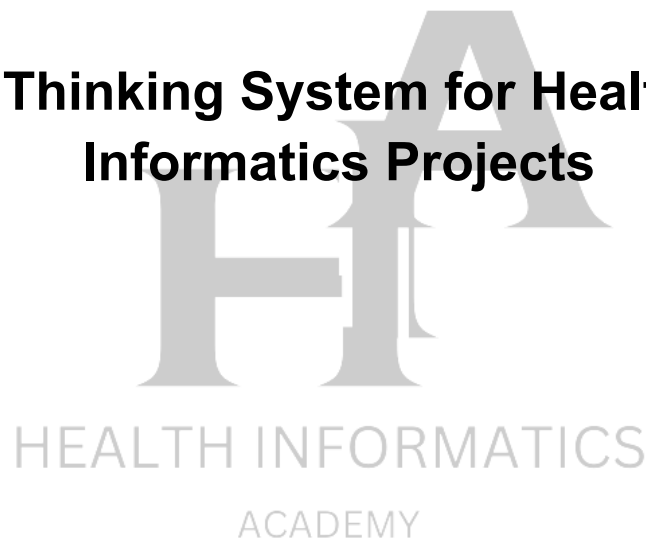


From Blank Page to Clear Requirements

A Simple AI Thinking System for Health IT & Health Informatics Projects



How to use AI as a thinking partner when you're assigned a project—and you don't yet know the systems or workflow

Who This Guide Is For

This guide is for Health IT and Health Informatics professionals who:

- Are assigned to a **live EHR, EMR, or HIE project**
- Feel unsure where to start or what questions to ask
- Want to use AI but don't want to risk their credibility
- Don't have a mentor walking them through how to think on projects
- Care deeply about doing good, accurate work

You do **not** need to be technical.

You do **not** need perfect prompts.

You just need a **clear way to think**.

What This Guide Will Help You Do

By the end of this guide, you will be able to:

- Turn confusion into a clear project prompt
- Use AI as a **thinking partner**, not a shortcut
- Understand requirements, scope, and risks at a high level
- Ask better questions in meetings
- Build confidence that transfers to future projects

Project Overview: Your Starting Point

Imagine this scenario.

Your manager sends you a message:

*“You’re going to work on the patient sign-in screen for our EHR.
We need to understand what fields should be there and how staff will use it.”*

You pause.

You might be thinking:

- “I’ve never worked on this workflow before.”
- “I don’t know this EHR very well.”
- “I don’t even know what questions to ask yet.”
- “I don’t want to look inexperienced.”

This guide shows you **exactly what to do next**—without guessing, panicking, or pretending.

You will use AI to **think through the project step by step**, using a real example:

👉 *A patient sign-in screen when patients arrive at a clinic.*

How to Use This Guide

- Total time: **20–30 minutes**
- Open ChatGPT (or your approved AI tool)
- Copy and paste each prompt in order
- Use the example first, then adapt it to your own project

Step 1 — Tell AI Who You Are

Before asking for help, tell AI **how to support you**.

Copy-Paste Prompt #1 — Role & Learning Style

I am a Business Analyst working on this for the first time.
I don't know all the systems yet.
Please avoid heavy jargon and explain your thinking step by step
so I can learn, not just copy.
Ask clarifying questions if needed.

Why this matters:

You remove pressure from yourself and create a safe learning space.

Step 2 — Dump the Confusion (Don't Overthink)

Now describe the project **exactly as it feels in your head**.

Copy-Paste Prompt #2 — The Messy Reality

I've been assigned a project to help define what should go on a
patient sign-in screen in an EHR when patients arrive at the clinic.
I don't know what information belongs on the screen or what
questions I should be asking yet.
I need help figuring this out.

You are not supposed to be clear yet.

Clarity comes **after** this step.

Step 3 — Ask AI to Clean Your Thinking (Not Solve Everything)

Copy-Paste Prompt #3 — Clarify the Problem

Rewrite my request for clarity and impact.
Keep it beginner-friendly.
Explain what the deliverables should be.
Here is the original request:
<paste your messy description>

This gives you your **first structured project prompt**.

Step 4 — Force Alignment (This Builds Confidence Fast)

Before moving forward, confirm AI understands the project correctly.

Copy-Paste Prompt #4 — Alignment Check

Before we continue, restate my problem and project scope in your own words so I can confirm you understand it correctly.

If anything is off, correct it now—just like a real consulting engagement.

Step 5 — Surface Assumptions & Boundaries

This step helps you think like a senior—even as a beginner.

Copy-Paste Prompt #5 — Assumptions & Scope

List the assumptions you are making about this project and what is explicitly out of scope.

Explain them in simple terms.

This clarifies:

- What you are responsible for
- What you are *not* responsible for
- Where risks often hide

Step 6 — Think Through Requirements

Copy-Paste Prompt #6 — Requirements Thinking

Using a consulting-style approach, help me think through:

1. What information the sign-in screen must capture

2. Why each piece of information is needed
3. How front-desk staff will use it in practice

Explain your thinking step by step in plain language.

This is where requirements begin to make sense.

Step 7 — Visualize the Screen (No Design Skills Needed)

Copy-Paste Prompt #7 — Simple Layout

Show a simple text-based layout of what this sign-in screen might look like so I can visualize it.

This helps you:

- Understand workflow
- Ask better questions
- Communicate clearly with stakeholders

Step 8 — Ask the Questions You Didn't Know Existed

Copy-Paste Prompt #8 — Stakeholder Questions

List the most important follow-up questions I should ask stakeholders (front desk, operations, compliance).
Explain why each question matters.

Now you walk into meetings prepared—not guessing.

Bonus Step — Think Like a Senior Consultant

Copy-Paste Prompt #9 — Devil's Advocate

Now play devil's advocate.

What would a senior consultant or architect say is missing, unclear, or risky in these requirements?

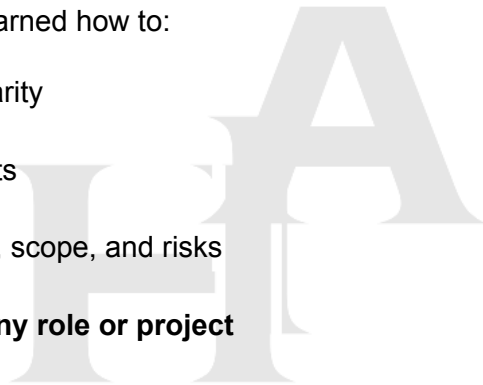
This step builds credibility fast and helps prevent mistakes.

What You've Actually Learned

By following this process, you've learned how to:

- Move from uncertainty to clarity
- Use AI safely on real projects
- Think through requirements, scope, and risks
- Build skills that transfer to **any role or project**

This isn't about one sign-in screen.
It's about **how you think**.



HEALTH INFORMATICS
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Next Step:

Some professionals use this guide and feel immediate relief.

Others realize something deeper:

“This helped me think more clearly—but I want to learn how to do this consistently, confidently, and at a higher level on my real project.”

That’s where [1-on-1 project coaching](#) becomes valuable.

When we work together on *your* live or fictitious Health IT or Health Informatics project, you’re not just learning how to use AI—you’re learning how to **think and operate with confidence in real-world environments**, guided by someone who has been through it many times before.

In addition to everything you practiced in this guide, professionals often gain the following benefits through 1-on-1 coaching:

Learning from Real EHR / EMR Implementation Experience

- You’re not learning from theory or generic examples
- You benefit from **20+ years of lived experience** across EHR, EMR, and HIE implementations
- You learn what *actually* matters in real projects—what gets teams stuck, what causes delays, and what senior stakeholders care about
- You gain practical insight that’s hard to find in documentation or online content

Being Coached Toward Stability (Not Just Answers)

- Instead of reacting to every new task or meeting, you’re coached toward **steady, repeatable ways of thinking**
- You learn how to slow down the chaos and regain control of your work
- The goal isn’t speed—it’s **stability, clarity, and confidence under pressure**
- Over time, projects feel less overwhelming because your thinking becomes more grounded

Having a Human Guide—Not Just AI

- You don’t rely on AI alone

- You have **direct access to someone who can guide your thinking**, challenge assumptions, and help you reason through uncertainty
- You can ask questions out loud—without worrying how they sound
- AI becomes a powerful tool *alongside* human judgment, not a replacement for it

Additional High-Value Skills Professionals Often Build

- Bringing your **own voice** into project conversations and meetings
- Using AI to **interview you** and ask the questions no one else does—helping you clarify scope, uncover upstream and downstream systems, surface hidden requirements, and organize your thinking into a clear project document that sounds like you.
- Tracing data using the **standards and terminology specific to your environment**
- Linking business and product requirements to **data flows and test cases**
- Creating positive and negative test cases grounded in real workflows
- Building realistic sample data for testing packages
- Understanding validation vs verification in practice
- Writing use cases, user stories, and acceptance criteria that actually reflect how work happens
- Creating project contributor personas (front desk, clinical, technical, compliance)
- Turning one-off work into **repeatable templates**
- Creating AI agents you can assign responsibilities to (reviewer, tester, devil's advocate)

Everything happens [inside your real project](#).

You're not learning in isolation.

You're being guided, supported, and coached toward **confidence that lasts beyond one assignment**.

There is no pressure to take this step.

For some, this guide is enough to get unstuck.

For others, having a steady guide—alongside AI—makes everything click faster.

Either way, you no longer have to figure it out alone.