



### Objectives of the EHR Inpatient Tracking Form

- Plan for business practice changes.
- Develop site-specific implementation plan.
- Set timelines and assign responsibilities for tasks that need to be completed for a successful inpatient Electronic Health Record (EHR) implementation.

### Completing and Submitting the EHR Inpatient Tracking Form

The EHR Inpatient Tracking Form should be completed and submitted on each of the following four dates:

1. Site initial review by Clinical Application Coordinator (CAC) and EHR team
2. Onsite assessment by National/Area EHR for Inpatient team
3. EHR for Inpatient School readiness  
Completion of Phases 1 through 6 (the site's "entrance ticket") will be required at this time.
4. Onsite EHR Inpatient Setup with National/Area EHR team

Submit the completed form to the following people:

1. Your Area CAC
2. Mollie Ayala (EHR Program Manager), [Mollie.Ayala@ihs.gov](mailto:Mollie.Ayala@ihs.gov)
3. David Taylor (EHR Lead), [David.Taylor@ihs.gov](mailto:David.Taylor@ihs.gov)

**Prerequisites**

**Basics**

Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
1. Monitor results of computerized physician order entry (CPOE) report.					Number: _____ Percent: _____	
2. All team members visit, explore, and utilize the EHR website ( <a href="http://www.ihs.gov/CIO/EHR/">http://www.ihs.gov/CIO/EHR/</a> ).						
3. Identify timeline for implementation.  <i>Timeline will be determined jointly by site and Area team.</i>					Inpatient Go-Live Goal Date: _____	

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
4. Set up EHR client on user computers; provide access to training database for exploration.  <i>May use Area training database for this.</i>						
5. Review functionality of graphical user interface (GUI) template(s) and numbers of templates.  <i>Note reasons for using multiple templates.</i>					Number of GUI templates in use:	
6. Determine the effect of EHR on departmental policies and procedures for documentation, rewriting as needed to align with EHR.  <i>Remove references to written notes, initials, paper, form numbers, etc.</i>					Number of policies/procedures reviewed and/or rewritten:	
7. Medication errors/near misses are reported and reviewed.						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
8. The 24-hour chart check process has been delineated by nursing and pharmacy staff.						
9. Policies and procedures for verbal and telephone orders are clearly delineated.						
10. Accrediting body recommendations, as they apply to EHR deployment, have been identified.						

**EHR Inpatient Tracking Form**

**Facility Capacity**

Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
<p>1. Facility has identified an appropriate EHR Inpatient team to support the project.</p> <p>At a minimum, team includes representatives of the following: CAC, Nursing, Pharmacy, Lab, HIM, and Medical.</p> <p><i>Do they rely on one person or a team? Is the team active and knowledgeable?</i></p>						
<p>2. Facility has adequate EHR Inpatient administrative and support staff.</p> <p>At a minimum, support staff includes (1) CAC; and (2) Nurse, Pharmacy, and Lab Informaticists.</p>						
<p>3. Facility is in ongoing consultation with Area CAC, Area EHR team, and Area IT staff on issues related to EHR deployment and infrastructure.</p>						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
<p>4. Facility has a productivity plan for the implementation period.</p> <p><i>Has the impact of EHR deployment on productivity been estimated?</i></p> <p><i>Does the facility have a strategy to minimize and compensate for the impact on productivity and to recover as quickly as possible? Does strategy include plans to bring on extra help?</i></p> <p><i>Are the CEO and other hospital leadership aware of the potential impact of EHR deployment on productivity? Are they prepared to support the recovery strategy?</i></p> <p><i>Has the tribe/community been kept informed of potential issues and plans for recovery?</i></p>						
<p>5. Facility has contingency plans for system down time.</p> <p><i>Continuity of Operations Plan (COOP) should already be in place; has it been updated for EHR deployment?</i></p>						

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Requirement	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
<p>6. EHR/RPMS manuals are available in facility.</p> <p><i>Note how many manuals, where they are located, and what versions are available.</i></p> <p><i>Manuals are available online at <a href="http://www.ihs.gov/Cio/RPMS/index.cfm?module=home&amp;option=documents">http://www.ihs.gov/Cio/RPMS/index.cfm?module=home&amp;option=documents</a></i></p>						
<p>7. A plan is in place to communicate between site manager, CAC, and users when patches have been installed.</p> <p><i>Who installs packages/patches? Are CAC and site manager informed?</i></p>						



Overview of Phases

Phase	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
1. RPMS Inpatient Pharmacy packages (IV, Unit Dose, and computer-generated MAR) and Admission, Discharge & Transfer (ADT) applications						
2. RPMS EHR allergy, wellness, and vital sign documentation utilizing the EHR GUI						
3. RPMS EHR physician documentation						
4. Implementation of RPMS EHR nursing documentation						

**EHR Inpatient Tracking Form**

Phase	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
5. RPMS EHR utilization of consults						
6. Radiology and Laboratory CPOE						
7. EHR for Inpatient training						
8. Remote Inpatient EHR setup (with assistance from Medsphere®)						

**EHR Inpatient Tracking Form**

Phase	Yes	Partial	No	N/A	Action Plan/Comments/Responsible Party	Target Date/ Completion Date
<b>9. Onsite Inpatient EHR setup by National/Area EHR Inpatient team: Complete configuration and testing of (1) CPOE of admit orders, delayed orders, and auto-DC of orders; and (2) printing</b>						
<b>10. End-user training and Go Live</b>						
<b>11. Onsite BCMA training</b>						
<b>12. Onsite BCMA Go Live</b>						

## Inpatient EHR Milestones

### Phase 1

**RPMS Inpatient Pharmacy packages (IV, Unit Dose, and computer-generated MAR) and Admission, Discharge & Transfer (ADT) applications**

**Phase 1 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Optimization of RPMS Inpatient Pharmacy suite, to include Unit Dose and IV packages</li> </ul> <p style="margin-left: 20px;"><i>Are the unit dose drugs tied to the outpatient orderable items? IV piggybacks are not part of the fluid entry. Do IV additives present as an order option with IV fluids?</i></p>						
<ul style="list-style-type: none"> <li>• Meaningful use of computer-generated MAR application</li> <li>• Computer-generated MAR printing, including labels</li> </ul> <p style="margin-left: 20px;"><i>Are device files correctly configured? Do labels print correctly and cleanly?</i></p>						
<ul style="list-style-type: none"> <li>• Begin development of quick orders and menus for unit dose, topicals, injectables, inhalations, IV piggybacks, and IV fluids.</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Pharmacy begins entering all inpatient medication orders through the EHR GUI using the "Signed-On Chart" option and verifies that orders appear properly on computer-generated MAR.</li> </ul>						
<ul style="list-style-type: none"> <li>Pyxis® Profile interface</li> <li>Omnnicell® (BOP) interfaces</li> <li>BOP (Omnnicell/Pyxis) interface</li> </ul> <p><i>Are the interfaces functional? Is Acute Care a Profile system?</i></p>						
<ul style="list-style-type: none"> <li>Admission, Discharge, &amp; Transfer (ADT) package                             <ul style="list-style-type: none"> <li>Package owner has been identified</li> <li>Users have been assigned keys</li> </ul> </li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• ADT policies and procedures                             <ul style="list-style-type: none"> <li>• Admission process and roles identified and defined.</li> <li>• Policies on admission, transfer, and discharge reviewed and updated to reflect facility's process.</li> <li>• All potential sources of admission to inpatient unit(s) have been identified.</li> <li>• ADT process occurs in real time.</li> </ul> </li> </ul> <p><i>Who is responsible for admission process? Has after-hours admission process been delineated?</i></p> <p><i>Are outpatient services being provided within the inpatient setting?</i></p> <p><i>What are the sources of inpatient admission (e.g., ER, Urgent Care, Walk-in, OB clinic, other facilities)?</i></p> <p><i>EHR must clearly reflect time of movement from outpatient to inpatient (time patient arrives on floor, not time order is written).</i></p>						

**EHR Inpatient Tracking Form**

**Phase 2**

**RPMS EHR allergy, wellness, and vital sign documentation utilizing the EHR GUI**

**Phase 2 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Allergy documentation</li> </ul>						
<ul style="list-style-type: none"> <li>Health factors and exams documentation</li> </ul>						
<ul style="list-style-type: none"> <li>Personal health history documentation</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Patient education documentation</li> </ul>						
<ul style="list-style-type: none"> <li>Immunization documentation</li> </ul>						
<ul style="list-style-type: none"> <li>Refusals (immunizations, GPRA, EXAMS, education, POV and REFUSALS)</li> </ul>						
<ul style="list-style-type: none"> <li>I&amp;O process defined</li> </ul> <p><i>Flow sheet in EHR to be completed by May 2010.</i></p>						



## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Vital sign orders (examples: prn, q 4 hours, q shift)</li> </ul> <p><i>If more than one ADT ward, review need for parameters to be set for each inpatient location.</i></p>						

**EHR Inpatient Tracking Form**

**Phase 3**

**RPMS EHR physician documentation**

**Phase 3 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Admitting history and physical (Text Integration Utilities [TIU] template or upload dictation)</li> </ul>						
<ul style="list-style-type: none"> <li>Discharge summaries (TIU template or upload dictation)</li> </ul>						
<ul style="list-style-type: none"> <li>Physician progress notes (TIU templates) (interdisciplinary notes)</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Discharge instructions for patients (TIU templates)</li> </ul>						
<ul style="list-style-type: none"> <li>Consider use of interdisciplinary notes.</li> </ul>						

**EHR Inpatient Tracking Form**

**Phase 4**

**Implementation of RPMS EHR nursing documentation**

**Phase 4 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Identify nursing process documentation model                             <ul style="list-style-type: none"> <li>• SOAPIE</li> <li>• PIE</li> <li>• Charting by Exception</li> <li>• NIC/NOC).</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Nursing admission assessment</li> </ul>						
<ul style="list-style-type: none"> <li>• Nursing shift assessment</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Other nursing assessments                             <ul style="list-style-type: none"> <li>• CIWA</li> <li>• Pain</li> <li>• Fall</li> <li>• Restraints</li> <li>• Nutrition</li> <li>• Neuro</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Nurse progress notes (interdisciplinary notes)                             <ul style="list-style-type: none"> <li>• SBAR</li> <li>• Discharge</li> <li>• Transfer</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Nursing plan of care</li> </ul>						

**EHR Inpatient Tracking Form**

**Phase 5**

**RPMS EHR utilization of consults**

**Phase 5 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Request/order consults</li> </ul>						
<ul style="list-style-type: none"> <li>Answer/resolve consults</li> </ul>						
<ul style="list-style-type: none"> <li>Documentation of consult-related findings in progress notes or other facility-specific notes</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Consult tracking</li> </ul> <p><i>Determine the facility process for management of closing consults.</i></p>						

**EHR Inpatient Tracking Form**

**Phase 6**

**Radiology and Laboratory CPOE**

**Phase 6 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Radiology CPOE with notifications</li> </ul>						
<ul style="list-style-type: none"> <li>Laboratory CPOE with notifications</li> </ul>						
<ul style="list-style-type: none"> <li>Printing lab and radiology orders and requisitions</li> </ul>						



## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Run CPOE report</li> </ul>	Date report run: Number:                      Percent:					

**EHR Inpatient Tracking Form**

**Phase 7**

**EHR for Inpatient training**

**Phase 7 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>EHR Inpatient team to attend EHR for Inpatient Training at OIT Albuquerque.</li> </ul>						
<ul style="list-style-type: none"> <li>Continued development of quick orders and menus for unit dose, topicals, injectables, inhalations, IV piggybacks, and IV fluids.</li> </ul>						
<ul style="list-style-type: none"> <li>Pharmacy continues to enter all inpatient medication orders through the EHR GUI using the "Signed-On Chart" option and verifies that orders appear properly on computer-generated MAR.</li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Begin development of generic orders for vitals, wound care, diet, activity, oxygen.</li> </ul>						
<ul style="list-style-type: none"> <li>Begin development of order sets (look at top 10 inpatient diagnoses).</li> </ul>						
<ul style="list-style-type: none"> <li>Begin development of admit orders utilizing ADC VANDISL or ADC VANDALISM.</li> </ul>						
<ul style="list-style-type: none"> <li>Carefully delineate printing and print formats of orders, requisitions, 24-hour chart check, and patient order summary.</li> </ul>						

**EHR Inpatient Tracking Form**

**Phase 8**

**Remote Inpatient EHR setup (with assistance from Medsphere®)**

**Phase 8 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Pharmacy orders (examples below)                             <ul style="list-style-type: none"> <li>• Unit dose</li> <li>• Topicals</li> <li>• Injectables</li> <li>• Inhalations</li> <li>• IV piggybacks and fluids</li> <li>• Complex orders</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• General orders (quick orders and generic orders) (examples below)                             <ul style="list-style-type: none"> <li>• Vitals</li> <li>• Wound care</li> <li>• Diet</li> <li>• Activity</li> <li>• Respiratory/oxygen</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Standing orders (examples below)                             <ul style="list-style-type: none"> <li>• Adult – Regular</li> <li>• Adult – Detox</li> <li>• Adult – DM Related</li> <li>• Adult – Hospice</li> <li>• Adult – Diabetes Ulcer</li> <li>• PEDS – Regular</li> <li>• PEDS – GI</li> <li>• PEDS – Respiratory</li> </ul> </li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Generic orders – complex text orders (examples below)                             <ul style="list-style-type: none"> <li>• Restraints</li> <li>• Wound care</li> <li>• Activity</li> <li>• Vital signs</li> <li>• Diet</li> <li>• Admit to</li> <li>• Condition</li> <li>• Diagnosis</li> <li>• Glucometer</li> <li>• I&amp;Os</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Nursing quick orders – simple text orders (examples below)                             <ul style="list-style-type: none"> <li>• Wound care</li> <li>• Dressing change</li> <li>• Activity</li> <li>• Elevate legs</li> <li>• Call orders</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Order sets (examples below)                             <ul style="list-style-type: none"> <li>• Detox protocol</li> <li>• Chemical restraints</li> <li>• Fasting labs</li> <li>• Radiology exam and preps</li> <li>• Peak and trough</li> </ul> </li> </ul>						

## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• Delineate process for delayed orders, auto-DC of orders, and patient order summary.</li> </ul>						
<ul style="list-style-type: none"> <li>• Printing (examples below)                             <ul style="list-style-type: none"> <li>• Orders</li> <li>• Requisitions</li> <li>• 24-hour chart checks</li> <li>• Contingency plan</li> </ul> </li> </ul>						

**EHR Inpatient Tracking Form**

**Phase 9**

**Onsite Inpatient EHR setup by National/Area EHR Inpatient team:  
Complete configuration and testing of (1) CPOE of admit orders,  
delayed orders, and auto-DC of orders; and (2) printing**

**Phase 9 Target Date/Completion Date:**

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Complete configuration of admit orders, delayed orders, auto-DC of orders, and printing.</li> </ul>						
<ul style="list-style-type: none"> <li>Test physician CPOE of admit orders, delayed orders, auto-DC of orders, and other orders.</li> </ul>						
<ul style="list-style-type: none"> <li>Complete and test configuration of printing (device files, print formats, etc.)</li> </ul>						

**Phase 10**

End-user training and Go Live

Phase 10 Target Date/Completion Date:

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>Delayed orders – processes and configuration</li> </ul>						
<ul style="list-style-type: none"> <li>Admission orders “ADC VANDALISM” or “ADC VANDISL”</li> </ul>						
<ul style="list-style-type: none"> <li>Auto DC of orders</li> </ul>						



## EHR Inpatient Tracking Form

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
<ul style="list-style-type: none"> <li>• 24-hour chart check</li> </ul>						
<ul style="list-style-type: none"> <li>• Printing                             <ul style="list-style-type: none"> <li>• Daily order summary</li> <li>• Physicians orders</li> <li>• Requisitions and chart copy summary</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Other processes as identified</li> </ul>						

**EHR Inpatient Tracking Form**

**Phase 11**

Onsite BCMA training

Phase 11 Target Date/Completion Date:

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
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**Phase 12**

Onsite BCMA Go Live

Phase 12 Target Date/Completion Date:

Milestone	Comments	Responsibility	Initial Review	Onsite Assessment	CAC School Readiness	Onsite Setup
			/ /	/ /	/ /	/ /
•						