

Requirements Analysis

The following requirements analysis outline is intended to assist in determining the required components of a Practice Management System (PMS) and/or an Electronic Medical Record (EMR) for your office or clinic.

Health Management Consultants' (HMC) intent in publishing this tool is to facilitate the process of reviewing the clinic/office's needs and identifying the required functionality for their system. This tool supports a process of discussion and consideration in the unique environment of the clinic/office. Start with careful consideration of the overall goals and desired outcomes of the incorporation of a PMS and or an EMR into the clinical and administrative structures of the office.

It is important to give thorough consideration to the readiness of the office for change including the staff, resources, and patients. And finally HMC wishes to emphasize that your PMS and or EMR will be **MISSION CRITICAL (24/7)** to your practice when it is implemented. Your network must be built with business quality hardware and network components, and supported by a practice management firm dedicated to your success.

- 1) Purpose
 - a) Problem-
 - b) Goals-
- 2) Client, Customer and Other Stakeholders
 - a) Client-
 - b) Customers-
 - c) Stakeholders-
- 3) Users
 - a) List of Users-
 - b) Priorities of Users-

- 4) Requirements Constraints
 - a) Solutions-
 - b) Implementation Environment-
 - c) Partner Applications-
 - d) Commercial off-the-shelf software-
 - e) Anticipated workplace environment-
 - f) Timeframe for Developers-
 - g) Financial budget for the product-
- 5) Relevant Facts
- 6) Assumptions
- 7) Scope of the Product
- 8) Functional and Data Requirements
 - a) Functional Requirements-
 - b) Data Requirements-
 - c) Interface Requirements-
- 9) Look and Feel Requirements
 - a) Appearance
- 10) Usability Requirements
 - a) Ease of Use-
 - b) Ease of Learning-
- 11) Performance Requirements
 - a) Speed-
 - b) Capacity-
 - c) Reliability-
- 12) Operational Requirements
 - a) Expected Physical Environment-
 - b) Expected Technological Environment-
 - c) Partner Applications-

- 13) Maintainability and Portability Requirements
- 14) Security (HIPAA & 42 CFR)
- 15) Legal Requirements
- 16) Cutover-Requirements for transfer of existing data and procedures
- 17) Risks
- 18) User Documentation
- 19) Costs
 - a) Software
 - b) Installation
 - c) Training
 - d) On-Going Support & Software Upgrades
 - e) Hardware
 - I. Servers
 - II. Offsite Backup & Data Protection
 - III. Workstations
 - IV. Laptops & Tablets
 - V. Network Equipment
 - f) Financing