

HEALTHCARE INFORMATION TECHNOLOGIES, LLC

EMR Readiness Assessment Questionnaire

Complete this assessment tool as you begin introducing your practice to the capabilities of HIT, and fill it out again at perhaps intervals until the results demonstrate the progress necessary to make a commitment to acquiring HIT. 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 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 HIT Initiative is mentioned in the organization’s strategic plan and is linked to achieving specific future organizational goals.				
Physician leadership views HIT as key to meeting future organizational goals.				
There is a clear, defined set of HIT goals and measurable objectives.				
Physician leadership understands HIT 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 HIT 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 HIT 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 HIT initiative have been identified.				
Staff has had an opportunity to ask questions regarding the HIT initiative.				
Staff members understand the benefits of HIT and are enthusiastic about using the new				
Stakeholders have been/will be included as part of the project team from the start of the				
All stakeholders understand their role in making the HIT initiative a success.				

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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.				
HIT 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 HIT could be best applied.				
Ways in which HIT will improve current workflow and processes have been identified.				
Technology Evaluation				
A list of evaluation criteria was/will be used in the HIT vendor selection process.				
A clinician-defined user interface was/will be a primary consideration in HIT software selection.				
An IT infrastructure is either in place or under development that will support the processes of the HIT with minimal downtime during its implementation.				
The organization has established service levels that must be met by the HIT 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 HIT initiative is/will be justified on a return on investment 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 HIT support services.				
Staff is/will be in place to implement, provide support for, and maintain the new HIT system.				
Totals				

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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+) means that you are well positioned to implement an HIT 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 HIT initiative.

If the majority of your responses include Disagree and Strongly Disagree (15+), implementing an HIT 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 HIT 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 HIT implementation.