

## **EHR Selection Guidelines: Instructions for Download and Use**

*Electronic Health Records (EHR): Selection Guidelines for Health Centers* was developed using Microsoft Word (2003) table format, is configured to use legal size paper in landscape mode, and contains the following columns:

1. **Specification** – the functional requirement the system should meet
2. **PRI** – priority assigned to the requirement by the organization. As designed, this column can contain one of the following values and can be modified to suit your particular needs:
  - **H** – Function is highly desirable.
  - **D** – Function is desirable.
3. **MU** – function is required under the Meaningful Use (as defined by CMS’ Final Rule for the Medicare & Medicaid EHR Incentive Programs, July, 2010). An “X” in this column indicates that the system meets/provides this required function.
4. **Vendor Response Columns:**
  - **Yes, Included** – function is available and it is included in the system.
  - **Yes, Additional Cost** – function is included but requires system modifications at an additional cost. This cost will appear in the vendor's cost proposal.
  - **No** – function is not available.

**Additional response column (RESP)** - Allows the vendor to further specify the availability of a function

- **5 = Completely meets requirements today.**
- **4 = Partially meets requirements today**
- **3 = Will completely meet requirements in future (specify date)**
- **2 = Will partially meet requirements in future (specify required change and date)**
- **1 = Can meet requirement through customization (specify price)**
- **0 = Not planning to offer**

**To use the document,** you must download and save it. Once this is accomplished, you should carefully review each statement and determine how it applies to your organization and your particular request for proposal.

- If the requirement does not apply to your request, simply highlight the row, and use the MS Word Table Menu > Delete > Rows function to delete it
- If you wish to modify the requirement, use MS Word to make the necessary modifications
- If you wish to add a new statement, use the MS Word Table Menu > Insert > Rows Below function to add the new row. You can then enter the information you wish.

Finally, when ready to print the document, keep in mind that it is formatted for legal size paper

in landscape orientation.

## **Using the EHR: Selection Guidelines for Health Centers**

(The Guidelines) is a tool designed to help health centers evaluate electronic health records (EHR) products and develop requests for proposals (RFP) or requests for information (RFI).

The downloadable Word document, written in RFI format, enables health centers to gather detailed information from EHR vendors about their products.

- Add to or subtract from the relatively comprehensive list of features in the Guidelines to make sure the EHR you select meets your needs.
- Gather detailed information from vendors as you consider EHR products.
- Specify EHR needs to vendors as part of an RFP. Products will meet the guidelines to varying degrees.
- Evaluate vendor proposals and products to make informed purchasing decisions.

The Guidelines are meant to be a rich menu of possible EHR features. Each line in the table of the Guidelines is a feature that an EHR may or may not possess. It is your responsibility to determine how each guideline applies to your situation. HRSA may modify the guideline periodically, so it is suggested that you visit the website frequently and review it to determine if it has been modified.

Meaningful Use and Certification of an EHR Product by an Authorized Testing and Certification Body (ATCB): We encourage you to verify that EHR products are certified by an appropriate organization selected by The National Office of the Coordinator (ONC) as an ONC-Authorized Testing and Certification Body (ATCB) (e.g. Certification Commission for Health Information Technology (CCHIT)). For more information, you may access ONC's website at <http://healthit.hhs.gov>. The organizations selected by ONC have been authorized to perform Complete EHR and/or EHR Module testing and certification. These ONC-ATCBs are required to test and certify EHRs to the applicable certification criteria adopted by the Secretary under subpart C of Part 170 Part II and Part III as stipulated in the [Standards and Certification Criteria Final Rule](#). Certification of an EHR product by an ATCB will signify to eligible professionals, hospitals, and critical access hospitals that an EHR technology has the capabilities necessary to support their efforts to meet the 2011-2012 criteria of Stage 1 Meaningful Use. Please keep in mind, however, that this Guideline is meant to go beyond the features and criteria necessary to achieve meaningful use (MU).