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## Electronic Medical Record System Sample Proposal

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June 8, 20XX

All Staff  
Blackbird Medical Group  
Honolulu, HI 96805

Dear Staff Member,

As we decided in our last staff meeting, I have prepared a plan for converting our current patient record system to an electronic medical record (EMR) system.

After comparing available software and local vendors, I have selected the Wyler Electronic Medical Records System as the most practical for us to adopt. For simplicity's sake, I will call this 'the EMR system' throughout this proposal.

Please take the time to read and consider this proposal carefully, note any concerns or questions you may have, and come prepared to discuss it at our next staff meeting on July 15. At the end of that meeting, we will take a final vote on implementing this EMR system.

Sincerely,

Nancy Kobayashi  
Director  
Blackbird Medical Group  
555-555-9220 ext. 201  
nk@BlackbirdMG.org

Blackbird Medical Group  
493 Hialou Way  
Suite 302  
Honolulu, HI 96805

(PH) 555-555-9220  
(FX) 555-555-9221  
[www.BlackbirdMG.org](http://www.BlackbirdMG.org)

June 8, 20XX

# Project

## Electronic Medical Record System Upgrade

Prepared for: Blackbird Medical Group

Prepared by: Nancy Kobayashi  
Director

### Description

Blackbird Medical Group is in need of upgrading our electronic medical record (EMR) system. The Wyler Electronic Medical Records System has been selected as the most practical for us to adopt.



## Challenges

We recognize that we will face certain challenges during the course of this conversion project.

### Phase I

During Phase I, we will be sharing our offices with temporary staff who will be scanning and converting our files. Most of this work will take place after office hours, but there will be two to four temporary employees with us during the day.

Also during Phase I, we will have additional equipment in our front office and billing office—new PCs, scanners, etc., which will be used primarily by the temporary staff. So we may feel squeezed for space during this time period.

If necessary, we will temporarily give up our break room to create more office space for the temporary personnel. In this event, personnel may take their breaks in the coffee shop next door but must wear their pagers so they can be called if needed.

### Phase II

During Phase II, we will all be training in the use of our new EMR system after hours but will probably have a mix of records and procedures in place during our regular work days. We must exercise patience and diligence to ensure that patient care does not suffer during this time period. Let's all pledge to be flexible and help each other, and cross-train as much as possible to make all our jobs easier.

We will all be working five hours of overtime for three weeks. To facilitate this phase, no vacation or leave other than the traditional Labor Day holiday can be scheduled for September this year.

### Phase III

We will all join the electronic age together during Phase III, and there will no doubt be a few glitches we need to work out. By acting as a team to find solutions and support each other, we will make the Blackbird Medical Group practice more successful, keep our 'family' atmosphere, and ensure even better care for our patients.



## Benefits

Why switch to an electronic medical records system? The benefits we expect to realize are summarized below.

- **More efficient patient tracking** – With the EMR system, we can bring up all records for a patient in a single name search, and then easily search within those records to find the exam history, test results, prescriptions written, and so forth. MRIs, ultrasounds, and other images will be scanned into the record. No more paging through reams of documents in multiple paper files.
- **Reduction in errors** – The EMR system has various checks and balances built in. For example, new prescriptions are compared against other medications and supplements a patient has been prescribed, and any possible drug interaction or past drug intolerance will be brought to the attention of the physician before final authorization for the prescription.
- **Health alerts and recommendations** - The EMR system will automatically alert physicians and staff when test results for a patient are abnormal, allowing us to immediately remedy hazardous situations such as dangerous glucose levels, high blood pressure, and indicators for cancer. In addition, the system includes links for dietary and exercise recommendations that can be individualized and printed for the patient.
- **Automated prescription forwarding and tracking** – The EMR system will automatically bring up contact information for pharmacies in our area, and with the press of a button we can forward prescriptions to the patient’s preferred pharmacy. This system will also track refills, which can be requested (with a proper passcode) from a patient’s home computer.
- **Time savings** – Compared to our current methods of examining and comparing paper files, it’s pretty obvious that the EMR system will save us time. This will allow physicians and nurses to spend more time with patients and/or to take on additional patients.

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