

Appendix 5

EHR Readiness Checklist
(For CIP Certified EHR projects)

Implementing an Electronic Health Record (EHR) is a very complex process and will require a comprehensive planning and readiness process that will:

- Identify goals for the EHR project
- Create a strategic plan that guides the EHR procurement
- Include a completed feasibility analysis
- Include a completed comprehensive organizational readiness assessment
- Include a completed comprehensive staff skills assessment
- Assess and inventory current resources (staff, hardware, software, etc.)
- Outline an implementation strategy for the EHR project
- Inventory all additional hardware, software, and staff expertise needed to implement the EHR project
- Identify a multidisciplinary committee to oversee the readiness, due diligence, selection, and implementation of the certified EHR project
- Identify a plan to address the decrease in productivity during training and implementation
- Develop a plan to protect patient's health information

As a part of the CIP application process, grantees will answer the following pre-readiness questions for EHR-only purchases.

1. Why are you purchasing an certified EHR system?

Please check one:

- Move from paper system to electronic
- Reimbursement purposes, e.g., Medicare and Medicaid incentive payments
- Clinical technology to achieve workflow efficiencies
- Primarily as a technology to enable quality care improvement goals

2. Do you have organizational wide commitment from:

Check all that apply:

- Leadership (CEO, COO, CMO, CFO)
- Board Members
- All Providers
- IT Staff
- Support Staff
- Other; please identify: _____

3. Has your center identified business and clinical goals for adopting a certified EHR system? Yes No

4. Has your center identified a clinical champion and other staff to oversee the readiness process? Yes No

5. Have you used the EHR Selection Guidelines for Health Centers¹ developed by HRSA to select the functionality for your certified EHR? Yes No
 6. Have you considered the ongoing expenses required for a certified EHR system?
 Yes No
 7. Are all key staff members willing to use computers in their daily work? Yes
 No
 8. Do you have IT staff or access to a Health Center Controlled Network or IT consultant to provide support for troubleshooting your current and/or proposed IT/HIT infrastructure? Yes No
 9. Do the exam rooms in your center have networked computers? Yes No
- Does your center have a broadband/high speed internet connection? Yes No

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¹ See <http://www.hrsa.gov/healthit/ehrguidelines.htm> for more information.