**Spaulding Electrocardiograph**

**Initial Assessment Questionnaire** (v2.3)



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# Executive Summary

The purpose of this questionnaire is to reduce the time needed to perform the initial setup of the new Organization within the Spaulding Electrocardiograph website. To properly setup a new organization, this structure must be defined properly from an Organization to Organization Units to Sites. The Spaulding Web ECG software is able supports a [3-tier organizational structure](#_Appendix_B_–).

Users permissions are defined by which part of the organizational structure they reside as well as their role in that part. The following model shows the permissions by the part of the organization and role.

# Spaulding Web ECG Permissions Table

|  |  |  |  |
| --- | --- | --- | --- |
|   | **Site Roles** | **OU Roles** | **Org Roles** |
| **User Roles** | Site User | Site Admin | Reader\* | User | Reader\* | Admin | User | Reader\* |
| **Permissions** |  |  |  |  |  |  |  |   |
| Create/Edit Patients |  |  |  |  |  |  |  |  |
| Create/Edit Orders |  |  |  |  |  |  |  |  |
| Search and View ECGs |  |  |  |  |  |  |  |  |
| Assign Readers |  |  |  |  |  |  |  |  |
| Acquire and upload ECGS |  |  |   |  |   |  |  |   |
| Edit Site Configuration |   |  |   |   |   |  |   |   |
| Create/Edit Site users |   |  |   |   |   |  |   |   |
| Assign Site User Roles |   |  |   |   |   |  |   |   |
| Edit ECG MetaData |   |  |   |   |   |  |   |   |
| Perform Physician Over-Read |   |   |  |   |  |   |   |  |
| **Scope** |  |  |  |  |  |  |  |   |
| Single Site |  |  |  |  |  |  |  |  |
| Multiple Specified Sites |  |  |  |  |  |  |  |  |
| All Sites within an Organizational Unit |   |   |   |  |  |  |  |  |
| All Sites within an Organization |   |   |   |   |   |  |  |  |

\* Readers email addresses must be unique and not the same as users or admins.

# Assessment Questionnaire

1. **How many Spaulding Medical ECGs is the Organization looking to purchase?**
	1. Is the organization interested in purchasing mobile devices from Spaulding Medical? How many devices? (Android or iOS)
	2. If the Organization wishes to purchase Android devices, do they have a specific Tablet or Manufacturer they would like to utilize?
	3. Will the Organization be utilizing existing computers or mobile devices?
	Please review the [Acquisition Device Hardware and Software Requirements](#_Appendix_A_–)
2. **What is the Organization Name?**

This is the parent umbrella for all of the other related configurations, sites and users. Everything will roll up to an Organization.

1. **How many Organizational Units will be needed in the structure?**

If the Organization does not want to use Organizational Units, please note that one Organizational Unit will be created with the same name as the Organization.

1. **What are the names of the Organizational Units?**
2. **What are the names of the Sites and locations?**

Site Location:

|  |  |
| --- | --- |
| Address |  |
| City |  |
| State/Province |  |
| Country |  |
| Postal Code |  |
| Phone Number |  |
| Fax Number |  |
| Hours of Operation |  |
| Time Zone |  |

1. **What form of ECG delivery Would you prefer?**

The Spaulding Web ECG software supports 3 methods for providing access to the ECG data and reports. It supports e-mail notification, fax delivery, and HL7 integration. All of these methods can be utilized, or selected individually. Please review the Spaulding Web ECG Workflows.
Please choose the ECG Delivery Workflows the Organization would like to implement:

* **E-mail Notification**
* **Fax ECG Delivery**
* **HL7 Interface Integration**
1. **What ECG report layout would you prefer?**

WebECG reports in different layout formats. The default ECG layout is 6x2 (6 leads in 2 columns) but this is customizable. The Web ECG Software has inactivity logout defaulted to 10 minutes, but this can be set up to 60 minutes.

1. **For HL7 Interface Integration, what EMR/EHR system is used at the Organization?**
2. **Does the Organization have an Interface Engine for managing the HL7 messages within their environment?**
	1. If so, which Interface Engine is being used?
	2. Does the Organization have an internal Interface team that manages the HL7 interfaces?
	3. If so, please provide the contact information for Interface Team?
	4. Does the Organization need Spaulding Medical to provide the customization services to build the HL7 Interface with the Organization’s EMR/HER?
3. **Will the Organization be subscribing to the Spaulding Medical 24/7 Cardiology Over-Read service?**
	1. If yes, please list the Users who require e-mail notification of confirmed and / or unconfirmed ECGs.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | E-Mail Address | Unconfirmed / Confirmed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

* 1. If the Organization is not subscribing to the Spaulding Over-Read Service, will the Organization be utilizing the Physician Toolkit to allow their Physicians to perform the ECG Over-Read?
	2. If the Physician Toolkit will not be used, how will the Organization be performing the Physician Over-Read of the unconfirmed ECGs?
1. **What are your preferred fax numbers to send ECGs?**

You may utilize a fax-machine to send unconfirmed ECGs and confirmed ECGs. Please list the fax machine numbers below:

|  |  |
| --- | --- |
| ECG Type | Fax Number |
| Unconfirmed ECGs:  |  |
| Confirmed ECGs: |  |

1. What people in the Organization would you like to receive notification for confirmed and / or unconfirmed ECGs? For example, a Director of Nursing or Finance / Purchasing.

|  |  |  |  |
| --- | --- | --- | --- |
| First Name | Last Name | E-Mail Address | Unconfirmed / Confirmed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Organizational Structure Roles

1. **What is the identity of the Admin, User and Reader roles by Organizational Structure?**

You may provide a spreadsheet with this format if the table below is not large enough.

Please review the [Spaulding Web ECG Permissions Table](#_Appendix_D_–) for help with permissions.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Structure Roles | Role | First Name | Last Name | Email Address |
| Organization  |  |  |  |  |
|  | Admin |  |  |  |
|  | User |  |  |  |
|  | Reader\* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Organizational Unit |  |  |  |  |
|  | User |  |  |  |
|  | Reader\* |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Site |  |  |  |  |
|  | Admin |  |  |  |
|  | User |  |  |  |
|  | Reader\* |  |  |  |
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\* Readers email addresses must be unique and not the same as users or admins.

# Demographics

1. **What Demographic information would you like to collect?**

The Spaulding Web ECG platform collects basic Demographic information about the Patients. The standard demographics collected are:

* Patient ID
* First Name
* Last Name
* Gender
* Date of Birth

Please list any additional demographics that you would like collected by the system:

|  |  |
| --- | --- |
| Demographics | Type of Information |
|  |  |
|  |  |

1. **Would you like to view the ECG results via emailed PDF attachment by email with a link to a password enabled login?**

|  |  |
| --- | --- |
| * Emailed PDF \*
 | * Email with link
 |

\*Please note that if you would like to view the ECG results via emailed PDF attachment, the Demographic information displayed on the PDF will only be Gender and DOB.

# Appendix A – Acquisition Device Hardware and Software Requirements

## PC or Laptop Computer Requirements

|  |  |
| --- | --- |
| **System Requirements** |  |
| Processor | Dual Core Processor |
| Memory | 4 GB RAM |
| Hard Drive | 1 GB of Free Space |
| Video Adapter | OpenGL 2.1 Support |
| Video Resolution | 1366 x 768 |
| Network  | Wireless or Wired Internet Access Required(HTTP/HTTPS access to spauldingwebecg.com) |
| Bluetooth Radio | Bluetooth 2.1 Support |
| Operating System | Windows 7 or newer |

## Android Device Requirements

|  |  |
| --- | --- |
| **System Requirements** |  |
| Operating System | Android 4.4 (KitKat) or newer |
| Storage | 25 MB |
| Display Resolution | 1366 x 768 |
| Network | Wired or Wireless Internet Access is required(HTTP/HTTPS access to spauldingwebecg.com) |
| Bluetooth Radio | Bluetooth 2.1 Support |

## iOS Device Requirements

|  |  |
| --- | --- |
| **System Requirements** |  |
| Operating System | iOS 7 or newer |
| Storage | 25 MB |
| Display Resolution | 1366 x 768 |
| Network | Wireless Internet Access is required(HTTP/HTTPS access to spauldingwebecg.com) |
| Bluetooth Radio | Bluetooth 2.1 Support |

## Network Requirements

The Spaulding Electrocardiograph acquisition devices require Internet Access in order to download Patient Orders, and upload acquired ECGs. The acquisition devices require HTTP and HTTPS (TCP ports 80 and 443) to be opened between the acquisition devices, and the spauldingwebecg.com website. Network Access can be wired or wireless for PC and Laptop implementations. Mobile Device and Tablet acquisition devices require wireless internet access. Spaulding Medical recommends that a Wireless Site Survey has been completed to ensure that there is adequate wireless network coverage for the devices. Spaulding Medical recommends that the acquisition devices be placed onto secured internal or vendor networks at each site, and not onto Guest Networks. Our experience has shown that Guest Networks tend to have high latency and congestion which can lead to problems utilizing the acquisition devices.

# Appendix B – Sample Organization Structure



# Appendix C – Spaulding Web ECG Workflows