October 31ˢᵗ 2002 … Where should you be?

Tasks that should be underway:

	Complete - Yes	Complete - No	If No, Status
Risk assessment and gap analysis with priorities identified should be available in some form			
Project committee should be in place			
Privacy official (Board resolution adopted)			
Security officer (Board resolution adopted)			
Task forces or project teams			
Commitment from Senior Management			

EDI decisions should be underway:

	Complete - Yes	Complete - No	If No, Status
Extension applied for?			
Vendors contacted			
Testing dates			
Guidelines			
Integration of systems			
Codes under review			
Charge master			
Fee schedule			
Forms			

Health Plans should have been identified

	Complete - Yes	Complete - No	If No, Status
Those representing 75 – 80 % of the hospital's revenue			
Guidelines provided?			
Data elements identified			
Provider education opportunities			

Senior Management should have given direction to the implementation team on:

	Complete - Yes	Complete - No	If No, Status
How will we operate under the HIPAA designations for covered entities? (assuming there were/are options)			
Priorities			
Budget capabilities			
What is "reasonable" for us to accomplish?			
Goals: timeframes, monitoring success, IT specifications, etc.			
How to deal with the physicians			

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