

Epic ASAP Emergency Department - Go-Live Readiness Checklist

Tracking Board | Triage | Orders | CMS | TechFitFlow.com

Every gate must have a named owner and confirmed sign-off date before go-live approval. The ED is patient safety-critical. Workflow disruptions affect acuity recognition, critical result notification, and time-sensitive interventions.

ED TRACKING BOARD CONFIGURATION

	Gate Item	Owner	Sign-off Date
[]	All tracking board views configured: main ED board, results-pending board, disposition board	_____	_____
[]	Patient population filters validated per board view - correct patients display on each view	_____	_____
[]	Column order confirmed with charge nurses - LOS and result status visible as priority columns	_____	_____
[]	ESI acuity color coding confirmed: ESI 1 Red, ESI 2 Orange, ESI 3 Yellow, ESI 4 Green, ESI 5 Blue	_____	_____
[]	LOS time alert thresholds tested: yellow at 3hr, red at 4hr, escalation at 6hr	_____	_____
[]	Critical lab value alert fires and persists on board until provider acknowledges	_____	_____
[]	Radiology read status column updates in real time from RIS/PACS interface	_____	_____
[]	Bed request pending alert fires when admit order placed without bed assignment after 30 min	_____	_____
[]	Disposition status icons confirmed: Admit, Discharge, Transfer display correctly per order	_____	_____
[]	Tracking board tested with 20+ simultaneous patients in different workflow stages	_____	_____
[]	Tracking board tested by charge nurses during simulated high-volume scenario	_____	_____
[]	Zone assignments confirmed - all bed locations assigned to correct zone	_____	_____
[]	Fast-track zone board configured separately from main ED board with correct bed pool	_____	_____

	Gate Item	Owner	Sign-off Date
[]	HIPAA privacy configuration approved by privacy officer - patient name display setting confirmed	_____	_____

TRIAGE WORKFLOW AND ESI ACUITY

	Gate Item	Owner	Sign-off Date
[]	Triage flowsheet sequence confirmed: arrival registration, chief complaint, vitals, ESI assignment	_____	_____
[]	ESI v4 levels 1-5 configured correctly in triage flowsheet with correct clinical descriptions	_____	_____
[]	ESI 1 and ESI 2 immediate alert fires within 2 minutes of acuity assignment	_____	_____
[]	Chief complaint dictionary reviewed by ED medical director - case mix coverage confirmed	_____	_____
[]	Chest pain chief complaint triggers chest pain protocol: ECG timestamp and troponin order set	_____	_____
[]	Stroke chief complaint triggers stroke protocol including NIHSS documentation requirement	_____	_____
[]	Sepsis screening alert fires based on vital sign thresholds and chief complaint combination	_____	_____
[]	Provider-in-triage order entry tested if applicable - orders route correctly from triage	_____	_____
[]	Fast-track routing confirmed for ESI 4-5 patients - separate zone and board view activated	_____	_____
[]	Triage nurse role permissions confirmed - only authorized roles assign and modify ESI level	_____	_____
[]	Triage workflow tested end-to-end by triage nurses during integrated testing cycle	_____	_____
[]	Triage timestamp populates correctly for door-to-triage CMS metric calculation	_____	_____

ORDER SETS, CPOE, AND CLINICAL DECISION SUPPORT

	Gate Item	Owner	Sign-off Date
[]	Top 20 ED order sets built and clinically reviewed by physician champion and pharmacy	_____	_____

	Gate Item	Owner	Sign-off Date
[]	Sepsis bundle order set includes lactate, blood cultures, IV fluids, antibiotics per guidelines	_____	_____
[]	Chest pain order set includes troponin, ECG, aspirin, IV access, and telemetry orders	_____	_____
[]	Stroke order set includes CT head, tPA eligibility checklist, and NIHSS documentation	_____	_____
[]	Pediatric order sets weight-based dosing validated by pediatric pharmacy	_____	_____
[]	Trauma order set reviewed by trauma surgery and ED medical director	_____	_____
[]	High-alert medication CDS alerts configured as hard stops with mandatory override reason	_____	_____
[]	Low-value CDS alerts suppressed after P&T; committee review - alert fatigue assessment complete	_____	_____
[]	CDS alert override rate baseline established in test environment	_____	_____
[]	Order set quarterly review governance process documented before go-live	_____	_____
[]	CPOE tested by ED providers for 5 common presenting conditions with full order set placement	_____	_____
[]	Medication administration BCMA workflow tested for high-alert ED medications	_____	_____

DISPOSITION WORKFLOWS AND EMTALA COMPLIANCE

	Gate Item	Owner	Sign-off Date
[]	Inpatient admit order configured - bed request fires to bed management on order placement	_____	_____
[]	Observation vs inpatient admit routing confirmed per utilization management criteria	_____	_____
[]	Direct ICU admit pathway tested separately from general inpatient routing	_____	_____
[]	ED boarding status displays correctly on tracking board for admitted-pending-bed patients	_____	_____
[]	Boarding LOS calculated separately from active ED LOS in CMS metric reports	_____	_____
[]	Transfer workflow includes all EMTALA-required documentation fields - compliance review completed	_____	_____

	Gate Item	Owner	Sign-off Date
[]	Transfer attempt without EMTALA documentation produces correct block or mandatory warning	_____	_____
[]	Accepting facility and transport mode documentation required in transfer navigator	_____	_____
[]	Discharge navigator requires final ICD-10-CM diagnosis attestation by provider	_____	_____
[]	Discharge navigator blocks completion without provider sign-off	_____	_____
[]	Discharge instructions auto-assignment tested by chief complaint and final diagnosis	_____	_____
[]	Prescription generation at discharge tested - controlled substance DEA workflow confirmed	_____	_____

INTEGRATIONS: LAB, RADIOLOGY, PHARMACY, ADT

	Gate Item	Owner	Sign-off Date
[]	ADT A04 (registration) fires to all downstream systems within expected latency on patient arrival	_____	_____
[]	ADT A02 (room assignment) fires to ADC and RIS when patient assigned ED bed	_____	_____
[]	ADT A01 (inpatient admit) fires correctly when patient admitted from ED	_____	_____
[]	ADT A03 (discharge) fires to all systems when patient leaves ED	_____	_____
[]	Critical lab value notification tested - fires to ED provider within 2 minutes of result	_____	_____
[]	STAT lab results post to tracking board within expected turnaround window	_____	_____
[]	Radiology read status updates on tracking board in real time after radiologist finalizes report	_____	_____
[]	ED medication orders route to ED satellite pharmacy or ADC correctly	_____	_____
[]	ADC cabinet zone assignments validated - correct beds map to correct cabinets	_____	_____
[]	Bed management interface tested - admit order creates bed request entry in bed management system	_____	_____

HIPAA, CMS METRICS, AND COMPLIANCE

	Gate Item	Owner	Sign-off Date
[]	Tracking board patient name display reviewed and approved by HIPAA privacy officer	_____	_____
[]	Behavioral health patient chief complaint masking configured and tested	_____	_____
[]	VIP patient flagging system tested - alert fires without exposing PHI to unauthorized staff	_____	_____
[]	Door time timestamp source confirmed - registration triggers arrival time correctly	_____	_____
[]	Provider first contact timestamp populates from correct documentation action	_____	_____
[]	ECG completion timestamp tested for chest pain CMS measure (OP-4)	_____	_____
[]	tPA administration timestamp tested for door-to-needle stroke measure	_____	_____
[]	Disposition order timestamp tested for decision-to-departure CMS measures (OP-20, OP-21)	_____	_____
[]	CMS Reporting Workbench reports validated - all measure denominators and numerators correct	_____	_____
[]	EMTALA documentation compliance review completed with legal and compliance teams	_____	_____

GO-LIVE OPERATIONS

	Gate Item	Owner	Sign-off Date
[]	Super-users identified for every shift: triage nurse, charge nurse, physician for first 30 days	_____	_____
[]	ED physician champion assigned to go-live command center	_____	_____
[]	Paper downtime procedures printed and distributed to all ED work areas	_____	_____
[]	Downtime procedures practiced with nursing and provider staff before go-live	_____	_____
[]	Paper triage form available and staff trained on use during system downtime	_____	_____
[]	Epic on-call and ASAP build analyst available 24/7 for first 72 hours	_____	_____
[]	Escalation path confirmed: super-user > ASAP build analyst > Epic support	_____	_____
[]	Post-go-live door-to-provider time tracked daily for first 30 days	_____	_____

