Sample Go-Live Checklist

The following must be complete prior to implementation of the EMR system:

- A privacy coordinator is designated for the clinic and is trained to assume their responsibilities
- The Privacy Impact Assessment is complete and any required corrective actions are completed
- A Data Quality designate is assigned
- Data quality standards and data entry practices are documented and agreed to
- The required hardware and software is installed
- Required data conversion activities are complete
- EMR testing met requirements
- Required training is complete
- End-user coaches and mentors are identified and are accessible to clinic staff
- Issue escalation process for post-implementation issues is defined and communicated to all clinic members
- Technical support plan is confirmed
- Incident response plan is established
- Go-live celebration is planned