

## Appendix

### Evaluation Matrix

Hybrid EHR Health Information Systems Management Project  
HIM 4656 FALL 2016

**The portfolio must include:**

**TOTAL POINTS = 100**

|   | SECTIONS   | POINTS |
|---|--|--------|
| A | <p><u>Executive Summary:</u></p> <ol style="list-style-type: none"> <li>1. Provide a narrative summary of the final decision and recommendation of the vendor chosen to provide the EHR system.</li> <li>2. Justify why this vendor was selected referring to the Product Rating Matrix.</li> <li>3. Describe specific highlights of the product &amp;/or process.</li> </ol>  | 10     |
| B | <p><u>Communication Plan</u></p> <ol style="list-style-type: none"> <li>1. Follow the steps under #3 in the <i>Project Guidelines/Instructions</i>. Give specific measures for 3.e.</li> <li>2. Identify the process of who &amp; when each of the following sections will be submitted.</li> </ol>  | 2      |
| C | <p><u>EHR Task Force Committee:</u></p> <ol style="list-style-type: none"> <li>1. <u>List and justify</u> the HOSPITAL personnel (by title) who are appropriate to be assigned to the EHR Task Force.</li> <li>2. What responsibilities would each these members have <u>on the Task Force</u> to help choosing an EHR?</li> </ol>   | 2      |
| D | <p><u>EHR Components:</u></p> <ol style="list-style-type: none"> <li>1. List, describe, and justify the specific components/HIM software necessary for an EHR (design a table for responses).</li> <li>2. For each component, include a screen printout as an example from any hospital EHR vendor.</li> <li>3. What is the certification status &amp; requirements for the EHR the group has chosen?</li> </ol>   | 8      |
| E | <p><u>Information Security:</u></p> <p>Describe in detail the security provisions of the chosen system. Address at least the following:</p> <ol style="list-style-type: none"> <li>1. HIPAA compliance and compatibility issues of the chosen EHR</li> <li>2. Provide 3 examples of security measures for the three HIPAA security standards: <ul style="list-style-type: none"> <li>• Administrative safeguards</li> <li>• Technical safeguards</li> <li>• Physical safeguards</li> </ul> </li> <li>3. Employee-level access, HIM release of information</li> <li>4. Security issues for mobile devices</li> <li>5. Breached security protocols &amp; investigation</li> <li>6. Timeframe of security breach prevention activities</li> </ol> | 10     |
| F | <p><u>Information Privacy:</u></p> <p>Describe in detail the security and privacy provision of the chosen system. Address at least the following:</p> <ol style="list-style-type: none"> <li>1. HIPAA compliance and compatibility issues</li> <li>2. Audit trails, HIM release of information, error corrections &amp;/or amendments</li> <li>3. Develop a one-hour HIPAA privacy &amp; security training program for all hospital personnel. Provide outline of material, presentation method, visual aids, disciplinary process for infractions, and all of the above info in the Security section.</li> </ol>  | 10     |
| G | <p><u>Product Rating Matrix:</u></p> <ol style="list-style-type: none"> <li>1. Develop a decision matrix to evaluate and rate 3 vendors &amp; their EHR product.</li> <li>2. Using the above information, generate a list of <b>ten (10) criteria</b> to evaluate each</li> </ol>  | 8      |

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|---|--|----|
|   | <p>vendor. See section <i>.D. Components</i> above</p> <p>3. See the QI textbook for the format and rating calculations for a decision matrix.</p>   |    |
| H | <p><u>User Training &amp; Change Management</u></p> <ol style="list-style-type: none"> <li>1. Change management strategies for all personnel</li> <li>2. Identify training schedules for <ul style="list-style-type: none"> <li>• Medical staff (all physicians)</li> <li>• Nursing &amp; clinical staff (all levels)</li> <li>• Administrative personnel</li> </ul> </li> <li>3. Levels of training</li> </ol>  | 10 |
| I | <p><u>Implementation Plan:</u> To include, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Timeline for installation of EHR system</li> <li>2. EHR system maintenance and service procedures &amp; schedule</li> </ol>  | 7  |
| J | <p><u>Personnel</u></p> <ol style="list-style-type: none"> <li>1. HIM &amp; other staffing changes—what positions in HIM will change; what new positions will be needed</li> <li>2. Complete an organization chart for the HIM department with the newly created positions</li> </ol>  | 8  |
| K | <p><u>Conversion Process</u></p> <ol style="list-style-type: none"> <li>1. Timeline for conversion of current paper and microfilm to digital media</li> <li>2. Include calculations for workload &amp; necessary time</li> </ol>   | 7  |
| L | <p><u>Vendor Information</u></p> <p>Using only the vendor chosen, include all pertinent vendor-based literature:</p> <ol style="list-style-type: none"> <li>1. annual reports</li> <li>2. external reviews and/or articles</li> <li>3. basic info—years in operation, parent company, subsidiaries, etc.</li> </ol>  | 5  |
| M | <p><u>Organization of binder:</u></p> <ol style="list-style-type: none"> <li>1. including a table of contents</li> <li>2. bibliography</li> <li>3. overall creativity</li> <li>4. professional appearance</li> </ol>   | 2  |
| N | <p><u>ORAL PRESENTATION:</u> (at least 10 minutes) should include:</p> <ol style="list-style-type: none"> <li>1. A review of final recommendation.</li> <li>2. An overview of staffing, equipment, vendor, and other pertinent information, etc.</li> <li>3. Ways in which your project is different from others.</li> <li>4. <u>Note:</u> 10 points will be deducted from the final grade for this project if an oral presentation is not made during class on the assigned date and time and <b>WITH ALL MEMBERS PRESENT.</b></li> </ol> | 10 |
| O | Self & Peer Evaluations (turned in separately to the instructor)   | 1  |
|   | <b>TOTAL SCORE</b>   |    |

COMMENTS:

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