**Q-Path Onboarding Document**

* PO process (operations and purchasing)– 2 weeks
* Vendor adds License (vendor) – 2 business days from signed PO
* Set up new dept in Qpath (HST) – 1 business day (dependent on license being added by vendor, can be done same day).
* Set up of machines (HST/Network/ATS/ISS) – 4 weeks
	+ Create network request - HST
	+ Assign IP address - NOC
	+ Add wireless authentication - ATS
	+ Add to firewall group – NOC
	+ Testing – ISS/HST/NOC
* Build of reports (HST) – 2 weeks, depending on changes requested
* Addition of users/setting up provider IDs to each template (operations/HST) - 3 business days
* Setting up worklist (HST/Integration team)
	+ Define location codes for new area
	+ Define port for new location (different port is needed for each new location with current version).
* Integration changes - 2 weeks lead time
	+ Add mapped procedure code in table in Rhapsody to be sent to Qpath.
	+ Add new facility if not already transmitting to Qpath
* Epic interface changes – No changes are required, team is included for testing.
* *Epic application changes – Confirm w/EPIC team and applications team*
	+ *Set up procedure codes to silent schedule – ensure that these orders, if existing, are not used elsewhere. If they are would need to create new order*
	+ *Adding existing orders to the new dept.*
	+ *Adding to preference list. (If using ECO, at least 10 day turnaround).*
* Training – 1 day (application training takes one hour)