



EHR Readiness Checklist

Is my practice ready for an Electronic Health Record system?

- 1) Are you interested in improving quality of care?
- 2) Do you want to focus more on practicing medicine and less on piles of paper?
- 3) Do you want your staff to spend more time with patients and less time handling charts?

Is my practice ready for a Practice Management System?

- 1) Are billing and collections not showing improved results?
- 2) Are you looking to increase charges and speed payment turnaround?
- 3) Are you looking to improve the existing scheduling process due to inefficiencies?

Criteria	Score (1/0)
Is high-speed internet access installed at the clinic (DSL, Cable, etc.)?	
Do the exam rooms have wired or wireless network connections?	
Does the clinic have IT support services available on call or on contract?	
Does at least 50% of the staff and provider population at the clinic have prior experience with Health Information Software (Practice Management, Electronic Health Records, Electronic Prescribing or e-prescribing, etc.)?	
Is the clinic staff familiar with Windows systems and willing to use computers on a daily basis?	
Is there a physician at the practice who is willing to champion the EHR system implementation?	
Will the clinic be able to sustain a potential decrease in productivity for up to 3 months?	
Are the clinic's workflows documented and fairly well defined?	
Has the clinic's board of directors approved a funding plan and started a formal budgeting process?	
Does the clinic's board of directors agree that an EHR is critical to the future growth of the clinic?	
Total Score	

Scoring:

0-3: Preparation and planning required before an EHR implementation project can begin

4-7: EHR implementation project can begin, but some work is required to ensure successful completion

8-10: Congratulations! You are ready to begin. Contact Audacious Inquiry to move forward immediately