

Epic Willow Inpatient - Go-Live Readiness Checklist

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Use this checklist to confirm readiness before pharmacy go-live. Every item must have a confirmed owner and sign-off date. "Mostly done" is not a passing state for high-alert medication workflows.

FORMULARY AND DRUG RECORD VALIDATION

-	Checklist Item	Owner	Sign-off Date
[]	All active inpatient formulary medications built and reviewed by clinical pharmacist	_____	_____
[]	High-alert medications (insulin, heparin, concentrated electrolytes, chemotherapy) individually verified	_____	_____
[]	Non-formulary request workflow configured and tested end-to-end	_____	_____
[]	Drug-drug and drug-allergy CDS alert thresholds reviewed and approved by P&T; Committee	_____	_____
[]	Alert fatigue review completed - unnecessary low-value alerts suppressed	_____	_____
[]	Formulary exception and therapeutic substitution rules confirmed with pharmacy leadership	_____	_____
[]	IV admixture medication records verified with correct diluent, rate, and concentration fields	_____	_____
[]	LASA (Look-Alike Sound-Alike) medications flagged with warning messages	_____	_____

BARCODE MEDICATION ADMINISTRATION (BCMA)

-	Checklist Item	Owner	Sign-off Date
[]	NDC barcodes mapped for all active inpatient formulary medications	_____	_____
[]	High-alert medication NDC mapping manually verified by scanning physical units	_____	_____
[]	Patient wristband barcode format confirmed compatible with Epic BCMA	_____	_____
[]	BCMA override and emergency override workflow configured and access-controlled	_____	_____

-	Checklist Item	Owner	Sign-off Date
[]	Nurse "5 Rights" validation workflow tested for each medication administration route	_____	_____
[]	BCMA failure/downtime downtime procedure documented and distributed to all nursing units	_____	_____
[]	PRN medication administration workflow tested including dose due window logic	_____	_____

AUTOMATED DISPENSING CABINET (ADC) INTERFACE

-	Checklist Item	Owner	Sign-off Date
[]	ADC interface (Pyxis/Omniceil) activated and HL7 message flow validated in production environment	_____	_____
[]	ADT admit, transfer, and discharge message timing validated - patient sync within expected window	_____	_____
[]	Cabinet inventory synchronization confirmed after patient transfer scenario testing	_____	_____
[]	Medication charge reconciliation between ADC and Epic billing validated	_____	_____
[]	Controlled substance cabinet witness workflow configured per DEA requirements	_____	_____
[]	ADC downtime procedure documented - manual access override documented and tested	_____	_____
[]	48-hour interface stability monitoring completed in production-like environment	_____	_____

ORDER ROUTING AND PHARMACY QUEUE

-	Checklist Item	Owner	Sign-off Date
[]	Order routing rules validated for all pharmacy departments (central, satellite, oncology, OR)	_____	_____
[]	Oncology and chemotherapy routing confirmed to dedicated satellite pharmacy	_____	_____
[]	STAT order routing and priority escalation workflow tested	_____	_____
[]	Clinical pharmacokinetics dosing tool (vancomycin, aminoglycosides) validated with live lab interface	_____	_____
[]	Pharmacist verification workflow tested for all medication types including controlled substances	_____	_____

-	Checklist Item	Owner	Sign-off Date
[]	IV workflow (preparation, label printing, verification) tested end-to-end	_____	_____
[]	Medication history reconciliation on admission tested with real patient scenarios	_____	_____

CONTROLLED SUBSTANCES AND EPCS

-	Checklist Item	Owner	Sign-off Date
[]	DEA EPCS certification completed and documentation on file	_____	_____
[]	Prescriber identity proofing completed for all EPCS-eligible providers	_____	_____
[]	Two-factor authentication for controlled substance e-prescribing validated	_____	_____
[]	Controlled substance dispense audit trail validated and accessible to compliance team	_____	_____
[]	Schedule II-V routing and dispense workflow tested per state board requirements	_____	_____
[]	DEA Form 222 / electronic equivalent process confirmed with pharmacy director	_____	_____

GO-LIVE OPERATIONS

-	Checklist Item	Owner	Sign-off Date
[]	Super-users identified for every shift across every pharmacy department	_____	_____
[]	Super-user training completed and competency assessed	_____	_____
[]	Go-live command center established with build access and clinical pharmacist on site	_____	_____
[]	Escalation path documented: super-user > pharmacy informatics > Epic support	_____	_____
[]	Downtime procedures printed and stored at each nursing station and pharmacy location	_____	_____
[]	Epic on-call support contract confirmed active for go-live window	_____	_____
[]	Post-go-live monitoring schedule confirmed (72-hour intensive, 30-day stabilization)	_____	_____
[]	Data conversion validation complete - legacy system medication history confirmed in Epic	_____	_____

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For full Epic Willow implementation guidance, visit techfitflow.com/epic-ehr-learning-hub