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## Indian Health Service (IHS)/Division of Oral Health (DOH) Electronic Dental Record (EDR) Enrollment Process

### Step 1

#### **Facility begins the process to enroll into the EDR Implementation Project**

1. Identify EDR Facility Team (typically includes Dental Chief, Facility Administrator, and Information Technology [IT] Lead/Site Manager) to spearhead project and discuss pros and cons of enrolling in the EDR Project Queue.
2. EDR Facility Team fills out the online EDR Facility Survey located at <http://www.doh.ihs.gov/EDR/index.cfm?fuseaction=facility.display>.
3. The EDR Project Manager (Dr. George Chiarchiaro) will review the EDR Facility Survey and ensure that the site meets the following basic requirements to be enrolled into the EDR Implementation Project:
  - a. Must be running RPMS with most current kernel patches on all modules
  - b. Must have adequate computer hardware in dental operatories with network connectivity
  - c. Must be on a wired network in the dental clinic
  - d. Must be running EHR or be “EHR Ready” (go to <http://www.doh.ihs.gov/edr> and click on “Sample EDR” tab at left for listing of “EHR Ready” requirements).
  - e. Must commit to funds for EDR server hardware and software maintenance (Please note: any facility that agrees to use Recovery Act funds for implementation of EDR will incur a cost share)
4. The EDR Project Manager will provide the EDR facility team a decision regarding the readiness of their facility. If the facility meets the readiness criteria, the EDR Project Manager will place them in the queue. If the EDR Project Manager identifies deficiencies in a facility’s readiness, that information will be passed on to the EDR Facility Team.



5. The EDR Facility Team will develop and implement a plan to address the deficiencies and resubmit the corrective actions once completed to the EDR Project Manager.
6. If the EDR Project Manager is satisfied with the remediation efforts by the facility, the facility will be placed in the queue.

## **Step 2**

### **Determine status of enrollment into the EDR Implementation Project Queue**

1. The EDR Facility Team will either contact or be contacted by EDR Project Manager, who will provide information on when the facility will be ready to:
  - a. Schedule the migration of the facility to Ensemble. This will require coordination with the IHS EDR Team, facility IT Site Manager, and Office of Information Technology.
  - b. Schedule the “Welcome Call” call with Dentrax and Henry Schein, Inc. This will require coordination with EDR Facility Team, the IHS EDR Team, Dentrax, and Henry Schein, Inc.

#### **Questions or requests for additional information should be directed to:**

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