

Demonstration Checklist

This checklist provides a list of considerations when choosing an electronic medical record (EMR) and may be used to prompt questions or discussion during demonstrations. Together with your clinic's list of requirements, this checklist will ensure you are well prepared and make the most of each demonstration.

Business Flow

- Walk-through of clinic – how IT and automation affect workflow from the perspective of:
 - Physician
 - Clinic staff
 - Patient
- How multiple desktops and applications are integrated and enhanced efficiency
- How patient safety is enhanced

Planning

- What it means to change from:
 - Paper records to an electronic system
 - One EMR to a different EMR
- How to deal with varying degrees of physician/staff experience/knowledge of IT

Electronic Medical Record – Patient Care Processes

- Registration
- Attachment to a provider
- Scheduling
- Review of “dummy” patient record
- Record a patient encounter
- Clinical support decision tools
- Ordering/receiving Labs and DI
- Referrals/consult letters
- Medications management
- Care planning

Electronic Medical Record – Population Care Processes

- Preventative screening
- Evaluation, identification and monitoring

Electronic Medical Record – Operations Management

- Billing
 - Alberta Health
 - Third-party: WCB and others
- Managing patient records
- Human resources planning
- Internal email/messaging/tasks
- Remote access

System Management

- Network maintenance
- Data backup and data storage redundancy
- Disaster recovery and data recovery
- Virus protection and operating system upgrades
- Security, privacy monitoring and password maintenance
- Network protection (virus protection, firewall, etc.)
- Remote access
- Maintenance and service level agreements

Office Productivity Tools

- Word processing
- Spreadsheets
- Relational databases
- External email
- Online knowledge tools