

# Health Resources & Services Administration Electronic Health Records: Selection Guidelines for Health Centers

## INSTRUCTIONS FOR USE

### Purpose

The Health Resources and Services Administration (HRSA) Office of Information Technology (OHIT) has developed the Electronic Health Records Selection Guidelines to assist community health centers in the preparation and product evaluation part of the specification portion of their request for proposals (RFP) or requests for information (RFI).

The document, written in RFI format, is intended to allow community health centers to gather detailed information from EHR vendors about their products. Once completed by the vendor, it should also be used as an evaluation and verification tool when viewing vendor product demonstrations and conducting site visits.

Please note that this is meant to be a rich menu of possible features. Each line in the table of 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. We encourage you to also verify that products are Certification Commission of Health Information Technology (CCHIT) Certified (<http://www.cchit.org/work/products.htm>). This represents a minimum feature set but does not guarantee that each feature you need is included.

OHIT will modify the specification periodically, so it is suggested that you visit the website frequently and review it to determine if it has been modified.

### Instructions for downloading and use

The EHR guideline document was developed using Microsoft Word (2003) table format and it is configured to use legal size paper in landscape mode. It 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:
  - a. **H** – Function is highly desirable.
  - b. **D** – Function is desirable.
3. **Vendor Response Columns:**
  - a. **Yes, Included** – function is available and it is included in the system.
  - b. **Yes, Additional Cost** – function is included but requires system modifications at an additional cost. This cost will appear in the vendor's cost proposal.
  - c. **No** – function is not available.

In order to use the document you must download it 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 delete 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 Insert function and add the 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.