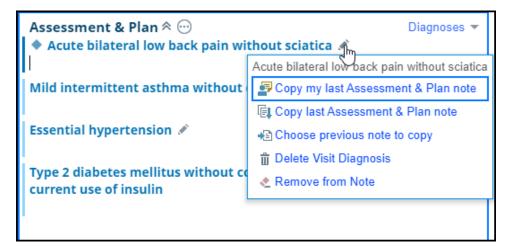
Updates to Diagnosis-Aware Notes



For providers using problem-oriented documentation, two new changes are designed to simplify and improve your workflow.

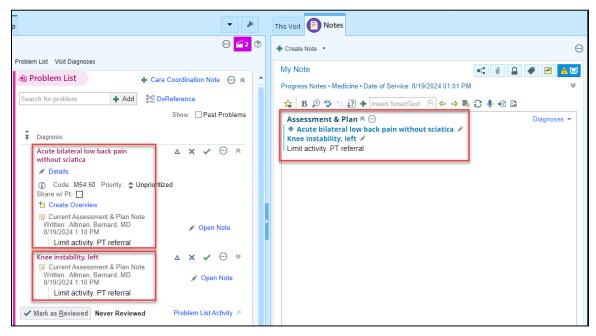
Copy Last Assessments & Plans

When a patient's problem and treatment plan remain largely unchanged, save time by copying previous documentation in the Assessment & Plan section and updating as needed. Click the pencil icon next to a problem to copy a note for that specific issue – either your last note, the last note by any provider, or an older note.



Group Problems Under One A&P

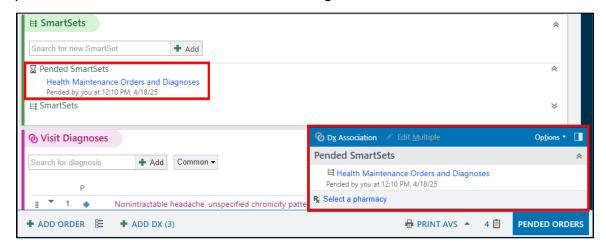
When writing assessment and plans that address multiple problems, click-and-drag or right-click the related problems to group them together. The system now automatically saves a copy of that A&P note for each problem.



For more information on problem-oriented charting, please see the <u>Problem-Oriented Charting in Notes</u> tip sheet.

Pended SmartSets Now Included with Pended Orders

Previously, pended SmartSets were only visible within the SmartSets section. Pended SmartSets will now appear in the Order Cart in addition to the SmartSets section in the Plan activity. Click on the pended SmartSet in the Order Cart to review, sign, or discard its orders.



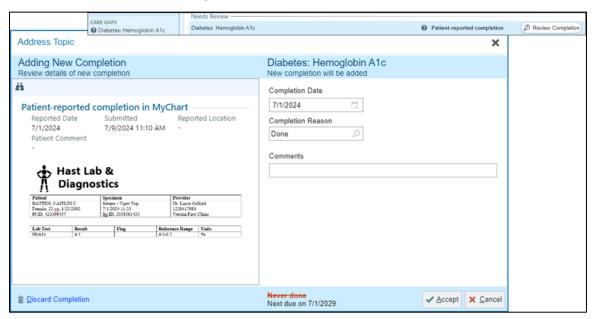
Patients Can Update Health Maintenance Topics through MyChart

Providers will now be able to review patient-submitted information in MyChart for screenings completed outside of the UCSF Health system, similar to existing immunization reporting. The patient-submitted information will show in the Care Gaps section of Storyboard or in the Health Maintenance activity under Needs Review. The provider can then reconcile the applicable information to complete the topic.

This feature applies to the following care gaps:

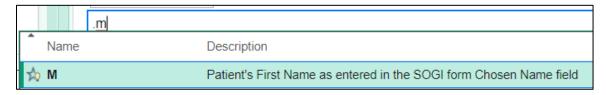
Diabetes: Foot Exam Diabetes: Retinal Exam

Advance Care Planning Discussion



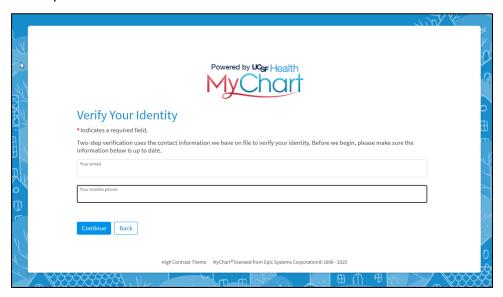
Include Patients' Preferred Titles in Letters and Notes

The M SmartLink will now display patient's chosen name. If a patient does not provide a chosen name, the patient's legal first name will display. If a patient wants to be addressed with a formal title, please update the chosen name field to include this title. (Ex: Dr. Drea)



FYI: Two-Step Verification Now Required for MyChart

To provide additional security when logging into MyChart, patients will need to verify their identity using two-step verification via their email or mobile number.



After the initial set up, when the patient logs in, they are taken to the Verify Your Identity page where they can request a code be sent by email or text message. They are given the option to trust their device so that they don't need to enter a code the next time they login to MyChart using the same device.

Optimized Tools for Clinical Staff: Medication Review and Document Management

Explore the latest updates to Epic that enhance medication review and streamline documentation processes for clinical staff, improving efficiency and patient care.

More Efficient Medication Review Tools When Rooming a Patient

The Medication Review section in the Rooming activity has a more streamlined look and adds additional functionality to improve medication documentation for clinical staff. New actions include:

Document multiple patient-reported medications at the same time

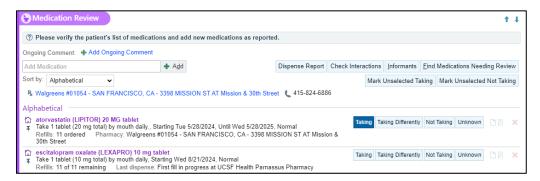
When searching for and adding patient-reported medications, all of the medications stay open for editing. Keep adding medications and adjusting their details then click Accept, saving time and clicks.



Prep medications for reordering

Single-click the circular arrow to pend a medication and add it to the order cart for the provider's signature.

Before:



After:



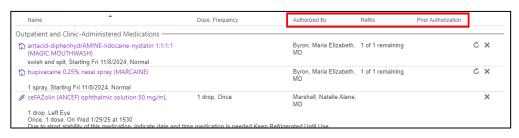
Tailor the information that appears:

Click the wrench in the upper right corner to open a set of options to customize the information shown during Medication Review. Even more settings are available under the More Settings link.



Efficiency Tip: Save time and reduce clicks by selecting options like **Prior Auth Status**, **Refills**, **Authorizing Provider**, and more to be visible directly in your workflow. These options are now available under **More Settings**, eliminating the need to search for this information.

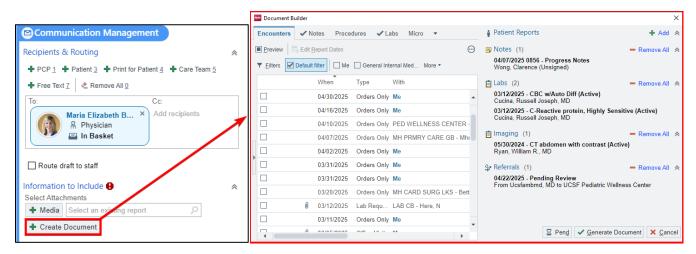




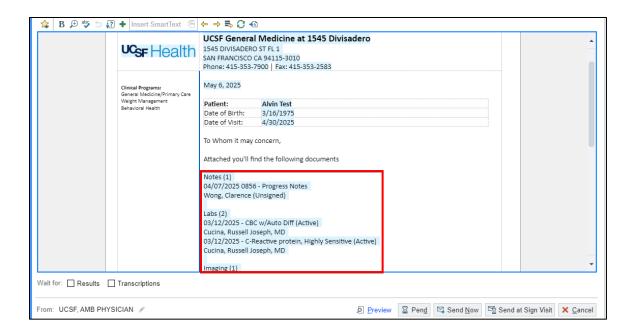
Send Multiple Chart Attachments in One Document

Clinicians who want to send different types of patient reports—such as notes, medications, and labs—at the same time can use Document Builder to select attachments and combine them into a single document, rather than routing each type separately from Chart Review.

When creating a new letter in the Communications activity, click the **Create Document** button to access Document Builder and select attachments.

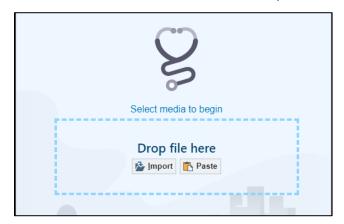


Then, add the SmartLink .ATTACHEDDOCCONTENTS to your communication to list the reports you included in the document.



Drag and Drop Files into Hyperspace

To make it easier to import many files at once, clinical staff can now drag and drop files from their network drive into Media Manager or the Document Batch Editor. The "Drop file here" box is enabled by default in both activities. Staff can still import files using the Import or Paste options as necessary.



Ambulatory Other/Specialty Upgrade Updates

Please review <u>Ambulatory Other/Specialty APeX Spring Upgrade 2025</u> for upgrade changes aimed towards specialties/smaller audiences and/or changes that do not directly impact all ambulatory users.

Tool Specific and Specialty Related Upgrade Resources

Anesthesia

Review the Anesthesia APeX Spring Upgrade 2025 Newsletter for Anesthesia Upgrade changes.

ASAP/ED

Review the ASAP APeX Spring Upgrade 2025 Newsletter for ASAP Upgrade changes.

Beacon/Oncology

Review the Beacon APeX Spring Upgrade 2025 Newsletter for Oncology Upgrade changes.

Cadence

Review the Cadence APeX Spring Upgrade 2025 Newsletter for Cadence Upgrade changes.

ClinDoc/Inpatient Provider

Review the <u>Inpatient Provider APeX Spring Upgrade 2025</u> Newsletter for Inpatient Provider Upgrade changes.

ClinDoc/Inpatient RN and Ancillaries

Review the <u>Inpatient RN and Ancillaries APeX Spring Upgrade 2025</u> Newsletter for Inpatient RN and Ancillaries Upgrade changes.

Haiku/Canto

Review the Haiku/Canto APeX Spring Upgrade 2025 Newsletter for Haiku/Canto Upgrade changes.

HIM

Review the HIM APeX Spring Upgrade 2025 Newsletter for HIM Upgrade changes.

Kaleidoscope

Review the Kaleidoscope APeX Spring Upgrade 2025 Newsletter for Kaleidoscope Upgrade changes.

OpTime

Review the OpTime APeX Spring Upgrade 2025 Newsletter for OpTime Upgrade changes.

Patient Access

Review the <u>Patient Access APeX Spring Upgrade 2025</u> Newsletter for Patient Access Upgrade changes.

Phoenix/Transplant

Review the Phoenix APeX Spring Upgrade 2025 Newsletter for Transplant Upgrade changes.

Radiant

Review the Radiant APeX Spring Upgrade 2025 Newsletter for Radiology Upgrade changes.

Reporting

Review the Reporting APeX Spring Upgrade 2025 Newsletter for Reporting Upgrade changes.

Research

Review the Research APeX Spring Upgrade 2025 Newsletter for Research Upgrade changes.

Stork/OB

Review the Stork APeX Spring Upgrade 2025 Newsletter for OB Upgrade changes.

Willow/Pharmacy

Review the Willow APeX Spring Upgrade 2025 Newsletter for Pharmacy Upgrade changes.

Wisdom/Dental

Review the Wisdom APeX Spring Upgrade 2025 Newsletter for Dental Upgrade changes.

APeX New Hire Training Schedule

Need to see when the next APeX Training class offering? <u>Click here</u> to see a list of all upcoming APeX classes.

For Newcomers, Join our LISTSERV!

If you were forwarded this announcement and you want to receive the Ambulatory Monthly Updates directly, join our <u>Listserv here</u>.

To view previous Ambulatory Updates- <u>click here</u> To view Inpatient Provider Updates- <u>click here</u> <u>The APeX Knowledge Bank- Website</u>

For APeX news on upcoming upgrades and events, visit the New APeX Hub website

Disclaimer: You are receiving this monthly update because your APeX responsibilities contain Ambulatory security; including but not limited to reviewing patient charts, rooming patients, placing orders, writing notes, documenting within activities in an encounter etc.; you manage and/or support staff with Ambulatory responsibilities; or you are identified as an end user with APeX Ambulatory security.

Content in this update is for educational and informational purposes. Please review for latest APeX Ambulatory updates.

Always Remember Your Responsibilities for Use for the Electronic Health Record

APeX is the legal electronic health record for patients at the UCSF Medical Center. All users have the following responsibilities:

- Assure that all information is entered correctly and accurately and within your scope of practice.
- Stay up to date on changes in APeX.
- Follow all UCSF Policies & Procedures on use of the electronic health record.
- Report any issues or problems to your manager and/or IT Service Desk at (415) 514-APeX (2739).