



Transworld Electronic Medical Record

A Quality-of-Care Improvement Service from the Hypertension Initiative

Checklist for Support Visit I

TEMR staff meet with site leadership to discuss TEMR implementation at the site.

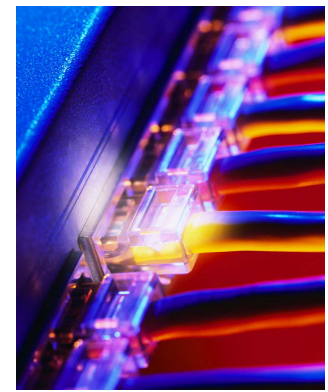
❖ Prior to Visit I, identify a primary contact to organize and communicate TEMR implementation at the site.
Name: _____ Job Title: _____ Phone: _____

❖ Schedule Visit I (1.5 hours). Date: _____ Time: _____

❖ One day prior to Visit I, touch base by phone to ensure that all critical staff are aware of TEMR and will be available to meet as scheduled.

❖ If there is mutual agreement to implement TEMR after the Visit I meeting, schedule Visit II (1.5 hours).
Date: _____ Time: _____

❖ Notes:



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Checklist for Support Visit II

TEMR staff, primary contact, and site IT staff assess IT needs for implementing TEMR.

- ❖ One day prior to Visit II, TEMR staff will touch base with site contact by phone to ensure that all critical staff (i.e. IT staff) are aware of TEMR and will be available to give input at Visit II.
- ❖ TEMR staff meet with the primary site contact and IT staff to assess what is needed before TEMR can be implemented.
- ❖ Site and TEMR staff will specifically discuss and mutually agree on:

Internet Connections – Type _____ Number _____

Locations _____

Computer Hardware - Type _____ Source _____

Locations _____

Local source for Internet installation and computer hardware support –

Name _____ Phone _____

BA Agreement will be signed by both site and HI prior to Visit III training session.

- ❖ After the necessary hardware and internet connections are in place, site contact will contact TEMR staff.
- ❖ Notes:



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Checklist for Support Visit III

TEMR staff give a demonstration and training session for all site staff using TEMR.

- ❖ TEMR staff will touch-base with site contact to discuss training session details: number of staff attending, training location, wall or screen for projection, access to internet connections, and staff availability.
- ❖ Business Associate Agreement will be signed by both site and HI prior to Visit III training session.
- ❖ TEMR staff and site contact will schedule Visit III to train all site staff to begin using TEMR.
Date: _____ Time: _____
- ❖ One day prior to Visit III, TEMR staff will touch base with site contact by phone to ensure that all essential will attend the training session and that the necessary infrastructure is in place to conduct the session.
- ❖ Notes: