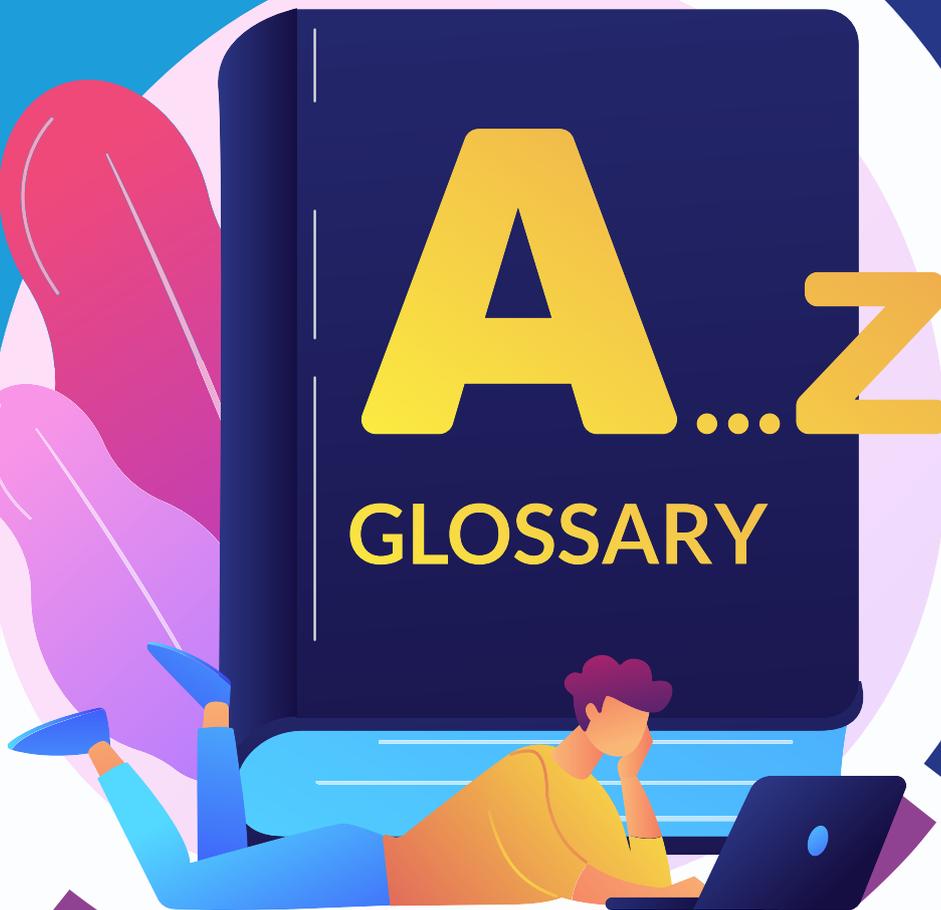


# GLOSSARY OF TERMS



Key words and phrases to guide your journey of transformation with encompass and Epic.

<https://encompassni.hscni.net>



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# Epic Applications

## Anaesthesia

To be used wherever anaesthesia is required, as well as perfusion and sedation workflows. Anaesthesia providers will have *their own* anaesthesia record login department with dedicated anaesthesia tools. That anaesthesia record will contain links to other important types of documentation for planned procedures.

## ASAP

Epic's Emergency Department application.

## Beacon

Medical oncology.

## BPAM

Blood Product Administration Module (BPAM)

## Bedside

For managing inpatients.

## Bones

Orthopaedics.

## Bugsy

For identifying and monitoring patients at risk for infection.

## Cadence

For Outpatient and Speciality Clinics to book appointments and check service users in.

## Care Everywhere

Links with other hospitals using Epic, allowing organisations to share data electronically.

## ClinDoc

Where clinical tasks are recorded on admitted patients (also known as EpicCare Inpatient).

## Cogito

For Business Intelligence (BI) reporting and analytics.

## Compass Rose

Coordinated Care Management - to facilitate care across populations of patients. Also known as Social Care.

## Cupid (CVIS)

Cardiology.

## Dermatology

The Dermatology module is built on top of basic EpicCare Ambulatory tools. Used alongside these tools, it provides easier access to key information and streamlines common workflows. The module improves procedure documentation for specific dermatology needs and tracks biopsies and specimens after collecting. The main activity clinicians use is the Skin Exam activity, which is only available in Outpatient Dermatology. The Skin Exam activity allows dermatologists to document both an exam and related treatments.

## Dorothy

Home Care and Community Services.

## EpicCare Ambulatory

Ambulatory application for outpatient settings.

## EpicCare Inpatient

Where clinical tasks are recorded on admitted patients (also known as ClinDoc).

## EpicCare Link

Provides an external view of Epic patient and service user information for example to GPs.

## Fast Pass

Automatically offers cancelled appointments.

## Grand Central

For Admission, Transfer and Discharge of patients in an inpatient setting.

## Healthy Planet

For population health to understand populations through risk stratification and benchmarking.

## HIM

For health records, information governance, patient identity and coding.

## Kaleidoscope

For ophthalmology (eye care).

## Lumens

Endoscopy.

## My Care

Public-facing portal allows users to view their own health and social care record.

## OpTime

For theatres to manage operating rooms.

## PAS

For Referrals, Waiting Lists and Pathways.

## Phoenix

For organ transplants.

## Prelude

Patient management system.

## Stork

Obstetrics - for the maternity department.

## Willow

Inpatient and ambulatory Pharmacy application.

## Wisdom

Dentistry.

# A

## Abstraction

The process of manually transferring a basic set of clinical information (including history and allergies) from existing systems into clinical records in Epic ahead of Outpatient visits.

## Accordion Report

"Accordion" refers to the ease with which users can expand and condense the time intervals within this report to display relevant data, and patient information.

## Activity

Can consist of a form, report, or series of forms and is the main place where users enter and view data in Hyperspace.

For example, the Order History Activity is used to view information for an order while the Medications Activity is used to manage a patient's prescriptions.

## Activity Group

Series of activities (outpatient or inpatient), that are booked as a group i.e. repeat chemotherapy.

## After Visit Order

Includes prescription medications and procedure orders that will be performed after the current visit.

## After Visit Summary (AVS)

A report given to the patient to take home after each visit or hospital stay. It shows information about the care a patient received and any follow-ups or medication changes.

## Ancillary Orders

An order entry form used in Radiant and Cupid where clinicians place orders for procedures.

## Application

A software module or program that enables the user to perform specific, productive tasks, such as word processing or image manipulation.

## Application Manager

Experts from Epic assigned to each Epic application to partner with and guide teams throughout implementation.

## Arrival List

Work list used to track and manage when patients are checked in for their appointments.

## Auto Scheduler

Cadence's automated scheduling feature that uses various settings and configurations, as well as the visit type, provider, and patient information, to find open times for appointments in providers' schedules.

## Axon

Medical Device communication hub. Consolidates data from multiple connected medical devices into a single message to the Smartlinx MDI application.

# B

## Back Loading

The process of loading historical clinical information onto a new system.

## Bed Administration

Where users can create and update room and bed records for the facility.

## Bed Days Activity

An activity used by case managers to track approved, avoidable, and denied days for a patient's hospital stay and update the date of the patient's next review.

## Bed Browser

Used within Grand Central's 'Hospital at a Glance' section and lets users see bed information without patient names and IDs.

## Benefits Realisation

This term focuses on ensuring that project results give patients, service users, staff and all stakeholders the benefits they expect.

## BPAM

Blood Product Administration Module. This module allows users to document units of blood and its relevant information (Donor Number, Product Code, Unit type and expiry dates) and also has the ability to use information sent from the lab to do a background check to ensure the right unit of blood is being given to the right patient.

## Business As Usual (BAU)

The ongoing service delivery that will support the work of the Trust while encompass is being implemented.

## Business Intelligence (BI)

The process of harnessing data to direct, improve and/or report out on work.

## BSO

Business Services Organisation - the organisation responsible for the provision of business support and professional services across the Health and Social Care Sector including:

- HR
- finance
- legal services
- procurement
- ICT
- other services.



## Caboodle

Combines Epic and non-Epic data in a single, unified data model to enable efficient reporting.

## Canto

The mobile version of Hyperspace designed to help clinicians be productive on the go on handheld devices (iPads)  
Clinicians can use it to:

- 
- review a patient's chart
  - respond to In Basket messages
  - ePrescribe medications
  - take clinical photos
  - capture professional charges.

## Care Plan

Activity used to create and track plans of care for a patient. It can include problems, interventions, goals, and variances.

## Care Team

A patient-level list of providers who are associated with the patient's care

## Case Team

An episode-level list of providers who are associated with the programme episode.

## Cascading Flowsheets

Functionality that automatically prompts you to add, specific rows/groups to a flowsheet template when a value entered in a row meets a specified condition.

## Category List

An item data type or a pre-defined list of possible choices users can select from when entering a value for such an item.

- 
- For example, the category list for the category item 'Sex' is made up of
- Male
  - Female
  - Unknown.

## Change Impact Assessment (CIA)

The method the change impact team use to evaluate how the change from current state – how you do your job now to the future state, how you do your job when encompass is live

## Change Impact Assessment Tool

a structured template used to record the stages of the change impact assessment & the effects of the changes on various areas, the risks of the changes & mitigations & actions to reduce the risk.

## Change Impact Workshops

Group sessions with users, WFA, Epic to facilitate collaboration & open discussion to share understanding of change to workflows & potential solutions on impacted services.

## Chart

A patient's medical record. When working with Chart Tracking, this term usually refers to the representation of the paper chart in the system.

## Chart Review

Where you can review reports about a patient's encounters, labs, imaging orders, procedures, medications, and more

## Charting Navigator

Allows you to complete the charting necessary for a patient's visit, for example in ED. There are two Charting Navigators, one for general use and one for clinician use.

## Chronicles

The complete database management system that underlies all of Epic's application allowing you to run reports and searches, analyse statistics, import and export data etc.

## Clinical Decision Support

Decision support tools such as Alternatives, BestPractice Advisories, and Health Maintenance. In the 'In Basket' section, it refers to BestPractice Advisories.

## Clinician Order Entry

Used to navigate to and select the orders you want to place.

- 
- For example, selecting an individual order brings up the Order Composer, where you can define all the parameters for the order.

## Conversion

The process of transferring information from existing systems onto Epic applications, this can include historical results and reports, waiting list information from PAS.

# D

## **Data Protection Impact Assessment**

Data Protection Impact Assessment.

## **Department**

A physical place, such as a specialty floor, nursing unit, laboratory, or clinic, where appointments occur and providers are scheduled. Or, a conceptual area of work, such as admitting, or scheduling.

Both physical and virtual departments are represented by records in the Department (DEP) master file, which are attached to revenue locations.

Default reports and forms, as well as various settings, can be configured at the department level.

## **Device Cable Assembly**

Consists of a proprietary device serial cable, a DIM, and a network cable to connect a Medical Device to the Neuron/Axon.

## **DIM**

Device Identification Module

## **Discharge Navigator**

Centralises common review and documentation tasks that clinicians might need to perform when the patient is about to be discharged from the hospital.

# E

## Education

Where you can document educational topics and points that you discuss with the patient or their family members. Also called the Patient Education Activity.

## EHR / EPR

Electronic Health Record / Electronic Patient Record – i.e. the new system that will replace most paper process across Health and Social Care Northern Ireland (HSCNI).

## encompass

The HSCNI wide initiative that will introduce a single, integrated health and social care record to every citizen in Northern Ireland.

## Encounter

A clinical contact with a patient, such as office visits, admissions or triage calls.

If more than one evaluation or procedure takes place at that visit, it is still usually considered one encounter.

In billing applications, charges or other transactions can be associated with encounters.

## End User

Staff receiving encompass training ahead of Go-Live

## End User Devices (EUD)

The devices or technology used to access the Epic system, to review or update a record and perform functions. These include:

- computers
- mobile phones
- workstations on wheels
- printers
- bar code scanners etc.

## Enrolment

The system workflows required to ensure a patient has appropriate documentation at the start of their service / care pathway.

## Epic

A global leader in the provision of electronic health records, Epic created the software system on which encompass is built.

## Epic Toolbar

A toolbar that can be used for quick actions when working with patients and service users.

## Episode

A patient condition that spans several encounters, such as pregnancy, back pain, or worker's compensation. Encounters can be linked to an episode for easier review and reporting.

## Episode Type

Allow the user to differentiate episodes associated with different aspects of care and customise episode-level settings accordingly.

For example, an episode type of 'supportive care' can have separate functionality, like targets, review dates, tracking statuses etc. to an episode type of 'chemotherapy'.

## EPR

Electronic Printer Record (networked printer to be used for server and specialty printing).

## EUPA

End User Proficiency Assessment, an assessment completed at the end of training

## Event

An occurrence that is saved in a log file when a user performs an action in the application.

- In ASAP, events are logged for certain actions, such as arriving a patient or adding a treatment team member. These events are logged in the Patient Events Log activity.
- In Grand Central, events act upon a specific hospital encounter to change the contact type and/or status. Events keep track of changes over time within a single patient contact so that room and bed charges can be calculated correctly. Admission, transfer, and discharge all result in the creation of events.
- In Interconnect, an event is a system activity that occurs as a message moves through Interconnect. Interconnect logs these events in trace files, which can then be viewed using the Trace Viewer.

# F

## Facility

An entire organisation in which Epic applications are installed; the most general level in Epic's facility structure.

The facility is assigned a record in the Facility (EAF) master file, and any settings specified at this level affect the entire organisation.

## Facility Structure

A linked hierarchy of records set up to represent all aspects of an enterprise: beds, rooms, departments/units/wards, physical locations, trusts, and others.

## FYI Flag

A tool in encompass that allows you to notify or warn colleagues of a service user's needs or behaviour.

## Flowsheets

A spreadsheet for documenting patient care consisting of a template that holds rows or groups of rows. Epic supports both documentation flowsheets and review flowsheets.

## Flowsheet Navigator Section

A section within a navigator in which clinicians can record or review information in flowsheet rows and groups.

## Flowsheets Activity

Where you can document patient care using flowsheets. Also called the Documentation Flowsheets Activity.

# G

## Gap Analysis

A phase in the End User Device project to confirm the final device types, volumes and placement to allow procurement to begin. This is signed off by Trust Leads, Professional Leads and Regional Team.

## Grouper

Groupers are a set of associated records which can be used for such things as: BestPracticeAdvisories, Health Maintenance

# H

## H & P

History and Physical (H&P) examination note details the patient's status, reasons for admission, and the initial instructions for that patient's care.

## Haiku

The mobile version of Hyperspace designed to help clinicians be productive on the go using handheld devices (iOS or Android) Clinicians can use it to:

- review a patient's chart
- respond to In Basket messages
- ePrescribe medications
- take clinical photos
- capture professional charges.

## Hard Stop

A part in the system that MUST be completed, indicated by a red octagon (or "stop" sign).

## Health Maintenance Modifiers

Category values that can be attached to a patient in the Health Maintenance activity which marks them as eligible or ineligible for certain health maintenance plans.

## Health Maintenance Plan

Record in which you can set criteria for Health Maintenance topics.

## Health Maintenance Topic

Determines the Health Maintenance alerts that users see in your application.

## Hyperspace

When staff login to Epic, the software presented to them is called Hyperspace which is hosted by a system called Citrix.

## Hyperspace Toolbar

The set of buttons that appear next to the Epic button and provide basic navigation and access to common activities. From the Hyperspace toolbar, you can initiate a variety of actions, such as:

- opening your In Basket
- accessing your schedule
- securing your workstation
- logging out of Hyperspace.



## In Basket (IB)

Electronic messaging system which enables users to send messages to one another as well as jump to other parts of the system (such as an encounter or a patient's chart).

## In Basket Class

Used to send a single message to a group of recipients. When you send a message to a class, everyone in that class gets the message and can handle the message individually.

## In Basket Message

A message sent to inform a user of something in the system. Can be manually sent by other users or automatically generated by the system.

For example, a notification sent to a user when a Reporting Workbench report finishes.

## In Basket Pool / In Basket Registry

Used to send a shared message to a group of recipients.

When you send a message to a pool, everyone in that pool gets the message, but after one person marks it as Done it disappears from the other users' In Baskets.

Used if any member of the group can perform the requested action. Common examples include transcription pools and phlebotomist pools.

## Independent Application Review

An assessment of the system configuration to ensure alignment with the latest best practices conducted by Epic staff who are not directly involved with the encompass programme.

## Information Officer (IO)

Staff appointed to define and sign-off professional best practice for their specific area.

## Infusion Group

A record containing rows used to document intravenous medication administrations directly in flowsheets.

## Initial Assessments

Where you can document an initial assessment of a patient after they have been admitted.

## Intake/Output (I/O)

Where you can record and track a patient's intake and output in a flowsheet format.

## Integrated Areas

Cross-application work that has a large impact on the overall programme success, examples include users and security, device integration, and cutover.

## Integrated Platform

One single, unified record where information from all specialties, diagnostics, therapies and other providers is available in one place.

## Integration of Care

The management and delivery of health and social care services so users receive a continuum of services, according to their needs over time.

## Interdependencies

How different elements between work-streams impact each other.

## Interface Testing

Testing the correct fit and flow of data items that are being sent from another system to Epic and/or that Epic is sending out to another system

## Item

In Chronicles, a single attribute or piece of data stored within a record.

## Kuiper

Database for adding / editing LWS / EPR records



# L

## Learning Homes / F1

A resource that contains educational materials such as tips and quick start guides

## Letter Editor

Allows authorized users to create, change, and save letters.

## Letter Template

Composed of blocks of text, SmartLinks, and SmartLists, the Letter Template helps users create and send letters.

## Letter Viewer

Allows authorized users to view an existing letter.

## Lines/Drains/Airways (LDAs)

The flowsheet group used to document the insertion, removal, and properties of invasive devices such as lines, tubes, drains, airways. Wounds are also documented in the LDA.

## Limerick

Application specifically for the Apple watch for medical staff to view some overviews or summaries.

## Location

The level of your facility structure between service areas and departments. Locations can be attached to service areas or to other locations and can be classified as: hospital, wing, floor, other.

## Login Department

When a user first accesses the system, they login to a specific area called the login department.

## Login Labs

Sessions that are held (following the completion of training but prior to Go-Live) where users can log into Epic to test they have the appropriate access and tools required to do their jobs.

## LUVO

A specialist information technology software and service provider, providing Secure Electronic Messaging and Integrated Information Transfer solutions. Interfaces work closely with them, they're the middlemen that route clinic letters/results etc. to GP Practices. This is done using their Clin-ePost software: The Clin-ePost software enables the receipt and onward transmission of electronic clinical correspondence from source systems within the trust. On receipt of a clinical correspondence document, the document will automatically be converted to the required output format (PDF, Tiff, HTML) and encoded within a "Kettering XML" wrapper (where required) for onward transmission to the recipient GP Practice.

## LWS

Local workstation (PC to be used for epic notation)

# M

## Macro

Used in the NoteWriter to quickly apply a set of default values to a form.

## Manual Conversions

Bringing in other information that cannot be added automatically onto the Epic System (e.g. moving appointments that are currently booked).

## Master File

A storage entity in Chronicles, used to organise a particular type of record. For example, the Patient master file contains patient records.

## MDI

Medical Device Integration

## Media Manager

This is the activity you will use to scan documentation or upload information into the system.

## Medication Administration Record (MAR)

Where clinicians can document the administration of a patient's medications.

## My List

A list of patients available in the Patient List activity and maintained by a user.

## My Reports

An activity containing two tabs: the My Reports tab and the Library tab.

## My Reports Tab

Lets you access your favourite, saved, and recently run reports.

## My Care App

The My Care app is a secure, online portal that allows patients to access parts of their encompass health record, view upcoming appointments, see test results, and potentially communicate with their health or care team. Available on Android and iOS.

# N

## Navigation Tabs

Tabs that separate the web application into different activities (Home, In Basket, Schedule, Patient List, Clinicals).

## Navigator

A series of sections meant to follow a particular workflow, such as an office visit or medication reconciliation.

Common examples include:

- the Visit Navigator
- the Discharge Navigator
- the Call Navigator.

## Neuron

Medical Device communication hub with diagnostic screen. Consolidates data from multiple connected medical devices into a single message to the Smartlinx MDI application.

## NoteWriter

Generates text-based notes including:

- a patient's history of present illness
- review of systems
- medical decision making
- physical exam.

# O

## Order

An international term used in healthcare to mean 'request'.

## Order Composer

Allows the user to enter information necessary for an order by clicking buttons or choosing options from selection lists.

## Order Entry

Activity where clinicians can place medication and process orders for a patient.

## Order Set

A collection of orders that make-up a service user's journey through the hospital e.g. staffing, blood tests, equipment, operation etc.

## Orion

A tracking tool used to monitor and manage system build.

## Our Practice Advisory

A central tool in the Epic decision support system - provides reminders to clinicians during their workflows. Advisories can appear based on specific patient, provider, and facility criteria you define. You can configure many aspects of advisories, including the:

- warning text that appears
- workflows in which the advisory is analysed
- service areas/specialties/departments to which the advisory applies
- patient characteristics that determine if the advisory appears.

# P

## Pathway

The patient journey from initial referral (GP or A&E admission) to discharge and, potential, subsequent care at home. Includes consultations, treatments and care etc.

## Patient Contacts

Helps depict the patient's key social and personal relationships and how those relationships might contribute to sources of stress or support.

## Patient Journey

The patient perspective of the process/steps required in their interaction with health and care services e.g. from visiting GP, through outpatients and diagnostics, to procedure and discharge.

## Patient Lists

Where you can assemble and view lists of patients and reports for each patient. You can also open a patient's hospital chart from here by double-clicking that patient.

## Patient Portal

MyCare - the public-facing portal that allows users to view their own health and social care record.

## Patient Summary

Activity in the hospital chart or encounter that displays configurable reports about the patient.

## Pay-It-Back (PIB) Super User

These are Super Users from Trusts which are already using encompass who go to other Trusts to support their Go-Live as experienced users.

## Pay-It-Forward (PIF) Super User

These are Super Users from Trusts which are not yet using encompass who go to other Trusts to support their Go-Live.

## Pend

To set the status of something, such as an order, AP claim, note, or event to "pending." A pending order will not be released until it is signed or other action is taken. For example:

- A pending AP claim will not be processed until action is taken.
- A pending note can still be edited until it is signed.
- An event can be pending to hold off the action until a later time so a user can gather more information about the event.

## Place of Service

A clinic or place of service external to a healthcare organisation's facility. Tapestry distinguishes between the vendors' places of service and the facility's locations.

## Playground

An environment that can be accessed by users to practice and demo workflows after they attend their Epic training.

## Population

The group of patients affected by the filters that a user selects in SlicerDicer.

## Post-Live Elbow Support

Support over the Go-Live period for staff requiring extra guidance/assistance.

## Practice Labs

A learning environment simulating encompass that allows users to experience before Go-Live

## Preference List

A set of frequently used orders.

## Primary Care

Provides the first point of contact in the health and social care system. HSCNI is the main source of primary health and social care in general practice.

## Print Group

Component of a report. (Please refer to the Data Handbook on the Epic UserWeb for the full list).

## Problem List

Where clinicians can view a patient's current medical problems, record new medical problems, and document resolved problems.

## Procedure

Any order that is not a medication is classified as a procedure. This includes orders for lab tests, consults, supplies, and imaging etc.

## Profile

A record in the Profile master file that determines a large number of settings for a user, security class, department, or facility.

## Provider

A person who provides care to a patient (e.g. Consultant, Clinical Nurse Specialist, and Physiotherapist). Not to be confused with the traditional NHS term of Hospital Provider that denotes an organisation rather than an individual.

# R

## Real Time Updates

Changes by any teams involved in care, will show on the patient record you are viewing at that moment in time.

## Referral

Used when requesting an additional service for a patient (i.e. referral to district nursing, etc.). It is a record that goes to a workqueue to notify staff that an action/review is needed.

## Referral Entry

An activity that allows users to create and edit referrals for a patient.

## Report (EpicCare)

A summary of information related to a given topic often made up of one or more print groups. An After Visit Summary is an example of a report.

Reports can be:

- printed
- viewed on screen
- faxed
- sent using email or In Basket.

## Reporting Workbench

Provides flexible, template-based reporting integrated with Hyperspace.

## Review of Systems

Commonly documented from the NoteWriter. Allows a clinician to document pertinent positive and negative symptoms associated with each body system.

## Rover

Application to be used on a handheld device in community and acute settings for nurses, AHPs etc. (Usually an iPhone)

# S

## Schedule

Users can schedule providers and resources for cases and appointments.

For example, a schedule might refer to a list of:

- cases for a particular room
- appointments for a particular provider.

## Scheduling Template

The available time for a Provider to have appointments scheduled. This includes clinicians, machines, beds – anything that can be booked.

## Secure Chat

Communicate quickly and safely with colleagues by sending secure instant messages within Hyperspace.

## Service Area

It is the revenue level of an organisation's facility structure and can include a:

hospital  
wing  
floor  
or other.

Service areas are attached to a facility. Each service area is its own financial entity within the facility and contains locations and departments.

## Service Transformation

The process of improving the way we deliver patient care across HSCNI.

## Shadow Charting

A user completes their work in their normal system/on paper and then does the same work within Epic. This can be done real-time or later.

## Sidebar (Sidebar Report)

A section on the side of the screen that allows access to various activities, like patient notes, and will remain accessible even when scrolling through the navigator.

# S

## Site Assessment

Comparison of current hardware and staffing against Epic guidance to understand future needs – “To Be” state.

## SlicerDicer

A self-service reporting tool to provide users with intuitive and customisable data exploration abilities to sift through large populations of patients.

## SME

Subject Matter Experts – operational experts who work alongside the programme and Epic providing insight to help customize the system to ensure it meets the needs of HSCNI.

## SmartBlock

A type of SmartLink used in NoteWriter. The SmartBlock includes the Classic SmartForm or SmartForm to display as well as the text generation template to use.

## SmartForm

A customisable form in Hyperspace used for gathering clinical and other patient data.

## SmartLink

Pulls (or “links”) information from the patient record directly into your documentation. For example, if you enter .name, the patient’s name is pulled in.

## SmartList

Allows you to choose from a list of pre-configured choices in a SmartText or SmartPhrase. These can be single- or multiple-response lists.

## SmartPhrase

Allows you to type a few characters that automatically expand into a longer phrase or block of text. For example, .pt becomes patient.

## SmartSet

A template detailing a group of orders and other elements, (e.g. notes, chief complaints, levels of service etc.), that are commonly used together to document a specific type of visit.

## SmartText

A template that can include text, SmartPhrases, SmartLists, and SmartLinks. Frequently used in progress notes, but can be used in many different types of records.

## SmartTool

Pre-configured text used to standardise documentation or notes, within the system.

SmartTools include:

- SmartLinks
- SmartLists
- SmartPhrases
- SmartTexts.

## Snapboard

Where case or appointment schedules can be managed in a real or near real-time manner by dragging and dropping from the case depot onto the schedule.

## SnapShot

Activity or report that shows a quick overview of patient data, such as:

- the problem list
- medications
- allergies
- comments.

Users might have access to SnapShot as a stand-alone activity, a SnapShot tab in the Chart Review activity, or SnapShot reports in the Patient Summary activity.

## Social Determinants of Health (SDOH)

Broadly defined as social and environmental factors that affect patients’ health status. By tracking patients’ SDOH, your organisation can provide clinicians with a more complete patient story to help them intervene with patients who are at risk of negative health outcomes. For example, a clinician might connect a patient who lacks access to food with a local food pantry.

## Storyboard

Appears on the left side of the workspace and acts as the user’s base of operations. From Storyboard, users can quickly review a patient’s story and take common actions.

## Summary Report

Appearing in the Summary activity in Hyperspace, these print group-based reports are designed to give an overview of different types of information.

For example they might show a patient’s:

- wounds
- skin integrity
- lab results.

Clinicians can see a default report or select from additional reports in the toolbar or search bar.

## Super User

Staff who receive early training to support their colleagues, participate in readiness activities, and provide ‘at-the-elbow’ support for users of the system during and after Go-Live.

## Synopsis

Displays a large amount of patient data at once. it can be configured to show different time frames or graph the information for easier use.

## System Definitions

Settings that affect how the system behaves at various levels (e.g., service area).

# T

## Training Evaluation

A form to provide feedback on the trainers and training provided

## Targets

Associated with an episode. Key milestones through the episode that should be achieved. Users document the progress of a customer's care with targets.

Target and target template records define what documentation, decision milestones or due dates are required for an episode.

## (Worklist) Tasks

A nursing duty or other assignment that can appear on a clinician's Work List.

## (Checklist) Tasks

Episode-based tasks that serve as reminders to complete something for a patient. They live at the episode level, cross encounters and can be assigned out to individuals or pools.

## Task Template

Lists one or more task records - can be attached to orders or interventions so tasks are automatically added to the Work List when an order is placed or an intervention is added.

## Taskbar

A bar of buttons that appears above or below various activities in Epic, allowing users quick access to various activities, actions, or options relevant to the current workflow.

## Technical Dress Rehearsal

A technical test to ensure 100% of workstations and end user devices that will access Epic are functionally ready for Go-Live.

## Testing Phase

The fourth phase of the encompass programme. Objectives: EPR system testing begins and plans for staff training agreed and communicated.

## Therapy Plans

Therapy plans are pre-defined sets of orders that are administered to a patient during multiple encounters at specified intervals, such as for dialysis or infusion therapy. The Epic project team creates therapy protocols that include the necessary orders and common defaults for a given course of treatment. Therapy plans are patient-specific versions of such protocols applied to patients by clinicians and managed through the Therapy Plan navigator.

For example, a clinician might create a dialysis protocol for patients with kidney failure that includes medication and procedure orders related to dialysis.

When a clinician assigns a protocol to a patient, it becomes that patient's therapy plan. Based on information entered by the project team and then by the clinician for the particular patient, the system calculates when particular orders for the specific patient should appear as due or available for action by a clinician.

## Thrive Training

Post-live efficiency training. A continuation of initial encompass training for professionals. Thrive has been designed to help professionals become more efficient in day-to-day system usage, reduce time spent in-system and increase time spent with service users. Thrive will focus on end-user settings and personalization completed in-system with trainer support. Thrive aims to encourage good habits in the system from the start!

## Toolbar

The row of buttons at the top of the Hyperspace window, including the Epic button.

## Training and Go-Live Phase

The fifth phase of the encompass programme. Objectives: complete staff training and Go-Live with the new system.

## Triage Navigator

A type of ED Navigator, used to streamline the Triage workflow including chief complaints, vital signs and allergies. This opens for nursing staff when a patient has been newly arrived to the ED

# U

## User Labs

A learning environment that allows a user to view encompass prior to Go-Live

## User Record

A record in the User (EMP) master file. It stores system settings for a particular user, such as the user's:

- ID
- password
- printer preferences
- login department.

You attach a user to a security classification and a user role from within the user record.

# V

## Verification

Pharmacist clinical check

## Visit Navigator

A configurable activity that is made up of separate sections that correspond to the user's workflow. For example, an Office Visit navigator could include sections such as Chief Complaint, Vital Signs, Allergy, Medical Documentation, and History in a particular order.

## Visit Report

Used within Hyperspace to display a report on a specific patient encounter. It can display relevant clinical information from that encounter such as:

- the patient's diagnoses
- reason for visit
- vitals, etc.

## Visit Summary

Information about a visit that occurred today, that can be printed out to keep in a patient's record.

## Visit Type

Defines the 'Type of appointment' the patient is booked for. Examples include:

- New consultation
- Follow up consultation
- New telephone consultation
- Follow up telephone consultation.

# W

## Ward Manager

A home workspace that shows current and incoming patients in multiple departments. Staff can use this workspace to prepare for and quickly complete transfers and admissions.

The detail and customised views of the Ward Manager minimise the number of workspaces ward clerks need to access without leaving the activity.

## Wildcard

A place in the system (usually within letters or forms), which indicate the need for information to be completed using a red box with asterisk

## Welcome

A bar of buttons that appears above or below various activities in Epic, allowing users quick access to various activities, actions, or options relevant to the current workflow.

## Work Queue Activity

The Work Queue Activity is a workload management tool that allows you to send calls to a waiting list for follow-up at a later time.

## Workflow

A collection of forms arranged in a specific order for collecting and editing information.

## Workflow Engine

A type of rule used to define the activities and navigators available when a clinician opens an encounter in the unified clinical workspace. Workflow Engine rules are built in the Workflow Engine Rule Editor.

## Workqueue

Generic term for a workable list in Epic. Common work queues include:

- patient workqueues
- follow-up workqueues
- claim edit workqueues
- charge review workqueues
- and many others.

## WoW

Workstation on wheels. A portable full device, usually with a barcode scanner, tap badge and at least one specialty printer - (two varieties – powered (in-built battery) and non-powered (changeable batteries))



## **Workqueue Dashboard**

Radar dashboards that allow supervisors to monitor trends in charge review workqueues.

## **Workspace**

An area with a particular set of activities in Hyperspace, such as a patient's chart, your In Basket, or your home screen.

Tabs appear for you to select the workspace you want to access.