

Hospital Report Manager Validation Testing Process for EMR Vendors

To: All EMR Vendors scheduled for Validation Testing

Subject: Hospital Report Manager Validation Testing

As part of OntarioMD's EMR Vendor Validation Testing, several requirements include 3rd party applications. OntarioMD's Hospital Report Manager is one of those services and this letter outlines the process of how you will be engaged.

There are 3 areas of testing required for Hospital Report Manager (HRM)

1. Connectivity
2. Privacy and Security
3. Functionality of Reports to the EMR

If all the requirements are met during the Pre Testing Phase, the vendor should be able to move to validation testing as it relates to HRM functionality.

Connectivity

- Vendors will be assigned an IP address, SSH key and specific sFTP folders for connectivity. The functionality required for this area is called connectivity and auto-polling for file downloads. This means the vendor must be able to show their EMR system has the functionality to automatically download the files from the sFTP folder at regular intervals, confirm the files have been retrieved and then deleted once the files have been downloaded.

Privacy and Security

- All files obtained from the Hospital Report Manager solution are encrypted for privacy and security reasons. This area outlines the use of a decryption key and the ability of the vendor to decrypt the xml files retrieved from the sFTP folder. (*NOTE: decryption keys must not be hardcoded into the application code as these keys will be changed during certification*)

Functionality of Reports to the EMR

- A functionality checklist (*including activities such as posting reports, handling of duplicate reports, auto categorization etc.*) will be provided as a guideline.
- Testing in this area will be for development purposes only as functional requirements will be tested by the EMR Certification team during your Validation Process.

PROCESS

This section will outline what the process will be for engaging vendors by the HRM team. Vendors will be provided the information required to start development, independent of engaging the product team. The product team will engage you approximately 6-8 weeks prior to your validation date.

The following information will be made available to vendors shortly.

1. Overview of the Specifications
2. Access details for Connectivity
3. Test Files
4. Process for Questions and Answers
5. Support Engagement and Timelines
6. HRM Authorization Letter to Move to Validation Testing

1. Overview of the Specifications

There are several documents that require reviewing to ensure you understand how the HRM functionality is to be integrated into your EMR solution.

Specification Documents Required for HRM include:

- EMR Specification V4.0 Main Document
- EMR Specification V4.0 Appendix A – EMR Baseline Requirements
- EMR Specification V4.0 Appendix B – Data Portability Requirements
- EMR Specification V4.0 Appendix F – Hospital Report Manager Requirements
- HRM XML Schema Definition - report manager cds.xsd (*January 17, 2011*)
- HRM XML Data Types - ontariomd cds dt.xsd (*January 17, 2011*)

To aid in your understanding, two conference calls will be scheduled to review the process for engagement and the specification documents. These are for all vendors and it is highly recommended that you attend one of these calls with a technical representative. Dates for these calls will be communicated via e-mail shortly.

2. Access Details for Connectivity

Each vendor will be provided with a User ID, SSH Key, decryption key, server IP address and the sFTP folders to be accessed.

3. Test Files

- A set of test files will be provided for each vendor. These will include false data for physician CPSO #s, billing #s and patient names. Test files will include simulated reports to aid in the development of functionality such as:
 - i. Auto categorization – different types of files such as Diagnostic Imaging and Medical Records with sub classifications such as MRI, CRT, Consult, etc.
 - ii. Handling of amended, cancelled and duplicate reports
 - iii. Text Wrapping – long text reports for testing screen displays regardless of window screen size.
 - iv. Printing – reports to test printing functionality including text wrapping for long reports.

4. *Process for Questions and Answers*

- All questions concerning HRM specifications are to be sent to emr@ontariomd.com. The questions will be answered and vetted by the appropriate teams. Should the questions be a topic for all vendors, these will be answered and posted as an FAQ document on the OntarioMD website.

5. *Support Engagement and Timelines*

- Approximately 6-8 weeks prior to your validation date:
 - i. During this time each vendor will be provided more tailored support.
 - ii. During the first two weeks vendors may request one-on-one support for questions. This can be in the form of a call or via e-mail. We will not however be looking at code, but rather be providing guidance around test messages etc.
 - iii. A schedule will be provided once the validation dates are finalized.
 - iv. You may however start development at any time after you have received your information package with your connectivity details, test messages and sFTP folders.
 - v. 2-3 weeks prior to your validation date, the HRM team will test your ability to provide the required functionality and provide an HRM Authorization Letter should you meet those requirements. This will provide sufficient time to continue development should it be necessary. This testing will take approximately 2-3 hours to complete.

6. *HRM Authorization Letter to Move to Validation Testing*

- Once HRM Pre-Testing has been completed and you have met the functionality requirements, the HRM team will provide a letter of authorization to move to EMR Validation Testing. The HRM team will be certifying the following functionality:
 - a) Connectivity
 - b) Privacy and Security
- The HRM team will not be certifying specific EMR functionality but will be supporting the EMR vendors as they develop to meet overall EMR functionality requirements.

We wish all vendors a successful validation process and look forward to working with all of you.

Best Regards,

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