



## Document Management Tip

### Data Migration

As EMR systems develop, and as regulations regarding the collection, use and destruction of private information evolve, it may be necessary for you to migrate your data from one system to another. As a custodian of health information, what do you need to consider when it comes to data migration?

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### Data Migration Terms

Let's define our terms:

- **Data extraction** refers to the drawing out of data from the current EMR into a standard file format.
- **Data conversion** refers to the process of translating the data stored in the ToPD file format to the NewEMRVendor EMR file format.
- **Data migration** is the uploading of the converted data from the test environment to the live EMR platform.

The **ToPD file format** was developed to create a way in which the necessary and sufficient patient information, in the absence of the entire medical record, could be transferred from one physician office system to another to support informed medical care. The objective was to define and publish a medical summary to support the business needs of physicians in providing informed medical care that is independent of the technology used to perform the transfer. The resulting Physician Office System (POS) Medical Summary is defined using existing health information standards, as established by the Health Information Standards Committee of Alberta (HISCA).

### Data Migration: CurrentEMRVendor to NewEMRVendor EMR

The preparation of the data into the Alberta ToPD (transfer of patient data) standard format is completed by CurrentEMRVendor. NewEMRVendor will use the ToPD format to populate the custodian's database(s) to the new NewEMRVendor platform.

This data conversion and subsequent data upload to the NewEMRVendor EMR platform will facilitate ease of use for the custodian, improve access to health information for the continuing care and treatment of patients, and provide greater continuity of physician-office business.

These business-continuity planning and testing scenarios must be documented and maintained throughout the duration of your medical office and for as long as patients' medical records are maintained. Long after the current EMR and employees are gone, the custodian (physician) may be required to access the patient record **as it was at the time it was created**. This may require a user's knowledge of the EMR system at the time it was in use. These documents and testing scenarios will be valuable to document the collection, use, and access of health information.

## The Custodian's Responsibilities

At all times, **patients' health information is under the custody and control of the custodian physicians**, even though that same information may be in the possession of NewEMRVendor. The custodian controls access to the health information unless he or she expressly grants access and use to another authorized agent (through an Information Manager Agreement).

**It is the custodian's responsibility ensure the data conversion and migration is complete and accurate.** If there are areas where the data conversion and migration is incomplete, custodians must document any discrepancies and develop mitigating strategies. The custodian's Health Information Privacy and Security Manual (section on EMR and Data Quality Assurance) identifies a strategy to select key components of the patient records in the EMR to use as sample records to verify the data conversion and subsequent upload to the new EMR platform.

NewEMRVendor has prepared "Clinic Details and Sign Off" documents to facilitate the informed decision-making of the custodian at each stage of the data conversion and migration process.

## Data Migration and Conversion Process

Data migration conversion is typically performed as a three-step process.

- Step One: involves a test conversion with actual clinic data to check for data integrity and compatibility
- Step Two: involves another conversion (often based on the same data as the test)
- Step Three: is the final conversion just prior to "Go-Live."

The custodian is required to identify pre-conversion criteria and conversion caveats prior to starting the conversion process. During the conversion, NewEMRVendor will provide support by:

- advising the custodian of the progress
- providing additional information about any conversion failures
- requesting and advising the custodian as they make decisions during the process

NewEMRVendor will report to the custodian multiple key metrics at each stage of the process to document any the missing records or failed conversions as well as any mitigating measures. These reports may include unique patient count, conversion error listings, etc. The custodian will have the opportunity to review the converted records of the sample patients in the non-production NewEMRVendor EMR platform.

**It is the custodian's responsibility to document mitigation strategies for records during the conversion.** For example, if the record cannot be pulled into ToPD format, the custodian will identify the nature of the records, document if these are critical records, and determine if the records will be re-entered into the EMR platform, printed to hard copy and scanned into the new EMR platform, or if the missing information will be accessed only from the original source format.

## Health Information Listing – Data Migration

The data provided to NewEMRVendor by physicians will be a copy of the ToPD extract and thus the data will contain the contents of the Clinic EMR. The Data Extract may include any integration specifications (data; messaging) – registered on the Health Information Standards Committee of Alberta (HISCA) web-site ([www.health.gov.ab.ca/about/HISCA\\_standards.html](http://www.health.gov.ab.ca/about/HISCA_standards.html)).

- NewEMRVendor will receive an initial data extract from CurrentEMRVendor prior to NewEMRVendor's "go-live"
- NewEMRVendor will import into a blank database and review with the clinic to ensure the data is coming across as it should
- Some modifications might be required as a result of the review
- The clinic will "go-live" on NewEMRVendor with this initial extract
- A final ToPD extract will be taken by CurrentEMRVendor and supplied to NewEMRVendor once the clinic has stopped entering information into the CurrentEMRVendor system
- NewEMRVendor will review the final extract with the clinic prior to importing

To document quality assurance activities related to data migration, a worksheet has been developed for use by the custodian. The purposes of the worksheet are to:

- document the quality assurance initiative to ensure that data migration is accurate and effective for the end-user
- ensure accuracy of patient information
- comment on the effectiveness for the end user (data appears in a format acceptable to the user)
- create a system for continued, routine quality assurance after EMR updates, restoration, etc.

**For more information, please see: Data Migration QA Worksheet.xls**

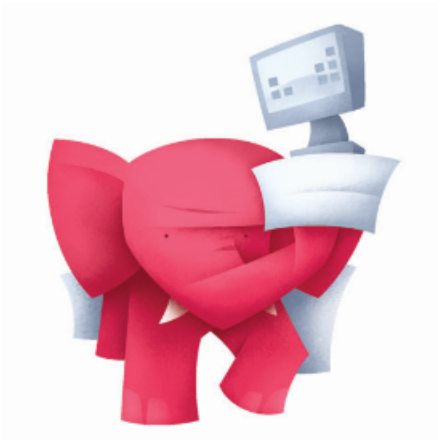
*This publication provides general guidance for a medical office in Alberta. Consultation with your information systems, health records, and privacy office is recommended. For additional assistance, contact Information Managers Ltd.*

## Contact Us

We're here to help and we'd love to connect!

Information Managers Ltd.

Phone: **780.237.7605** Email us. Tweet with us! Connect on LinkedIn  
[ca.linkedin.com/in/jeaneaton/](https://ca.linkedin.com/in/jeaneaton/)



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