

CPRS GUIDE



Help:

If you need help with your codes or computers, call the Help Desk at x64767.

If you need help with CPRS, call the CPRS Help Line at x62777 during normal business hours.

Electronic Signature Edit option:

Open ROI-VistA from the Desktop

Type in your access and verify codes.

From the Clinical Back up Menu select option # 3 “Electronic Signature code Edit”.

Please type everything in ALL CAPS:

Type in your initials:

Signature Block Printed Name: YOUR NAME, MD

Signature Block Title: RESIDENT, SURGICAL SERVICE

Office Phone: General Surgery X65682
 Cardiothoracic, Hand & Plastic X65357
 ENT X65535
 Ophthalmology X63908
 Ortho & Urology X65581
 Vascular X65788

Voice Pager: (your pager number)

Digital Pager: (your pager number again)

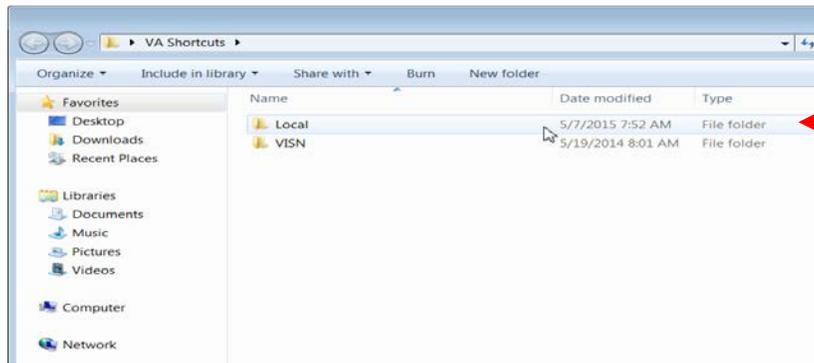
Email address: (Stanford email)

Make sure that the CAPS lock is on. Your code must be a minimum of 6 characters. It can be all letters or all numbers or a combination of letters and numbers. Try to make it something that you will remember, because unless you forget it, the code will never change.

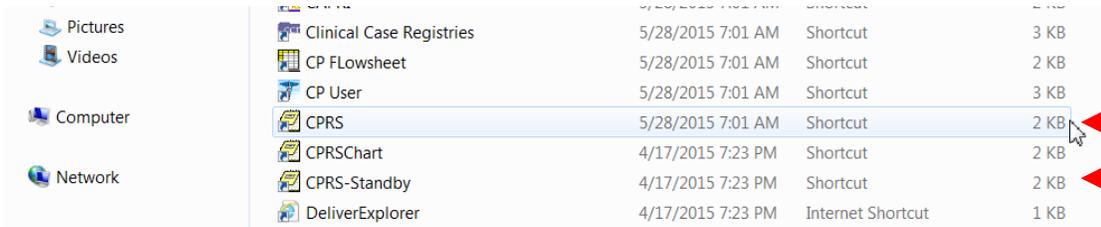
Selecting CPRS off your Desktop

Log on to Windows, then double-click on the CPRS Icon. If it is not available on the desktop, then locate the VA Shortcuts Folder, double-click the Local Folder, lastly highlight CPRS and create shortcut to desktop. If CPRS is unavailable, utilize CPRS standby only if main server is unavailable.





Double-click "Local"



Select for CPRS shortcut

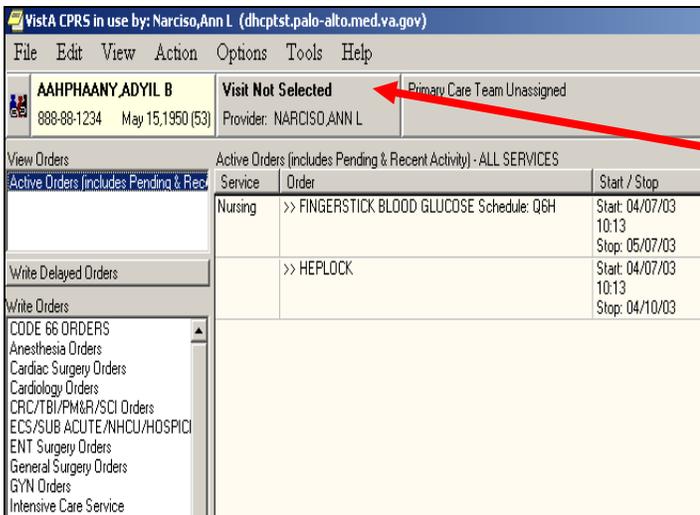
CPRS System Backup

Writing Admission/Transfer/Discharge Orders:

This section will cover writing admission, transfer and discharge orders, retrieving lab and radiology information, and writing routine orders.

All orders (except chemotherapy and CPR orders) must be placed electronically. Verbal orders will be accepted only in cases of emergency. You will be expected to electronically sign any verbal orders that you give.

Writing Admitting Orders

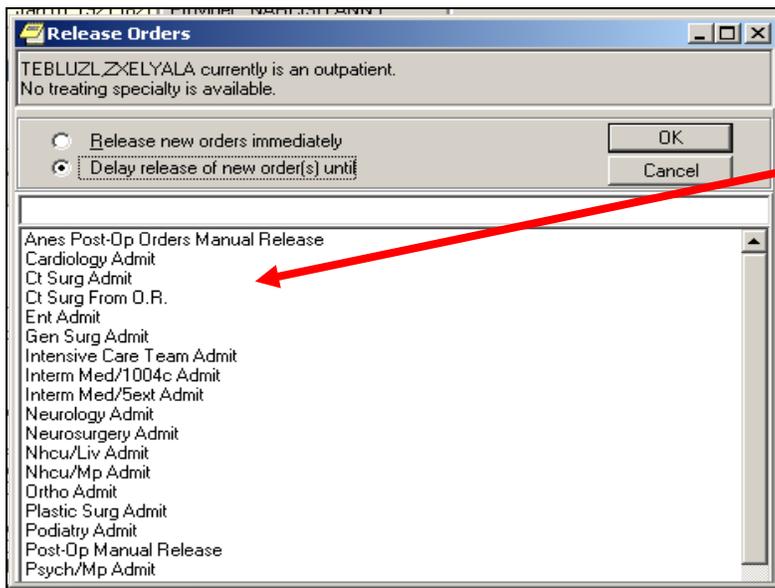
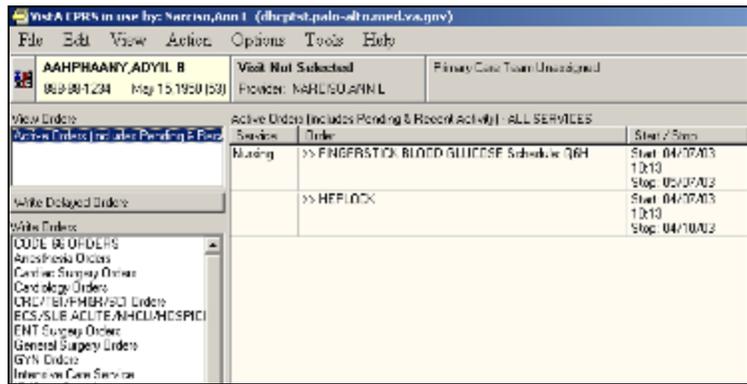


First determine if the patient has been admitted in the computer. Check the Patient Location box (next to the patient's name). If the patient has been admitted, this box will display the ward and room/bed number. If the display reads, Visit Not Selected or a clinic abbreviation, he/she has not been admitted.

Admission status determines how you place your orders.

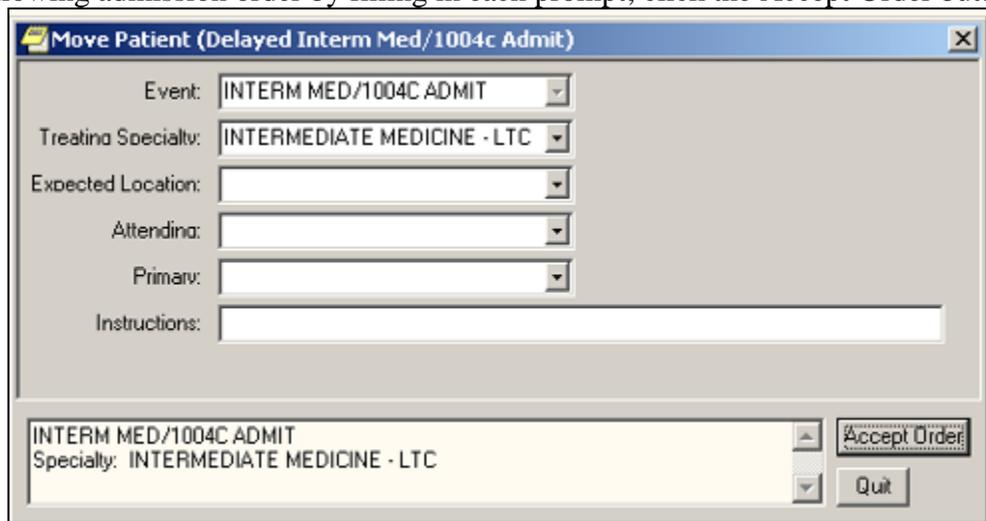
If the patient is **NOT YET ADMITTED (or transferred)** you will need to write **DELAYED** orders. These orders will become active as soon as the patient is admitted.

From the Orders Tab,
click on “Write Delayed Orders”



Possible events for releasing orders appear.
Click the one that’s appropriate to your
service. Click OK.

Complete the following admission order by filling in each prompt; click the Accept Order button.



Your service’s order menu will appear. Select the “Admit to” Order Set to step through required orders.

Service Order Menu

Event	Service	Order	Start / Stop	Provider	Nrs	Clk	C...
Delayed Gen Surg	A/D/T	>> Gen Surg Admit Specialty: GENERAL SURGERY-WARD		Narciso,A			

ADMISSION ORDERS

- ADMIT to WARD
- ADMIT to ICU
- ADMIT to SMICU
- ADMIT to OBS/23H stay

ADDITIONAL TRANSFER ORDERS

Use w/copied orders

- Telemetry Instructions
- Ward Instructions

FULL TRANSFER ORDERS

Always DELAY TRANSFER Orders

- TRANSFER to WARD
- TRANSFER to ICU
- TRANSFER to SMICU

BOWEL PREP ORDERS

- 10 ALLERGY
- 11 Code Status
- 20 NURSING Text Orders

Outpatient medications can be transferred to inpatient status from the Meds Tab. Highlight the order(s) and select Action, then “Transfer to Inpatient”. When finished, go to File-Review/Sign Changes. Enter your signature code.

If patient is **ALREADY ADMITTED (or transferred)**:

From the Orders Tab, click your Service Order Menu. Select the appropriate admission order set. Enter orders as appropriate, from menus presented to you. Transfer outpatient meds to inpatient format from the Meds Tab, as noted above.

Writing Transfer Orders:

Determine if the patient is already transferred in the computer. If not, click ‘Write Delayed Orders’, and select the appropriate Transfer event. Answer the prompts presented. The patient’s active orders will be presented for review. Press the Ctrl key to select appropriate orders to copy for transfer. Click OK when all orders have been selected. Sign the orders when you are done. They will become active when the patient is transferred in the computer.

To recover auto-d/c’d orders

Click View, then Auto D/C Release Event Orders. Select the set of orders to copy.

Auto D/C/Release Event Orders

AAHPHAA/NY/ADYVL B currently is on outpatient.
No inpatient specialty is available.

Enter the number of events you would like to view
Input "ALL" to view all events.

View orders released or discontinued by

Event Name	Date/Time Occurred
Specialty Change	06/21/02 12:01
Medicine Admit	06/12/02 12:06
G Surg Admit	06/21/02 12:09

OK Cancel

Writing Discharge Orders:

Discharge orders should be written **24 HOURS IN ADVANCE**. You **must** send an alert to Pharmacy notifying them that you have entered discharge medications. Click on the **Pharmacy Discharge Medication Alert**.

The screenshot shows a software interface titled "General Medication Orders". It contains several categories of orders:

- ADMISSION ORDERS** (40): ADMIT to WARD, ADMIT TO 2A TELEMETRY, ADMIT to ICU, Admit to ICU/Tele Unstable Angina, ADMIT to 4A OBS/23h Stay, ADMIT to EDOU/23H stay.
- ADDIT'L TRANSFER ORDERS**: Use w/capind orders, Telemetry Instructions, Ward Instructions, Unstable Angina (already admitted).
- FULL TRANSFER ORDERS**: Always DELAY TRANSFER Orders, TRANSFER to WARD, TRANSFER to ICU.
- DISCHARGE ORDERS** (indicated by a red arrow): Pharmacy Discharge Medication Alert, Discharge Patient, Influenza Vaccine, Follow up appts., Discharge Supplies, PICC line D/C Supplies, Subcutaneous Injection D/C Supplies, Tube Feeding DC Orders, New Discharge Medications.
- DIETETICS** (40): Regular Diet, NPO, NPO @ Midnight, NPO @ MN exc. meds, NPO @12MN/Resume Diet Post Procedure.
- TPN/PPN Orders** (50): INPATIENT MEDS..., Quick Meds, Antibiotics IV/IM, Dilantin IV Orders..., Heparin/Lepirudin/Argatroban, Insulin SS Coverage..., Intensive Care IV Infusions + MRSA Treatment Protocol, PCA Opioid Orders, PCA Morphine Orders, Respiratory Meds, IV Fluids..., Transfusion Menu.
- RAD/NUC MED/VASC...** (60): Quick Radiology Menu..., MRI Menu, Abdomen 3-way, Abdomen portable STAT, Cardiac Perfusion (Inpt), Chest PA/Lat, Chest portable STAT, Chest Portable Routine, PET Scans (Inpt), PICC Line Placement.
- LABORATORY...** (70): ICU MRSA Surveillance Protocol, SARS EVAL ORDERS..., Quick Lab-WARD, Quick Lab-ICU, CBC & Diff, CBC & Diff STAT, Metabolic Panel LC, Metabolic Panel STAT WC, PT w/NR, UA.
- Cultures** (80): Blood Culture=2 Ward Col, Respiratory AFB Cult & Smear..., Sputum Gram Stain/CIS, Urine Culture.
- CONSULT REQUEST...** (80): Case Mgmt/Medicine/PAD, CONSULTS TO OTHER VAS, Nonformulary Drug Request Form, NDR Cox 2 Inhibitor, NDR Gabapentin, NDR Angiotension Receptor Blocker, NDR Rosiglitazone.
- PROCEDURE REQUEST...**: EKG.

How to Order Discharge Medications/Supplies

Key points

- **Step 1: Review patient's outpatient medications.** -- On the Meds Tab change, discontinue, refill, renew as needed.
- **Step 2: Review patient's inpatient medications and transfer to outpatient meds** -- On the Meds Tab, transfer any inpatient meds to outpatient medications as needed.
- **Step 3: Order any supplies needed and write any new outpatient medication orders** – From the Orders Tab, add Outpatient supplies or new outpatient medications to your discharge orders.
- **Step 4: Review and sign all your discharge orders.**



If any changes are made to Discharge medications, you MUST call Outpatient pharmacy at extension 65833

NOTE: Released copied orders immediately. Do NOT delay for Discharge.

The screenshot shows a dialog box titled "Transfer Medication Orders". It contains the following text:

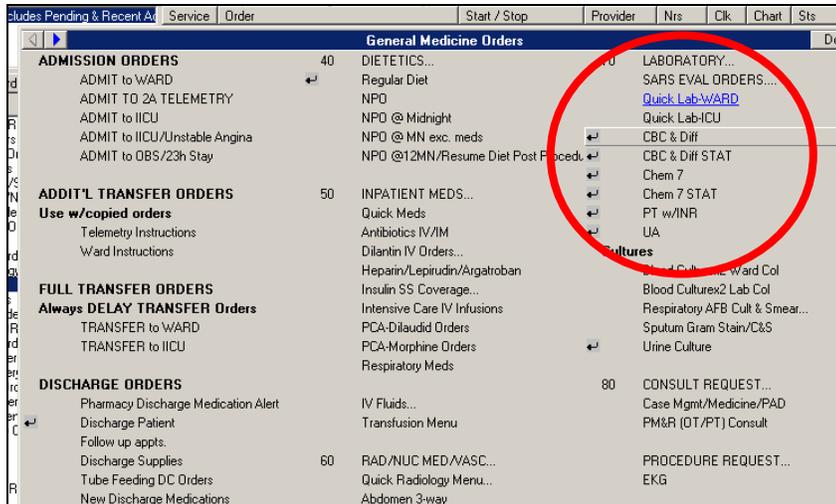
BARCODE_PRACTICE is currently admitted to TESTING
The current treating specialty is PULMONARY, NON-TB

Below the text are two radio button options:

- Release transferred orders immediately
- Delay release of transferred orders until

At the bottom right are "OK" and "Cancel" buttons. A yellow callout bubble with the text "Check this box" points to the first radio button option.

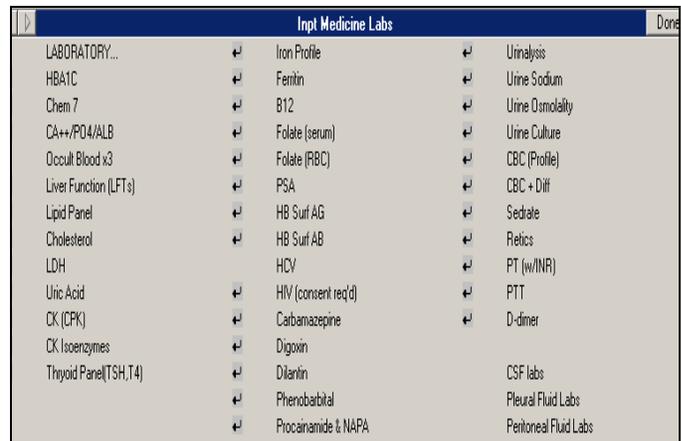
Ordering Lab Work:



To order Lab work, go to the Orders Tab and select your Service Order Menu. You will see a section of the menu for Lab items. Use Quick Lab Order menus or common quick picks listed for convenience.

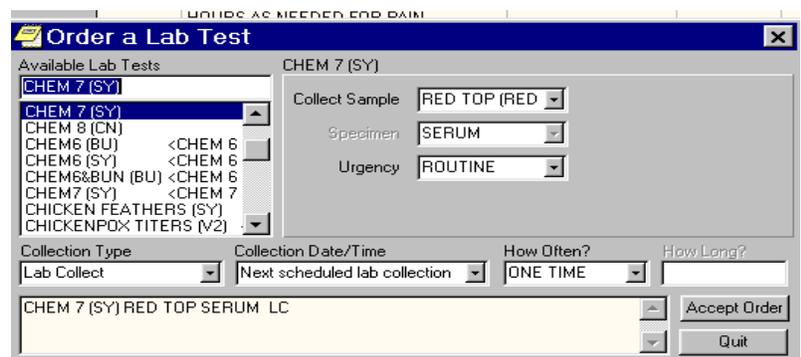
Quick Lab menus present commonly ordered lab tests and combination panels.

Click to order one of these tests. To order a number of these tests, press AND hold Ctrl while you click the items you want to order.



For each lab test you order, you must answer several prompts:

1. Name of the test
2. Collection Sample. Default should be correct
3. Collection Type: 3 choices - Lab Collect (LC), Ward Collect (WC) and Send Patient (SP) SP is for outpts. If you want the lab to draw this specimen, they will ONLY DRAW at ward-specific times (6am/5pm in Med/Surg; 6am Psychiatry). Labs needed outside of these times are ordered as WC.
4. Collection Date/Time: governed by the collection type. If you chose LC, select the lab collection time desired (Next default draw time, AM draw or PM draw). If you chose WC, then you can enter any date/time that you want.
5. How often, is where you can specify that you want this test once only, or QAM x3. You can order something QD, but it will be good for 3 days only.



Pathology and cytology lab requests must still be ordered by submitting a paper requisition.

Outpatient Labs:

Multiple quick lab orders have also been set up for each outpatient service. Service Order Menus have order sets that can be used to quickly order panels of lab test. This is an example of the General Medicine Clinic lab panel found on the service menu.

Multiple lab tests can be ordered at one time by holding down the Ctrl Key and clicking on the desired lab test. When prompted for a collection date, enter in the date that approximates your desired collection date, e.g. T+30 equals one month. The same collection date/time will be assigned to all lab orders selected.

View Orders		Active Orders (includes Pending & Recent Activity) - ALL SERVICES							
Active Orders (includes Pending & Recent Activity)		Service	Order	Start / Stop	Provider	Nrs	Clk	Chart	Sts
PAD GMC ORDERS									
Write Delayed Ord	←	CBC (Profile)	Andrology Consult Panel						PROCEDURE REQUEST...
Write Orders	←	Chem 7	Anemia Workup Panel						AIC Transfusion Consult
CODE 66 ORDER	←	Liver Function (LFT's)	Diabetic Panel						Prosthetics Req (PAD)
Anesthesia Orders	←	Urinalysis	Diarrhea Workup Panel						NDR NF Enteral Supplements
Cardiac Surgery Or	←	B12(w/o folate)	GMC New Patient Panel						NDR Irbesartan
Cardiology Orders	←	B12 & Folate	Hepatitis Panel						NDR Pioglitazone
CRC/TBI/PM&R/...	←	CA++/PO4/ALB	Hepatitis Panel #2						NDR Sildenafil
ECS/Sub Acute/N	←	Calcium	Lipid Panel						Nonformulary Drug Req
ENT Surgery Orde	←	Carbamazepine	TB AFB Panel						
General Surgery O	←	CBC + Diff							
GYN Orders	←	CK (CPK)	New Pt/Annual Review Work up	80					MED ORDERS
Intensive Care Ord	←	Digoxin							GMC Quick Meds
IR/GenI Radiolog	←	Dilantin							Outpatient Pharmacy Supplies
Medicine Orders	←	Folate (Serum)							Outpatient Prosthetics Supplies
Neurology Orders	←	HBATC	CULTURES						TED Hose Menu
Neurosurgery Orde	←	HB SURF AG	Microbiology (expanded)						ALLERGY...
Nursing PACU/DR	←	HB SURF AB	← Sputum Culture						
Ophthalmology Ord	←	HB Surf AB	← Synovial Fluid						
Oral Surgery Order	←	HCV	← Throat Culture						
Orthopedic Surger	←	HIV (consent req'd)	← Urine Culture	90					NURSING TEXT...
Plastic Surgery Ord	←	Homocysteine							Hep A Vaccine Series
Podiatry Inpt Order	←	Iron Profile	60 RAD/NUC MED/MASC...						Hep B Vaccine Series
Psychiatry Inpatient	←	Lipid Panel	Chest Xray PA&LAT						Hep A/Hep B Combo Vaccine
Vascular Surgery C	←	Occult Blood X3	MRI QUICK ORDERS						Influenza vaccine
Urology Orders	←	Phenobarbital	Mammogram Orders						PPD w/o controls
WBRC	←	PSA							Pneumovax Vaccine
OUTPATIENT OR	←	PT (w/INR)							Tetanus diphtheria
Allergies/ADR	←	Sedrate							
Consult	←	Testosterone							DOD Exam
Diet	←	Theophylline							
IV Fluids	←	Thyroid panel							
Lab Tests	←								
Meds Inpatient	←								
Procedure	←								
Radiology/Vasc/N	←								

Ordering Medications

Inpatients: Order New Medications from the Meds Tab or Service Order Menus on the Orders Tab.

Meds Tab

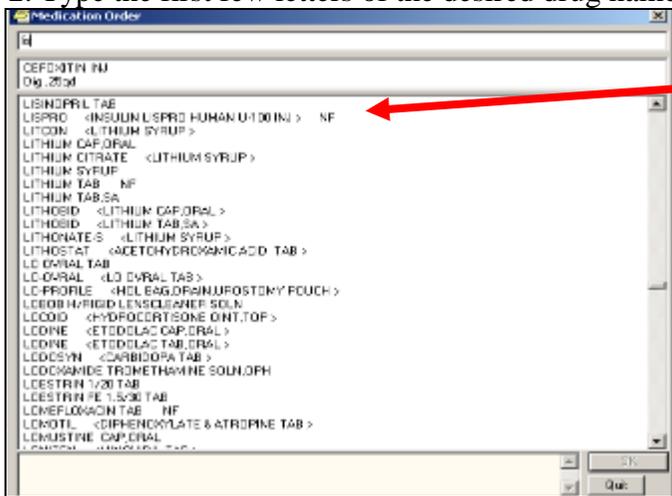
The Meds Tab displays inpatient and outpatient prescriptions as well as non-VA medications. Review the patient's current medications.

To order a new medication,

1. Click ACTION/New Medication. Also note other possible actions

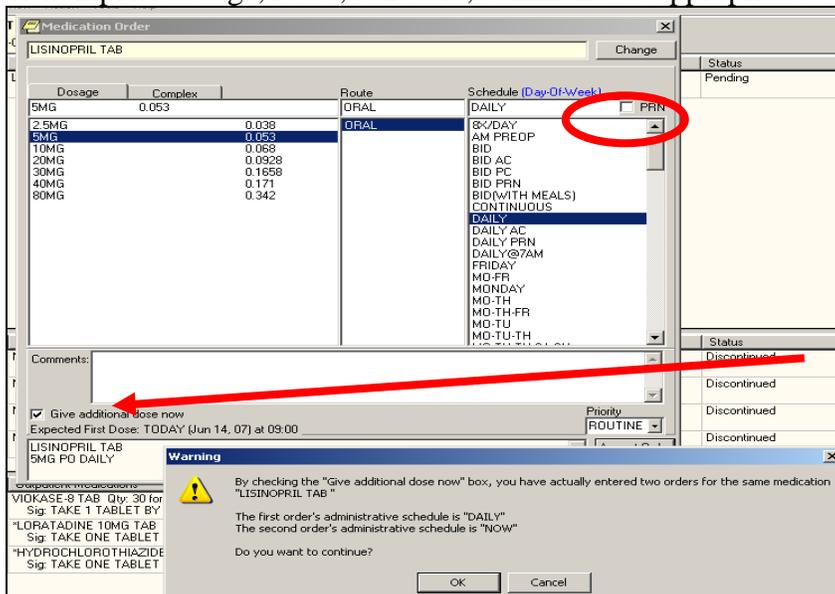


2. Type the first few letters of the desired drug name. Click on the match. Click OK



NOTE: Those medications with NF following the drug name will require a Non-Formulary Drug Request. (See page 16)

3. Complete dosage, route, schedule, comments as appropriate. Click Accept order.



You will see a list of common **dosages**; select the appropriate one. You may type an alternative dose (e.g. 1GM, 100mgm). The entry must match the format of other listed doses.

The **route** will default to the most common route for this medication.

Select the **schedule**; you must select from the list. If this is a PRN med, check that box.

If you want the patient to get a dose NOW, click **“Give additional dose now”**.

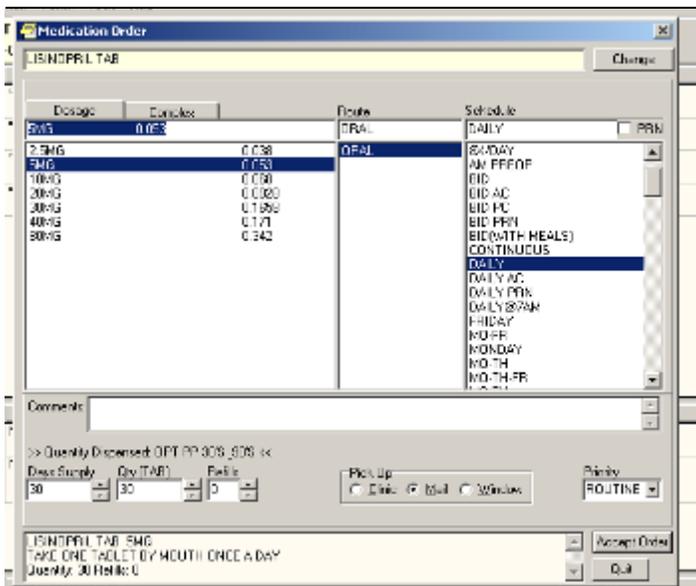
Use **comments** to advise pharmacy or nursing of indications, special parameters etc.

Priority is usually routine. (Change as needed)

Outpatients: Order New Medications from the Meds Tab or Service Order Menus on the Orders Tab:

Meds Tab

Go to the Meds Tab in the CPRS record. Review the medications the patient is already taking. If you need to add a medication, go to the menu bar and click Action/New Medication. Type the first few letters of the medication name and select the match. Complete the fields as follows.



Enter the **dosage, route, schedule, priority** as above.
 Enter the number of **days supply**.
 Enter the **quantity** of drug you want dispensed. In most cases this will be calculated for you based on the schedule and days supply.
 Indicate the number of **refills** for this order.
 Indicate how the patient will get this drug; select **BY MAIL** even if patient will **pick up** from Pharmacy today. **All** refill prescriptions are mailed out from the central pharmacy.
 In the **Comments** field **enter indication** as well as other special instructions for the patient or pharmacist.

When you are finished, click Accept Order. The order box will reappear so that another med can be ordered. If you are finished, click the X in the upper right hand corner.

To renew, change or discontinue any medication the patient is already taking, go to the Meds Tab and highlight that particular medication. Select Action | Change or other desired action.

When you want to change any aspect of a previous medication, use the Change function rather than renew. Some orders cannot be renewed. If you find one, highlight that order, then select Action | Copy to New Order.

CRS in use by: Mead, Mary (brokerserver.albany.med.va.gov)

Med	Expires	Status	Last Filled	Re
NEW MEDICATION...	9:30		SYRACUSE TEAM RED / Chiang, Richard	
CHANGE...				
DISCONTINUE / CANCEL...				
RENEW...	FOR 90 DAY(S)	Feb 23,02	Suspended	Aug 03,01 2
COPY TO NEW ORDER...	Qty: 240 for 60 days	Feb 23,02	Suspended	May 23,01 4
TRANSFER TO INPATIENT...	S BEFORE BREAKFAST			
REFILL...	SUAL METFORMIN WHEN			
	IN 500MG TABLET AT			
31MG EC TAB Qty: 180 for 90 days		Nov 20,01	Suspended	May 23,01 1
KE 2 TABLE(S) BY MOUTH DAILY FOR 90 DAY(S)				
EK COMFORT CURVE-H TEST STRIP Qty: 50 for 90 days		Nov 17,01	Suspended	May 23,01 1
EAS DIRECTED (REPLACES ADVANTAGE-H #787)				
9IL NA 20MG TAB Qty: 90 for 90 days		Nov 17,01	Suspended	May 23,01 1
KE ONE EVERY DAY				
4IN HCL 500MG TAB Qty: 90 for 30 days		Nov 17,01	Discontinue	Dec 22,00 10
KE ONE TABLET THREE TIMES A DAY (TAKE AT BREAKFAST, 3 AND BEDTIME)				
Qty: 200 for 50 days		May 09,01	Expired	Feb 22,01 4
DIRECTED				
9IL NA 20MG TAB Qty: 45 for 90 days		May 09,01	Discontinue	May 08,00 3
KE 1/2 TABLE(S) BY MOUTH EVERY DAY FOR 90 DAY(S)				
. PREP PAD Qty: 200 for 50 days		May 09,01	Expired	Feb 22,01 3
DIRECTED				

Ordering Inpatient and Outpatient Medications from Service Order Menus:

Service Order Menus contain commonly ordered medications for individual services

- 1) On the Orders Tab select the Service Order Menu from the “Write Orders” list on the left.
- 2) Outpatient menus can be accessed by clicking **OUTPATIENT ORDERS**.

Inpatient
Medicine
Orders

Link to
Outpatient
Order Menus

Quick
Medications
Order Menus

- 2) Select the appropriate order menu, for example, Quick Order Meds.
- 3) The menu displays a list of commonly ordered medications.

- 4) Click on the medications to be ordered. Default dosages and administration schedules have been built into these orders.
- 5) Orders with arrows automatically appear on Orders tab when selected. Other orders prompt the user for review or completion.

6) Depress the **Ctrl** button to make multiple selections from the menu. Click Done (upper right corner) to close the order menu.

7) To Sign orders, select File/Review Sign Changes. All actions awaiting signature display. Review orders and deselect any items you do not wish to sign at this time. Enter your signature code.

Placing Complex Med Orders:

Occasionally you need to order taper doses, or alternating doses of the same medication. To do this, use the 'Complex' Tab in the med order dialog. Select the action "New Medication" as described above. Then:

- 1) Click the Complex Tab.
- 2) Insert the cursor in the first dosage box and enter the desired dose. In this example the order is for two different doses of the same med to be given daily. After filling in the dose, click the Route box.
- 3) Then click in the schedule box. A drop-down arrow appears to let you select the schedule.
- 4) Define the duration of the order for taper doses, by clicking the Duration box.
- 5) The last column on the right specifies "and" or "then". Select option appropriate to the order.
- 6) Click in the dosage field of the 2nd row to complete the next level of the order.
- 7) For outpatient medications, enter the day's supply, quantity and refills.
- 8) When done, click 'Accept Order'.

Dosage	Complex	Route	Schedule	Duration (optio then/and)
325MG		ORAL	QAM	
650MG		ORAL	QHS	

Comments:

Days Supply: [] Quantity: [] Refills: [0]

Pick Up: Clinic Mail Window

Priority: ROUTINE

ASPIRIN TAB 325MG
TAKE ONE TABLET BY MOUTH EVERY MORNING AND TAKE TWO TABLETS BY MOUTH AT BEDTIME Refills: 0

Accept Order Quit

Dosage	Complex	Route	Schedule	Duration (optio then/and)
20MG		ORAL	QAM	5 DAYS
10MG		ORAL	QAM	

Comments:

Days Supply: [5] Quantity: [5] Refills: [0]

Pick Up: Clinic Mail Window

Priority: ROUTINE

PREDNISONE TAB 10MG
TAKE TWO TABLETS BY MOUTH EVERY MORNING FOR 5 DAYS THEN TAKE ONE TABLET BY MOUTH EVERY MORNING

Accept Order Quit

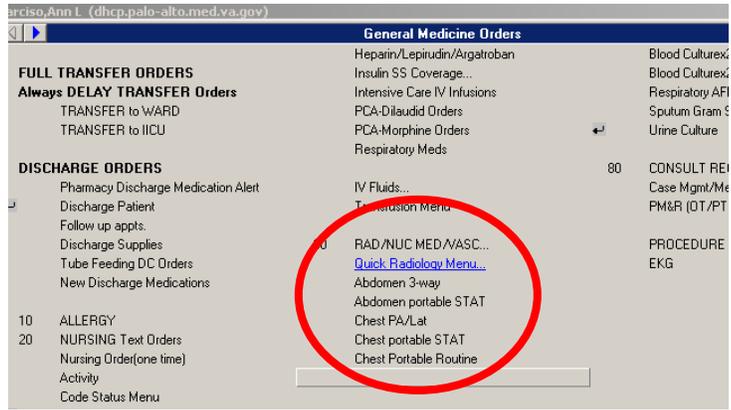
Select duration for Complex orders (taper or alternating dosages).

A complex order entry creates separate orders for each dose or schedule after pharmacy has verified the order. You cannot renew complex medication orders. Discontinue the current series and enter a new order.

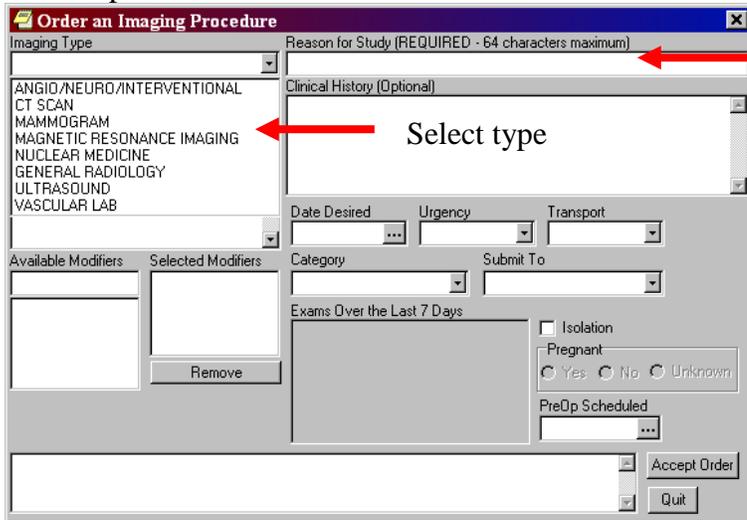
Ordering Imaging Studies

On the Orders Tab, select the Service Order Menu:

- Common X-ray requests are listed on Service Order Menus. Click item to access the order
- Access additional selections on the Quick Radiology Menu.
- History & Reason for Exam must be entered before order can be signed



If the test you want is not on the Quick Order list, select RAD/NUC MED/VASC. Click on Imaging Type to see a list of procedures.

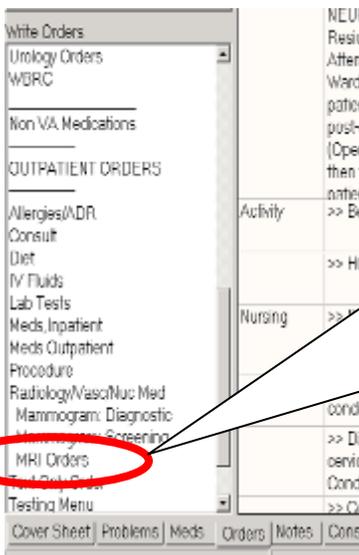


You MUST enter information in the Reason for Study field.

Enter information into the optional Clinical History field.

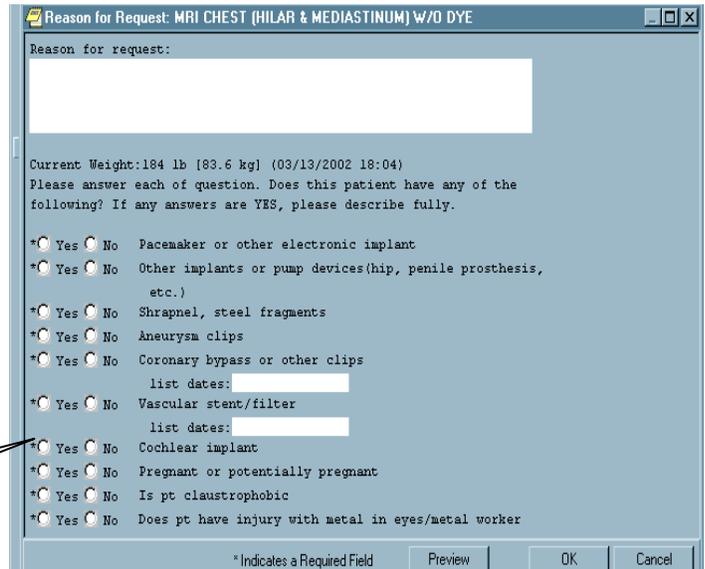
Answer other prompts as appropriate. At "Submit to" prompt, click the down arrow to select the location for the procedure, then Accept Order.

Ordering MRIs/MRAs:



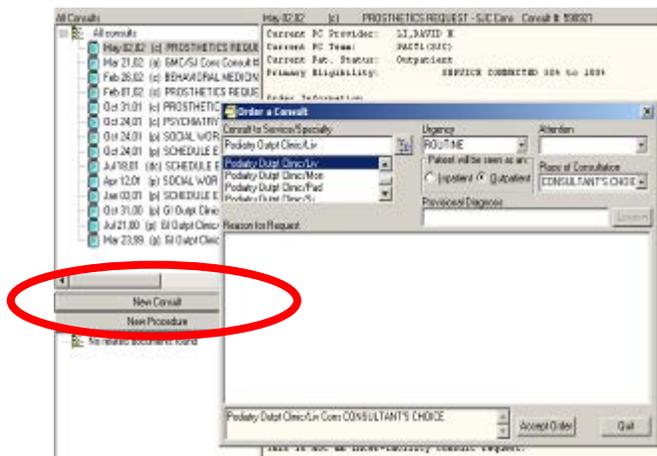
MRIs/MRAs require a special screening form. Order by selecting MRI Orders from the Write Orders List. You will be prompted to complete the form and then the exam request. Answer the questions, then click OK.

Here is the MRI Screening Form.



Ordering Consults

All Consults must be submitted electronically. Select CONSULTS from your Service Order Menu or from the Consults Tab-New Consult. Be careful to select the correct location (SJ, PA, MP) where you wish to refer the patient. Most consult services have an electronic 'template' that you must complete. **Consults will be denied if requested information or exams are not provided. Many consult services require that specific tests/procedures be completed before an appointment is made.**



Consult Selection from Consult Tab



Consult selection from service order menu
Note Link to consult at other VA's

Reason for Request: Podiatry Outpt Clinic/Pod

Check the appropriate boxes:

Trauma:

- Fracture: open closed
- Laceration
- Tendon Rupture
- Other: _____

Musculoskeletal:

- Ankle or foot related pain
- Swollen
- Numbness
- Heel pain
- Other: _____

Diabetic or systemic related pathology:

- Newly diagnosed diabetic patient
- Duration: (please note location and duration)
- Other: _____

Other:

- Particular insufficiency Yes No
- Neurogony Yes No
- Presence of infection Yes No
- Venous Stasis Yes No
- Infection (location): _____
- Corns/cracks
- Rheumatoid/Gout/ or other arthritic process

Nail or Calluses: _____

Inpatient or outpatient consulted for "nephrologic", "wound care", or "routine foot care" are not considered as emergent. These patients will be appointed to the Podiatry Clinic if their condition allows.

Other: _____

*Indicates a Required field Previous OK Cancel

This is a Podiatry consult request with a templated request form. Some consult requests automatically pull in pertinent data from CPRS. Only check boxes or text boxes need to be completed. A scroll bar on the right of the box indicates additional questions or information below.

An asterisk (*), indicates a required response.

If a consult is denied, it must be resubmitted with the necessary information.

Interfacility Consults: Patients may be referred to other VA facilities within VISN 21. Use the CONSULTS TO OTHER VA's option on your service order menu. Contact the Clinical Application coordinators for questions about interfacility consults.

CONSULT COMPLETION:

Each service consult **MUST** be completed by the consulted service at the time of patient care. When a progress note is attached to the consult request the ordering provider will automatically receive a notification indicating that the patient has been seen

How to complete a consult request using a progress note:

All consults must be completed electronically using the consult note title for the service. (i.e. Orthopedic Consult, Podiatry Consult).

To complete a consult:

- From the Notes tab, select the consult note title. You will be asked to link this with the pending consult.
- Click on the appropriate service consult to attach the progress note and complete the consult.
- Completed consults can be accessed by other providers on both the Notes and Consults tab in CPRS.

HOMELESS VETERANS COME HOME
Progress Note Properties

Progress Note Title: CONSULT <ORTHOPEDIC CONSULT 15064>
CONSULT <OPHTHALMOLOGY CONSULT 15048>
CONSULT <OPTOMETRY CONSULT 15049>
CONSULT <ORTHOPEDIC CONSULT 15064>
CONSULT <OT CONSULT (FL) 15062>
CONSULT <PAIN CONSULT 15064>
CONSULT <PALLIATIVE MEDICINE CONSULT 14799>
CONSULT <PCC SKILLED HOME CARE CONSULT (INPT) 13792>

Date/Time of Note: Jun 26, 2003@13:00
Author: Narciso, Ann L.

This progress note title must be associated with a consult request.
The following consults are currently awaiting resolution:

Consult Request Date	Service	Procedure	Status	# Notes
May 05, 03 11:42	ENT Outpt Clinic/SJ		ACTIVE	0
Apr 07, 03 10:17	ORTHOPEDIC Outpt Clinic/SJ		ACTIVE	0
Apr 07, 03 10:17	GI Outpt Clinic/SJ		PENDING	0

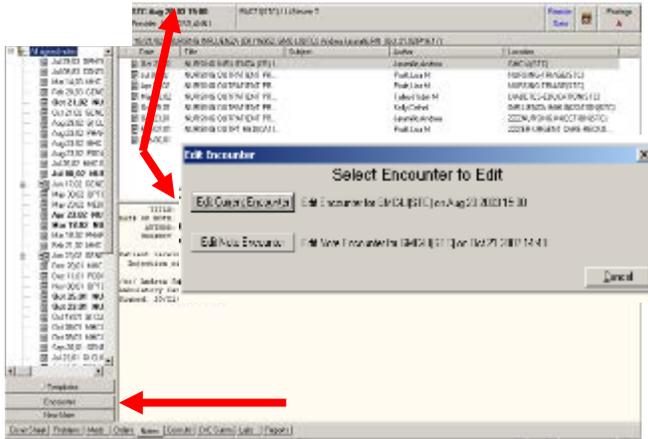
Consults pending resolution

Completing or answering a consult request when dictating a progress note:

To complete a consult request when you are dictating use the two digit report type 50-CONSULT. When the note is returned for signature it will be attached to the service consult. Signing of the progress note will automatically complete the consult.

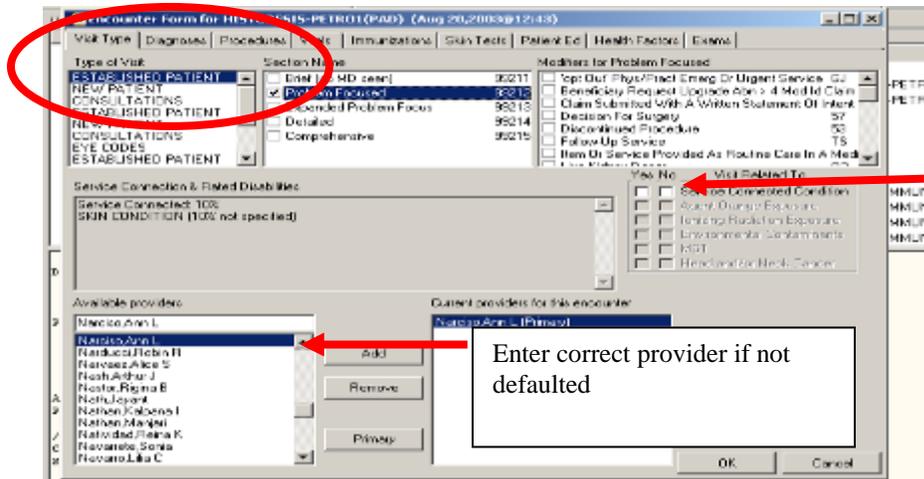
Electronic Encounters Forms

Encounter Information can be entered at the close of a progress note entry or as a separate action. At the completion of a progress note you will be prompted to complete encounter information.



- 1) Open CPRS to the Notes Tab, select Encounter from the bottom left
- 2) Select Edit Current Encounter when the dialog box is presented

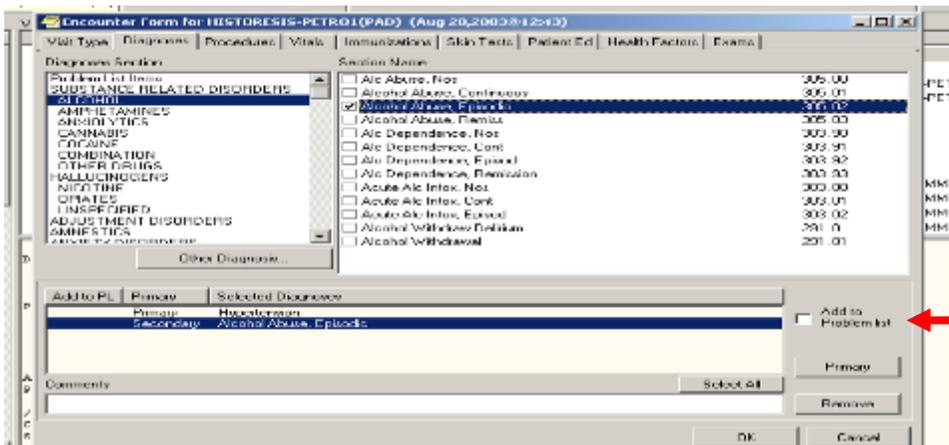
All Encounters must include a Primary Provider, Visit Type or Procedure code, Primary Diagnosis and response to Service Connected questions if appropriate. When the encounter form is presented, complete the information under each of these three Tabs.



Information regarding service connection must also be completed.

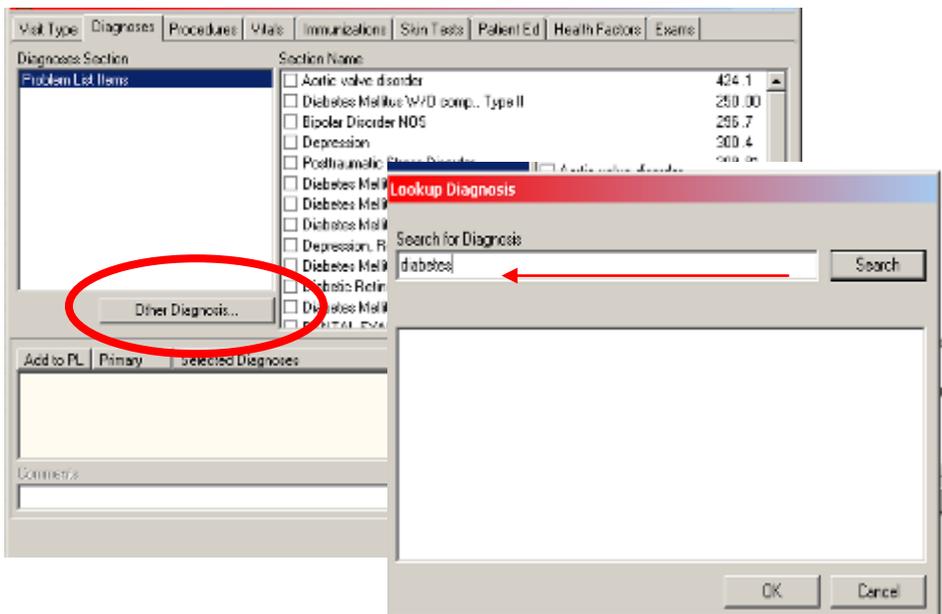
Enter correct provider if not defaulted

Under the Diagnosis Tab, the Patient's Problem list is presented as the default list. The first problem selected is defaulted to be the Primary Diagnosis for the encounter. Secondary diagnoses can be added as appropriate.

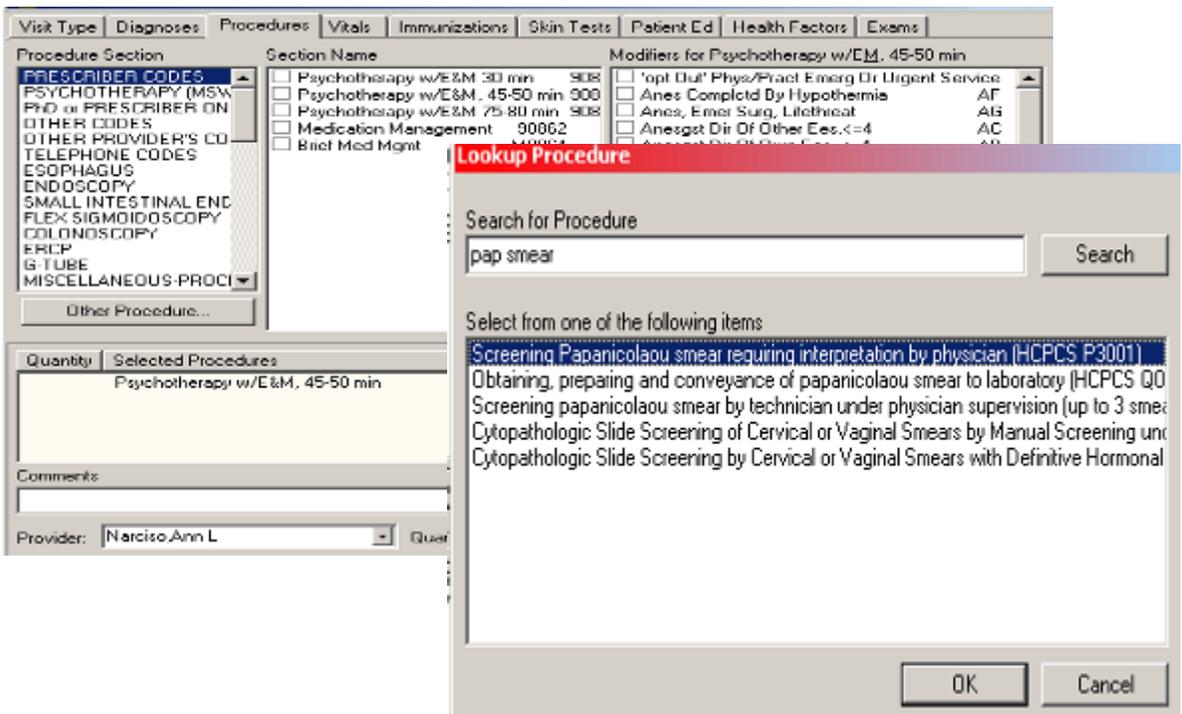


Problems can be added to the problem list

Diagnosis Codes not listed can be found by selecting “Other Diagnosis”, entering in the desired diagnosis then selecting “Search” to look up the appropriate code.



Additional Procedures codes can be located in the same manner from the Procedures Tab.



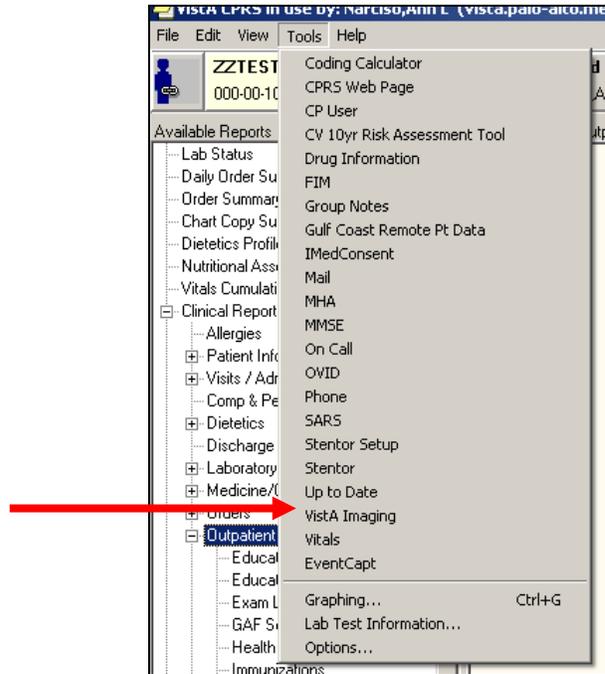
Encounters are to be completed at the end of each clinic day

** For specific probes with encounter completion send a GUI e-mail to G.ENCOUNTERCLEANUP

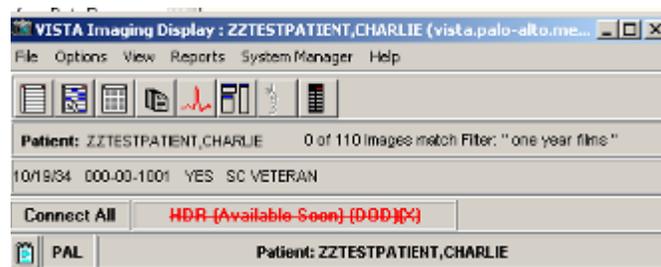
VISTA Imaging

Vista Imaging makes it possible for users to view the actual 12 lead EKG tracings on their patients. Also included in the scanned medical record are documents such as consents and advance directives.

Vista Imaging software is a separate software package that can be accessed off the CPRS Tools Bar. Click on Tools | Vista Imaging



You will be prompted to enter in your CPRS access and verify code then be presented with a patient index window for the patient selected in CPRS



Look for the EKG icon button: and press it to have Vista Imaging Software load the available EKG's from the MUSE Server. What will open up next is the first EKG tracing and a list of available EKGs. Choose the one you want to examine. You can print a copy, zoom, etc by using the icons on top.

(Radiology) IntelliSpace

IntelliSpace allows users to view radiology films from the workstation. To access the application you must first link your Windows and CPRS/VistA codes to your IntelliSpace account. This is a one time process.

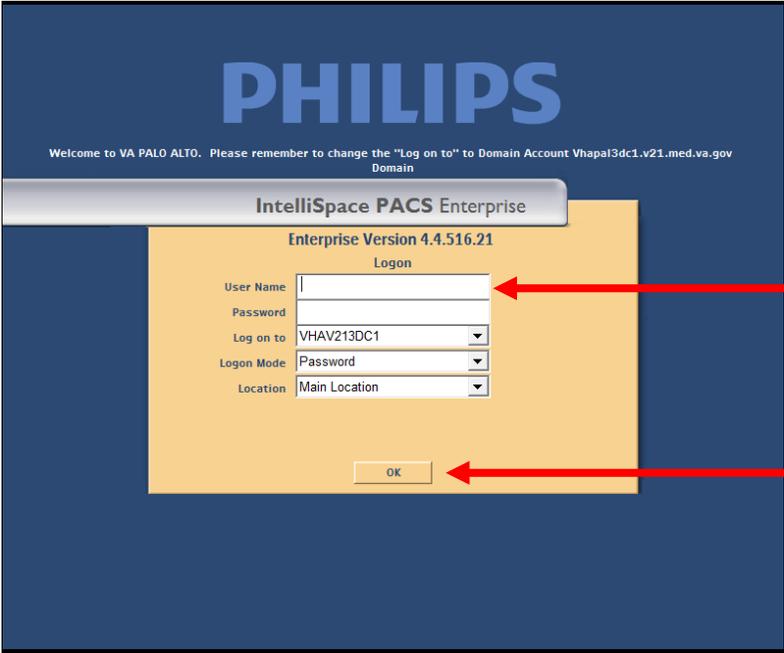
Process to link codes

The screenshot shows the 'Tools' menu in the IntelliSpace application. The menu is open, displaying a list of options. The 'Radiology(IntelliSpace)' option is highlighted, and its sub-menu is open, showing 'Palo Alto(IntelliSpace)' and 'Other Sites'. A red arrow points from a text box on the right to the 'Palo Alto(IntelliSpace)' option.

Tools	Help
Adverse Event/Incident Report	
Clinician Dashboard	
CP Flowsheets	
Drug Information	
EventCapture	
Group Notes	
Handoff	
IMedConsent	
Mail	
On Call	
PACT Team Contact List	
PC Almanac	
Phone (Master)	
Phone (Staff)	
Phone (Ward)	
Secure Messaging	
Smartpage	
VistA Imaging Display	
Physician Reference Guide	
Nursing Reference Guide	
Calculators	▶
Patient Education	▶
Resources	▶
Specialty Applications	▶
CR Group	
Radiology(IntelliSpace)	▶
AHCP RED PORTAL	
Graphing...	Ctrl+G
Lab Test Information...	
Options...	
Digital Signing Setup...	

Palo Alto(IntelliSpace)
Other Sites

From Tools in CPRS,
click IntelliSpace



Type Domain Logon and Password
(eg. Vhpalbrownna)

Click OK