This readiness worksheet will provide you with an overview of your organization's ability to successfully adopt an electronic medical record (EMR) solution. Respond to each of the statements by placing a checkmark in the column that most closely aligns with your situation. When you have finished, total each column and read the outcome interpretation section at the end of this document. This assessment intentionally does not include a "not sure" option. This is to help avoid "fence-sitting" and encourage you to arrive at a more decisive position by talking with other potential stakeholders in your organization.

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree
Business Goals				-
The EMR initiative is mentioned in the organization's				
strategic plan and is linked to achieving specific future				
organizational goals.				
Physician leadership views EMR as key to meeting future				
organizational goals.				
There is a clear and defined set of EMR goals and				
measurable objectives.				
Physician leadership understands EMR and the business				
benefits it can bring.				
Commitment/Sponsorship				
The physician leadership understands the financial and				
time commitments that the initiative requires, and is willing				
to make these investments.				
Physician leadership is committed to supporting and				
improving the EMR initiative to a resource level consistent				
with success.				
The organization is prepared to reinvent, re-engineer, and				
improve its patient-oriented processes if need be. There is a physician champion willing to take leadership				
roles in an EMR implementation by taking responsibility for				
key objectives, guiding the implementation team, and				
helping to promote the system to the physician community.				
Communication/Perception				
All stakeholders potentially affected by an EMR initiative				
have been identified.				
Staff have had an opportunity to ask questions regarding				
the EMR initiative.				
Staff members understand the benefits of an EMR and are				
enthusiastic about using the new system.				
Stakeholders have been/will be included as part of the				
project team from the start of the project.				
All stakeholders understand their role in making the EMR				
initiative a success.				

Patient Orientation       A strong patient focus permeates every department in the organization.         Business decisions are driven by patient needs.       A strong patient focus permeates every department in the organization.         Business decisions are driven by what is important to patient care have been identified and documented.       EMR design will be driven by what is important to patient care and patient satisfaction.         Workflow and Processes       Current workflow and processes have been identified and documented.         The organization has identified and prioritized areas where EMR could be best applied.       EMR which EMR will improve current workflow and processes have been identified.         Technology Evaluation       A list of evaluation criteria was/will be used in the EMR vendor selection process.       A clinician-defined user interface was/will be a primary consideration in EMR software selection.       A list of evaluation criteria was/will be a primary consideration in EMR software selection.         An IT infrastructure is either in place or under development that will support the processes of the EMR with minimal downtime during its implementation.       The organization has setablished service levels that must be met by the EMR system used to deliver patient care.         Data macquerent       The importance of integrating databases containing patient information has been recognized.         Data accuracy and integrity procedures have been addressed and rectified.       The organized patient is strong the project goals.         Ongoing measurement systems have been/will be developed to validate that the rollout ha	Statement	Strongly Agree	Agree	Disagree	Strongly Disagree
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## **Outcome Interpretation**

Enter the totals for each column below:

- \_\_\_\_\_ Strongly Agree
- \_\_\_\_\_ Agree
- \_\_\_\_\_ Disagree
- \_\_\_\_\_ Strongly Disagree

A high number of Strongly Agree and Agree selections (20+) mean that you are well positioned to implement an EMR initiative.

If your responses fall mostly into the Agree-Disagree range (25-20), then your organization needs to further develop its current processes, attitude, and strategic plans before pursuing an EMR initiative.

If the majority of your responses include Disagree and Strongly Disagree (15+), implementing an EMR initiative at this time would likely result in failure.

Regardless of your results, take a good look at those statements with which you did not Strongly Agree. These areas are candidates for improvement, and by pursuing this path you will further the chances of success for your EMR solution. Any statements with which you Disagree or Strongly Disagree are red flags that should be addressed and rectified before your organization moves any closer to EMR implementation.