



Epic '09 Upgrade Managers' Checklist

To assist you with the training activities required prior to our October 9, 2010, upgrade to Epic's 2009 release, we've created the following managers' check list.

✓	Date	Activity
<input type="checkbox"/>	Starting Today	Super users: Schedule your super users to be "out-of-count" to provide October 9 – 15 support.
<input type="checkbox"/>	By September 20	Upgrade date: Communicate to your teams that our Epic upgrade will occur October 9 .
<input type="checkbox"/>	September 20 – October 1	Required eLearning: Have your staff complete their required eLearning training in HealthStream.
<input type="checkbox"/>	Starting August 30	Practice: <ul style="list-style-type: none"> ▪ Playground2 is available for practice. ▪ The learning lounge is available in the cafeteria at Mills-Peninsula. ▪ Quick start guides are available through the Office of Reinvention (sixth floor, Mills-Pen.).
<input type="checkbox"/>	September 22 – October 7	Q&A Demonstrations: <ul style="list-style-type: none"> ▪ Inform users that they can participate in optional Q&A demonstration sessions. ▪ Registration in HealthStream after completing required eLearning.
<input type="checkbox"/>	October 9 to 15	Getting help: Our support model is: <ul style="list-style-type: none"> ▪ Super users. ▪ Help Desk. ▪ Mills-Peninsula analyst team.