

**ELR Onboarding Questionnaire**

Facility Name:

Facility Address:

Facility Contact:

Facility Contact Email:

Please answer the questions below and return within two weeks of registering intent to onboard.

1. Who are the lab and vendor contacts?
2. Will you be reporting for more than one testing site?
3. Will you be performing tests for other facilities?
4. Will there be a project manager/coordinator for this project to refer to as needed to address issues found?
   1. If so, who would that be?
5. Will you have the dedicated resources to complete this project? (The estimated time to complete the onboarding process is approximately 3-4 months).
6. What are your internal expectations?
7. What are your expectations of DOH?
8. DOH requires submitters to submit data electronically via OneHealthPort (OHP) or APHL Informatics Messaging Services (AIMS).
   1. Do you have a OHP account?
   2. Will your facility be willing to establish a connection prior to onboarding?
   3. Timeframe of establishing a connection with OHP?
9. Any upcoming planned changes?
   1. Bringing on new tests?
   2. Changing LIS? EMR?
   3. Switching to different reference lab?
   4. Team member changes (DOH to be alerted and provided with new contact information prior to the changes)?

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.