MedImage.co.nz Installation Checklist

Client Name	
IT Administrator Contact Name, Email, Phone	
Installation Contact Name, Email, Phone	
Installer Name, Email, Phone	
Client Address	
Client Billing Address	
Time zone	
Planned Time of Installation	
Invoice details	
Target photo folder path, and any details of server structure (e.g. central Windows 2008 server with client Windows 2010 PCs)	
Details of EHR (Electronic Health Record) system or PMS (Practice Management System) e.g. MedTech32. Include data backup and recovery procedure.	

Approximate Time Frames:

Basic Installation	< 1 hour
Advanced Installation	< 5 hours

Please tick where appropriate.

Pre-Installation (Basic)

Item	Client	AJ
Have you got permission from your IT system admin to install MedImage Server?		
If it exists already, have you created a backup of the target folder for the photos?		
Do you have a phone account that can purchase the app, if the app is not already installed on a sample phone? (On a new device, this may not be set up already)		
Can you log in as an Administrator account, and does this account have permissions to write into the target folder (please double check network drives)?		
Have you installed the 'AtomJump Support' application on your server for a remote PC control session by MedImage staff?		
Are you in the same time-zone as New Zealand? If not, have you pre-arranged a time with MedImage.co.nz for the installation to take place?		

Pre-Installation (Advanced - EHR Connector)

Item	Client	AJ
Is your EHR / PMS on the currently supported list?		
Are there any drive mappings? E.g. M: drive is used by users of MedTech for a mapping from C:\mt32 to M: on client PCs. If so, have you listed these in the EHR details section?		
Have you warned users of the expected system downtime while the installation takes place?		
Have you done a full manual backup of the EHR system prior to installation?		
The EHR system database (E.g. SQL Server, Interbase) will usually have a username and password that allows access for other software such as MedImage. Do you know what this password is, and can you enter it when required?		
Please provide a sample Patient Identifier (e.g. 'NHI1234') for a patient record that we can send test photos into.		

Post-Installation (Basic)

Item	Client	AJ
Can a photo be taken by a new user on the app, and does it appear in the correct target folder?		
If you switch 'ID writes a folder' to 'off' in the MedImage app settings (some systems prefer this setting), does the photo still get transferred to the correct target folder?		
If you enter multiple words into the app, does the photo correctly transfer the photo, and is it named as expected?		
Does the system still function after a reboot of the MedImage Server's server machine?		
After two weeks, is the system still operating smoothly?		

Post-Installation (Advanced - EHR Connector)

Item	Client	AJ
Does a new photo appear listed in the correct patient record?		
Have you checked what happens if you enter a duplicate patient ID (if applicable)? These photos should not be added to the EHR / PMS system, but they should be mentioned on the 'EHR log' screen of the MedImage Server, for manual addition.		
Can the photo be clicked and opened directly from the EHR / PMS system interface?		
Does the system still function after a reboot of the EHR / PMS system's server? Sometimes it may be hard to authorize a test of this.		
Does the customer wish to have a smaller version of the photo created automatically (useful for uploading to other websites)? If so, do they want to keep the full original photo, also? And which version of the photo should be added to the EHR / PMS system (we can configure it do either, or both)?		
Do you wish to have a popup notification of any errors appear on your phones, during a photo's attachment to your EHR / PMS system? (If not, you can still check these on the 'EHR log' on the MedImage Server). We recommend using AtomJump Messenger for this.		
Do you wish to have desktop shortcuts created on the desktop systems, that point at the MedImage Server, and allow new users to readily pair their phones?		

Costs and Terms of Service

- Provided all of the above conditions are met, standard prices from AtomJump Ltd. (also known as 'AJ' or 'MedImage') are **NZ $100 for a Basic Installation**, and **NZ $400 for an Advanced installation** (and free if you are unhappy with the software). Note: GST is also added for New Zealand customers.
- If we discover during an installation that some of the above conditions were not met, we will bill at NZ $50 / hour above the standard costings.
- This will be invoiced after a two week settle-in period post installation.
- A **5 Year Warranty** is provided for any software bugs which result in required maintenance.
- Maintenance should be minimal, but if there is anything additional e.g. surrounding software upgrades that were not predicted by our client, this will be costed at NZ $50 / hour.