Vendor Comparison and Matrix Tool

Instructions: Score each vendor on a scale from 1 (poor) to 5 (excellent) on each of your prioritized items. Total up your ratings for each vendor to help make your comparisons. Write the names of the vendors you are comparing in the watermark space provided in the vendor columns. Use the blank rows at the end of the worksheet to ask your own questions.

Functionability/Usability	Priority	Vendor A	Vendor B	Vendor C
Confidentiality and Security				
The system provides privacy and security components that follow national standards such as Health Insurance Portability and Accountability Act (HIPAA) and Protected Health Information (PHI), and include encryption of electronic protected health information (ePHI) created or maintained in the electronic health record (EHR).				
The system provides privacy and security components that follow State-specific laws and regulations.				
The system hardware recommendations meet national security guidelines.				
The system protects electronic health information created or maintained by the certified EHR technology through the implementation of appropriate technical capabilities.				
The system has hardware recommendations for disaster recovery and backup.				
Charting				
Can the system accommodate (and potentially improve) my workflow?				
Can I create medication, laboratory, and radiology orders using Computerized Provider Order Entry?				
Can I create a summary of care record and electronically transmit it to a receiving provider for transition of care and referral?				
Can the system perform medication reconciliation at relevant encounters and each transition of care?				
Can I easily build and/or customize "off-the-shelf" templates?				
Does the system offer a variety of data entry options, e.g., dictation, voice recognition, structured notes?				
Can I make subsequent edits and addendums to clinical documentation?				
Does the system alert me about unfinished portions of the clinical documentation and can I bypass them if necessary?				

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Can I access other such clinical information as previous labs or progress notes from a patient's "electronic chart" while charting?				
Does the system allow me to multitask—e.g., create task, order lab—while charting?				
Does the system allow me to forward patient information to staff, other physicians, etc. via email, electronic faxing, messaging, etc.?				
Does the system ensure that only authorized clinicians can sign clinical documentation?				
Prescriptions				
Can prescriptions be queried for a drug formulary and transmitted electronically using an EHR?				
Can I complete a prescription within a few clicks?				
Can I look up medication information and is this information valuable?				
How extensive (and how sensitive) is the system's interactions checking capability, e.g., drug-drug, drug-allergy, drug-food?				
How accurate is the system in identifying drug-condition warnings, e.g., pregnancy?				
Can I refill a medication within a few clicks? Can previous sigs be viewed from the refill screen?				
Can the system handle multiple drug formularies?				
Can the system send prescriptions electronically to pharmacies in my local market?				
Lab and Results Management				
Can the system send lab orders electronically to laboratories, hospitals, etc. in my local market?				
Can I pull up and review lab results within a few clicks?				
Can the system receive lab results electronically from laboratories, hospitals, etc. in my local market?				
Does the system notify me of abnormal lab results and provide normal ranges?				
Can the system show me trending of results over time?				
Can I create and/or customize "off the shelf" order sets?				
Clinical Decision Support/Quality Improvement				
Does the system provide the capability to implement a minimum of 5 clinical decision support rules relevant to specialty or high clinical priority?				
Does the system have the ability to generate lists of patients by specific condition to use for quality improvement, reduction of disparities, and outreach?				
Does the system alert me when patient data indicate intervention is recommended?				

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Does the system offer prompts to support the adherence to care plans, guidelines, and protocols at the point of information capture?				
Can I access medical literature, clinical guidelines, etc., to provide patient education ?				
Disease and Population Management				
Assuming good data entry for all patients, can I query the system and identify patients that have a particular condition, are on a certain medication, etc.?				
Does the system track patients for follow-up and send out reminders?				
Can I create ad hoc reports or am I limited to ones provided off-the-shelf? Can I customize these reports?				
Does reporting module handle "and/or" queries together?				
Health Record Management				
Can I look up a patient by a number of different criteria, e.g., name, MRN, SSN?				
Does the system provide a summary view of a patient's health status?				
Does the system handle other such clinical documents as x-rays or reports?				
Does the system allow me to maintain patient lists, e.g., problems, allergies, medications?				
Can I organize patient information within the system in a similar way to my paper charts?				
Clinical Tasking & Messaging				
Can I access and manage various tasks—e.g., sign progress notes or review labs—within a few clicks?				
Can I task or message someone else in the practice and do it with a few clicks?				
Does system alert me of overdue tasks and urgent lab results?				
How disruptive are the alerts, are they customizable, and can they be overridden?				
Can I manage tasks and messages from a computer other than my own?				
Patient Access to Personal Health Information				
Does the system have the ability for patients to view, download, and transmit their personal health information to a third party via a patient portal?				
Does the system have the capability for patients to send and receive a secure electronic message with the provider via a patient portal?				

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Public Health Reporting				
Can the system support submission of immunization data to a public health agency?				
Can the system support submission of syndromic surveillance data to a public health agency?				
Can the system support submission of data to a specialized registry?				
Financial Considerations				
Roughly how much could the system cost my clinic?				
Can you offer an Application Service Provider (ASP) option, purchase option, or monthly subscription option?				
Roughly how much do the software licenses cost?				
About how much will ongoing maintenance and upgrades cost?				
How often will a support person(s) be available once the system goes live in case of any system difficulty?				
How are the licenses issued? Concurrent user versus per practitioner?				
TOTAL SCORE				