

# Equipment Testing: Aug. 4 through Sept. 12

## For staff:

In preparation for our Oct. 4 APeX Go-Live, equipment testing will take place in all Saint Francis and St. Mary's hospital and ambulatory clinic locations **Aug. 4 through Sept. 12**. During the testing window, technical staff may enter your area to verify that workstations, printers, and other peripheral devices are functioning correctly.

**Please read the following and let your manager know if you have any questions.**

- Testing of a nearby workstation in your area does not indicate imminent testing of your workstation. If you are busy, let the tester know when your workstation will be available.
- When you are ready for the tester to begin, save all important work and log off.

- Each workstation should take 15 to 20 minutes to test. While there should be no disruption to patients, please verbally let your patients know that this is happening.
- Red or green stickers will be affixed to workstation monitors after testing. **Please do not remove these stickers or move any device after a sticker of any color is affixed.**

## For staff to share with patients:



"Some testing of computers and printers is happening in patient areas. Technicians may enter your room but will do their best not to disturb you or members of your care team. Please let me know if you have any questions or concerns."

For more information, visit: [sfch.ucsfhealth.org/it-resources](https://sfch.ucsfhealth.org/it-resources)

