



MGB Archiving Considerations

Name of Requester:

Date of request:

Site:

Sponsor/Business Owner:


Site Project Manager/Main contact:

SMEs of the legacy system:

Application information

Legacy application name	
Vendor name	
Date range in active use	
Data base platform, e.g. SQL, Oracle, proprietary	
Application version	
Application runs on which operating system?	
Epic implementation date(s) - please note the data type for more than one; for example, if clinical and revenue went live separately	
When did/will the legacy application(s) go static? (Static = View only, no more changes to data allowed.)	

Data and data handling

<p>Type(s) of data to be archived (check all that apply).</p> <p>If clinical data is included, please select the option currently in use for medical and/or legal release of information (ROI) purposes. For Site and Other, include contact information for your HIM ROI expert.</p> <p> For information on retention requirements, including links and instructions for the retention schedules, please refer to the Archiving Resource in Partners Applications.</p> <p>For additional assistance, email Jackie Raymond, Director, Enterprise HIM.</p>	<p>Financial = GL: General Ledger or AP: Accounts payable</p> <p>Revenue/Billing = B/AR: Billing/Accounts receivable</p> <p>Payroll</p> <p>Clinical = medical record or ancillary data from labs, radiology, pharmacy, etc.</p> <p>Option currently in use: Enterprise HIM ROI</p> <p>Site HIM ROI - Person to contact:</p> <p>Other - Person to contact:</p> <p>Audits = who accessed what patient records, and when</p> <p>Other = type(s) of data not listed above</p>
<p>System size (volume of data/how much space needed, e.g. 250 GB, 4 Tb etc.)</p>	
<p>Are there other applications, related to the legacy system being archived, that might also require archiving? For example, does the legacy system pull data from another application or a separate database?</p> <p>If yes, please list the systems, and note if the related application must also be archived.</p>	<p>No</p> <p>Yes</p>
<p>Are the patients included in the EMPI (Enterprise Master Patient Index)?</p>	<p>Yes</p> <p>No</p>
<p>If known, what types of files are included?</p>	

Planning

Time frame for archiving completion	
What is your current total operating cost? Please indicate if the amount is per month or per year.	
Data must be extracted from the legacy application and provided to the archiving application for storage. Does your site have the ability to do this in-house? If not, you can contract with the vendor for the legacy application, or a third party extraction vendor. If you need a vendor, do you have one selected?	Unknown No, we do not need a vendor; we can extract the data ourselves Yes; we need to find a vendor Yes, we have selected this vendor:

Requirements

Archive state needed	Static - includes ability to view, download, and report the application data; no editing except annotation Cold storage - to fulfill retention requirements only; access unavailable without added cost and development
Role of users who need access to the legacy system; for example, clinical, lab, revenue, HIM (medical records). Please list all that apply.	
Any special or restricted access needed? For example, 42CFR? If yes, please define.	No Yes, we need the following restriction(s):
Additional information and/or questions	



If nothing happens when you click the Submit button, download this form and email it to mgbarchivingsupport@partners.org.