

# Epic1 and General Style Guide

If you have any questions or comments.  
Please contact Amy Simpson with questions,  
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## Epic1 Style Guide

Use the bolded word in all communications or presentations when talking about Epic or Epic1 terms.

### Academic Sites

- Barnes-Jewish Hospital
- Barnes-Jewish West County Hospital
- St. Louis Children's Hospital
- Washington University School of Medicine

### Anesthesia -ordering and clinical documentation system for anesthesia.

- when talking about the application.

### ASAP - Emergency Department information system application

- when talking about the application.

### At-the-Elbow support

- use At-the-Elbow for first usage
- use ATE for additional usage in same document

### Beacon -specialized care and treatment of cancer patients

- when talking about the application.

### Bones – Orthopedics information system application

- when talking about the application.

### Bridges – toolkit for interfacing Epic applications with external systems

- when talking about the application.

### Cadence – Scheduling application

- when talking about the application.

### Canto – Mobile technology application

- when talking about the application.

### Care Everywhere – Application providing access of patient medical records from other organization

- when talking about the application.

### ClinDoc – application used to document patient information to their hospital chart

- when talking about the application

**Clarity – report**

- when talking about the application.

**Cogito**

- when talking about the application.

**command center**

- do not capitalize.

**Cupid**

- when talking about the application.

**E-Learning**

- use E-Learning for all uses

**Epic**

- the Company name.
- do not capitalize all letters.

**Epic1**

- the BJC/WU team working on the Epic project.
- Epic1 is all one word.
- Formally HIP or Health Information Partners

**ED Dashboard**

- when talking about the dashboard

**ED Navigator**

- when talking about the navigator

**Electronic Health Record (EHR)**

- spell out first time on each page
- use EHR in additional mentions on page
- do not use EMR

**Epic UserWeb**

- when talking about the application.

**EpicCare Ambulatory**

- when talking about the application.

**EpicCare Home Health**

- when talking about the application.

**EpicCare Inpatient**

- when talking about the application.

**EpicCare Link**

- when talking about the application.

**Front Desk**

- when talking about the application.

**FOD**

- Forms On Demand

**Go-Live**

- use Go-Live when used in a title
- use go-live (lower case) when used in document text

**Go-Live Readiness Assessment (GLRA)**

- when talking about the process

**Haiku**

- when talking about the application.

**HIM**

- when talking about the application.

**Healthy Planet**

- when talking about the application.

**Hyperspace (DESKTOP)**

- when talking about the application.

**In Basket**

- electronic messaging system used within Epic applications.
- when talking about the application.
- write as two separate words.

**Kaleidoscope**

- when talking about the application.

**M\*Modal**

- when talking about the application

**MyChart**

- when talking about the application.
- written as one word
- capitalize M and C.

**MyDining**

- Dining service app

**Obix****OpTime**

- when talking about the application.
- written as one word
- capitalize O and T

**Phoenix**

- when talking about the application.

**Pod 1 Sites**

- Alton Memorial Hospital
- Christian Hospital
- Barnes-Jewish St. Peters Hospital
- Progress West Hospital

**Pod 2 Sites**

- Missouri Baptist Medical Center
- Missouri Baptist Sullivan Hospital
- Parkland Health Center
- BJC Home Care Services

**Prelude**

- when talking about the application.

**Radiant**

- when talking about the application.

**Reporting Workbench**

- when talking about the application.

**Resolute Hospital Billing**

- when talking about the application.

**Resolute Professional Billing**

- when talking about the application.

**Rover**

- when talking about the application.

**SmartPhrases**

- When talking about the application

**Specialists Training Specialists (STS)**

- spell out fully the first time on each page
- subsequent references: STS

**Stork**

- when talking about the application.

**super user(s)**

- only capitalize in a title i.e. PowerPoint presentation slide, tip sheet, article, etc.
- if used as a noun it should be end user. Ex. The system is designed for end users
- if used as an adjective it should be end-user. Ex. This is an end-user based platform

**Tapestry**

- when talking about the application.

**Willow Ambulatory**

- when talking about the application.
- used to identify the Epic application for outpatient pharmacy settings.

**Willow Inpatient**

- when talking about the application.
- used to identify the Epic application for inpatient pharmacy settings.

## General Style Guide

**abbreviations and acronyms:** use full name on first reference; on subsequent references, use noted abbreviation or acronym (for internal audiences only). See alpha order entries for preferences.

*example: first reference, Missouri Baptist Medical Center; subsequent references, MBMC (for internal audiences only)*

### Alton Memorial Hospital (AMH)

- subsequent references: full name or BJSPH

### Barnes-Jewish Hospital (BJH):

- do not use B-J
- do not use Barnes-Jewish, except as part of proper names (*Barnes-Jewish Cornerstones*)
- do not break Barnes-Jewish Hospital at hyphen at the end of a line
- website: [www.barnesjewish.org](http://www.barnesjewish.org) (do not use www. when used with [WUPhysicians.wustl.edu](http://WUPhysicians.wustl.edu))
- refer to physicians as Washington University physicians at Barnes-Jewish Hospital; or for a specific specialty, Washington University (specialty) specialist at Barnes-Jewish Hospital

**Barnes-Jewish Hospital north campus:** use only when needed to refer to a specific location at the former Jewish Hospital

**Barnes-Jewish Hospital south campus:** use only when needed to refer to a specific location at the former Barnes Hospital

- subsequent references: full name or BJH north, BJH south
- do not hyphenate before direction (BJH-south, Barnes-Jewish Hospital-north)  
*example: "Barnes-Jewish Hospital north cafeteria; Barnes-Jewish Hospital south cafeteria." If both north and south locations are referenced, use "Barnes-Jewish Hospital cafeterias," not "Barnes-Jewish Hospital north and south cafeterias."*

### Barnes-Jewish St. Peters Hospital (BJSPH):

- subsequent references: full name or BJSPH

### Barnes-Jewish West County Hospital (BJWCH):

- subsequent references: full name or BJWCH

**BJC Behavioral Health:**

- BJC Behavioral Health-Central
- BJC Behavioral Health-North
- BJC Behavioral Health-South
- BJC Behavioral Health-Southeast
- BJC EAP (Employee Assistance Program)
- Behavioral Health Partners (serves BJC employees and their dependents who are covered by BJC-sponsored health benefits)

**BJC Corporate Health Services:** comprises BarnesCare facilities

- subsequent references: full name or CHS

**BJC HealthCare:**

- subsequent references: full name or BJC
- see *Graphic Standards Manual* for usage details
- do not use “Enterprise” when referring to all of BJC

**BJC Home Care Services:** consolidated management of listed home-care and hospice agencies/programs

- all references: full name

**BJC Learning Institute – BLI**

- located at Highway 64 and Hanley Road in Brentwood

**BLI Annex**

- location for Epic program training

**Boone Hospital Center (BHC):**

- subsequent references: BHC
- avoid using BHC if confusing with BJC in text

**capitalization:**

- departments/divisions: lowercase
  - whenever possible, refer to medical departments and divisions without “department of” or “division of”
  - except use emergency department  
*examples: She went to anesthesiology; not she went to the department of anesthesiology. He went to human resources; not he went to the human resources department.*

- groups/councils/committees: lowercase  
*examples: ethics committee, management council, child-care task force, bone-health program*
- locations: lowercase, except as part of proper name  
*examples: atrium, cafeteria, child-care center, operating room, cashier's window, subsurface garage, Steinberg amphitheater, Detrick building, West pavilion, Brown room*
- surgical procedures, operations: lowercase, except as part of proper name  
*examples: lung volume reduction surgery; Batista procedure*
- titles: precede by appropriate entity designation and lowercase title in text except uppercase in signature lines and To:/From: sections on memos  
*examples:*
  - *John Doe, BJC president and CEO*
  - *To: John Doe, BJC President and CEO*
  - *Jane Smith, BJC executive vice president of operations*
  - *Mary Brown, MD, (hospital name) chief of medicine*
  - *Jim Jones, RN, (hospital name) director of patient services*
- use of "SEO" and "president": (see also SEO)
  - SEO: an individual with BJC HealthCare responsibilities  
*example: John Doe, BJC SEO*
  - president: an individual with responsibility for a single hospital  
*example: John Doe, CH president*
  - depending on context, an individual with both BJC and regional oversight could be cited as SEO and president  
*example: Jane Doe, BJC SEO and CH president*

**Center for Advanced Medicine at Barnes-Jewish Hospital and Washington University School of Medicine**

- never use CAM acronym

**Center for Clinical Excellence, BJC:** formerly BJC Center for Healthcare Quality and Effectiveness

Christian Health Services (CHS): use only in historical reference to entity that existed before 1993 merger

- all references: full name

**Christian Hospital (CH):** not Christian Hospital Northeast

- subsequent references: full name or CH



**Dr.:** use on second and subsequent references with last name for MDs and DOs, as well as PhDs whose primary duties are clinical or oriented toward biomedical research; see also titles; always spell out when not used as title

- *example: Dr. Brown was quoted in the article; doctor surveys indicate a high degree of satisfaction with the new program*

**EPNEC:** Eric P. Newman Education Center, 320 S. Euclid Ave., St. Louis, MO 63110

**headlines (BJC TODAY uses downstyle heds):**

- capitalize all words in headlines except:
  - articles: *the, a, an*
  - conjunctions: *and, but, for, nor, or, yet*
  - prepositions of fewer than four letters
  - except when one of the above is the first word of a line  
*example: Mad Dog Bites Owner and Neighbor; A Picture Is Worth a Thousand Words*
- hyphenated words: cap both words  
*example: Pre-Existing Condition*
- no hyphenation within except when hyphen is part of name  
*example: Barnes-Jewish Hospital Named Among Nation's Top Hospitals*
- use active verbs
- split lines at phrase breaks

**health care:** always two words (no hyphen) — even when used as a modifier

- *example: health care services*

**health care systems (local, regional):**

- SSM Health Care
- Tenet HealthSystem
- Mercy
- University of Missouri Hospitals and Clinics

**hospital:** always lowercase when used generically or when referring to more than one hospital

- *example: Alton Memorial and Christian hospitals*

**hospitalwide:** lowercase, one word

**HSO:** Hospital/Service Organization

**initials, middle:**

- in general, do not use middle initials in internal publications (except in signatures and memos)

when choice is made to use middle initials, use for all persons listed or mentioned

Jr./II/III: do not separate last name and Jr./II/III with comma

*example: John Jones Jr., not John Jones, Jr.*

**Memorial Hospital Belleville (MHB)**

- subsequent references: full name or MHB

**Memorial Hospital East (MHE)**

- located in Shiloh, IL
- subsequent references: full name or MHE

**Missouri Baptist Sullivan Hospital (MBSH):**

- subsequent references: full name or MBSH

**Missouri Baptist Medical Center (MBMC):**

- subsequent references: full name or MBMC

**Northwest HealthCare (NWHC):**

- subsequent references: full name or NWHC, not Christian Hospital Northwest

**Parkland Health Center (PHC):**

- subsequent references: full name or PHC
- Parkland Health Center-Bonne Terre or Parkland Health Center-Farmington

**St. Louis Children's Hospital:**

- subsequent references: full name or SLCH
- do not use Children's or Children's Hospital
  - exception: Children's acceptable when part of a proper name (Children's magazine/donor publication)

**Washington University Medical Center**

- subsequent references: WUMC
- do not use *Medical Center* in systemwide publications because MBMC also is a medical center (except: Medical Center (note capitalization) appropriate for in-house use at BJH and SLCH)

**Washington University School of Medicine:**

- subsequent references: WUSM (preferred) or medical school
- do not use WUMS or Washington University Medical School