

Request for Proposal

A Valuable Tool in Selecting an Electronic Health Record System

Practices interested in implementing an electronic health record (EHR) should consider having vendors respond to a request for proposal (RFP). The purpose of an RFP is to ensure that answers to all of the questions necessary to evaluate the EHRs are provided by the vendors, and it allows the physician practice to compare responses to these questions. A number of RFP templates already exist that with little modification can be customized to meet the needs of your practice. The information provided below is aimed at building practice awareness of key items to inquire of EHR vendors for response during product evaluation.

- The *American Health Information Management Association (AHIMA)* has developed a template that permits the practice to select appropriate items to be included in the RFP. It is divided into sections that should be included in describing the requirements of your practice and with sections for the vendor to answer. The web-based template is located at: http://library.ahima.org/xpedio/groups/public/documents/ahima/bok1_034278.hcsp?dDocName=bok1_034278.
- The *Doctor's Office Quality – Information technology (DOQ-IT)* template allows the practice to enter their specific information directly into the word document to complete the RFP. This template is located at: www.ifqhc.org/provider/documents/ehr_request_for_proposal.doc.
- The *American Academy of Family Physicians (AAFP)* has an outline of topics that may be used as a reference in developing an RFP and it also outlines the items that should be included in the RFP. This outline is located at: <http://www.aafp.org/fpm/2005/0200/p55.html#fpm20050200p55-bt3>.