Meaningful Use is an opportunity to optimize your practice, gain incentive dollars, and improve patient outcomes with your electronic health record (EHR) system. Are you ready?

HealthPOINT, South Dakota’s Regional Extension Center, has created this Meaningful Use Readiness Checklist to help you begin the process of achieving Stage 1 Meaningful Use.

If you have not assessed, addressed, or achieved the Readiness factors and Meaningful Use criteria in this checklist, you may need HealthPOINT’s assistance.

### Readiness Checklist

<table>
<thead>
<tr>
<th>People</th>
<th>Process</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
</tr>
<tr>
<td>1. Determine Provider Eligibility</td>
<td></td>
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<tr>
<td>2. Select Incentive Program</td>
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<tr>
<td>3. Register for Program</td>
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<tr>
<td>4. Determine Attestation Target Date and Reporting Process</td>
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<tr>
<td>5. Select or Confirm ONC-ATCB certified EHR</td>
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</table>

### Resources

- [www.CMS.gov/EHRIncentivePrograms](http://www.CMS.gov/EHRIncentivePrograms)
- [www.HealthPOINT.org](http://www.HealthPOINT.org)

### Readiness

<table>
<thead>
<tr>
<th>Organizational Alignment</th>
<th>Management Capacity</th>
<th>Operational Capacity</th>
<th>Technical Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Checkmark]</td>
<td>![Checkmark]</td>
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<tr>
<td>Establish Governance oversight group, Project management team, Project Charter, Timeline, &amp; Communication Plan.</td>
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<tr>
<td>Identify &amp; engage provider or stakeholder Champion(s).</td>
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<tr>
<td>Conduct Meaningful Use Strategic and Operational Planning.</td>
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<tr>
<td>Address impact of competing commitments/projects vs. availability of experienced resources.</td>
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<tr>
<td>Recognize &amp; address personnel change readiness.</td>
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<tr>
<td>Mitigate personnel technology fundamental skills through training.</td>
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<tr>
<td>Conduct Meaningful Use Awareness Training for Executive Management and Staff.</td>
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<tr>
<td>Identify &amp; implement measurement tools to ensure user Adoption of EHR.</td>
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</tbody>
</table>

### RESOURCES

- **Existing Staff**
  - Capacity? ✔
  - Training? ✔
  - Available? ✔
  - Cost? ✗

- **New Staff**
  - Scope? ✔
  - Available? ✔
  - Cost? ✗
  - Local? ✗

- **EHR Vendor**
  - Available? ✔
  - Scope? ✔
  - Cost? ✗
  - Local? ✗

- **New Vendor**
  - Available? ✔
  - Scope? ✔
  - Cost? ✗
  - Local? ✗

- **HealthPOINT**
  - Est. Year Opened: 2010
  - State: South Dakota
  - Funding: U.S. Department of Health and Human Services

### HealthPOINT

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<tr>
<th>Core Set</th>
<th>Menu Set</th>
<th>Clinical Quality Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select 5</td>
<td>Select 1</td>
<td>Select 3</td>
</tr>
</tbody>
</table>

**CORE SET**

- Do you use computerized physician order entry (CPOE) for medication orders and do more than 30% of your patients have at least one medication in their medication list ordered by CPOE?
- Are at least 40% of your permissible prescriptions sent electronically?
- Do you report on ambulatory quality measures (CQMs) from your EHR? Do you know how to utilize your EHR system to report on six CQMs (3 required, 3 elective)?
- Have you implemented at least one clinical decision support rule besides drug-drug and drug-allergy interaction checks?
- Do you, upon request, provide at least 50% of your patients with an electronic copy of their health information within three business days?
- Do you provide clinical summaries for 50% of all office visits within three business days?
- Is drug-drug and drug-allergy interaction checking enabled in your EHR system?
- Do you record demographics, including preferred language, gender, race, ethnicity and date of birth, as structured data for more than 50% of your patients?
- Do you maintain an up-to-date problem list of current and active diagnoses for more than 80% of your patients? Does the problem list have at least one structured entry?
- Do you maintain an active medication list for more than 80% of your patients? Does the medication list have at least one structured entry?
- Do you maintain an active medication allergy list for more than 80% of your patients? Does the medication allergy list have at least one structured entry?
- Do you record and chart changes in vital signs (height, weight and BP) for more than 50% of patients age 2 and over as structured data?
- Do you record smoking status for more than 50% of all unique patients 13 years and older?
- Does your EHR have the ability to exchange key clinical information among providers electronically? Have you conducted at least one test of this functionality?
- Have you conducted a security risk analysis for your system in the last 90 days, incorporating any available security updates and correcting all identified deficiencies?

**MENU SET**

- Is drug formulary checking enabled in your EHR system? Have you accessed at least one internal or external drug formulary from your EHR?
- Do you incorporate clinical lab test results into your EHR as structured data for more than 40% of all clinical lab test results?
- Have you generated at least one report of patients by specific condition to use for quality improvement, reduction of disparities, research or outreach?
- Do you send reminders to more than 20% of unique patients 65 years or older or 5 years old or younger for preventive/follow-up care?
- Do you provide more than 10% of unique patients access to their health information within four business days of information being updated in the EHR?
- Do you use your EHR to identify patient-specific education resources and provide such resources to more than 10% of unique patients?
- Do you perform medication reconciliation for more than 50% of transitions of care?
- Do you create and provide a summary of care record for more than 50% of transitions of care or referrals?
- Have you submitted at least one test of electronic data to the state’s immunization registry, including follow up submission if the test is successful?
- Have you submitted at least one test of electronic syndromic surveillance data to public health agencies, including follow up submission if the test is successful?

**CLINICAL QUALITY MEASURES**

- Hypertension; blood pressure management
- Tobacco use assessment and intervention
- Adult weight screening and follow-up
- Weight Assessment and Counseling for Children and Adolescents
- Influenza Immunization for Patients ≥ 50 Years Old
- Childhood Immunization Status

For more information, contact HealthPOINT via the web at www.healthpoint.dsu.edu, via phone at 605-256-5555, or mail us at HealthPOINT, Dakota State University, 820 N. Washington, Madison SD 57042.

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