Patient Monitoring Cutover Tip Sheet

- Starting at midnight on Friday (3/17), Syracuse's legacy Epic will stop receiving results and sending ADT (patient demographics) messages to the GE patient monitor systems. At this time, follow your hospital's downtime documentation procedures until Saturday 4 AM (3/18).

    o Ensure patient monitors are prepared to print for the duration of downtime [4 to 5 hours].
    o Retain pertinant paper strip/graphs per downtime policy on documentation.

- Patient monitoring vendor(s) begin transferring/activating systems to make ready for the new TogetherCare (TC) Epic ADT feeds (patient demographic & identifiers [MRN]) to admit patients).

- New patients requiring monitoring between midnight & 3 AM, require manual entry using "*basic*" demographics per downtime policy [full name, sex, DOB, etc.] into bedside monitors.

- At 3 AM - TC Epic's ADT will connect to patient monitoring system.

- By announcement - Patients will be discharged from the GE monitoring systems to clear their old (legacy) Epic identifiers. Failure to do so, will prevent data transfer to TC Epic upon activation (4 AM).

- Patients will be re-admitted [new patient] to the patient monitoring system using their "New" Epic MRN & contact serial number (CSN). Desired completion time is by 04:00 AM.

- Once Epic is live and the patient has been re-admitted to the patient monitoring system. Patient data from the monitoring system will flow to Epic based on bed assignment.

- In Epic, verify that the patient's chart is receiving data from the patient monitoring system. Clinical Engineering will be on-site for support, if this is not happening.

- **Important:** *Any patient monitoring data collected during down-time will be deleted from the system.* This clears any old Epic identifiers…preventing data errors from hitting the TC Epic instance.

Clinical Staff During Cutover

- Unit manager, designated administrator and 1-2 super users are essential during the 3 AM cutover. Unit managers may choose to come in earlier if they are participating in the downtime/cutover process.

Trinity Health