Are We Ready to Adopt an Electronic Health Record System?

Implementing electronic health records (EHRs) requires more than a financial commitment. To make the transition from paper charting systems to EHRs, a practice must have organizational buy-in at all levels, the commitment and support of practice leadership and a positive outlook on change.

This readiness checklist can help your practice assess “readiness” when preparing for transition. Place a “✓” in the box if your practice satisfies the requirement below.

### REQUIREMENT

**I. Leadership Support**

- a. Has our practice identified clinical and administrative goals for adopting an EHR system?
- b. Has our practice identified a clinical champion? *(A health care provider who sees value in EHRs and is willing to support staff as they adopt the system.)*
- c. Has our practice communicated the benefits of adopting EHRs to our staff, and engaged them in the transition process?

**II. Financial Commitment**

- a. Would our practice be willing to sustain a one to three month decrease in productivity during implementation and training?
- b. Has our practice budgeted for the ongoing expenses required for an EHR system? *(Information technology [IT] support, yearly system maintenance and support fees)*

**III. Staff Capacity**

- a. Does our practice staff have basic computer proficiency, including working knowledge of the Microsoft Windows operating system?
- b. Are all key staff members willing to use computers in their daily work?
- c. Does our practice have regular access to an IT consultant or other sources of support for troubleshooting our computers and network systems?

**IV. Privacy**

- a. Has our practice developed a plan for keeping our patients’ health information safe?

**V. Hardware and Network Infrastructure**

- a. Are all of the exam rooms in our practice equipped with networked computers less than three years old?
- b. Does our practice have a reliable broadband Internet connection? *(minimum bandwidth of 768 KB/second)*
- c. Does our practice have a networked printer with multiple trays located in or near our exam rooms?
- d. Does our practice have a commercial-grade, uninterruptible power supply and contingency plans in the event of a network failure?
- e. If our practice plans on hosting our own server, is there a safe, air-conditioned place to store our server, back-up tapes and files?

**Scoring:**

- 0 – 7: Our practice is not yet ready to implement an EHR. Now is the time to develop a strategy towards meeting these readiness requirements.
- 8 – 11: Some work is required for successful implementation.
- 12 – 14: Ready for implementation.

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**Improve Quality of Care Through Electronic Health Records**

For more information, visit [www.nyc.gov/pcip](http://www.nyc.gov/pcip)