

## DR Systems PACS Implementation

Successful implementations require a dedicated team, a clear set of goals, as well as excellent communication and collaboration between vendor and customer. DR Systems proven formula for successfully implementing PACS requires extensive customer participation.

To assist you in organizing your team and tasks, we provide a checklist of your required goals.

By completing all of the required items on the checklist, you can ensure your success. We also encourage you to complete all of the recommended items as well.

**Note:** DR Systems is very serious about ensuring the quality of your PACS implementation. The required items on this checklist must be completed in a timely manner - or the project will be put on hold.

### Project Information

Site Name:		Date:	
Main Contact:		Title:	
Contact Number:		Project ID:	

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# 1 Required Tasks - Customer

	Complete	Required Task	Details
1.1	<input type="checkbox"/>	<p>Determine clinical and financial goals and put them in writing.</p> <p>Current problem areas or challenges for which you are seeking workflow solutions (i.e. er discrepancy, losing films, doctors unhappy, no web distribution, poor service, going bankrupt)</p>	<p>Identify current annual cost of medical imaging and IT for systems that we are replacing:</p> <p>Target annual cost of medical imaging and IT for systems that you are replacing:</p> <p>Current exam performed to result turnaround time:</p> <p>Target exam to result turnaround time:</p> <p>Rate current radiology departmental workflow quality satisfaction (1-10):</p> <p>Indicate targeted radiology departmental workflow quality satisfaction (1-10):</p>
1.2	<input type="checkbox"/>	Develop a Project Mission Statement.	For example: Our Mission for this project is to improve the quality, timeliness and economic efficiency of the Radiology Department patient care at our site.
1.3	<input type="checkbox"/>	Appoint leadership, assign individual responsibilities and establish accountability.	<p>Please indicate key team members below:</p> <p>PACS Administrator (required):</p> <p>Lead Radiologist (required):</p> <p>IT/Networking Representative (required):</p> <p>HL7 Analyst (required):</p> <p>Other:</p> <p>Other:</p> <p>Other:</p>
1.4	<input type="checkbox"/>	Complete the <i>DR Need to Know List</i> form and return to your DR Systems project manager.	Identify all team members names and email addresses that need to be kept informed about all aspects of the project.
1.5	<input type="checkbox"/>	Complete the <i>DR News List</i> form and return to your DR Systems project manager	
1.6	<input type="checkbox"/>	<p>Document anticipated changes in personnel and changes in job descriptions.</p> <p>How do you foresee the implementation of PACS affecting your staff and their job duties?</p>	<p>Update job descriptions.</p> <p>Prepare materials for testing and monitoring your employees' compliance with new procedures and policies resulting from this project.</p> <p>Create a downsizing plan, if applicable.</p>

	Complete	Required Task	Details
1.7	<input type="checkbox"/>	Read and study documentation provided in the DR Systems PACS Implementation Guide, System Administrator Guide, User Guide, etc.	<p>Your project manager will provide you with a list of required reading.</p> <ul style="list-style-type: none"> <li>▪ Lead Radiologist has read all required documentation.</li> <li>▪ PACS Administrator has read all required documentation.</li> <li>▪ Other staff has read all required documentation.</li> </ul>
1.8	<input type="checkbox"/>	Take DR training tutorials available on the Training Kit CD and on DR Systems' Resource Center.	<p>Your project manager will provide you with a list of required tutorials by role.</p> <ul style="list-style-type: none"> <li>▪ Lead Radiologist has taken all required tutorials.</li> <li>▪ PACS Administrator has taken all required tutorials.</li> <li>▪ Other staff as necessary has taken all required tutorials.</li> <li>▪ Send confirmation to your DR Project Manager indicating who has completed which tutorials.</li> </ul>
1.9	<input type="checkbox"/>	Schedule DR Systems initial walkthrough and project kickoff meeting.	<p>The core PACS Team must be involved in this task!</p> <p>Plan to complete this task far ahead of your anticipated go-live.</p> <p>The DR Systems initial walkthrough and project kickoff meeting will consist of:</p> <ul style="list-style-type: none"> <li>▪ A facility tour and evaluation of your current readiness for PACS implementation. (Plan to have the required team members participate in the tour and evaluation)</li> <li>▪ A project kickoff meeting. (Plan to have your entire core PACS Team participate in this planning meeting)</li> </ul>
1.10	<input type="checkbox"/>	Schedule weekly, regularly occurring PACS implementation conference calls.	The core PACS Team must be involved in this task!

	Complete	Required Task	Details
1.11	<input type="checkbox"/>	Review all PACS project documentation.	Your Project Manager will provide with regularly updated documentation that may include: <ul style="list-style-type: none"> <li>▪ Detailed project timeline</li> <li>▪ Detailed Project Plan</li> <li>▪ Conference call meeting minutes or notes</li> <li>▪ Action items list</li> <li>▪ Technical specifications</li> <li>▪ Others as necessary</li> </ul>
1.12	<input type="checkbox"/>	Actively participate in all PACS project related activities.	

## 2 Required Tasks - DR Systems

The following is a summary of what you can expect from the core DR Systems PACS Implementation Team assigned to your project.

	Task	Completed By:	Details
2.1	Detailed order review and recommendation for any modifications.		
2.2	Identification and documentation of all potential HL7 interface issues, data migration issues, etc.		
2.3	Assign the DR Systems core PACS Implementation Team.		The DR Systems core PACS Implementation Team may consist of: <ul style="list-style-type: none"> <li>▪ Project Manager</li> <li>▪ Lead Applications Specialist</li> <li>▪ Installation Engineer</li> <li>▪ HL7 Analyst</li> <li>▪ Others as necessary</li> </ul>

	Task	Completed By:	Details
2.4	Initial project kickoff conference call with DR Systems core PACS Implementation Team.		<p>The initial conference call agenda may consist of:</p> <ul style="list-style-type: none"> <li>▪ Team member introductions</li> <li>▪ Project overview</li> <li>▪ Discussion anticipated timeline to implementation and go-live</li> <li>▪ Schedule an onsite initial walkthrough and project kickoff planning meeting</li> <li>▪ Schedule regularly occurring conference calls</li> <li>▪ Others as necessary</li> </ul>
2.5	Instructions on obtaining educational documentation, webinars and tutorials.		<p>Access of, and participating in, DR Systems' educational materials is mandatory. Your DR Systems Project Manager will provide a list of required educational tasks to complete.</p>
2.6	Distribution of DR Systems' Technical Specifications.		<p>DR Systems Technical Specifications may consist of:</p> <ul style="list-style-type: none"> <li>▪ Minimum Network Guidelines</li> <li>▪ Workstation-class technical specifications</li> <li>▪ Server-class technical specifications</li> <li>▪ Anticipated data center (DR rack and infrastructure components ) environmentals.</li> <li>▪ HL7 technical specifications as necessary.</li> <li>▪ Others as necessary</li> </ul>

	Task	Completed By:	Details
2.7	Regular distribution of all ongoing project documentation.		DR Systems project documentation may include: <ul style="list-style-type: none"> <li>▪ MS Project Plan (or HTML version of MS Project Plan)</li> <li>▪ Conference call meeting minutes and notes, including action items, assignments, etc.</li> <li>▪ Others as necessary.</li> </ul>
2.8	Access to Lead Applications Specialist for development of training curriculum and applications or training related questions.		
2.9	Invitation to DR Systems corporate office to attend DR-hosted PACS Administrator Course.		
2.10	Access to technical resources as necessary.		
2.11	Written timeline of all installation and training events.		DR Systems installation and training events may include: <ul style="list-style-type: none"> <li>▪ Installation of demo/marketing equipment, if applicable.</li> <li>▪ Installation of pre-implementation testing equipment, if applicable.</li> <li>▪ Pre-installation site assessment, if applicable.</li> <li>▪ Primary installation of PACS components.</li> <li>▪ Primary applications training.</li> <li>▪ Trial go-live period.</li> <li>▪ Official go-live date.</li> <li>▪ Others as necessary.</li> </ul>

	Task	Completed By:	Details
2.12	Explanation of post go-live procedures.		<p>Post Installation procedures may include:</p> <ul style="list-style-type: none"> <li>▪ Project handoff to the DR Systems Post Installation Support Team.</li> <li>▪ Regularly occurring conference calls with the DR Systems Post Installation Team.</li> <li>▪ Instructions on reporting issues, requests, questions, etc.</li> </ul>
2.13	Project wrap-up and completion conference call.		

### 3 Recommended Tasks - Customer

DR Systems strongly recommends that you consider completing the following tasks.

	Complete	Recommend Task	Details
3.1	<input type="checkbox"/>	Document your current radiology department workflow.	<p>By analyzing your current workflow, it is entirely likely that new and better ideas for improving that workflow will surface.</p> <ul style="list-style-type: none"> <li>▪ What manual processes can you eliminate?</li> <li>▪ Where do most of your errors, inconsistencies, etc. occur?</li> </ul>
3.2	<input type="checkbox"/>	Document your anticipated radiology department workflow post DR PACS implementation	
3.3	<input type="checkbox"/>	Start preparing your marketing efforts as soon as possible.	
3.4	<input type="checkbox"/>	Join online PACS discussion groups such as Aunt Minnie, etc.	
3.5	<input type="checkbox"/>	Receive, complete and return evaluation surveys, if applicable.	This is an opportunity to let DR Systems know how your PACS implementation project went. Surveys give you with an opportunity to provide feedback, evaluations, suggestions and comments to DR Systems upper management and executive teams.
3.6	<input type="checkbox"/>	Plan to participate in DR Systems hosted events.	<p>DR Systems hosts annual DR User Groups – we invite you to attend.</p> <p>Visit us at trade shows that are communicated in our quarterly newsletter.</p>

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## 4 Getting Help and Information

How you can access Help, documentation, and training materials:

<p><b>Displaying Online Help</b></p> <p>Display a comprehensive Help program:</p> <ul style="list-style-type: none"><li>▪ Press <b>F1</b> or click <b>Help Topics</b> from the <b>Help</b> menu.</li></ul>	<p><b>Accessing the Resource Center</b></p> <p>View and download white papers, user guides, TechNotes, technical specifications and other documents:</p> <ul style="list-style-type: none"><li>▪ Go to <a href="http://www.dominator.com">www.dominator.com</a></li><li>▪ Click the <b>Resource Center</b> button.</li></ul>
<p><b>Contacting DR Systems Customer Support</b></p> <ul style="list-style-type: none"><li>▪ Phone: 1-800-794-5955</li><li>▪ Fax: 1-858-625-3337</li><li>▪ E-mail: <a href="mailto:drsupport@dominator.com">drsupport@dominator.com</a></li><li>▪ Online: <a href="http://www.dominator.com">www.dominator.com</a> Click <b>Customer Support Login</b></li></ul>	