

Helpful Hints

Q: Where do I admit a patient?

A: Select Chart Contents, then Orders, and then select Admit Patient from the list of ordering items.

Q: Where do I record allergies?

A: Either select the action NW from the Cover Sheet or select Orders, then select Allergies from the orders list.

Q: How do I activate an order?

A: After completing all the steps for an order, you are prompted to Place, Edit, or Cancel. select Place.

Q: How do I sign an order?

A: You can sign orders immediately after placing them or later.

- To sign after entering an order, select "Place" when you are prompted to Place, Edit, or Cancel. Then select Done and you will be prompted to enter your electronic signature (if you have es privileges).
- To sign at a later time or date, go to the Orders screen. Unsigned orders are highlighted. Type the number of the order you wish to sign.
- Select the Sign action, and you will be prompted to enter your Electronic Signature.

Item Ordered	Provider	Start	Stop	Sts
1 NPO at MIDNIGHT *UNSIGNED*	GREEN,J MID			unr
2 ECHOGRAM THYROID B-SCAN &/OR REAL PORTABLE EXAM *UNSIGNED*	GREEN,J TODAY			unr
3 SURGICAL PATHOLOGY WOUND ARM, ANTERIOR SURFACE WC LB #2056	ROSE,C	10/27/98	07:26	actv
4 SURGICAL PATHOLOGY TISSUE LEG WC LB #2055	ROSE,C	10/27/98	07:05	actv

+ Enter the numbers of the items you wish to act on. >>>

NW Add New Orders CV Change View ... SP Select New Patient
RV Review New Orders CC Chart Contents ...Q Close Patient Chart

Select: Next Screen//

Screen Editor Key Sequences

On some keyboards, PF1 may be F1 or another key.

Navigation

Incremental movement	Arrow keys
One word left	<Ctrl-J>
One word left and right	<Ctrl-R>, <Ctrl-L>
Next tab stop to right	<Tab>
Beginning of line	<PF1><PF1><Left>
End of line	<PF1><PF1><Right>
Screen up	<PF1><Up>
Screen down	<PF1><Down>
Top or bottom of document	<PF1>T and <PF1>B
Go to a specific location	<PF1>G
Find text	<PF1>F or <Find>
Find next occurrence	<PF1>N
Find/Replace text	<PF1>P

Exiting/Saving

Exit and save text	<PF1>E
Quit without saving	<PF1>Q
Save without exiting	<PF1>S

Deleting

Character before cursor	<Backspace>
Character at cursor	<PF4> or <Delete>
To end of word	<Ctrl-W>
To end of line	<PF1><PF2>
Entire line	<PF1>D

Editing

Select (Mark) text	<PF1>M at beg. & end
Unselect (Unmark) text	<PF1><PF1>M
Delete selected text	<Delete> or <Backspace>
Cut and save to buffer	<PF1>X on selected text
Copy	<PF1>C on selected text
Paste from buffer	<PF1>V
Move text to new location	<PF1>X at new location
Copy text to new location	<PF1>C at new location
Join line to next line	<PF1>J
Reformat paragraph	<PF1>R

Press <Down> for next page, P to print, ^ to exit:



Computerized Patient Record System (CPRS)

List Manager Version



The Computerized Patient Record System (CPRS) V. 1.0 organizes and presents all relevant data on a patient in a way that directly supports clinical decision making and ordering. This data includes medical history and conditions, problems and diagnoses, diagnostic and therapeutic procedures and interventions.

Department of Veterans Affairs
Technical Services
Computerized Patient Record System Product Line

How do I move from one part of the Patient Record to another?

1. The actions at the bottom of the List Manager screens represent different views and components of a paper chart. When you first enter the LM CPRS, you see a patient selection screen. After you choose a patient, you see this screen:

Item	Entered
<u>Allergies/Adverse Reactions</u>	
1 PENICILLIN 1 (rash, nausea)	01/03/96
<u>Patient Postings</u>	
2 ADVANCE DIRECTIVE	05/20/91

Enter the numbers of the items you wish to act on. >>>

NW Document New Alle CV (Change View...)SP Select New Patient
 + Next Screen CC Chart Contents Q Close Patient Chart

Select: Close Patient Chart// CC

2. Select CC for Chart Contents, and you will see the parts of the chart you can work in:

Item	Entered
<u>Allergies/Adverse Reactions</u>	
No assessment available	
<u>Patient Postings</u>	
1 ADVANCE DIRECTIVE	05/20/91

Enter the numbers of the items you wish to act on.>>>

Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	

Select chart component: CC

3. Select one of the actions by typing the first letter to take you immediately to that section of the chart.

How do I order in CPRS?

1. Select the Orders action at the bottom of the Chart Contents screen. Then select NW (or AD) and a screen similar to the one below will be displayed.
2. For medications, select Meds from the Chart Contents actions, or select Orders and then select IV Fluids, Outpatient Medications, or Inpatient Medications.

<Orders for LATHAM, RASTY>

Item	Entered
<u>Add Orders</u>	
0 ORDER SETS...	30 PATIENT CARE...
1 Patient Movement	31 Condom Catheter
2 Diagnosis	32 Guaiac Stools
3 Condition	33 Incentive Spirom
4 Allergies	34 Dressing Change
10 PARAMETERS...	40 DIETETICS...
11 TPR B/P	41 Regular Diet
12 Weight	42 Tube Feeding
13 I & O	43 NPO at Midnight
14 Call HO on	50 IV FLUIDS...
20 ACTIVITY...	51 OUTPATIENT MEDS...
21 Ad Lib	55 INPATIENT MEDS...
23 Bed Rest / BRP	60 IMAGING ...
24 Ambulate TID	61 Chest 2 views
25 Up in Chair TID	61 Chest 2 views

Enter the number of each item you wish to order.>>>

+ Next Screen TD Set Time Delay ... Q Done
 - Previous Screen RN Review New Orders ...

Select Item(s): Done// **Outpatient Meds**

3. Choose the appropriate drug, formulation, quantity, route, schedule, etc.
4. After you place one or more med orders, you are prompted to Place, Edit, or Cancel the orders. If you enter P for Place, you can then add other types of orders or choose Q for Done.
5. If you have electronic signature privileges, you will then be prompted to sign your orders. If not, the screen will display the message "You do not have an electronic signature code. Please contact your IRM office. Orders requiring a signature will be held in suspense until signed; orders that do not require a signature will be released."

How do I select a patient?

After you sign into CPRS, you will see the Patient Selection screen.

Provider	Aug 20, 1996 18:11:11	Page:1 of 1	
Current patient: ** No patient selected **			
Patient Name	ID	DOB	Room-Bed
No patients found.			

Enter the number of the pat chart to be opened

+Next Screen CV Change view ...FD Find Patient
 -Previous Screen SV Save as Default List Q Close

Select Patient: Change List//

1. Select FD for Find Patient.
 2. When prompted to Select Patient, enter a patient's name.
- OR**
3. Select CG for Change List.
 4. Choose a patient list (by ward, clinic, provider, specialty, etc.)

Provider	Aug 20, 1996 18:05:51	Page:1 of 1	
Current patient: ** No patient selected **			
Patient Name	ID	DOB	Room-Bed
No patients found.			

Enter the number of the pat chart to be opened

Clinic	Primary Provider	Specialty
Ward	Team/Personal	Sort Order

Select List: W

- a. Type the first letter of one of the lists
- b. A list of patients appears on the screen. At the Select Patient prompt, enter the number of a listed patient, type a patient's name, or enter the patient's first initial of the last name plus the last four digits if the Social Security Number

