



# IHS Division of Oral Health Electronic Dental Record Enrollment Process



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## Step 1

1. The facility begins the process to enroll in the Electronic Dental Record (EDR) Implementation Project: 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 after logging into the following link under "My Facility": <http://www.ihs.gov/DOH/EDR/>
3. The EDR Project Manager 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*.
  - e. Must commit funds for EDR server hardware and software maintenance.
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 email the facility team a *Cost Estimate Questionnaire* to be completed by the team and returned to the EDR Project Manager. If the EDR Project Manager identifies deficiencies in a facility's EDR readiness, that information will be passed on to the EDR Facility Team. The EDR Facility Team may then develop and implement a plan to address the deficiencies and resubmit the completed corrective actions to the EDR Project Manager. If the EDR Project Manager is satisfied with the remediation efforts by the facility, the facility will be emailed a Cost Estimate Questionnaire.
5. When the EDR Facility team has returned the Cost Estimate Questionnaire, the EDR Project Manager will review it and calculate a Cost Share Estimate (CSE) for the facility and email this to the EDR Facility Team. After the team reviews the CSE it shall forward this estimate to the CEO or Tribal Health Administrator and ask him/her to respond with a decision to either accept or decline the CSE. After this CSE is returned to the EDR Project Manager, he/she will approve the facility for implementation of the EDR and place it in the queue for the implementation process.



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## Step 2

- The EDR Project Manager will contact the EDR Facility Team and provide information on the facility's enrollment into the EDR Implementation Project Queue and 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* with Dentrix and Henry Schein, Inc. This will require coordination with EDR Facility Team, the IHS EDR Team, Dentrix, and Henry Schein, Inc.

**Direct questions or requests for additional information to:**

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