



Gallery Migration Readiness Guide

A strategic planning worksheet for healthcare organizations preparing to transition from a legacy document management system to Gallery.

For many health systems, extracting and organizing historical documents from legacy document management platforms is one of the most challenging aspects of moving to Epic Gallery. Proper planning early in the process helps ensure organizations stay aligned with their Gallery go-live timeline while avoiding extended legacy system maintenance and unnecessary costs.

Use the scorecard below to evaluate where your organization stands across the key planning areas for a successful Gallery conversion. Rate each area and use the supporting documents to close any gaps before your go-live.

Gallery Migration Readiness Scorecard

Planning Area	Key Questions	Status (Not Started / In Progress / Complete)
Document Inventory	Do you know your total document count and storage size?	
Legacy System Strategy	Which systems will be retired or replaced by Gallery?	
Document Scope	Which documents will move into Gallery vs remain outside?	
HIM Workflow Changes	Have HIM and clinical workflows been evaluated?	
Extraction Strategy	Is there a defined approach for extracting legacy documents?	
Budget Planning	Is budget allocated for conversion and legacy sunset?	
Timeline Alignment	Is the document migration timeline aligned with Epic go-live?	

Key Planning Areas

Understand Your Current Document Environment

- Identify your current document management system (OnBase, ImageNow, etc.)
- Identify document types & indexing structures
- Confirm if the system is on-premise or hosted
- Identify integrations and system dependencies
- Determine total document count and storage size

Evaluate HIM & Clinical Workflow Changes

- Identify current HIM workflows supported by the legacy system
- Determine which workflows will move into Epic
- Identify scanning, indexing, and chart completion changes

Define Your Gallery Document Strategy

- Determine which documents will be migrated into Epic Gallery
- Identify documents that will remain outside of Gallery (AP, HR, Contracts, etc.)
- Define alternative storage or archive strategies for non-clinical documents
- Confirm document retention and compliance requirements

Budget & Timeline Planning

- Budget for Epic Gallery implementation
- Budget for legacy document extraction
- Identify potential costs for extended legacy system maintenance
- Align document migration timeline with the Epic Gallery testing and go-live schedule

Common Risks That Delay Gallery Migrations

- Underestimating total document volume
- Identifying all third-party integrations to legacy Document Management System
- Undefined strategy for non-clinical documents
- Late access to legacy systems
- Lack of clear extraction methodology
- Unexpected legacy system maintenance extensions

Quoris FastLane is a program designed to accelerate the most complex part of a Gallery migration: extracting and organizing historical documents from legacy document management systems.

FastLane Capability	Value to Health Systems
Rapid Project Start	Projects typically begin within weeks of contract execution.
Accelerated Extraction	Higher daily document extraction throughput.
Proprietary Methodology	No third-party tools required or additional tech stack introduced.
Healthcare-Specific Expertise	Designed specifically for healthcare document and EHR environments.
Legacy Sunset Support	Helps avoid extended maintenance contracts and unnecessary costs.

Planning early for document migration helps ensure a smoother transition to Epic Gallery. Quoris works with healthcare organizations to provide guidance, technical expertise, and the FastLane program to help keep Gallery migrations on schedule. Learn more at www.quoris.com