

EMR Readiness Assessment Questionnaire

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.				

Statement	Strongly Agree	Agree	Disagree	Strongly Disagree
Patient Orientation				
A strong patient focus permeates every department in the organization.				
Business decisions are driven by patient needs.				
Methods for capturing and enhancing 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.				
Ways in 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.				
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 established service levels that must be met by the EMR system used to deliver patient care.				
Data Management				
The importance of integrating databases containing patient information has been recognized.				
Data accuracy and integrity procedures have been addressed and rectified.				
Measurement				
The EMR initiative is/will be justified on a return on investment (ROI) basis.				
Ongoing measurement systems have been/will be developed to validate that the rollout has met project goals.				
Training/Support				
A budget is/will be in place to provide end-user training.				
Training for all user groups has been/will be scheduled well in advance of the final rollout.				
Training includes reference materials that can be used before, during, and after training.				
A budget is/will be in place to provide reasonable coverage for EMR support services.				
Staff is/will be in place to implement, provide support for, and maintain the new EMR system.				
Totals				

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.