



# BlueBird

IT Solutions Inc

## Pre-Implementation Checklist

The following items need to be in order by the implementation date so the BlueBird technicians can complete your network and hardware setup without delays. You may keep this document for your personal reference. If you have any questions please contact your Implementation Manager.

Item	Completed?		Clarifications
Does the clinic have internet? Please note who your internet service provider (ISP) is.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	We will need internet access to load/update software on your new equipment. Please have login credentials available for the technicians.
Will you require remote access for computers outside the clinic i.e. laptops?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If <b>YES</b> please have all computers that need remote access installed available at your clinic on implementation day for our technicians to configure.
PCs and equipment should be located <b>near a power source.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
PC designated as billing PC should be close to a phone line.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If there are servers installed, they need to be in a <b>locked room as per Ontario MD requirements with adequate ventilation.</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	We recommend that the server sits at least 1ft above ground on a stable table or shelf. Ventilation prevents server from overheating allowing for optimal trouble free performance.
For Accuro, Telus Fax Server, and Oscar users, the server needs to be located near an <b>analog</b> fax line.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If a fax line is needed we can install it for you near the desired server location for an additional fee.
For TELUS (MDPS) you will need a dedicated fax line for the fax server. You <b>cannot</b> use the fax server in conjunction with your stand-alone fax machine line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If a fax line is needed we can install it for you near the desired server location for an additional fee.
Please clear space around areas where equipment will be placed prior to implementation date	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(e.g., clear desks from folders, paperwork etc. and no furniture in the way)
Determine where garbage can be disposed of (e.g., equipment boxes)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Ensure desks have grommets or adequate spacing to allow cables to pass through them.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If necessary, grommets can be installed for a small fee.
If available, please provide us with a floor plan (optional).	<input type="checkbox"/> Yes	<input type="checkbox"/> No	