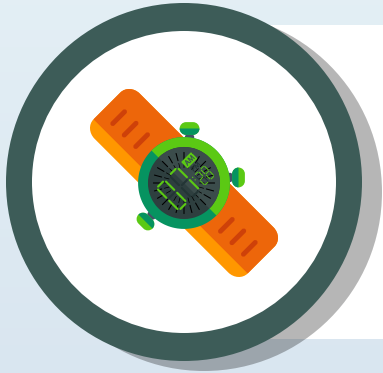




# ELR Onboarding When Switching Electronic Medical Record Systems

If your facility is planning a migration to a new EMR, please notify DPHHS at [MIDIS@mt.gov](mailto:MIDIS@mt.gov) to set up a kick-off meeting

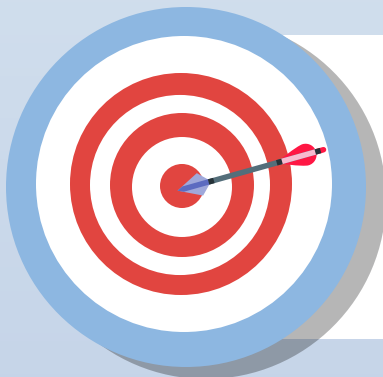
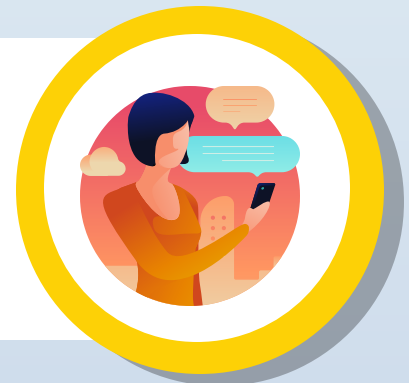


## Establish Timelines

- When is the tentative or confirmed go-live of the new EMR
- When will testing begin
- When will all testing be finished

## Determine Responsibilities

- Who are the essential contacts from DPHHS, facility, and county health department
- Who will be creating, sending, and fixing the lab reports
- Who will be working on the connection



## Set Up Reoccurring Check-Ins

Purpose of check-ins

- Help everyone stay on track with the timeline
- Keep everyone accountable
- Address any issues "in-person"
- Frequency and duration of check-in meetings will be dependent upon go-live date and resources needed

## Reportable Labs Resulted

- Provide DPHHS a list of all reportable labs resulted in facility
- Map reportable tests, results, and specimens to applicable LOINC and SNOMED codes
- Test a couple labs for each disease resulted in facility to ensure success in DPHHS system



Once all testing is complete and DPHHS signs off on the new EMR connection, onboarding is complete