

Contract Guardian Professional Services have been assisting hospitals and health systems with contract data migrations for over 15 years.

Leveraging a unique combination of healthcare contract management consulting, IT consulting, and data protection expertise, our team has experience in migrations from systems such as Meditract (TractManager), Ntracts, ComplyTrack, Determine, and more as well as from homegrown systems and no system. The diagram below outlines Contract Guardian's approach to data migration.



Project Initiation 1 week

- Form internal migration team (*team*)
- Develop project plan and timeline (*team*)
- Determine scope of project based on client source of data and current system
- Review existing solution (*team*)



Acquisition & Extraction 2 weeks

- Access existing records in current solution (*client*)
- Obtain trial set of contract metadata and images (*client*)



Analysis 2 to 3 weeks

- Analyze trial data (*team*)
- Determine what metadata files should be cleansed, mapped and transferred (*team*)
- Create documentation on the analyses and team decisions (*team*)
- Create file and field maps (crosswalk) from existing solution to CG



Mapping 1 to 2 weeks

- Configure CG Document Summary (Document Types, Field Sets, Fields) (*team*)
- Generate Custom Import Sheets (CG)
- Format existing contract data into CG's data migration spreadsheet (CG)
- Determine and create the fields and fieldsets required for the transfer to CG (*team*)



Collection 1 to 2 weeks

- Request final metadata and images from existing solution (*client*)
- Schedule stop time for existing solution (*client*)
- Forward final migration data to CG (*client*)



Cleansing 1 to 3 weeks

- Optionally use existing solution to clean data (*client*)
- Create metadata reference(s) for all metadata and images (*team*)
- Remove any unnecessary files, records and data elements (*team*)



Loading & Trial Migration 1 to 2 weeks

- Initiate conversion process (typically requires 2-3 iterations) (CG)



Review & Validation 1 to 5 days

- Ensure successful configuration in CG (*team*)
- Address any issues (*team*)
- Client approves Trail Migration results



Final Migration 1 to 5 days

- Schedule Final Migration (*team*)
- Perform Final Migration into CG (CG)

Note: Typical migration takes 2 to 4 months. Team = CG and Client.

Reach out to Contract Guardian Professional Services for an evaluation of your environment and migration options.

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