

MEDITECH 6.x Migration Playbook

At Galen Healthcare Solutions, our professionals can assist with all aspects of your MEDITECH 6.1, 6.0, and Client/Server migration. Whether it is 6.x READY, READY – Built to Scale or Client/Server 5.6 to 6.1 Pathway Implementation, our team of experts are there to work as an extension of your staff to ensure success. MEDITECH's READY Implementation Pathway is done over a period of approximately 15 months. This timeline is broken down into three phases.

Our team of project management, technical experts and subject matter experts can assist across all modules with data conversion, technical assessments, design, build, training, implementation, and go live support.

While adhering to MEDITECH's approach, Galen's methodology is divided into five phases: Discovery, Approach, Adaptive Execution, Activation, and Operations. This helps to break down the overall project into more manageable tasks and celebration of smaller milestones along timelines.

DESIGN

BUILD AND TRAIN

OPTIMIZE

Five things to know before migrating to MEDITECH 6.x

- 1** Upgrading from MAGIC to 6.x is more like a new implementation. With the addition modules such as CPOE, ER, BMR (Bedside Medication Reconciliation) and ED additional configuration and training will be needed. Prepare accordingly.
- 2** If you use a third party or add on vendor for dispersing clinical reports keep in mind that the MEDITECH C/S 6.x is a completely different HCIS and does process reports differently from MAGIC. Modifications will need to be made to ensure that reports are processed properly.
- 3** For your FTP scheduled jobs, know what 6.x offers and identify any gaps and what is needed to fill those gaps prior to go-live.
- 4** Clean up dictionaries that are going to be migrated and give vendors appropriate notice of your migration schedule so that they are aware and can plan accordingly. Focus on BAR and PCS as many organization have had tremendous change in these areas of the years and this is a good time to clean up.
- 5** MEDITECH will provide your organization with a MEDITECH Project Coordinator, however many of the organization and scheduling of meetings still fall on the client side. Many Consider hiring a third party Project Manager to handle the overall project.

DISCOVERY PHASE

The Discovery Phase is the initial step of your 6.x migration and is a critical factor to your organization's success.

 **1-3 months***

- **Hardware/System requirement assessment**
 - » Verify Server Needs – (MOBILE, PDI, PHM, Scanning, Archiving and Data Repository)
 - » Technical staging of test and production environment
 - » Identify new device needs (printer, scanner, desktops)
 - » Complete and return all required contract/documents back to MEDITECH and Galen
- **Identify Project Governance, Core and Project Teams**
 - » Project Manager/Program Manager
 - » Technical Team
 - » Ambulatory Team
 - » Physician/Provider Team
 - » Clinical Team
 - » Revenue Cycle/Business Office Team
 - » Ancillary Services Team (Radiology/Lab/Pharmacy)
 - » Training Team
 - » Marketing/Communications (Internal and External)
- **Perform gap analysis on changes within modules**
- **Document all current and future state workflows**
 - » Identify areas where change is needed
 - » Identify changes in the application that will effect workflows
 - » 6.x Report Designer for M-AT, NPR and DR
 - » User Access and Security updates
 - » UDP client

APPROACH PHASE

The Approach Phase includes defining the plan after the completion of the Discovery phase. In the approach phase, the key deliverable is to develop a clear path for execution of your 6.x migration.

 **Timeline: 1-3 months***

- **Develop a project plan**
- **Define training plan for all end users**
- **Finalize change control policy/procedures and governance**
- **Determine 6.x migration success metrics for benchmarking**
- **Develop test plans**

ADAPTIVE EXECUTION PHASE

The Adaptive Execution Phase is comprised of documentation, migration set up, build, testing, and training to prepare for a successful go live.

 **Timeline: 6 months - 1 year***

- **Build and configuration of test environment**
 - » Configure users/workflows based on decisions from Discovery/Approach Phase
 - » Dictionary synching
 - » NPR migrations
- **Testing**
 - » Data Conversion Test
 - » Workflows
 - » Unit
 - » Interfaces/Integration
 - » Printing, Faxing
- **Training of end users**
 - » Role based training based on workflows
- **Go Live planning**
 - » Communication
 - » Go Live support plan
 - » Prep Live environment

ACTIVATION PHASE

The Activation Phase is the Production implementation of your 6.x migration project.

 **Timeline: 1 week***

- **Build and configuration of production environment**
- **Data Conversions**
- **Testing**
- **Go Live Support**
- **Monitor and report issues**
- **Schedule follow up go live meetings**
- **Follow Up training for staff**

OPERATIONS PHASE

Operations Phase is ongoing, maintenance monitoring of the 6.x application

 **Timeline: 30 days post go live, ongoing**

- **Post go live optimization opportunities**
 - » End User adoption/utilization
 - » Workflow optimization/evaluation
 - » Support- Maintenance
 - Issue tracking
 - Roll out of advanced workflows as appropriate
 - Re-Training as needed to support adoption
- **Perform Lessons Learned**

*Timelines will vary dependent on implementation pathway chosen and size of client