

EMR CLIENT APPLICATION UPGRADE FORM

The **Electronic Medical Record (EMR)** .exe application enables the client to access the front office, mid-office, and back-office tasks for their customers (patients). The tasks include booking appointments, monitoring the patient's progress notes, diagnosis, treatments, surgery information, billing, etc. The EMR application is primarily used by the providers, front-office staff, and administrators. It is recommended to the clients and vendors to upgrade their EMR application to the latest version as needed to ensure smooth User Interface (UI) and explore new features.

The following information must be entered by the client to perform the upgrade:

Client Name: <<CLIENT NAME>>

System:

Operating System:

Core User: Front-Office Administrator Others

Model Number or Name:

RAM and Storage Capacity:

Upgrade Date:

Note: Ensure the following key points are noted before or during the upgrade:

- The upgrade time is high and may vary depending on the system specifications.
- Do not prompt or interrupt during the upgrade process since it may suspend the installation.
- The upgrade will be performed using a remote connection *via* GoToMeeting or TeamViewer; ensure these two applications are installed.
- Ensure the confidential information and documents are backed up to the cloud in the event of an upgrade failure to avoid the data losses.

(The possibilities of data losses are to the lowest degree, but it is recommended to back up all the important information).

SIGN-OFF

This is to confirm that I/We <<CLIENT NAME>> read the terms and conditions of the upgrade process and agree to provide the concern to upgrade the EMR application to the latest version.

First Name:

Last Name:

Date:

Signature: