

**March 19, 2026 at 9:00 AM – 11:30 AM**

**Location:** UWMC- Northwest

**Description:**

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This course is designed to explain set up and navigation features of the Epic In Basket and provide tools and settings for clinical faculty to improve workflow and understand time spent in the Epic In Basket. This is a hands-on interactive workshop designed intentionally to be in a small group, in-person computer lab setting so participants can make tangible changes to their system and workflows.

Each participant will receive a printout of their Epic usage report to show where they are spending time in the system. The group then reviews recommended setup and workflows for three of the most common In Basket folders: results, patient calls, and patient advice requests and discuss the strategies the group proposes as well as current strategies to most efficiently manage IB messages. Participants also review some shortcuts that can be customized to your In Basket to help speed things up further.

*Comments from past participants:*

“Very clear, engaging presentation, very practical, well-paced, time to ask questions for clarification.”

“I found most useful the the set up and ways to see the data in a streamlined way so that I am not taking time clicking and scrolling and hunting for the information.”

**Session leaders:**

Angad Singh, MD

Associate Chief Medical Information Officer, Ambulatory Care and Health Equity

Clinical Assistant Professor, Family Medicine

P. Brendan Lantz

Manager, Practitioner Liaison Specialists

UWMITS Clinical Informatics, Training and UX

**Accreditation Statement:**

Accreditation with Commendation: The University of Washington School of Medicine is accredited by the Accreditation Council for Continuing Medical Education to provide continuing medical education for physicians.



**Credit Designation:**

The University of Washington School of Medicine designates this Live Activity for a maximum of 1.00 *AMA PRA Category 1 Credit(s)*<sup>™</sup>. Physicians should claim only the credit commensurate with the extent of their participation in the activity.

**Other Healthcare Professionals**

Other healthcare professionals who participate in this CE activity may submit their statement of participation to their appropriate accrediting organizations or state boards for consideration of credit. The participant is responsible for determining whether this activity meets the requirements for acceptable continuing education.

**Disclosure of Financial Relationships:**

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Name of individual	Individual's role in activity	Nature of Relationship(s) / Name of Ineligible Company(s)
Anne Browning, PhD	Course Director	Non-Clinical Exception
Melissa Deabler-Urben, MA	Activity Coordinator	
Brendan Lantz, BS	Faculty	Nothing to disclose - 03/05/2026
Lisa Pierce, BA	Activity Coordinator	Non-Clinical Exception
Angad Singh, MD	Faculty	Nothing to disclose - 03/05/2026