



TO: Catholic Health Medical Staff

FROM: Dr. Hans Cassagnol, Executive Vice President and Chief Clinical Office & Physician Executive

DATE: March 26, 2020

RE: Surgical Scheduling

Catholic Health's effort to improve patient safety and transform healthcare delivery in Western New York is marked by the organization's transition to Epic Systems. For this transition to be successful, we ask for more than 1,400 healthcare providers and their staff to partner with us as we establish new processes.

One change to an existing process applies to surgeons not employed by CHS and members of their staff who may currently be responsible for surgical scheduling. With the transition to Epic, these surgeons have the option to either:

- 1) Enter the Case Request into Epic and enter PreOp orders into the system
- 2) Appoint a staff member from their office to enter the Case Request and PreOp orders. This option requires a "second signature" by the surgeon to complete the orders in Epic.

Surgeons with more than ten (10) cases in Catholic Health ministries during a calendar year will be required to use Epic for scheduling and placing pre-operation orders. Surgeons with ten (10) or fewer cases would continue following current practices, such as faxing or telephone, for scheduling and pre-op orders.

All providers and staff members who require Epic access must complete training before performing procedures after Nov. 1, 2020. No exceptions. If a surgeon and their staff will need access and subsequent training, **please file a request with your respective Medical Staff Office before June 15, 2020.** Surgeons and office staff would maintain their current access until Epic goes live.

For more information, please reach out to your local Vice President of Medical Affairs.

Thank you for your patience and cooperation,

Hans P. Cassagnol, MD, MMM