Electronic Health Records (EHR) Toolkit
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The EHR Toolkit includes five major sections—**Home, Road Map, Resources, NCP Screen Shots and Contributors—**along with a *Nutrition Care Process (NCP) and EHR Fast Track* for quick implementation of the NCP in your EHR.

I. Home

1. Overview of EHR
2. The Nutrition Care Process and Your EHR
3. Key Questions
4. Components of the Toolkit

II. Road Map – Includes *NCP and EHR Fast Track*
Steps are individually tailored depending upon your role and where your health care institution is in the EHR process. Not all individuals will need to complete every step.

1. The First Steps to Implementation (Steps 1 – 3)
    Step 1: Governance and Approvals
    Step 2: Concept
    Step 3: Decision to Build, Buy or Use Existing System(s)

2. Time for Heavy Thought (Steps 4 – 7)
    Step 4: Vendor Reviews
    Step 5: Define the Stakeholders
    Step 6: Define the Requirements
    Step 7: Design

3. Roll Up Your Sleeves and Get to Work (Steps 8 – 17)
    Step 8: Development
    Step 9: Configuration
    Step 10: Interfaces
    Step 11: Hardware and Software Dependencies
    Step 12: Testing and Quality Assurance
    Step 13: User Acceptance Testing
    Step 14: Communication to Stakeholders
    Step 15: Downtime
    Step 16: Service-Level Agreement
    Step 17: User Training

4. Turning on the System (Steps 18 – 19)
    Step 18: Go-Live
    Step 19: Follow Up

III. Resources
    A – Electronic Health Record: Considerations for the Clinical Nutrition Manager, CNM DPG Newsletter
    B – Glossary of Terms

C – JADA article, Hoggle, et. al.
D – EHR Readiness Information Gathering Tool
E – Permission to use NCP/SL Terminology
F – Standardized Language Domain, Classes and Sub-classes
G – EHR Road Map Guide
H – Key Questions: Institutional Selection Process Tool
I – Stakeholders List
J – NCP Data Requirements Example and Tool
K – Work Flow Requirements Tool
L – Data Elements Required for System Configuration
M – Hardware Device Evaluation Tool
N – Testing Script Example
O – Hardware Device Evaluation Tool
P – Downtime Procedure & Action Plan Example
Q – Service-Level Agreement Example
R – EHR: RD Work Flow Example
S – Nutrition Guide to EHR Example and Tool
T – EHR Training Example
U – EHR Conversion Steps and Timeline Example
V – Action Planning for EHR Implementation Example
Frequently Asked Questions
References

> ***Resource J*** *can be completed by RDs/DTRs in your facility and related facilities to determine the nutrition terms you use most!*

VI. NCP Screen Shots
View actual nutrition electronic health record screens!

V. Contributors