Easter Seals New Jersey Solutions

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Administrative **Solutions**

ESNJ **Solutions** recommends* that you consider taking the following steps when selecting an EHR:

1. **Determine your short and long term goals for the EHR**. How will you use it today and in the future? We suggest that you think in terms of 5 years out.

Is it going to be used as a billing tool?	YES	NO
• If YES who are you billing and what do they require for documentation?		
Is it going to be used as a record keeping tool?	YES	NO
• If so, what parts of the record do you want in your EHR?		
What do your non fee for service funders require?		
What else do you want it to do? Medication management, scheduling, etc.		
Will you still maintain paper records?	YES	NO
Will you use it for required forms?	YES	NO
Do you want to generate reports?	YES	NO
• If so what reports?		
Will you use it for quality management?	YES	NO
Does it need to interface with other electronic systems?	YES	NO
Does it need to meet HIPAA or Meaningful Use standards?	YES	NO
Do you have staff to manage the system (systems administration) and provide help desk support (non IT)?	YES	NO

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Will the EHR be used remotely? If so on what devices?	YES	NO
How many users will you have? NOTE: Everyone who touches the system is a user.		

2. **Vendor selection:**

	✓ Complete
Send out a request for proposals to vendors	
Establish selection team- should be from all service departments and all administrative departments.	
Screen proposals based on your criteria	
Invite vendors to do a demonstration based on your requirements	
Use a check list with points to assess vendors-this is NOT a majority rules process	
Check vendor references	
Choose a vendor not based on majority vote but on best match (points)	
Select vendor and have contracts review by an IT attorney or other expert in this field	

3. **Who should be on your internal EHR implementation team?**
✓ Representation from ALL of the departments in your organization
✓ Representation from many levels of your organization including direct care/support staff
✓ Employees who have potential to be "super users": employees with an interest and curiosity about electronic systems
✓ Project leadership may or may not be your IT staff. Consider that whoever leads the project must understand your service culture.
✓ **ESNJ Solutions highly recommends that you onboard your systems administration and internal help desk functions prior to the start of this project. NOTE: this is NOT an IT help desk or vendor help desk****

*This is a recommendation based on our experience and does not imply or suggest a specific strategy for your organization, nor does it represent consultation with or for your organization.

See information on **ESNJ Solutions Value Added Services also on this website. WWW.ESNJSOLUTIONS.COM