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 (Electron Health Record) 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 remote installer from https://sos.splashtop.com ? You should have a 9 digit code to hand.		
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 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?		
Do you wish to have a popup notification of any photo errors before they are added to your EHR system? (If not, you can still check these on the EHR log). If so, you will need an external email address, and some way to view these popup notifications (e.g. a gmail account with Chrome on the desktop and notifications switched on)		
Have you warned users of the expected system downtime while the installation takes place?		
Have you done a full manual backup of the system prior to installation?		

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?		
Can any existing users (e.g. during an upgrade) still send photos to the correct target folder?		
If you switch 'ID writes a folder' to off, does the photo still get transferred to the correct target folder?		
Do multiple word IDs correctly transfer?		
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 duplicate patient records (if applicable)?		
Can the photo be clicked and opened directly from the EHR system interface?		
Does the system still function after a reboot of the EHR system's server? Sometimes this may be hard to authorize.		

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**.
- 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 the client, this will be costed at NZ $50 / hour.