

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.

✓ Yes! Our practice satisfies this requirement.

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? <i>(A health care provider who sees value in EHRs and is willing to support staff as they adopt the system.)</i>	
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? <i>(Information technology [IT] support, yearly system maintenance and support fees)</i>	
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?	
a. Has our practice developed a plan for keeping our patients’ health information safe?	
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? <i>(minimum bandwidth of 768 KB/second)</i>	
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?	
Total # of ✓s	

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.

Improve Quality of Care Through Electronic Health Records
 For more information, visit www.nyc.gov/pcip