

**Hospital and Medical Home Electronic Health Record Implementation Timeline**

Milestones	Person Responsible	Estimated Start Date	Completion Date	15-May	15-Jun	15-Jul	15-Aug	15-Sep	15-Oct	15-Nov	15-Dec	16-Jan	16-Feb	16-Mar	16-Apr	16-May	16-Jun	16-Jul	16-Aug	16-Sep	16-Oct	16-Nov	16-Dec	Ongoing
<b>Phase 1: Needs Assessment</b>																								
Develop a steering committee	CIO/CFO/CNO/CMO	1-May-15	1-Jun-15																					
Conduct organizational needs assessment	Dept Heads/Consultants	1-Jun-15	1-Aug-15																					
Determine system requirements	IT/Dept Heads/Consultants	1-Aug-15	1-Oct-15																					
<b>Phase 2: System Selection</b>																								
RFI to vendors	Steering Committee	1-Aug-15	1-Oct-15																					
Evaluate vendor responses	Steering Committee/IT	1-Oct-15	1-Dec-15																					
Prepare RFPs	Steering Committee	1-Dec-15	1-Jan-16																					
Evaluate RFP responses	Steering Committee/IT	1-Jan-16	1-Mar-16																					
Conduct site visits to evaluate systems	Steering Committee/IT	1-Feb-16	1-Mar-16																					
Select the system for purchase	Steering Committee/IT/CPO	1-Feb-16	1-Apr-16																					
Contract negotiations and sign contracts	CPO/Purchasing Office	1-Mar-16	1-May-16																					
<b>Phase 3: System Implementation</b>																								
Form an implementation committee	CIO/CFO/CNO/CMO	1-Feb-16	1-Apr-16																					
Perform system modifications	Vendor/IT	1-Apr-16	1-Jul-16																					
Analyze hardware requirements	Vendor/IT	1-Apr-16	1-Jul-16																					
Develop procedures and user guides	Vendor/IT/Selected Staff	1-Jun-16	1-Aug-16																					
System and integrated testing	Vendor/IT	1-Jul-16	1-Sep-16																					
Conduct user training	Vendor/IT/Hosp Educ	1-Aug-16	1-Oct-16																					
Conduct Go-Live planning	Vendor/IT/Implement Comm	1-Oct-16	1-Dec-16																					
Go-Live	Vendor/IT	1-Dec-16	1-Jan-17																					
<b>Phase 4: Maintenance</b>																								
Provide 24/7 help desk support	Vendor/IT	1-Dec-16	ongoing																					
Conduct user feedback	IT/Hospital ED	1-Dec-16	ongoing																					
Perform problem solving and debugging	Vendor/IT	1-Dec-16	ongoing																					
Perform file backup procedures	Vendor/IT	1-Dec-16	ongoing																					
Maintain and update a disaster recovery plan	Vendor/IT	1-Dec-16	ongoing																					
New employee training	IT/Hospital ED	1-Dec-16	ongoing																					

Reference  
 Hebda, T. & Czar, P. (2013). *Handbook of informatics*. Saddle River, NJ: Pearson