

EHR Checklist

You can empower your practice to improve care, increase efficiency and maximize profitability. Follow these four effective steps to achieve success when implementing an EHR.

Step 1:

Consult with your vendor.

- Request your vendor's hardware and software system's list. Be sure to use only supported systems.
- Determine your network needs. Will wireless or hard-wired offer you the greatest performance and reliability?
- Confirm that your diagnostic equipment can be integrated with your EHR system. This will allow for streamlined transfer to patient records.
- Look to the future. Always utilize high quality hardware and go above the minimum recommended requirements to stay ahead of the technology curve.
- Take the time to discuss any additional needs with your vendor before purchasing. Determine what you actually need and what you can do without.
- Check systems for CCHIT Certification. Be sure to choose a system that has up-to-date credentials.

Step 2:

Set up data backup, recovery, and server hosting plan.

- As an alternative to hosting your own server, verify if your vendor has an ASP (Applications Service Provider).
- Consult with your vendor and verify their ability to backup your data and make arrangements for recovery.

Step 3:

Plan for the installation.

- With your vendor, determine the best approach to implementation without significantly reducing patient load.
- Don't let large upfront costs keep you away from EHRs. Many providers offer monthly agreements which reduce upfront costs and allow immediate realization of your return on investment.
- Implement system modules gradually. Start with the basics.
- Remember that the process will take time, allowing you to develop and customize the software to your needs.

Step 4:

Discuss ongoing proactive support and practice growth.

- Plan ample time with your vendor for staff training and emphasize the importance of dedicating time to learning the software from day one.
- Select an EHR vendor that offers expert, onsite training for your staff including ongoing customer support and evaluation.
- After training, provide ample time for your staff to practice the system before the "go-live" date. An in-house employee should be assigned as project leader.
- It is vital to select a vendor that provides ongoing training and support for every practice. Ensure that the staff knows how to get answers resolved, what numbers to call, who to email and so on.
- Plan for perpetual growth. Successful practices may see growth in staff numbers and patient load. Select a vendor that continuously cycles through training, support, and evaluation and aids in your growth.



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