ehr solutions  
Project Scope

April 13, 2016

# Overview

## Project Background and Description

This project came about as a result of needing to update the outdated health records system currently in place. The team involved will be the office team lead, registration specialist, front office manager, physician champion, IT specialists and IT technicians. The purpose of the project is to implement the Practice Fusion EHR system to improve the quality of care for our patients as well as meeting meaningful use criteria.

## Project Scope

The scope of the project will be to fully implement the Practice Fusion EHR within the 5 month allotted timeframe. Medical billing, patient portal, online payment system, text appointment reminders, speech recognition software and e-Prescribing capabilities will be implemented. There will be no change in the application servers, this will remain Windows-based. The staff is already trained and familiar with the current server. No staff workstations will be added.

## High-Level Requirements

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|  | The new system must include the following:   * Ability to allow both internal and external users to access the patient portal * Ability to interface with existing data warehouse * Ability to incorporate automated routing based on HIPAA regulations |

## Deliverables

The stakeholders include the staff and patients. Initially, in the early stage of this project, productivity is expected to slow down as users learn and get used to the new system. Eventually we expect the EHR to speed up processes and lead to improved qualitative care.

## Affected Parties

Other affected parties will include other providers, payers and government agencies. They will be affected by this project mainly positively. The upgraded medical billing and voice recognition software will allow for more accurate billing and dictation.

## Affected Business Processes or Systems

No additional staff workstations will be added during the implementation.

## Specific Exclusions from Scope

There will be an incremental implementation of our plan. There are two phases: Initial Implementation and Follow up. Application servers and workstations will not be included in the upgrade.

## Implementation Plan

Practice Fusion software will meet the practice’s EHR needs. It offers required HL-7 as well as meeting meaningful use criteria with scanning and importing paper records capabilities. Both immediate and long term benefits will be gained from the project. Once the feasibility assessments are completed, Phase I will be launched.

## High-Level Timeline/Schedule

The 5 month timeframe for Phase I and II: Phase I will be months 1-2. In this phase, team members will be designated as the Project Manager and Physician Champion. Goals for the “go live” date will be created, a budget implemented and personnel training. Phase II will be for the last 3 months of the project and includes software configuration, ongoing training, going live/ post-live reviews and follow up interviews.

# Approval and Authority to Proceed

We approve the project as described above, and authorize the team to proceed.

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| --- | --- | --- |
| Name | Title | Date |
| Corey Martin | Team Lead/ Author |  |
| Dionne McCutcheon | Research Analyst/Systems Engineer |  |
| Kristen Niedermeyer | Processor/ Author |  |
| Felicia Ortega | Research Analyst/Systems Engineer |  |
| Gretchen Phillips | Research Analyst/Systems Engineer |  |

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| Approved By |  |  | Date |  | Approved By |  |  | Date |