

## Questions before EMR/EHR selection:

There are so many options out there it is important that you select a product that works well for your practice and specialty. There are many questions that should be asked prior to selection, we have included a few that help in selecting the EMR Solution that is best for your office.

Answer these questions before and during your selection and implementation process:

- Why do I need to convert to Electronic Medical Records?
- What benefits do I expect to see through this conversion?
- What is my comfort level with computers?
- Do I plan to utilize a tablet pc or laptop?
- What type of EMR software is best for my specialty?
- What should I expect to pay for an EMR? How should I pay for it?
- What does the stimulus plan do for my software costs?
- What payment terms can I drive?
- How many different EMR companies should be reviewed before making a decision?
- When do I plan to purchase an EMR solution?
- What is a reasonable time frame to expect EMR installation and emr implementation?
- How comfortable should I be with modern IT technology?
- Do you have any firsthand experience with EMR solutions?
- How much longer should I wait until going forward?
- How do I convert my current paper charts to an EMR solution?
- Who will do this for my practice?
- Should you hire a company to do this?
- Will the EMR vendor perform this service for my practice?
- How much should I expect to pay for this EMR conversion service?
- How long does it take to convert?
- What if my emr implementation goes bad?
- How do I handle a disruption in my work flow upon implementing the EMR solution?
- Am I ever truly paperless with electronic medical records?
- How long does implementation take so how I expect to be up and running?

- Can I convert to EMR in phases?
- How many different EMR companies are out there to choose from?
- Why is there such a large variance in prices with EMR companies?
- Which type of EMR is best for your practice?
- Should you go with a Client Server Model or ASP/.net Web Based EMR?
- What are the true differences, and why are the products so different?
- What would be the realized benefit of each EMR?
- Is one EMR solution more secure than another?
- Are all EMR systems HIPAA compliant?
- Do you own the data even if it is stored on a host EMR?
- How often are back ups of the data required or recommended?
- Can I store my EMR data offsite?
- What is the EMR disaster recovery plan?
- How often should you practice EMR disaster recovery?
- Are there potential drawbacks from either EMR model?
- How comfortable are you with modern IT technology?
- Which system will be best based on my IT proficiency?
- How much automation of your practice is in place today?
- Do you currently have a scheduling or billing system?
- Are you happy with your current system?
- How difficult is it to make a switch?
- Will your current system integrate with an EMR?
- Will it integrate with the EMR you like?
- Is an all in one package the best route?
- Should you go with a best of breed approach?
- What happens if the system goes down?
- Will the company be here for me?
- Is there an additional charge every time I call customer support?
- Should I pay for a support agreement?
- How much is fair?
- What is the industry standard?

- How long will the company support the current version?
- What is the cost of an upgrade to current?
- What if I choose the wrong EMR?
- If my data is lost, where did it go? Can I get it back?
- Is there a charge for this?
- Do I need a local IT person for my office?
- What charges are reasonable for their services?
- How do I know if I am being treated fairly? Where do I turn?
- Do you have an outside billing company?
- Are you being charged a fair price for that service?
- When was the last time you shopped for such a service?
- Are you satisfied with the service?
- When was the last time you shopped for that service?
- How good is Medical speech recognition software?
- Should I use speech recognition software?
- How much better is it today compared to a few years ago?
- What about computer hardware?
- Where do I buy computer hardware?
- Will the EMR vendor provide this for my practice?
- Will the EMR company assist me in making the right decision?
- Should I shop on my own?
- Do you need new computer hardware?
- How long have you had your current computer hardware?
- Can the EMR company get a better deal on computer hardware?
- Who is responsible to back up the server?
- Which computer hardware is best for a medical office?