



## Other EMR Conversion to GE Centricity EMR

You have decided to implement GE Centricity EMR as your new electronic database for your patients' medical records. Congratulations! Now the question is what to do with the records in your other EMR. **Lost Creek Consulting, Inc.** (LCC) specializes in converting this data to Centricity EMR. LCC offers a complete solution: Knowledge and experience in medical records implementation; specialty software tools; training; project management and a proven project plan. This document will outline the steps necessary to perform your EMR to Centricity EMR conversion as seamlessly as possible.

### Preparation: Create a project plan

LCC will provide the clinic with a comprehensive Project Proposal, with a detailed, week by week, project plan covering the step by step activities involved with this conversion (sample Schedule on pg. 3 of this document). In general, a conversion of this magnitude, from signed proposal to your actual go-live date, will take approximately four (4) to eight (8) weeks, depending on the number of providers per clinic, how many years the clinic has been on the current system, and how many patient records need to be converted.

The first step to converting your data from the existing EMR "source" database to the new Centricity EMR "target" database is to determine what information you want to load into the new EMR. The list could contain any or all of the following data:

- Patient Demographics
- Documents/Chart Notes/Scanned Images
- Problems (active and/or inactive)
- Medications
- Allergies
- Labs, Vitals
- Directives
- Immunizations
- Histories (Family, Social, Surgical, Past Medical, etc.)

The second step is for the clinic to contact the current EMR (or an LCC-recommended source) for the data extraction. Be sure you get a specific timeline from your current EMR vendor as to how long the extraction process will take. It is important to note that two extractions will be required, the first one for testing and the second for a final conversion. This will allow a minimum amount of down time between migrating from the source database to the target database's go-live date.

## **Process:**

Lost Creek Consulting will run the extracted data through our conversion software, conduct file counts, and checking for data completeness, consistency and any customized modifications that may have been done. We will convert your data into standard formats and then the data will be loaded into your test database so you can see what it will look like in Centricity. Once you are satisfied with the appearance and accuracy of the conversion, you are ready for the final source data extraction for conversion to your new Centricity database.

Procedurally, LCC will create analysis programs to read the extracted data files from the source database. We will then produce the following types of files. For scanned images, we will copy the image files to the Centricity Image server structure and create an HL7 file to import a pointer into the patient's chart. Text notes will be imported into the patient's chart as a native note. Problems, Meds, Allergies and Directives will be brought into the LCC Imports conversion program, where they can be imported into the patient's chart through an encounter form from inside Centricity EMR.

We will review the first batch of extracted data, configure LinkLogic and/or SQL server queries on the clinic's test EMR, import the image and RTF files into the test system and test the conversion program. We will also install the licensed LCC PMAD Encounter Form and program, part of the LCCImports database that is placed on the clinic's target database server.

Once all test data has been approved for accuracy, content, location and format, we will retrieve the final extracted data from the source database and perform the final conversion on the clinic's target database. We will train the appropriate clinic personnel on the use and maintenance of all the tools utilized for this conversion, including LCC's Cross Reference Editors for meds, labs and/or immunizations as needed, which allows the clinic to map all the codes from the source EMR codes to the Centricity EMR codes. These are licensed LCC specialty tools that are necessary for meds, labs and immunizations that do not map automatically. This is necessary as not all codes in all EMR systems utilize the same codes and observation terms.

## **Project Assumptions: Responsibilities, changes and other conditions**

Lost Creek Consulting will provide a detailed proposal for your clinic and assign a project manager to oversee all aspects of the conversion project from start to finish. We will provide all the conversion tools and perform all of the required tasks to complete the engagement to the clinic's satisfaction.

The clinic will provide the extracted data files from the EMR source database, and will review the test and final data to ensure its completeness through each phase of the project. The clinic will also backup the Centricity EMR server before beginning the conversion and verify the backup by restoring it to another server for testing the application.

Any changes to the project scope, timeline and/or fees will be addressed via the Project Change Control Procedure and will always be approved in writing by both the clinic and Lost Creek Consulting prior to the changes being implemented

**We appreciate your interest in Lost Creek Consulting, Inc.'s conversion services, and look forward to helping you with your EMR to Centricity EMR migration requirements.**

## Sample Project Approach & Timing Schedule

Organized around multiple work streams, the project will last approximately four (4) weeks. The Project Schedule below shows tasks, responsibilities and time-line.

PROJECT PHASE or TASK	Resp	WK	WK	WK	WK
		1	2	3	4
<b>PLANNING PHASE</b>					
Hold kickoff meeting	L/C	X			
Identify project members	L/C	X			
- Clinic Project Manager	C	X			
- LCC Project Manager	L	X			
- Review source EMR data specification	L/C	X			
- Determine which fields will be converted	L/C	X			
- Agree on the record format	L/C	X			
<b>DEVELOPMENT &amp; TESTING PHASE</b>					
Order data extraction	C	X			
Evaluate deconstructed data	L	X			
Develop clinic workflows	C	X			
Review actual conversion files	L/C		X		
- Validate that the file matches the specifications	L/C		X		
- Make any changes to the plan	L/C		X		
- Write and test the conversion program	L		X		
Configure LinkLogic on clinic EMR	C/L			X	
Create SQL queries for exported clinical data	L			X	
Import image and RTF files into test system & test conversion program	L			X	
Install problem preload encounter form on clinic EMR database	L			X	
Test the preload encounter form with test data	L			X	
<b>IMPORT PHASE</b>					
Retrieve final deconverted data	C			X	
Duplicate changes into Centricity EMR	C			X	
Install conversion program at clinic	L/C				X
Train the clinic team on LCC Autoindexer	C				X
Train the clinic team on conversion tool	C/L				X
Test the program at clinic	C/L				X
Test the LinkLogic setup	C/L				X
Product Acceptance	C				X
Run the conversion program	C				X
Clinic conversion review	C				X
<b>PROJECT COMPLETE</b>					X

L = Lost Creek Consulting    C = Client

*Lost Creek Consulting, Inc.  
EMR Conversion Process*

