



**Vice President and Chief Executive Officer of the Medical Center**

**MEDICAL CENTER POLICY NO. 0032**

A. SUBJECT: Acquisition of Information Systems Resources

B. EFFECTIVE DATE: October 1, 2012 (R)

C. POLICY:

Health System Technology Services (HS/TS) shall establish standards for Medical Center computing hardware, software, and telecommunications infrastructure. These standards will reflect the Medical Center's commitment to patient care, current technology standards, security of sensitive information, and consideration of total cost of ownership (acquisition, implementation and ongoing operational costs). These standards are available at the HS/TS web site:

<https://www.healthsystem.virginia.edu/technology/departments/health-system-technology>

D. PROCEDURE:

1. When a department is initiating plans to procure any computer system, software (including software that is hosted by Software as a Service - SaaS/Application Service Provider - ASP) or other service that requires connection to the Medical Center data network or that requires connection with other information systems, and is preparing budget projections for administrative approval of such procurement, HS/TS shall be consulted and the HS/TS "Information Systems Checklist" and the HS/TS "Service Request" shall be completed online to ensure that all applicable information systems and enterprise architecture standards are being considered. Both of these online forms are available at the HS/TS web site:  
<https://www.healthsystem.virginia.edu/technology/departments/health-system-technology/forms>. Clinical systems with electronic signature capability will comply with [Medical Center Policy No. 0218 "Definition, Characteristics, Authentication and Maintenance of the Medical Record and Designated Record Set"](#).
2. When a department is initiating plans to procure any medical device that requires connection to the Medical Center data network or that requires connection with other information systems, and is preparing budget projections for administrative approval of such procurement, Clinical Engineering and HS/TS shall be consulted and the new Medical Device Monitoring Form shall be submitted per [Medical Center Policy No. 0076 "Management of Medical Devices Used in Patient Care"](#). In addition, the HS/TS "Information Systems Checklist" and the HS/TS "Service Request" shall be completed online to ensure that all applicable information systems standards and enterprise architecture are being considered.
3. HS/TS and, where applicable, Clinical Engineering shall review each request and provide assistance and recommendations to the requesting department where indicated. Any request that conflicts with existing Medical Center or HS/TS strategies shall be resolved by the Chief

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Information and Technology Officer and appropriate Senior Leadership representative based on business return on investment/benefits as well as organizational goals and objectives.

4. Once funding has been approved, the HS/TS Information Systems Checklist and Service Request forms shall be submitted to Medical Center Procurement for issuance of an RFP or initiation of a pilot or a purchase process. All related procurement activity shall occur in accordance with [Medical Center Policy No. 0189 "Medical Center Procurement Guidelines"](#).

SIGNATURE:



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R. Edward Howell, CEO, UVA Medical Center

9/26/12

DATE:

Medical Center Policy No. 0032 (R)

Approved March 1985

Revised August 1990, September 1993, September 1996, August 1999, November 2002, June 2005  
December 2006, September 2009, September 2012

Approved by (Interim) Chief Technology and Health Information Officer

Approved by Medical Center Administration