



## Roles & Responsibilities Matrix

The purpose of this document is to provide a framework for assigning roles and responsibilities for your EHR implementation. Please use this as a reference only; actual roles and responsibilities may vary for each practice.

Roles	Responsibilities	Assigned Individuals
Project Sponsor	<ul style="list-style-type: none"> <li>• Make strategic decisions regarding EHR implementation</li> <li>• Guide project direction</li> <li>• Approve allocation of resources/funds</li> <li>• Champion adoption of EHR and associated changes</li> <li>• Approve/disapprove scope change decisions</li> </ul>	
Project Manager	<ul style="list-style-type: none"> <li>• Ensure Project Team meets objectives/goals</li> <li>• Maintain open lines of communication</li> <li>• Establish &amp; monitor work plans and milestones with Project Teams</li> <li>• Ensure execution of all assigned tasks associated with work plan</li> <li>• Provide status updates to Project Team</li> <li>• Provide day to day leadership/management</li> <li>• Filter and recommend scope change requests</li> </ul>	
Clinic Champion/ Super User	<ul style="list-style-type: none"> <li>• Collaborate with Project Sponsors and Project Manager to ease transition into EHR system</li> <li>• Knowledgeable in system usage and workflows</li> <li>• Stay abreast of latest system upgrades and features</li> <li>• Encourage colleagues to embrace EHR system and meet Meaningful Use criteria</li> </ul>	
End Users	<ul style="list-style-type: none"> <li>• Utilize EHR and supporting workflows in everyday practice</li> <li>• Inform Project Manager if system or workflow issues arise</li> <li>• Participate in go-live and system upgrade trainings</li> <li>• Maintain committed to meet Meaningful Use criteria</li> </ul>	
EHR Vendor	<ul style="list-style-type: none"> <li>• Provide system demonstrations, system installation, and system upgrades</li> <li>• Strive to deliver agreed-upon results on time and within budget</li> <li>• Support and educate end users on system features and how-tos</li> <li>• Ensure software meets certification requirements</li> </ul>	
IT Team	<ul style="list-style-type: none"> <li>• Assess and manage data reporting needs</li> <li>• Set up and maintain EHR database</li> <li>• Set up and maintain EHR hardware needs</li> <li>• Set up and maintain networks</li> </ul>	
Other Stakeholders	(Is your clinic affiliated with another organization or part of a larger hospital?)	