

Selecting an EMR: Ready, Set.....Go Compare!

Month 1
Get Ready

Action Items:

- [Physician champion](#)
- [EMR project team](#)
- [Project manager](#)
- [Readiness assessment](#)
- [Action plan to mitigate risks](#)
- [Establish meaningful, achievable EMR goals](#)
- [Establish effective, open communications](#)

Objectives:

- Identify risks that may adversely impact EMR implementation
- Begin preparing for change
- Garner buy-in and support from staff and clinical colleagues
- Establish goal-oriented team
- Create effective decision-making team
- Establish a collaborative, communicative environment

Month 2
Set up for success

- [Project plan, follow basic project management principles](#)
- Map current office work flows, design future workflows
- Assess EMR best uses, create functionality scorecard
- [Study single vendor vs. best of breed strategy](#)
- [Study ASP vs. client server set up option](#)
- Local systems for EMR to “connect to” (interfaces)
- [Data that EMR needs to capture](#)
- Top Ten list of system requirements

- Keep selection project on target with goals and timelines
- Identify EMR functionalities needed (functional requirements)
- Identify data reporting needs (data reporting requirements)
- Identify systems for EMR to “connect to” (interface requirements)
- Understand and compare EMR set-up options
- Understand and compare vendor strategy options
- Prioritize needs to facilitate comparison (Top Ten list)
- Critically think about office workflows to determine what the EMR needs to facilitate to improve practice

Month 3-4
Go compare

- Evaluate vendor information from sources:

EMR Comparison tool	Networking with colleagues
CCHIT certification list	Other consultant ratings and tools
TMA EMR Comparison (Texas)	Vendor websites and literature
Health IT conferences and EMR vendor tradeshows	Listservs, websites (professional organizations)

- Create short list of 3+ vendors
- Detailed research → RFP, demos and [site visits](#)
- Focus on functionality and future workflow needs

- Know where to go and what to look for
- Identify a short list of vendors to evaluate in detail
- Use EMR functionality scorecard, Top Ten list and EMR goals to guide evaluation on identified needs (your grocery list)
- Focus site visits and demos on usability and support
- Identify detailed, multi-year costs for each vendor

Month 4
Select EMR

- Assess:

EMR Comparison tools	Physician/networking references
CCHIT certification	Other consultant ratings and tools
Requirements scorecard	Listservs (professional organizations)
Site visits and demo results	Local market penetration of vendors
Cost comparison	Customer support ratings
Alignment with EMR goals	Vendor physicians employed and/or active physician users group
Vendor experience with clients of same specialty	RFP responses, vendor size, #years in business, company vision

- Use all information gathered to rank, select an EMR system
- Begin contract negotiations with selected vendor
- Consider starting negotiations with two companies if both meet requirements, rank closely