### June 2009

This distribution contains change pages for patch MD\*1.0\*11 of the Clinical Procedures 1.0 User Manual.

The change pages for CP Patch 2, CP Patch 10, CP Patch 4, and CP Patch 14 should be inserted before the change pages for CP Patch 11:

File Name: Patch:

MD\_1\_P2\_UM.PDF MD\*1.0\*2

MD\_1\_P10\_UM.PDF MD\*1.0\*10

MD\_1\_P4\_UM.PDF MD\*1.0\*4

MD\_1\_P14\_UM.PDF MD\*1.0\*14

Patch MD\*1.0\*11 pages:

Replace Pages: With Pages:

Title page Title page

Revision History Revision History

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**CLINICAL PROCEDURES USER MANUAL**

# Version 1.0

April 2004

## Revised June 2009

Department of Veterans Affairs Office of Information & Technology Office of Enterprise Development

## Revision History

|  |  |  |
| --- | --- | --- |
| **Description** | **Date** | **Technical Writer** |
| Originally released. | April 2004 |  |
| 1Patch MD\*1.0\*2 released. | July 2004 |  |
| 2Patch MD\*1.0\*10 released. | March 2005 |  |
| 3Patch MD\*1.0\*4 released. | September 2006 | REDACTED |
| 4Patch MD\*1.0\*14 released. Added  new sections for Auto Study Check- In to Ch. 3. | March 2008 | REDACTED |
| 5Patch MD\*1.0\*11 released. Added  new section in Ch. 3 for handling appointment no shows and cancellation with the auto study check-in. Replaced provider name in Ch. 4 with generic name.  Updated product line on title page. | June 2009 | REDACTED |

1 Patch MD\*1.0\*2 July 2004 Patch 2 release added.

2 Patch MD\*1.0\*10 March 2005 Patch 10 release added.

3 Patch MD\*1.0\*4 September 2006 Patch 4 release added.

4 Patch MD\*1.0\*14 March 2008 Patch release added.

5 Patch MD\*1.0\*11 June 2009 Patch release added.

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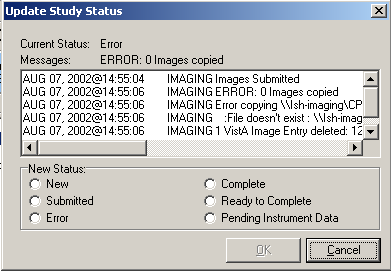
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Clinical Procedures Process, Part 1



**Figure 3-28**

**1Appointment No Shows and Cancellation**

When an appointment is scheduled for a future date/time, the appointment can later be cancelled or the appointment can be changed to “No show” because the patient was a no show for the appointment. With patch MD\*1.0\*11, an option called MD PROCESS NOSHOW/CANCEL was introduced. Once scheduled to run daily, it will pick up the no show and cancelled appointments and cancel the associated CP study that was created.

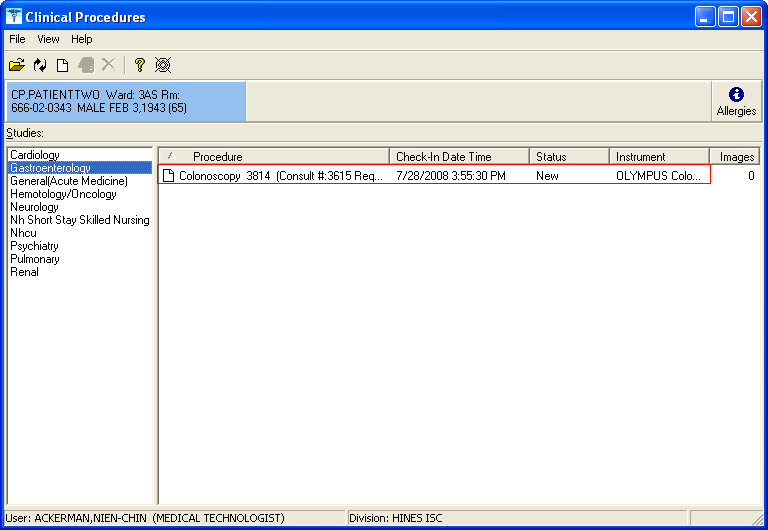
Figure 3-29 shows a study with the status of “New” created from an auto study check-in.

1 Patch MD\*1.0\*11 June 2009 Add new section on appointment no show and cancellation.

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Clinical Procedures Process, Part 1



**Figure 3-29**

The patient has an appointment scheduled shown in figure 3-30 for the procedure in figure 3-29.

Appt Mgt Module Jul 28, 2008@16:03:25 Page: 1 of 1

Patient: CP,PATIENTTWO (0343) Ward: 3AS

Total Appointment Profile \* - New GAF Required 06/28/08 thru 04/23/11

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Clinic | Appt Date/Time | Status |  | |
| 1 | Gi Lab | 07/28/2008@12:00 | Inpatient/Act | Req | 12:00 |

Enter ?? for more actions

CI Check In CD Change Date Range DX Diagnosis Update UN Unscheduled Visit EP Expand Entry DL Wait List Display

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MA | Make Appointment | AE | Add/Edit | DE | Delete Check Out |
| CA | Cancel Appointment | RT | Record Tracking | WD | Wait List Disposition |
| NS | No Show | PD | Patient Demographics | CP | Procedure Update |
| DC | Discharge Clinic | CO | Check Out | PC | PCMM Assign or Unassign |
| AL | Appointment Lists | EC | Edit Classification | TI | Display Team Information |
| PT | Change Patient | PR | Provider Update |  |  |
| CL | Change Clinic | WE | Wait List Entry |  |  |

Select Action: Quit//

**Figure 3-30**

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Clinical Procedures Process, Part 1

The appointment was cancelled and re-booked in figure 3-31.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Clinic | Appt Date/Time | Status |
| 1 | Gi Lab | 07/28/2008@12:00 | Cancelled By Patient |
| 2 | Gi Lab | 08/08/2008@08:00 | Inpatient/Future |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MA | Make Appointment | AE | Add/Edit | DE | Delete Check Out |
| CA | Cancel Appointment | RT | Record Tracking | WD | Wait List Disposition |
| NS | No Show | PD | Patient Demographics | CP | Procedure Update |
| DC | Discharge Clinic | CO | Check Out | PC | PCMM Assign or Unassign |
| AL | Appointment Lists | EC | Edit Classification | TI | Display Team Information |
| PT | Change Patient | PR | Provider Update |  |  |
| CL | Change Clinic | WE | Wait List Entry |  |  |

**Figure 3-31**

Appt Mgt Module

Patient: CP,PATIENTTWO (0343)

Total Appointment Profile

Jul 28, 2008@16:09:29

Page:

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1

Ward: 3AS

\* - New GAF Required

06/28/08 thru 04/23/11

Enter ?? for more actions

CI Check In CD Change Date Range UN Unscheduled Visit EP Expand Entry

DX Diagnosis Update DL Wait List Display

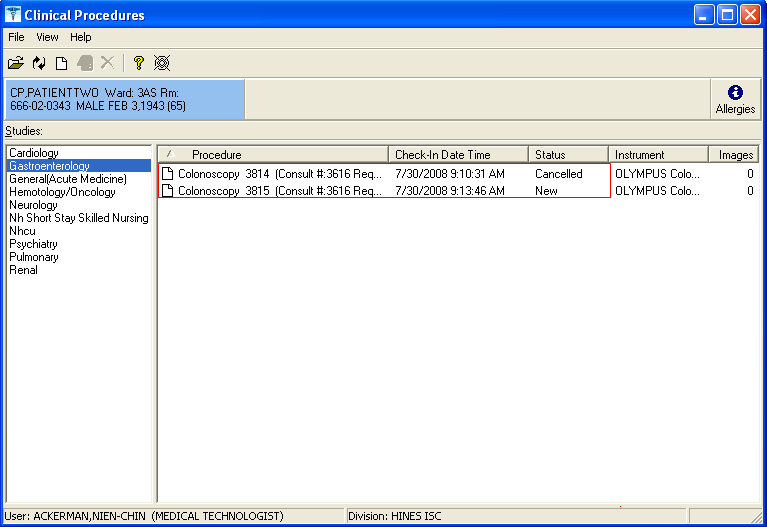
Select Action: Quit//

Figure 3-32 shows the study cancelled by the task MD PROCESS NOSHOW/CANCEL and a new study was generated for the re-booking of the new appointment.

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Clinical Procedures Process, Part 1



**Figure 3-32**

### Note: If during appointment cancellation, no re-booking was selected, the user will need to remove the new study created.

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Clinical Procedures Process, Part 1

Figure 3-33 shows an example of an appointment with a status of a “No Show” and no auto re- booking of a future appointment.

|  |  |  |  |
| --- | --- | --- | --- |
| Patient: RAYMOND,LOUIS (2382)  Total Appointment Profile | | \* - New GAF Required | Outpatient 06/30/08 thru 04/25/11 |
| 1 | Clinic Gi Lab | Appt Date/Time 07/30/2008@10:00 | Status No-show |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| MA | Make Appointment | AE | Add/Edit | DE | Delete Check Out |
| CA | Cancel Appointment | RT | Record Tracking | WD | Wait List Disposition |
| NS | No Show | PD | Patient Demographics | CP | Procedure Update |
| DC | Discharge Clinic | CO | Check Out | PC | PCMM Assign or Unassign |
| AL | Appointment Lists | EC | Edit Classification | TI | Display Team Information |
| PT | Change Patient | PR | Provider Update |  |  |
| CL | Change Clinic | WE | Wait List Entry |  |  |

**Figure 3-33**

Appt Mgt Module

Jul 30, 2008@09:27:55

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1

Enter ?? for more actions

CI Check In CD Change Date Range UN Unscheduled Visit EP Expand Entry

DX Diagnosis Update DL Wait List Display

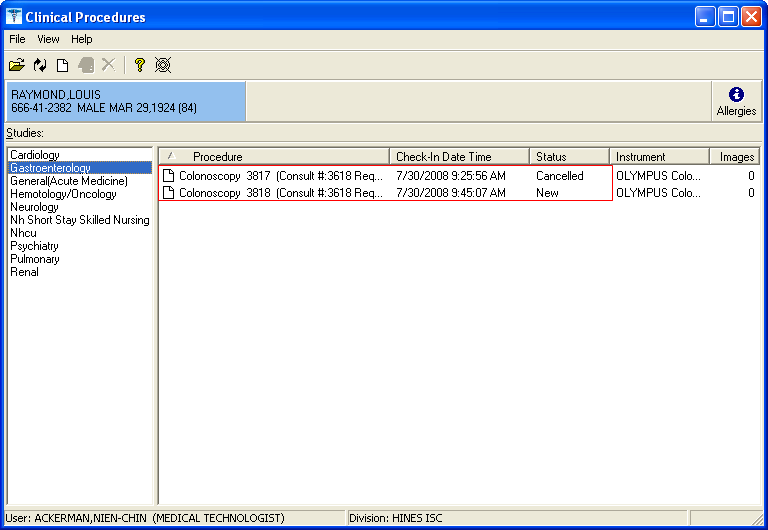
Select Action: Quit//

Figure 3-34 shows the study cancelled for the appointment with “No Show” and a new study is created. The user can highlight the study with “New” status and click  button to delete it or select the **File**|| Delete Study to remove it.

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Clinical Procedures Process, Part 1



**Figure 3-34**

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Clinical Procedures Process, Part 2

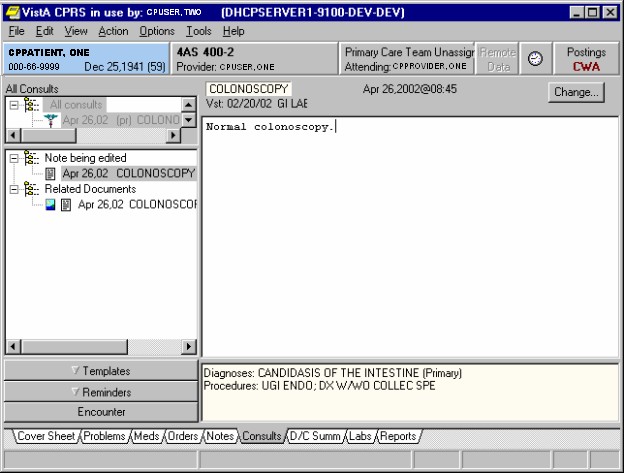


Fig 4-6

* 1. Enter an interpretation in the space on the right side of the screen for the highlighted (current) consult procedure (Fig. 4-6).

**Entering Encounter Information**

You can now enter encounter form information.

* 1. To enter the encounter information and complete the consult procedure, you must select

### Action > Consult Results > Sign Note Now.

You can also select the **Encounter** drawer (Fig. 4-6) to directly enter encounter information.

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User Manual

Clinical Procedures Process, Part 2

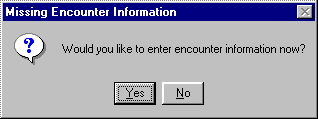


Fig. 4-7

This window (Fig. 4-7) asks if you want to enter encounter information now. (Fig. 4-7 is displayed depending on how CPRS parameters are set. See the Implementation Guide for information on defining CPRS parameters.)

* 1. Click **Yes** to enter encounter information, or click **No** to skip this step. If you choose No, you can enter the information at a later time. In this example, the Yes button is clicked and encounter information is entered.

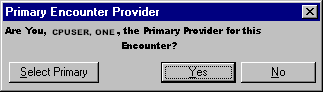


Fig. 4-8

Figure 4-8 allows you to verify the primary provider for this encounter form.

* 1. Click **Yes**.

CPRS brings up the Encounter Form that was set up for the Hospital Location, where the procedure was performed. The **Visit Type** tab is displayed.

* 1. Enter appropriate information for visit type. For example, in Figure 4-9, the following information was entered:

**Type of Visit**. Established Patient

**Section Name**. Intermediate Exam 11-19 Min.

### Visit Related to Service Connected Condition. Yes

**Current providers for this encounter**. 1CPUSER, ONE

1 Patch MD\*1.0\*11 June 2009 Replaced provider name with generic name.

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