

# Epic Tip Sheet



## PERSONALIZE YOUR SCHEDULE

The purpose of this document is to provide steps to change schedule columns.

### Add a Column

1. Click your schedule (your name)
2. Select the Gears button
3. Search for the name of the column you wish to add
4. Highlight the desired column
5. Click Add Column

Screenshot of the Epic schedule interface showing the 'Add Column' process. Red circles 1-5 indicate the steps: 1. Clicking the schedule name 'ACANTHITE, FINN', 2. Clicking the gear icon, 3. Searching for 'messa', 4. Highlighting the 'Message' column, and 5. Clicking the 'Add Column' button.

### Add a Message to your Schedule

6. Single click the scheduled visit
7. Click **Message**
8. Type your message

Screenshot of the Epic schedule interface showing the 'Add Message' process. Red circles 1-3 indicate the steps: 1. Clicking the scheduled visit, 2. Clicking the 'Message' button, and 3. Typing the message in the 'Messages' dialog box.

Patient	Provider / Department	Visit Type	Message
<b>Lot, Reeda</b> 39 y.o. / F	Mu Ambmd DHLWF	Telehealth Video Visit	Called pt 2 x - no answer - lift msg
<b>Lot, Kara</b> 63 y.o. / F	Mu Ambmd DHLWF	Telehealth Video Visit	



## Position or Remove a Column

1. Under **Selected Columns**, highlight name of the column you wish to remove or reposition
  - Select **Remove** to delete the column OR click the up or down arrow to move the column position on the schedule (Further up on the list moves the column left on your schedule)
2. Click **Accept**

Caption	Description
Visit Events	
Non-IMM HM Due	This column displays an icon based on the patient's status for specified Health Maintenance topi...

Remove   ▲   ▼

Accept   Cancel