

SUNY DOWNSTATE MEDICAL CENTER
UNIVERSITY HOSPITAL OF BROOKLYN
POLICY AND PROCEDURE

No: HIS 10

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Subject: Clinical Application Systems Software
Enhancement Acceptance Test

Prepared by: Michael Burns, Associate Administrator

Reviewed by: Bert Robles, Chief Information Officer

Approved by: Bert Robles, Chief Information Officer

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Distribution: ⊗ **Administrative Manual**
 ⊗ **Department Manual**
 ⊗ **Patient Care Manual**
 ⊗ **AOD Manual**

Issued by: **Regulatory Affairs**

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- I. Purpose:**
University Hospital of Brooklyn has established the application software testing process which must be undertaken and approved before any software application (new/upgraded) is installed in the Hospital's information systems production environment
- II. Policy:**
University Hospital of Brooklyn has established the application software testing process which must be undertaken and approved before any software application (new/upgraded) is installed in the Hospital's information systems production environment
- III. Definition(s): (Optional)**
None
- IV. Responsibilities (Include all departments/services involved in development/implementation and/or monitoring):**
Applies to all areas that support and maintain hospital information systems and departmental subsystems including: Information Services, Hospital Information Systems, Radiology Information Systems, Clinical Labs, Operating Room, etc).
- V. Procedures/Guidelines:**
A new software application and/or version enhancement will only be installed in the hospital information systems production environment when software acceptance test have been performed and approved by the software application database administrator.

Acceptance occurs when all items are demonstrated (Checked Yes) or designated as “Not Applicable”. Depending on the level of the software enhancement, below are the equipment/applications which will undergo software testing:

- Hardware (Controller, Database Servers, etc)
- Database Application Modules
- Utilities Module
- Reports Module
- All other miscellaneous files

When all the software application pass all tests, it will be scheduled to migrate into the production environment.

VI. Reasons for Revision:

- Changes in regulatory or statutory laws or standards**
- System failures/ changes**
- Institutional/operational changes**

VII. Attachments:

VIII. References:

Date Reviewed	Revision	Required (Circle One)	Responsible Staff Name and Title
	Yes	No	
	Yes	No	
	Yes	No	
	Yes	No	