

Action Plan

Name of project:
Implement Electronic Health Records System

Date:
September 15, 2023

Person in charge:
Dr. Sarah Chen

SMART Goal <i>(Specific, measurable, achievable, relevant, and time-bound)</i>	Task breakdown	Responsible parties	Resources needed	Due date	Status	Notes / Issues
Successfully transition from paper-based records to a fully operational EHR system across all departments by March 1, 2024, with 100% staff trained and 90% patient records digitized.	Select EHR vendor	IT Director, CFO	Budget for software	Oct 15, 2023	In progress	Narrowed down to 3 vendors
	Purchase and install EHR software	IT Team	\$50,000 budget, 5 new servers	Nov 1, 2023	Not started	Waiting on vendor selection
	Develop staff training program	HR Manager, Dept. Heads	Training materials, meeting rooms	Dec 1, 2023	Not started	
	Conduct staff training sessions	HR Manager, IT Support	Training rooms, 20 computers	Jan 15, 2024	Not started	Schedule conflicts to resolve
	Begin data migration	IT Team, Medical Records	Overtime budget, temp staff	Feb 1, 2024	Not started	
Additional notes - Weekly progress meetings scheduled every Monday at 10 AM - Budget constraints may require phased implementation - Need to ensure HIPAA compliance throughout the process						
Approval						
Person in charge: Dr. Sarah Chen				Date: September 15, 2023		
Project sponsor: James Wilson, CEO				Date: September 16, 2023		

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John Rittinghouse PhD CISM



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