




Adding a new case in Epic Hyperspace

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1. Log in to the Case Management or Care Coordinator module.
2. From the patient encounter, click the 4Next tab.
3. When prompted to confirm that you want to create a case, click .
A newly created case opens to the view.
4. If you're sending to Mass General Brigham Home Care or a Spaulding facility, add your liaison as a co-owner.

Adding a co-owner to a case

1. Click  in the CASE TYPE section in the upper right, and then click the Manage Co-Ownership option on the menu.
2. To find a name quickly, press CTRL+F to open the browser's search field, and then type the name. Items that match what you're typing are highlighted.
3. Click and drag the new co-owner's name from the AVAILABLE USERS list on the left to the top of the CASE CO-OWNERS box on the right.
4. Click .