

EHR Deployment Team
Reminders Preparation Tracking Record
 (version 02/16/06)

This table can be useful to facilities to document your activities toward Reminders implementation. From time to time the EHR Deployment Team will request an updated copy in order to track progress and coordinate deployment activities with other facilities. **Until further notice, please email this updated document once a month to Megan Powers, Deployment Coordinator at megan.powers@ihs.gov.**

Please fill out the table as responsible (please include decisions. Finally, if the month and year if date is example has been filled in **your planning to have completed leave those blank. In addition chronological order for you going on to the next.** Please email Megan Powers for clarification of any items.

Please update the following information regularly as needed:

Site Name:	
Name of Lead EHR Site Contact:	
Contact information:	Telephone

Item	Responsible
(Example) Identification of EHR Clinical Reminders	EHR team
EHR Deployed at the site for at least six months. ("Go Live" is defined at the event in which providers are using the entire EHR to document a patient encounter)	
Providers have "mastered" both "Order Checks" and "Notifications"	
Update all taxonomies in the "Clinical Report System"	
Update all taxonomies in the "Diabetes Package"	
Implement utilization of "Diabetes Supplement" if not done already	
Implement utilization of "Pre-Diabetes Supplement" if not already done.	

Update all taxonomies in the "Asthma Register System"	
Implement utilization of the "Asthma Supplement" if not already in place.	
Implement utilization of Women's Health Package for PAPs, Mammograms, Breast Exams, and Biopsies if system is not already in place.	
Review "Reminders Guide" (available at OIT website)	
Complete spreadsheet for EHR Measures and Metrics using the (a) Automated Diabetes Audit, (b) Pre-Diabetes Audit and (c) Clinical Reporting System Reports	

