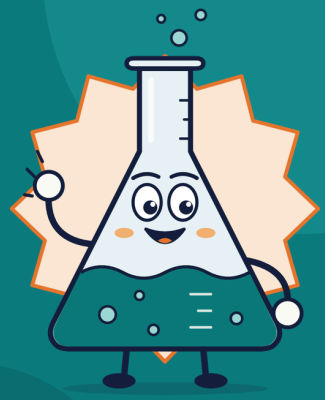
EPIC BEAKER AP

Department & Staff Go-Live Readiness Checklist



GO-LIVE • MONDAY, NOVEMBER 2, 2026

FOR ALL IMPACTED STAFF

Operational Readiness Champions: Please refer to the separate Operational Readiness documentation, including the required online attestation.

Are You Ready for Go-Live?

Epic Beaker AP goes live November 2! Use this quick checklist to confirm that you understand the changes impacting your daily work and know where to find the resources and support you need. Review individually or during a departmental huddle or team meeting.

1 Understanding What's Changing

- [ ] Note the go-live date: Epic Beaker AP goes live Monday, November 2, 2026.
- [ ] Review how Beaker AP will impact your daily responsibilities.
- [ ] Find information about the new workflows that apply to your role.

2 Training & Preparation

- [ ] Complete your assigned Beaker AP training in Workday and/or Symplr, if required for your role.
- [ ] Locate Beaker AP tip sheets, workflow resources, and go-live support information.
- [ ] Identify whom to contact with questions about the new workflows.

3 Specimen Collection & Labeling

- [ ] Review the new specimen collection and labeling process that applies to your role.
- [ ] Locate the new Beaker AP specimen label printer in your work area.
- [ ] Learn how to print and apply the correct specimen labels, if applicable.
- [ ] Remember: the new Beaker AP labels are **different from existing Sunquest labels and are not interchangeable.**
- [ ] Review the specimen management and specimen packing list workflows that apply to your role, including preparation and handoff.
- [ ] Identify whom to contact if there is a problem with specimen labeling or printing.

4 Equipment & Supplies

- [ ] Locate the equipment needed for your Beaker AP workflows.
- [ ] Find where the new specimen label supplies are stored.
- [ ] Identify whom to notify if equipment or label supplies are missing or not working.

5 Go-Live Support

- [ ] Check the weekly newsletters for go-live support information, including available support contacts and meetings or huddles.
- [ ] Learn how to request assistance if you encounter an issue during go-live.
- [ ] Identify whom to notify if an issue is affecting patient care or specimen workflows.

6 Final Readiness Check

- [ ] Make sure you feel prepared to perform your responsibilities using the new Beaker AP workflows.
- [ ] Raise any remaining questions or concerns with your manager, Operational Readiness Champion, or the appropriate project team.

Some checklist items may not apply to every role. Review only the items relevant to your responsibilities.

Operational Readiness Champions: Please refer to the separate Operational Readiness documentation and complete the required online ORC attestation. **This staff checklist is a quick reference, not an attestation.**