EMR Implementation Plan

Andrea Wells

Herzing University

October 16, 2020

**EMR Implementation Plan and Timeline**

Implementing EMR in healthcare organizations is driven by the need to improved efficiency and cost effectiveness. The promise of enhanced integration, financial stimulations, government regulations, and availability of patient data has led to the implementation of EMR in hospitals. However, implementing EHR systems is a complex endeavor characterized by a range of technical and organizational factors such as culture, human skills, organizational structure, and technical infrastructure as well as the need for proper coordination and financial resources. Further, the complexity of medical data, the concern for security and confidentiality of patient information, and data entry problems makes implementing EHR in health care organizations more challenging than anywhere else (Hodgkins, 2017). Implementation timeline and plan for EHR project in hospital is presented in this report.

**Implementation Steps**

Implementing HER project will follow the following key steps:

1. Creating project implementation team
2. Configuration of software to run HER
3. Identify and acquire required system hardware
4. Transfer of data
5. Optimizing pre-launch workflows
6. Consideration of room layout
7. Deciding on launching approach – incremental versus big bang
8. Developing procedures to follow when HER is down
9. Initiation of staff training

**Implementation Timeline**

Carefully planning is critical for implementing EHR in health centers to capture key event and milestones that takes place some months before and some months after implementing EMR project (HealthIT, 2013).The simplified timeline for implementing EMR project in health centers is presented.

**9-12 Months to EMR Kick-off**

* Brining hospital staff on-board of EHR implementation program
* Assessing what is available against what is will be needed
* Creating a schedule for kicking EMR project
* Consulting HCC//PCA on the selection and implementation of resources for EMR project
* Scheduling of vendor’s, trainers and implementation support

**6-9 months to going live**

* Develop a leadership team/committee to implement EMR project
* Mapping the workflow of EHR particularly the automated processes.
* Engaging staff to optimize workflow for ROI and patient care
* Identifying commonly used codes for diagnoses and billing
* Using structured approach to select EMR vendor
* Identification of required system hardware

**3-6 month to going live**

* Selection of EMR components, functions, and module for implementation
* Defining data for sharing if EMR is s other shared between hospital and other organizations
* Hardware installation
* Creation of referral communities
* Customizing templates
* Evaluating readiness of clinicians
* Scheduling of staff training
* Confirmation of timeline with vendors
* Informing and preparing patients for EHR migration

**1-3 Months before go-live**

* Building interfaces
* Go-live testing
* Building patients records
* Communicating with staff on timing of implementation, the approach, and expectations
* Adjusting patient schedule for accounting for the implementation
* Ensuring sufficient downtime protocols and planning are in place

**1 month before and during go-live**

* Reducing patients load
* A rough rule of thumb for going live is between 60-90 days for a single provider practice and about 2-3 weeks for every added provider
* Assessing and re-checking workflows, skills, utilization, and other essential for sustainable success
* Gathering of feedback and addressing issues

**1-4 months after going live**

* Confirming that every staff has been trained on EMR and planning refresher courses and check-ins
* Building common internal workflow an terms
	+ Report inventory, data dictionary, and protocol tools
* Sharing protocols and templates among clinicians
* Continuing with consistent messaging and accountability in the course of implementation

**References**

Hodgkins, M. (2017). Electronic Health Record (EHR) Implementation. *American Medical Association. All rights reserved*, *5*(4), 1-11.

HealthIT. (2013). How to implement EHRs. Retrieved from https://www.healthit.gov/faq/where-can-i-find-step-step-approach-electronic-health-record-implementation