DEVOPSTECH SOFTWARES

Healthcare delivery evidence and buyer tools

Healthcare Software Implementation Readiness Checklist

Prepare the operating, data, people and governance work that a hospital or clinic should settle before a software launch.

Use this workbook to prepare an informed discussion, compare options and record evidence.

Prepared for hospitals, clinics and healthcare delivery teams

Readiness is shared work

Software readiness is not owned by technology alone. This checklist helps the people responsible for operations, care delivery, finance, departments and system support identify what must be understood before implementation or a controlled first release.

Operating workflow

Start from real patient, department and finance work rather than a generic system demo.

- ☐ Representative patient journeys have been mapped across the planned first release.
- ☐ Priority queues, handoffs, delays and exception cases have been identified.
- ☐ Service catalogue, payer, billing and approval rules have named owners.
- ☐ The first-release boundary and later phases are documented.

Data and starting position

The team knows what needs to be clean, migrated, re-created or archived before live users depend on it.

- ☐ Patient identity and duplicate-record approach are agreed.
- ☐ Service, price, user, payer, stock or balance data has been profiled.
- ☐ Migration mapping, sample checks and acceptance evidence are planned.
- ☐ Opening balances or stock checks have an accountable review route.

Implementation readiness

System, access and integration

Confirm system boundaries and the controls that must hold when records or services move between teams and tools.

- [ ] Roles, minimum access and sensitive actions are defined.
- [ ] Payment, diagnostic, accounting, portal or messaging dependencies are listed.
- [ ] Record ownership, identifiers and exception behaviour are agreed for each planned connection.
- [ ] Backup, recovery, support and escalation responsibilities are named.

Testing and user preparation

Users should practise the real work they will perform, including correction and escalation paths.

- [ ] End-to-end normal, delayed, corrected and failed scenarios are prepared.
- [ ] Role-based practice and readiness checks are scheduled.
- [ ] Data, payment, stock and report reconciliation checks are planned for early live use.
- [ ] A go-live decision group and issue-priority route are in place.

Launch and early support

The project continues through the first operating cycles, when small gaps are most visible.

- [ ] Floor support, escalation contacts and response expectations are communicated.
- [ ] Daily review of priority issues and operating exceptions is scheduled.
- [ ] Managers know which evidence shows the initial workflow is stabilising.
- [ ] Future improvements have a documented decision and release route.