

SPRING EHR TIMELINE

Begins February 17 & 18, Go-Live spring 2011

This chart provides a visual timeline of the steps involved in the Guided Go-Live. The various stages of the process sometimes span several weeks because some practices may begin the step before others, and some of the more involved stages may take several weeks to complete. This timeline is set up to give you a general idea of what this process will entail at a glance. It can also be used as a helpful communication tool at your practice.

	2/17 2/18	2/21	2/28	3/7	3/14	3/21	3/28	4/4	4/11	4/18	4/25	5/2	5/9	5/16	5/23	5/30
Kick-off Meeting	█															
Technical Assessment	█	█	█	█												
Order and Install Equipment		█	█	█	█	█	█									
Workflow Analysis		█	█	█	█	█										
Chart Migration Plans			█	█	█	█	█	█								
Perform Scanning					█	█	█	█	█	█	█	█	█	█	█	█
EHR Go Live Strategy			█	█	█	█	█	█	█	█						
Protocol Creation		█	█	█	█	█	█	█	█							
Remote Training						█	█	█	█	█	█	█				
EHR Trial Run									█	█	█	█	█	█		
Additional Training/ Changes										█	█	█	█	█	█	
Go-Live									█	█	█	█	█	█	█	█

PCC EHR Spring 2011

Guided Go-Live

Adopting an EHR is a big commitment that requires upfront preparation to ensure success down the road. PCC offers a unique approach to the EHR implementation process that provides expert guidance and a support system for practices undergoing the same experience at the same time. This implementation approach also allows multiple offices to install at once while keeping the cost of PCC EHR low.

We feel strongly that working with other practices who are experiencing the same successes and obstacles will improve your experience. PCC's Guided Go-Live approach provides group problem solving opportunities and a natural accountability to your peers as you undertake necessary tasks to prepare your practice for EHR through regular check-in meetings.

PCC EHR Spring Guided Go-Live Schedule:

- **February 17 & 18 kick-off meeting** (location TBD)
- Regular check-in meetings by telephone
- PCC Guided **Go-Live at your site in April or May**

What Exactly is a Guided Go-Live?

Your PCC project manager will guide you through the process of preparation and going online with PCC EHR. Your practice will choose an EHR Leader and an EHR Champion to attend the February 17 & 18 Kick-Off Meeting (location TBD). These staff members will oversee the EHR implementation at your office and communicate with your practice about important dates and events. At the Kick-Off Meeting, PCC will work with your EHR Leader and EHR Champion to select the go-live date your office will work toward. When you return home, your EHR Leader will coordinate configuration and preparation work and attend weekly check-in meetings by telephone to evaluate the progress, share discoveries, obstacles, and strategies, and keep the implementation process moving. Your office will work closely with a member of PCC's Implementation Team on important steps during the process such as technical assessment, workflow analysis, chart migration, protocol creation, remote training, and an EHR trial run. PCC will provide instruction, tools, and share lessons learned from other PCC EHR users to simplify the process.

EHR Kick Off Meeting Objectives:

- Meet other PCC clients embarking on the same journey
- Get tips, advice and support from others while working through your EHR implementation
- Select a go-live date to work toward
- Learn to prepare people and processes for the arrival of PCC EHR at your office
- Create a team and identify the role of the team
- Familiarize yourself with PCC EHR through hands-on training
- Review available and upcoming features and discuss what this means in your office
- Discuss the need to evaluate work flow in the office
- Review strategies for chart migration
- Walk away with an EHR implementation plan, time table, and next steps

PCC will continue to support you after the meeting through regular telephone meetings. Weekly PCC EHR Insider e-mail communications will keep you in the loop as PCC EHR advances.

Who should attend the Kick-Off Meeting?

• Your EHR Leader (Required)

This person leads the implementation process by planning, executing, and delegating tasks to bring your office to a successful go-live. For most practices, this person will be the Office Manager or Practice Administrator.

• Your EHR Champion (Required)

Typically a physician or partner, this person supports the cause, builds consensus, and inspires your team to reach your EHR implementation goals.

• Clinician Leader (Recommended)

A doctor or nurse manager that would be highly involved in the configuration of the system when clinical process decisions need to be made. Sometimes this person is also your EHR Champion or EHR Leader.