

## Instructions

This worksheet provides QIOs and physician practices with a tool that permits the user to enter data specific to their practice and potential EHR purchase to get a better understanding of the potential savings that the implementation of an EHR can provide based on monthly cost of the EHR system. This instruction outline provides descriptions of the various sections associated with the tool and the data elements that require entry by a user.

### A. Input Office Specific Information (rates and averages)

This section requires data input specific to the physician practice using the tool.

Number of Patients Per Day	<ul style="list-style-type: none"> <li>List the number of patients that circulate through the practice each day</li> </ul>
Work Days Per Month	<ul style="list-style-type: none"> <li>Notate the number of days your practice is open for business each month.</li> </ul>
Average Hourly Rate of Admin Staff	<ul style="list-style-type: none"> <li>Notate the average hourly rate of your administrative staff. This average is used to calculate the saving based on resource time.</li> </ul>
Average Length of Patient Visits per Physician	<ul style="list-style-type: none"> <li>Notate the average length of time a patient spends in the practices per visit.</li> </ul>
Average Reimbursement Rate per Visit	<ul style="list-style-type: none"> <li>List the average amount for reimbursement per visit for your practice.</li> </ul>

Benefits Based on EHR Use (Provides a cumulative monthly cost savings amount)

This section of the tool requires data entry by the user that is practice specific based on **units per day** (known pre-implementation and estimated post-implementation) in seven (7) areas associated with office materials and services. The user must also enter the estimated **per unit costs** associated with the areas in question.

Areas Affected by EHR	Before EHR Implementation			After EHR Implementation			Cost Savings	Annual Savings
	Units Per Day	Per Unit Costs	\$ Per Month	Units Per Day	Per Unit Costs	\$ Per Month	Savings / Month	
<b>Materials Benefits</b>								
New Patient Charts	5	\$10	\$500	0	\$10.00	\$0	(\$500)	(\$6,000.00)
Medical History Sheets	20	\$2	\$400	10	\$2.00	\$200	(\$200)	(\$2,400.00)
Faxed Information	60	\$5	\$3,000	20	\$5.00	\$1,000	(\$2,000)	(\$24,000.00)
Printer Paper	0	\$0	\$0	0	\$0.00	\$0	\$0	\$0.00
Mailings	0	\$0	\$0	0	\$0.00	\$0	\$0	\$0.00
Super bills	0	\$0	\$0	0	\$0.00	\$0	\$0	\$0.00
Coding - Charge Capture	0	\$0	\$0	0	\$0.00	\$0	\$0	\$0.00
<b>Estimated Savings</b>							<b>(\$2,700)</b>	<b>(\$32,400.00)</b>

**ENTER NUMERIC VALUES IN THE YELLOW AREAS OF THE SPREADSHEET ONLY**

The tool will calculate estimated current **costs per month** along with estimated future costs based on use of the EHR. The monthly cost savings, if any, will be represented in the **Savings / Month** column, with negative values outlining the benefits of having an EHR and positive values outlining the cost of having an EHR. The final column, **Annual Savings** will outline the Savings/costs per year of the area in question.

B. Staff Benefits Based on EHR Use (Provides Time and Cost savings amount)

Areas Affected by EHR	Before EHR Implementation			After EHR Implementation			Cost Savings / Month	Annual Savings
	Units Per Day	Per Unit Mins	Minutes / Mth	Units Per Day	Per Unit Mins	Minutes Per Mth		
Chart Pulls	40	7.50	9,000.00	39	7.50	8,775.00	(225.00)	(2,700.00)
Chart Filing/Transfers	0	0.00	0.00	0	0.00	0.00	0.00	0.00
Prescribing Refills, Callbacks & Errors	0	0.00	0.00	0	3.00	0.00	0.00	0.00
Dictation Time	100	5.00	5,000.00	80	5.00	4,000.00	(1,000.00)	(12,000.00)
	Notes Per Day	Avg Cost Per Line	Costs Per Month	Notes Per Day	Avg Cost Per Line	Costs Per Month	Savings / Month	
Transcription	40	0.15	1,200.00	20	0.15	600.00	(600.00)	(7,200.00)
Estimated Additional Patients Seen With EHR							(82)	(980)
Total of Staff Time Saved (Minutes)							(1,225.00)	(14,700.00)
Staff \$ Savings							(\$102.08)	(\$1,225.00)
Estimated Financial Benefit with Increased Patients							(\$4,083.33)	(\$49,000.00)

This section of the tool requires data entry by the user that is practice specific based on **units per day** (known pre-implementation and estimated post-implementation) in four (4) areas associated with office staff productivity and one area associated with transcription notes (**notes per day and average per line costs**). The user must also enter the estimated length of time it takes to perform the given benefit based on one unit of measure, **per unit minutes** associated with the areas in question.

**ENTER NUMERIC VALUES IN THE YELLOW AREAS OF THE SPREADSHEET ONLY**

The tool will calculate estimated current **minutes per month** along with estimated future costs based on use of the EHR. The monthly cost savings, if any, will be represented in the **Savings / Month** column **as minutes**, with negative values outlining the benefits of having an EHR and positive values outlining the cost of having an EHR. The final column, **Annual Savings** will outline the Savings/Costs per year of the area in question, also represented in minutes.

Based on the time listed under the monthly savings the tool provides an estimation of additional patients that can be seen based on use of the EHR, see **Estimated Additional Patients Seen with EHR**. This is calculated based on the average length of time per visit per physician as noted in Section A.

**Staff \$ Savings** outlines the total \$ savings associated with the time saved, or not, using the system.

**Estimated Financial Benefits with Increased Patients**, illustrates the financial benefits the system provides based on streamlined resource workflow and easier access to patient data within the practice.

**NOTES:**

Chart Pulls also factor in a x3 multiplier based on the assumption that up to 3 subsequent pulls or phone calls will be associated with each patient encounter in a paper-based system.

**C. Benefits of Reduced Storage Space using EHR**

This section outlines the costs savings that can be associated to less need for paper archiving based on the use of the EHR system.

Office Space	Sq Ft	\$ / Sq Ft Per Mth	\$ Per Mth	Sq Ft	\$ / Sq Ft Per Mth	\$ Per Mth	Savings Per Mth	Annual Savings
Medical Records Storage Space	100	\$5.00	\$500.00	50	\$5.00	\$250.00	(\$250.000)	(\$3,000.00)
<b>Total Monthly Savings/Cost of EHR</b>							<b>(\$7,735.42)</b>	<b>(\$92,825.00)</b>

The user enters the following:

Office storage space based on **Square Footage**, along with **\$/Square Foot**, for both pre-EHR implementation and post-EHR implementation. The **cost per month** will be calculated along with **Savings Per Month** and **Annual Savings**.

At this point the cumulative savings from sections A, B, C and D are available in the **Total Monthly Savings/Costs of EHR** are available.

**F. Financing the EMR Package**

This section outlines the costs associated with financing the EMR system with a loan.

F. Financing EMR Package	Interest Rate	Amount Paid	Amount Financed	24 Month Loan	36 Month Loan	60 Month Loan
	0%		\$0	\$0.00	\$0.00	\$0.00

The user enters the following:

The **annual** interest rate for the loan for the EMR.

The amount paid up front for the EMR system.

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