

## EHR Implementation First Steps Checklist

- Visit the IHS EHR website: <http://www.ihs.gov/CIO/EHR/>. Take a look at the resources on the site, and specifically visit the “[EHR Preparation Documents and Resources](#)” link.
- Fill out the EHR Site Survey (found here: <http://www.ihs.gov/CIO/EHR/index.cfm?module=preparing>) and email this to Howard Hays at [Howard.Hays@ihs.gov](mailto:Howard.Hays@ihs.gov) and your Area Office EHR contact person (you can find a list of Area EHR contact people on this site: [http://www.ihs.gov/CIO/EHR/index.cfm?module=gui\\_facilities](http://www.ihs.gov/CIO/EHR/index.cfm?module=gui_facilities)).
- Begin to complete the EHR Site Tracking Record to the best of your ability (found here: <http://www.ihs.gov/CIO/EHR/index.cfm?module=preparing>). Update this document with your EHR Implementation Team on a regular basis and email to Megan Powers at [Megan.Powers@ihs.gov](mailto:Megan.Powers@ihs.gov) and your Area Office EHR contact person on a monthly basis.
- Sign up for the EHR ListServ (found here: <http://www.ihs.gov/CIO/EHR/index.cfm?module=listserv>). There are currently three different EHR Listservs: one for general EHR issues (this one is the most used), one for EHR Inpatient issues, and one for more technical EHR issues.
- Attend an EHR Overview and Lessons Learned class. These will be offered in various IHS Areas. You can sign up for the classes on the OIT Training Page: <http://www.ihs.gov/Cio/CPMS/index.cfm?module=Training&option=index&sortChoice=Title>.
- Talk to your Area CAC about an onsite or WebEx EHR demonstration. Your staff will be able to see what the EHR looks like and how it is used. You can also have your staff view recorded WebExes on EHR, particularly the EHR Demonstration for New Users (found here: <https://ihs-training.webex.com/>).
- Begin to work through the Site Tracking Record to prepare for Pharmacy 5/7 installation. You can find documents on what is needed for Pharmacy 5/7 preparation on the IHS EHR website: <http://www.ihs.gov/CIO/EHR/index.cfm?module=preparing>.
- Periodically look at the trainings that are being offered for EHR: <http://www.ihs.gov/Cio/CPMS/index.cfm?module=home&option=OITTrainingLinks>. Many of these trainings won't be relevant for your site until after you begin using EHR, but we will offer some online trainings that might be useful for you.
- Look at the EHR FTP site for useful documents: <ftp://ftp.ihs.gov/pubs/EHR>.
- Begin to evaluate the computer skills of your staff that will be using the EHR (both typing skills and Windows skills/using a mouse). One way to improve typing skills is to give your staff email.