Statement of Work (SOW)

Project Title: Electronic Health Record (EHR) System Implementation

Client: MedLife Hospitals Pvt. Ltd.

Vendor: HealthTech Solutions Inc.

Date: July 1, 2025

🔷 Project Overview

This Statement of Work outlines the responsibilities, deliverables, milestones, and payment terms for the implementation of an Electronic Health Record (EHR) system at MedLife Hospitals by HealthTech Solutions Inc. The goal is to digitize patient data workflows, improve care coordination, and ensure compliance with health data privacy regulations.

🔷 Scope of Work

HealthTech Solutions will be responsible for the following activities:

- Assessment of existing infrastructure and workflow
- Customization and configuration of EHR software
- Integration with lab, pharmacy, and billing systems
- User training and support documentation
- Pilot deployment and Go-Live transition
- Post-Go-Live support for 30 days

🔷 Milestones and Deliverables

Milestone	Completion Date	Deliverable
Requirement Analysis	July 15, 2025	Requirement Specification Document
EHR System Customization	August 5, 2025	Configured and Tested EHR Application

Milestone	Completion Date	Deliverable
Integration Testing	August 18, 2025	Integration Reports for Lab, Pharmacy, Billing
Training & UAT	August 25, 2025	Training Materials, UAT Sign-off
Go-Live & Final Deployment	September 1, 2025	Production Deployment & Support Plan

🔷 Payment Terms

Billing Milestone	Target Date	Amount to be Charged
Phase 1 – Requirement Analysis: Initial Review and Planning	July 5, 2025	$5,000
Phase 2 – Requirement Analysis: Final Documentation & Sign-off	July 15, 2025	$5,000
Phase 1 – EHR Customization: Base Configuration & Field Mapping	July 25, 2025	$10,000
Phase 2 – EHR Customization: Final Testing and Acceptance	August 5, 2025	$10,000
Phase 1 – Integration Testing: Lab & Pharmacy Systems Integration	August 10, 2025	$5,000
Phase 2 – Integration Testing: Billing System and Full Workflow Test	August 18, 2025	$10,000
Phase 1 – Training & UAT: On-site Staff Training Sessions	August 20, 2025	$5,000
Phase 2 – Training & UAT: UAT Execution and Feedback Implementation	August 25, 2025	$5,000
Phase 1 – Go-Live: Production Launch	September 1, 2025	$10,000
Phase 2 – Go-Live: Post-Go-Live Monitoring and Support Setup	September 5, 2025	$5,000

🔷 Assumptions and Constraints

- MedLife Hospitals will provide required access to their IT infrastructure.

- HealthTech Solutions will use its proprietary EHR platform, customized per client workflows.

- Any scope changes will follow a formal Change Request process.

🔷 Acceptance Criteria

- All deliverables reviewed and approved by MedLife's IT Director.

- Sign-off documentation for UAT, system readiness, and Go-Live.

🔷 Signatures

Name	Role	Signature	Date
Dr. Ananya Mehta	CIO, MedLife Hospitals		
Mr. Ravi Kapoor	Project Manager, HealthTech Solutions		