



Compensation and Pension Record Interchange (CAPRI)

User Manual

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Introduction

CAPRI Definition

The Compensation and Pension Record Interchange (CAPRI) project is an information technology initiative to improve service to disabled veterans by promoting efficient communications between the Veterans Health Administration (VHA) and Veterans Benefits Administration (VBA). Online access to medical data enhances the timeliness of the benefits determination. Previous attempts to automate this process were hindered by the "roll and scroll" nature of the VHA computer interface of the Automated Medical Information Exchange (AMIE) II. The CAPRI software acts as a bridge between the VBA and VHA information systems. It offers VBA Rating Veteran Service Representatives and Decision Review Officers help in building the rating decision documentation through online access to medical data. It offers VHA Compensation and Pension (C&P) staff an easy, standardized way of reporting C&P Examination reports.

Using CAPRI, VBA employees have a standardized, user-friendly method to rapidly access veterans' electronic medical records throughout the Veterans Administration (VA). CAPRI delivers leading edge "point and click" technology to the users' desktop. In addition, the learning curve for CAPRI is significantly less than for character-based systems. CAPRI builds upon existing VHA information security approaches. In addition to using established mechanisms to ensure only authorized access to medical data, CAPRI adds a level of security by allowing VBA users to read but not alter electronic medical record information. CAPRI also provides innovative improvements for the medical centers by integrating highly detailed Compensation and Pension Rating examination results into the veterans' medical records. Previously, these reports were not retained online in medical center computer systems but were archived onto paper. This procedure precluded the sharing of clinically useful data.

Initially developed specifically for VBA, the utility of CAPRI has been expanded to other user groups that include VHA, Office of the Medical Inspector, Office of Information (OI), Research, Veteran Service Officers, and others. Recently, most of the newest features of CAPRI are specifically targeted at adding features to be used by VHA C&P providers and staff.

CAPRI Application Features

- User friendliness
- Point & click environment
- No commands or prompts to memorize
- Facilitates copy & paste functionality
- Consistent appearance and functionality from site to site

Demographics

- Load new patients into the Veterans Information Systems Technology Architecture (VistA) system
- View patient demographics
- Report patient address changes to VHA
- View patient temporary address

C&P Examination Functionality

- Add new C&P exam request
- Edit unreleased C&P exam request
- Add exams to C&P exam requests
- Cancel C&P exam requests
- Create an insufficient exam request
- Individual and cumulative pending exam tracking
- Request Veterans Affairs Form (VAF) 7131 information
- VA Regional Office reports
- AMIS 290 report
- Insufficient exam report
- Automatic Mailman bulletins to AMIE mailgroups

Patient Records Navigation

- View health summaries
- View appointment lists
- View progress notes,
- View discharge summaries
- View consult requests and results
- View cumulative vitals
- View active medications
- View lab reports
- View imaging
- View procedures
- View FHIE/DoD data, if available

Reports

- All existing AMIE reports for VBA are available
- Custom C&P template tracking reports for VHA
- Other C&P activity reports not available in AMIE

C&P Exam Entry

- All standard AMIE worksheets are available in template form

- Automatic sending of completed exam requests
- Ability to save template work in progress and finish later
- Ability for site to review exams before releasing it to VHA
- Multiple templates can be merged into a single exam

Additional Information

Additional information and downloads are available on the VA Intranet.

Server Side Modifications AMIE II/CAPRI Install Guide/Rel Notes:

<http://www.va.gov/vdl/application.asp?appid=133>

VBA CAPRI Downloads:

<http://vbaw.vba.va.gov/bl/21/systems/index.htm>

CPEP Website:

<http://vaww.cpep.med.va.gov/DEFAULT.HTM>

VHA CAPRI Training, Videos, and Documentation:

<http://vaww.cpep.med.va.gov/capri/default.htm>

E-Mail Address

Please address your support questions to your local IT support staff (Information Resources Management (IRM)) or the national VistA Helpdesk.

If you have a need to contact the CAPRI development team directly, it can be reached at the Outlook mailgroup titled **VHA OI SDD CAPRI**.

Installation

Note: Consult with your local Information Resources Management (IRM) before installing a new version of the CAPRI Graphical User Interface (GUI). It is important that all users at your site remain on the same version.

- Your local IRM staff will install the CAPRI components on the station server.
- For Veterans Benefits Administration (VBA), the new version will run when you start the application from Start/Vbapps/Capri/Capri. You can make new Windows desktop shortcuts after starting the new version.
- For the Veterans Health Administration (VHA), your IRM department will install the CAPRI desktop icon. Please check with them on the specifics of starting CAPRI. Normally, you should find the CAPRI shortcut in the same place you would find CPRS.
- **LOCAL VISTA CONNECTION:** The CAPRI shortcut can be set to connect to a specific VistA system. CAPRI will accept the command line parameters s=servername and p=portname, just like CPRS. The screenshot below shows an example of sending CAPRI to a system residing at IP 255.255.255.0 that is running the RPC broker on port 9200. IRM at a specific VHA site will be able to provide the RPC broker port and server information. DNS can also be used in lieu of a static IP address.

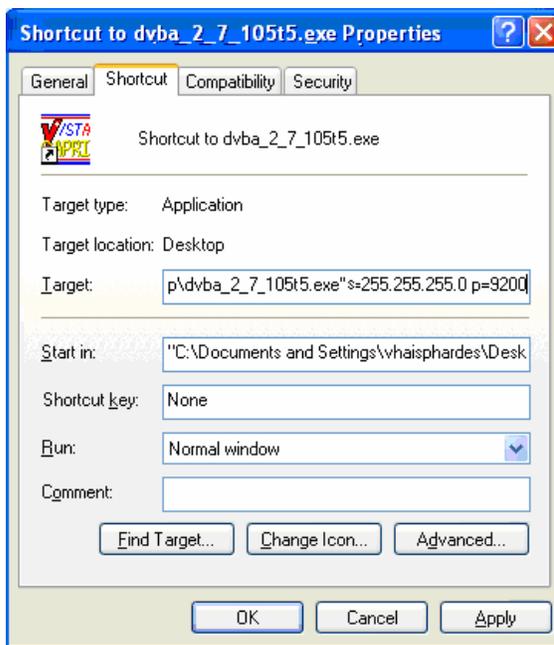


fig. 2-1

- **CAPRI REMOTE:** CAPRI-Remote users will access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to “forum.va.gov,” port “9400”. CAPRI-Remote users outside of VBA will normally obtain an access code from the Office of Information (OI) Support staff, not from the local field site. Most VBA users will be CAPRI-Remote users. Most VHA users will be local site users.
- If a user starts CAPRI and does not successfully connect to a VistA system within 90 seconds, CAPRI will automatically shut down.
- When users are logging into CAPRI remotely, CAPRI will alert users when no e-mail account is set up.

Add/Remove Medical Centers

This part of the CAPRI setup process is optional. It may or may not apply to specific users.

Local IRM staff can set up a list of available VHA servers that the user may need to connect to on a regular basis. Please contact IRM if you need to have a facility added or removed. IRM staff can add multiple VistA connection configurations to CAPRI using the standard “serverlist.exe” utility provided with the RPC Broker. IRM should refer to the RPC Broker documentation for specifics on how to use serverlist.exe.

If using command line parameters to direct the CAPRI shortcut to a specific server and port, the settings from serverlist.exe will be ignored. The example in “Step 2” below refers to a system that has been set up with serverlist.exe and has no server or port information in its shortcut.

Logging On

Step 1 - Double click on the CAPRI icon.

Step 2 – OPTIONAL - If the workstation has been configured with serverlist.exe by IRM and if there is no server and port information in the CAPRI shortcut, a window will appear asking the user to select an initial server and port (fig. 2-2). Click on the down arrow shown in upper right hand corner to show all the VHA sites you can access. A scroll bar will appear if the list is too

long to be displayed. If you only have access to one VHA facility, you will immediately see the VistA sign on screen in step five (fig. 2-4).

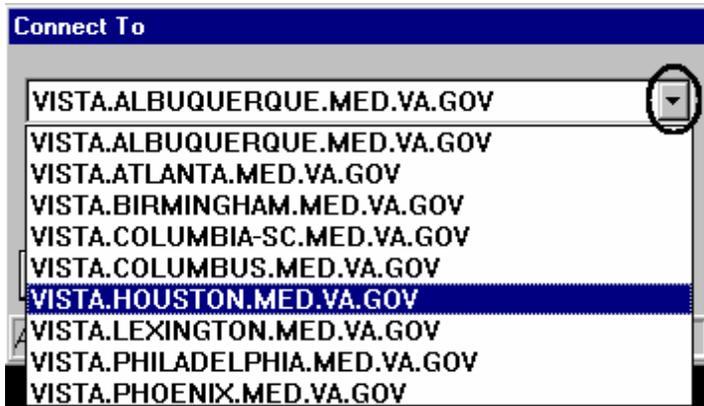


fig. 2-2

Step 3 – OPTIONAL - Scroll to the name of the VHA facility that you want to access, if it is not already visible, and click it to select it (fig. 2-2).

Step 4 – OPTIONAL - Click on the *OK* button (fig. 2-3).

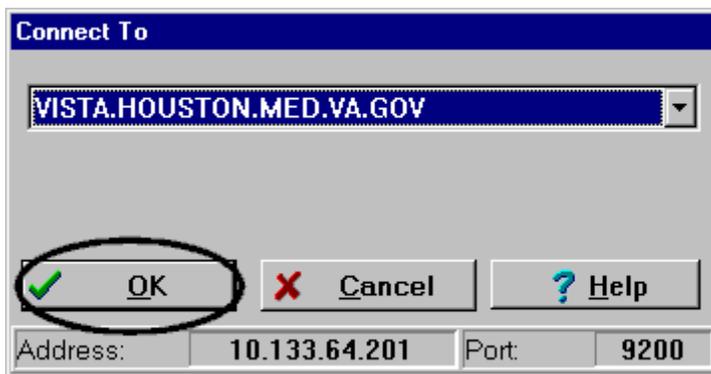


fig. 2-3

Step 5 - Fill in your VistA Access Code, press the Tab key, then fill in your Verify Code and press Enter or click the *OK* button (fig. 2-3). (Contact your local IRM staff if you are a new user and need an access code). This will take you to the Patient Selector Screen described in Section 4.

If you wish to change your verify code, you may select the *Change Verify Code* checkbox on the sign in screen. You will then be prompted to create a new verify code.

NOTE: If this is your first time logging into a VistA application, only enter your access code. CAPRI will then prompt you to create a verify code. Most users should already have a valid access/verify code combination by the time they use CAPRI.

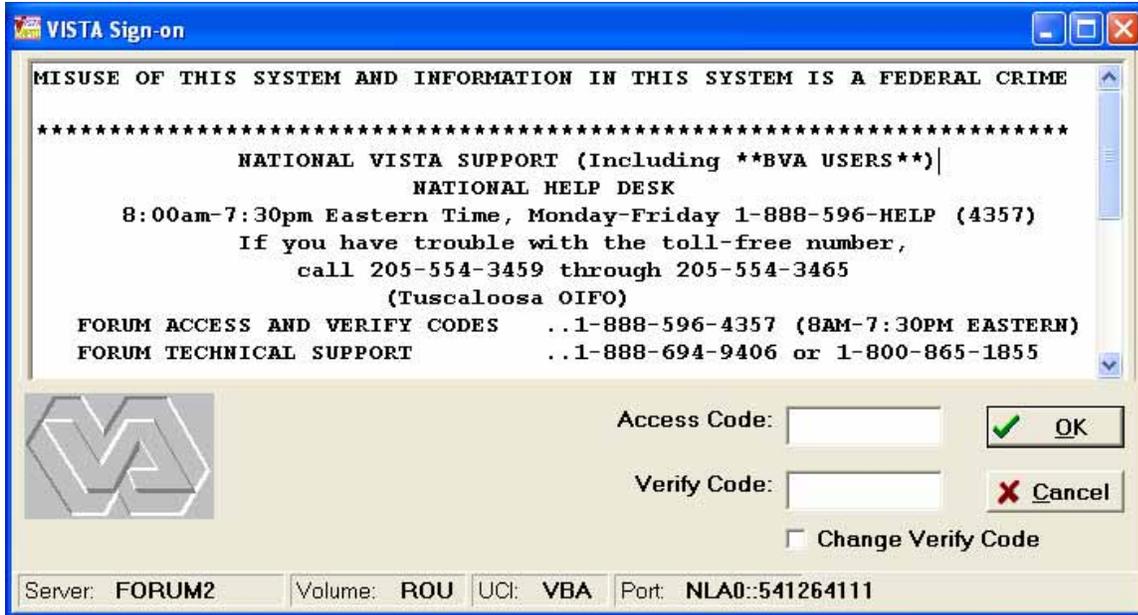


fig. 2-4

CAPRI News

Before logging on to CAPRI, News alerts are displayed if New items exist. Click on the New Item to view the contents.

Click the *Clear All* button if you wish to remove all News items.

Click Close to continue working with CAPRI

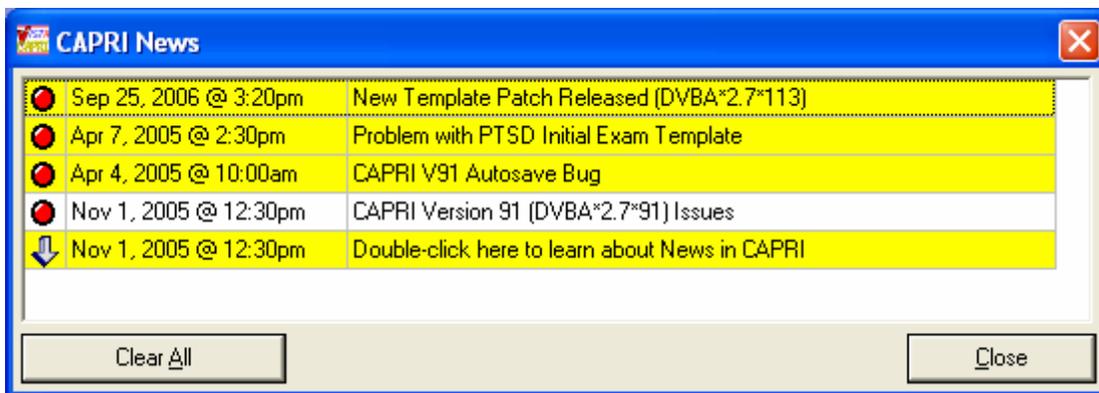


fig. 2-5

Logon Alerts



fig. 2-6

When users login, CAPRI (Template) Alerts are displayed

CAPRI automatically checks pending CPWM Templates statuses. Pending templates in the user's queue will be displayed on the alert screen. The C&P Alerts Screen displays alerts according to template status. Alerts for template statuses of Draft, Awaiting Signature, Sent back from Reviewer, Requiring Review, CPRS documents to co-sign, and co-signed documents ready to transfer to AMIE are displayed

Click on the *Resolve This Alert* button to be taken to a place in the software where you can resolve the alert. For example, if you have Unsigned Templates, you will be taken to the Unsigned Templates window.

Click Continue to bypass the alerts and go to the Patient Selector Screen

Use of the Software

Patient Selector Screen or Patient Entry / Selection

Security Note: The Compensation and Pension Record Interchange (CAPRI) will not allow you to view your own personal patient records. If you attempt to do so, CAPRI will prevent access and will alert the Security Administrator at the Veterans Health Administration (VHA) facility, who will take established security violation actions. In addition, when selecting a patient that is a VA employee, CAPRI will allow you to do so after you agree to Privacy Act Terms via a dialog box. An alert will be sent to the Security Administrator who will inquire about your business reasons for accessing those records.

Selecting a Patient / Veteran

The Patient Selector Screen allows you to search the Veterans Information Systems Technology Architecture (VistA) database for patients that have records. Patients can be selected by using a Social Security number, the last name initial plus the last four digits of Social Security number, or by typing in the veteran's last name and first name. Current users of the Automated Medical Information Exchange (AMIE) II will recognize that these are the same search methods for that application as well.

Note: If you are looking for existing VHA medical records and your patient selection search yields no results, there are no existing VHA medical records for that patient at the facility you have accessed. Ensure that you have typed in the Social Security number correctly and ensure that you have logged into the correct VHA facility.

To avoid displaying sensitive information regarding our patients and staff, the examples in this manual contain pseudonyms instead of real names. Our patients and staff will be referred to as "CPRIPATIENT, ONE", "PROVIDER, ONE", or "USER, ONE." Likewise real social security numbers (SSNs), real addresses and other personal identifiers are not used.

Step 1 - Click on *File/Select Patient* and then enter the veteran information to begin the search (fig. 3-1). For example, if the user wanted to view the records of CPRIPATIENT, TWO (SSN: 666080315), the following would be the valid search methods:

- Search by Social Security number: type in 666080315 and click on *Select* button (preferred method)
- Search by last name initial and last four of SSN: type in C0315 and click *Select*
- Search by name (**note:** there is NO space between the comma and the last name): type in CPRIPATIENT, TWO and click *Select* button.

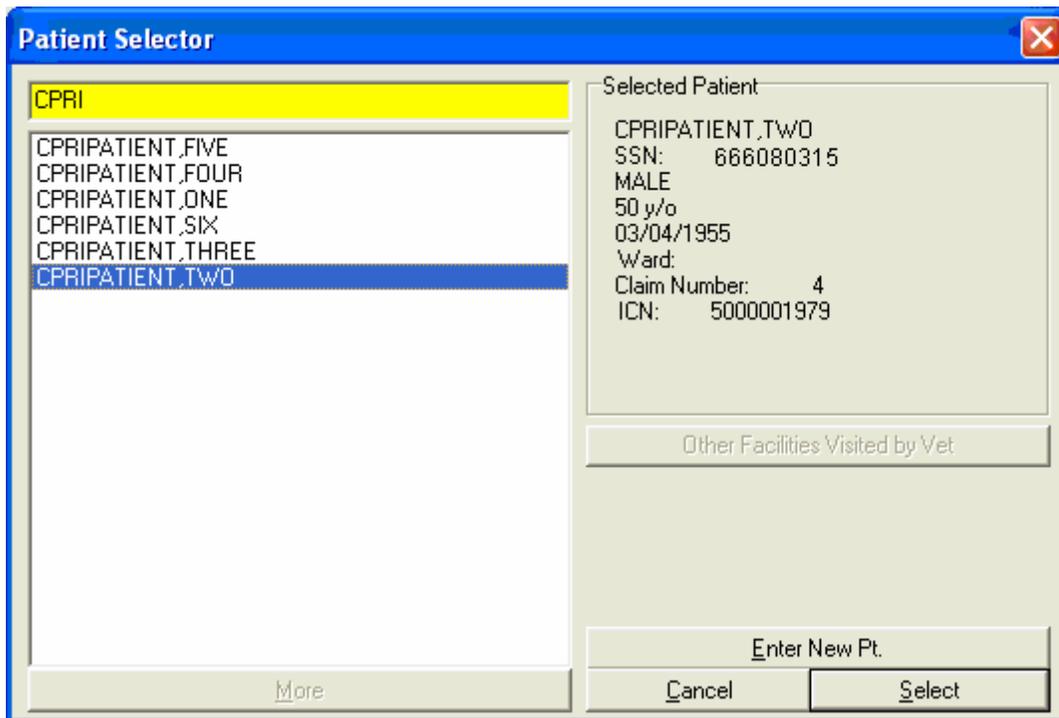


fig. 3-1

Step 2 - A list of possible matches will appear (fig. 3-1). Single click on the patient's name and more information will display to help you verify that you have selected the correct veteran. This additional information includes full name, Social Security number, Claim number, gender, age, and date of birth. If there is only one match, this information will automatically display. Once you have selected the correct veteran, click on the *Select* button.

Step 3 - Once you have clicked on the *Select* button, CAPRI will build all the background information on that veteran and will automatically open to the C&P Exam Tab. From this starting point, you will be able to request a C&P exam for the selected veteran or click on any of the other tabs to navigate existing patient records.

Step 4 - To select another patient, click on *File/Select Patient* and return to Step 1.

***Note:** CAPRI will notify you if the patient is deceased and allow you to continue or cancel. When you search on the Patient Selector screen, a message will indicate that the patient is deceased (fig. 3-2).

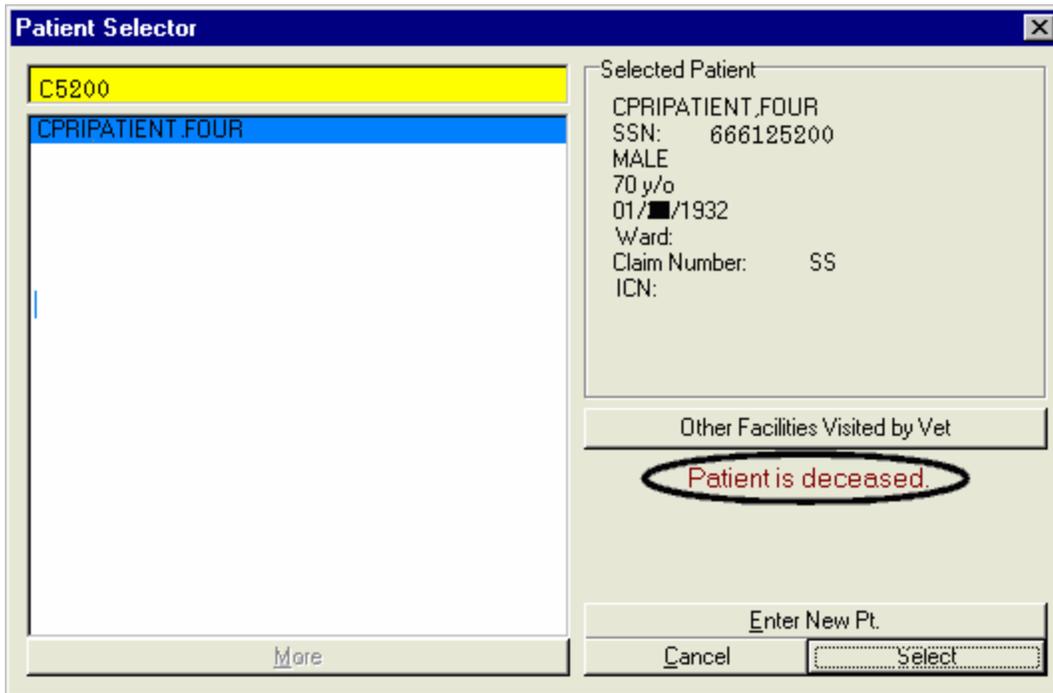


fig. 3-2

If you click *Select* anyway, the following message will appear (fig. 3-3) with the patient's date and time of death:

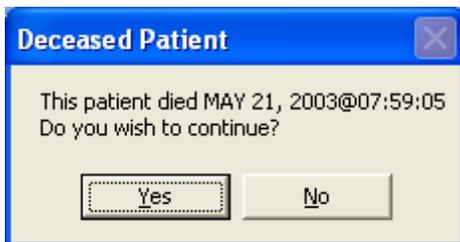


fig. 3-3

Click *Yes* to continue or click *No* to cancel (fig. 3-3).

Entering a new Patient / Veteran

Note: the only reason you should establish a new patient within the VistA system is to request a C&P examination for a veteran that is not a current patient within the medical facility's database. If your patient search using CAPRI's Patient Selector function yields no results, you will have to establish the veteran as a new patient.

Step 1 - Click on the Enter New Pt. tab at the bottom of the Patient Selector Screen (fig. 3-4).

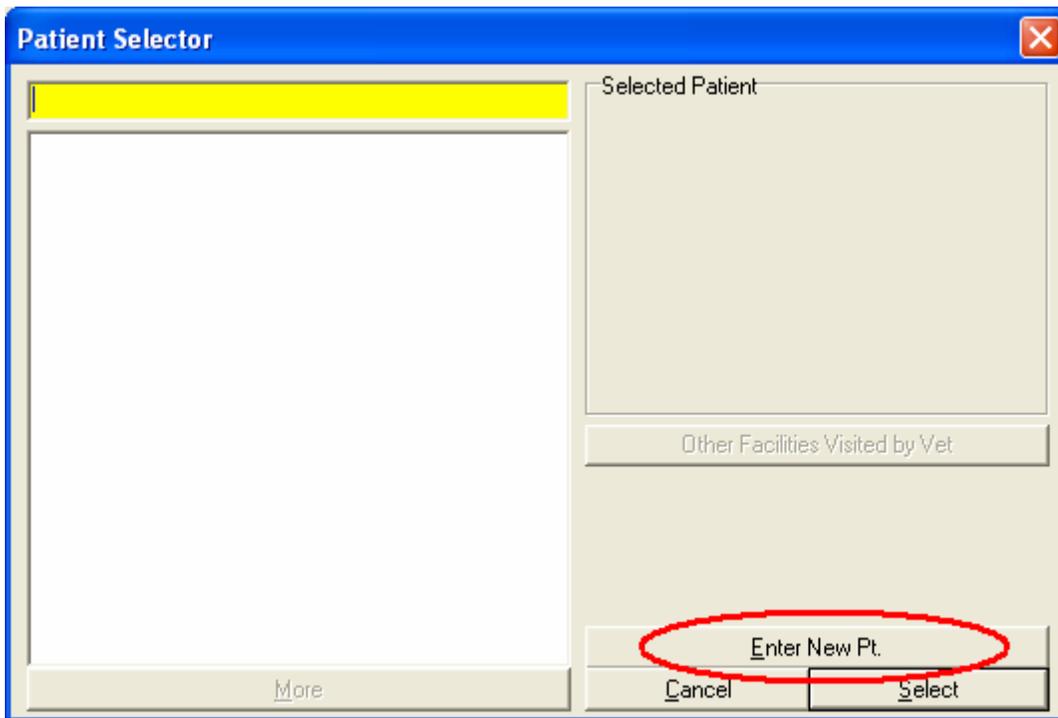


fig. 3-4

Steps 2 - Type in the veteran's Social Security number in the space provided and click on the *Verify SSN is Not in Use* button (fig. 3-5). CAPRI will now search through the facility's patient database to ensure that there are no patient entries with matching social security numbers (the dialog box in fig. 3-5 is smaller than the one you will see to conserve space).

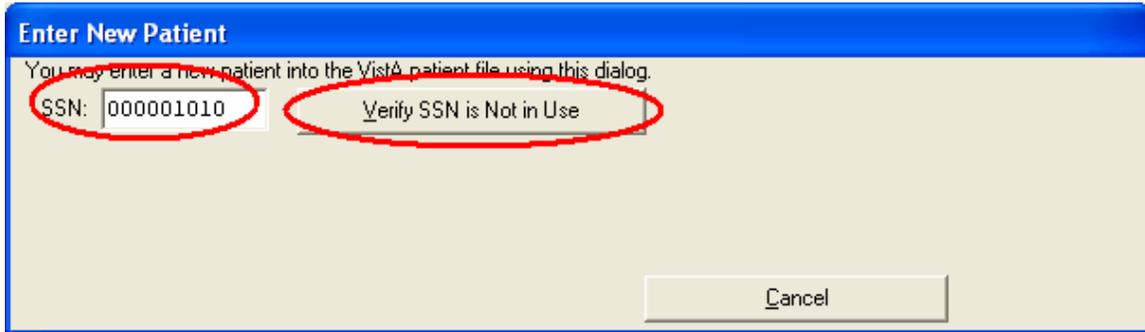


fig. 3-5

Step 3 - If CAPRI finds that the social security number you have entered is already in use, you will get the following message (fig. 3-6).

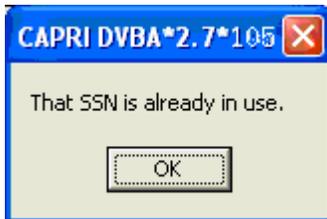


fig. 3-6

Click on OK and cancel your attempt to enter a new patient (fig. 3-6). Go back to the Patient Selector screen (fig. 3-4) as your patient already has an established record.

Step 4 - If the Social Security number has not been cross-referenced to an established record, CAPRI will display this message (fig. 3-7) that it is creating a blank record, and will then open the Enter New Patient template (fig. 3-8). Start with the field for First Name, tab through each field, and fill them out.

SSN is good. Creating blank record...

fig. 3-7

Enter New Patient template

Enter New Patient

You may enter a new patient into the VistA patient file using this dialog.

SSN:

First Name: Gender:

Middle Name: DOB:

Last Name:

Jr., Sr., etc.:

fig. 3-8

Note: After entering patient information and clicking the button to continue, you may get a list of similar patients (Patient File Matches).

When the user selects Click to Continue, if name matches meet one of the following criteria

- 1st 2 letters of the First and Last name are the same
- Same last 4 of the social
- Same Year and Month of the Birth date
- Same Year and Day of the Birth date

A list of potential patient matches with patient name, gender, DOB, and SSN will be displayed to the users, at that time the user will have the option to Continue With Patient Entry or Cancel New Patient Entry

This is an example of the kind of Patient File Matches the user may see:

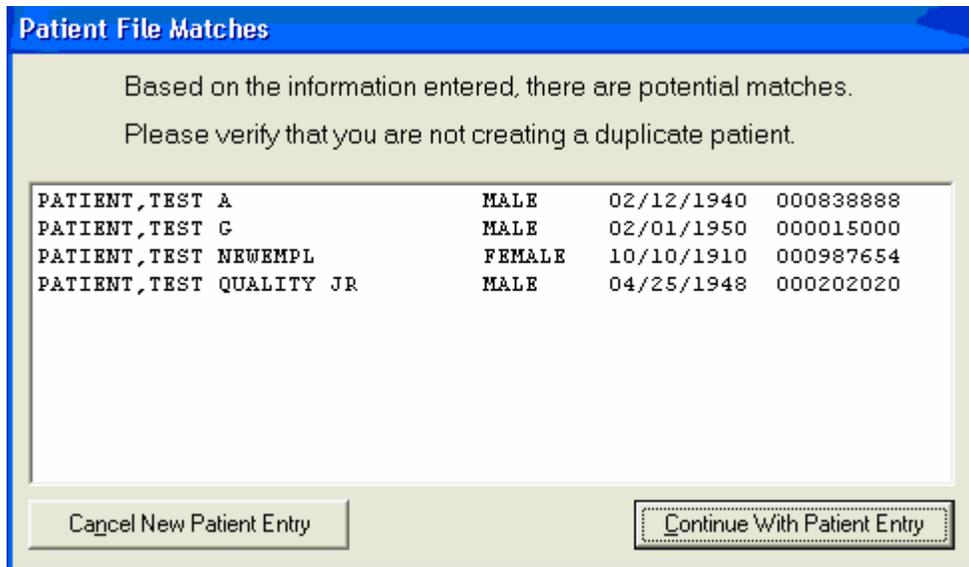


fig. 3-9

Step 5 - Fill out the Enter New Patient template (fig. 3-8). You can use the *Copy SSN* button to enter the Claim number if they are the same. Critical fields needed to create the patient must be entered first. Once *Click to Continue* is selected, the remainder of the required fields will appear (fig. 3-10) and a stub record will be created within the VHA's VistA system. Canceling at this point would leave an incomplete record that could only be updated by VHA.

fig. 3-10

If you enter incorrect Service Entry or Separation Dates, you can use the *Clear* button to clear the incorrect data and then enter the correct date(s). There are several fields on the template with drop down arrows, which show the only valid choices for the particular field. Click the selection that applies. For example, the drop down arrow for the field, Patient Type, shows the following valid selections (fig. 3-11):

fig. 3-11

The selection list for the Claim Folder Location requires you to select the appropriate entry and then click the OK button (fig. 3-12).

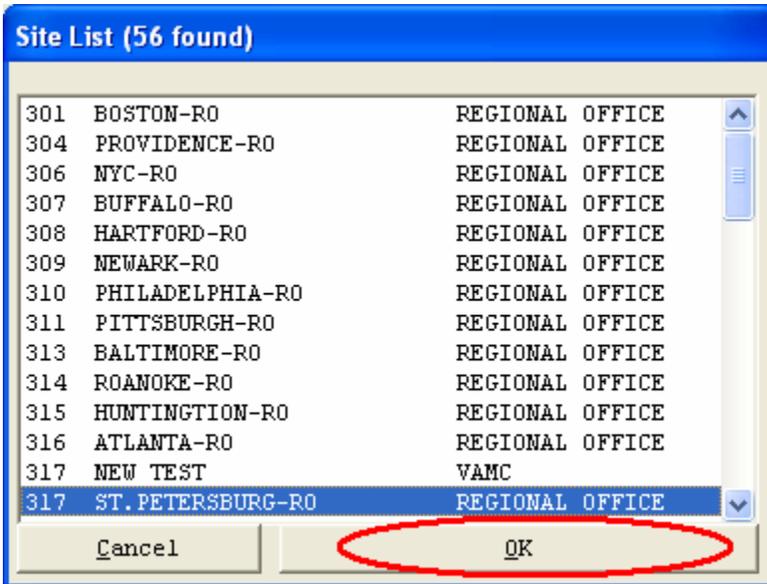


fig. 3-12

The selection list for the State and County require you to select the appropriate entry from the list and then click the *Accept Selection* button (fig. 3-13).



fig. 3-13

Step 6 - Click on Add Patient to establish the new patient or click on Cancel if you no longer wish to add the patient (fig. 3-8).

Notes on adding new patients:

- CAPRI automatically uses all capital letters in all fields; you do not have to capitalize individual letters
- Do not use punctuation marks in any of the name fields
- Do not use punctuation marks in any of the address fields
- Do not use parentheses for the area code of a phone number, use a hyphen between the area code and number, e.g. 727-555-5555

Step 7 - Once you have completed the Enter New Patient template and have clicked the *Add Patient* button (fig. 3-10), CAPRI will build a new patient record for the veteran and will automatically open that record and take you to the C&P Exams tab.

Step 8 - The new patient is now established in VistA and you are now ready to request a C&P Examination for the new patient that you have established.

C&P Exam Requests

The C&P Exam tab (fig. 3-14) includes functions such as:

- Requesting C&P examinations
- Viewing/editing requests
- Canceling requests
- Adding an exam to a pending request
- Status inquiry reports
- Viewing completed requests
- Tracking the progress of the request for claims management purposes
- Requesting an “Insufficient Exam”
- Printing results for individual patients

Pending requests are shown with a date only in the left column and completed requests have a completion date in the right column. When you first access this screen, none of the examinations is selected, and only the *Add a New Request* button is enabled. Once you select an examination, the *Re-Print Final C&P Results*, the *Status Inquiry*, and the *View/Edit Request* buttons are enabled.

C&P Exams screen:

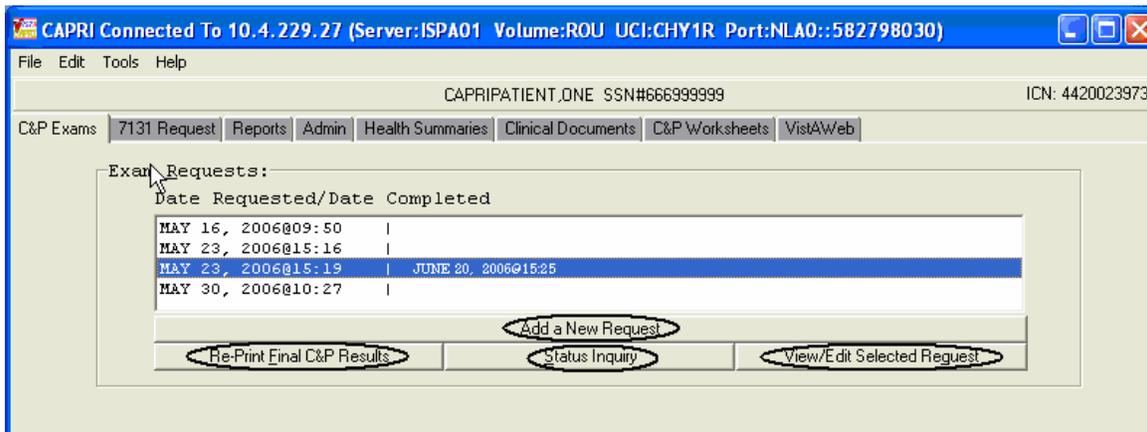


fig. 3-14

Entering a New Exam Request

Step 1 - Log into CAPRI, look up the veteran using the patient selector, and move to the C&P Exams tab (fig. 3-14). If there are no examination requests, the window will be blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 - If previous examination requests exist, please view those requests as described in View/Edit Selected Request to ensure that you are not about to enter a duplicate request for an examination.

Step 3 - Now that you have ensured that the exam you are about to request is not already pending, click on the *Add a New Request* button (fig. 3-14).

Step 4 - You will now be prompted by CAPRI to check the latest address of record in the VistA system (fig. 3-15). If the veteran has a new address, click on the *Edit Address Now* button. If the address shown by CAPRI is current, click OK. If you do enter address information, it will not update the address information directly in the database, as in previous CAPRI version. Instead, this information will be appended as text to the examination request. Address changes that are made on an exam request will be displayed at the top of the comments section when an exam request is completed (fig. 3-16).

Address Verification:

Permanent Address:	Temporary Address:
Address: <input type="text" value="RAINTREE COURT"/>	Temp Address Active? <input type="text"/>
<input type="text"/>	Start Date: <input type="text"/>
<input type="text"/>	End Date: <input type="text"/>
City: <input type="text" value="MARTINEZ"/>	Street: <input type="text"/>
State: <input type="text" value="GEORGIA"/>	<input type="text"/>
Zip+4: <input type="text" value="30907"/>	<input type="text"/>
County: <input type="text" value="073"/>	City: <input type="text"/>
Phone: <input type="text"/>	State: <input type="text"/>
Office Phone: <input type="text"/>	Zip+4: <input type="text"/>
Last known date for this address: <input type="text"/>	County: <input type="text"/>
<input type="text"/>	Phone: <input type="text"/>
<input type="button" value="Edit Address Now"/>	<input type="button" value="OK"/>

fig. 3-15

View C&P Exam

Edit

Request Reference #: Request Status:

Pt. Name: Last Rating Exam Date:

Claim Folder Required? Priority of Exam(s):

Request Date: RD:

Requested By: Routing Location:

Comments:

Patient's address/phone provided by VBA differs from VHA's database. Please verify address for accuracy before mailing exam notification letter.

Address: 123 PEACH WAY
 City: LUTZ
 State: FLORIDA
 Zip: 33773
 County: PINELLAS 103
 Phone: 7275551212

Exams Requested:

fig. 3-16

Step 5 - Once you have selected *OK*, the *Add a New C&P Exam* dialog box opens (fig. 3-17). Some VHA facilities have customized examination list to indicate which exams are performed at their facilities. Exams shown in black are supported at that location, and exams shown in red may not be supported at the selected facility. “Routing Location Information” and “Information about this Exam List” status messages may be defined to display important information about the routing location selected. Complete the request by filling out the required fields.*Hint: if you did not use this field using the AMIE software, you will not use it in CAPRI. An unlimited number of exams can be selected as required by the particulars of the veteran’s claim. Just remember to justify your request by entering comments that would explain your choice of exams.

Add New C&P Exam screen:

fig. 3-17

Step 6 - Fill out the Comments field with the information that you would like to provide to the C&P physician concerning the veteran's disabilities and the reason for your selection of examinations (fig. 3-17). The Comments section supports Windows standard copy and paste functionality. The Edit menu located at the top of the screen contains the options Undo, Cut, Copy, and Paste. You may also right click in the comments area to reveal copy and paste features. The copy and paste features will be of benefit for lengthy BVA Remand instructions for C&P examinations and for those RVSRs and DROs that keep a cardfile or other electronic system of exam paragraphs with standardized sentences that are used on a frequent basis.

Step 7 - The *Exam Request Template* is an optional feature designed to automate data entry of common exam request statements and paragraphs. An additional screen (fig. 3-18), opens to allow you to make selections that use standard C&P language that will appear on the examination request. It has tabs for *Info*, *SC/Increased Eval*, *Pension*, *Medical Opinion*, and *Contact Info*. Use of these templates is **optional**.

The *Info* tab provides general information for the examiner (fig. 3-18).

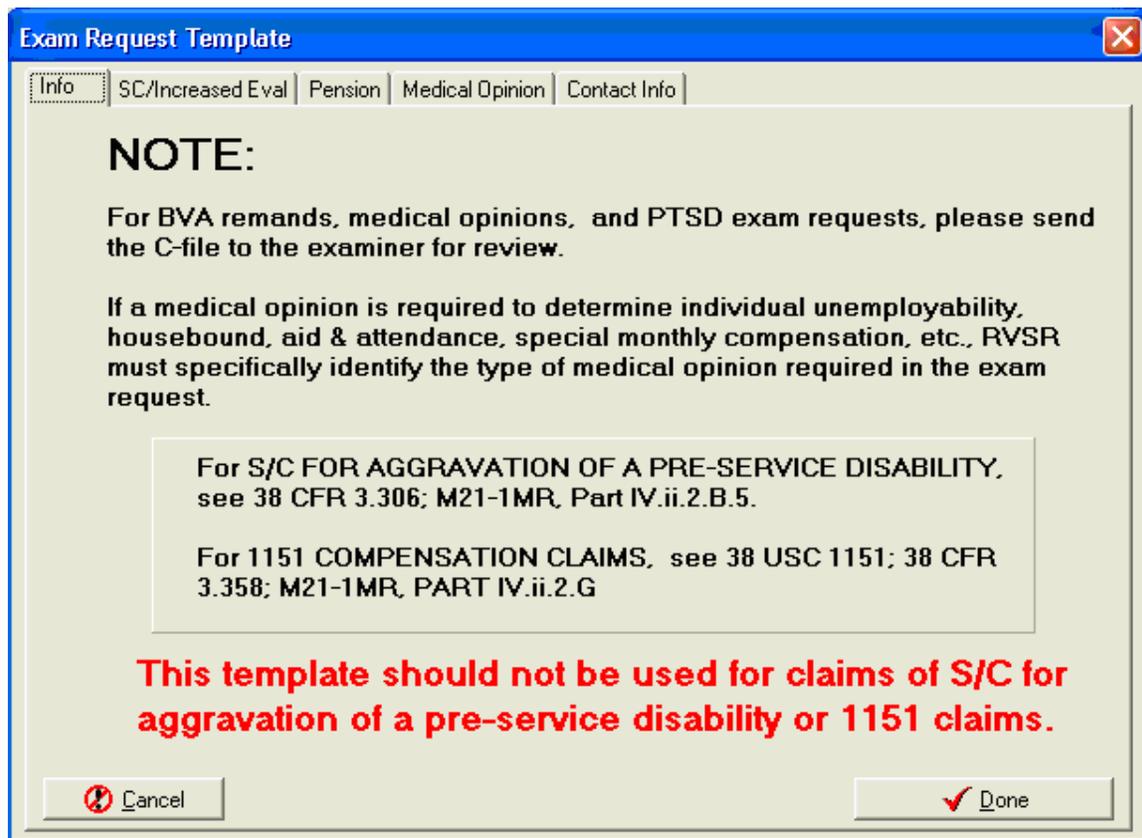


fig. 3-18

The *SC/Increased Eval* tab allows you to specify a Power of Attorney, indicate the conditions that the veteran is claiming service connection for, and indicate what service connected conditions the veteran is claiming an increased evaluation. Click the Add New button, Enter the Medical condition into the box provided then enter the % disabling, click add to list, then click Add New for each medical condition to be placed on the list (fig. 3-19). * Note clicking *Done* at this point will close the Exam Request Template window, Click *Done* only after each tab has been completed.

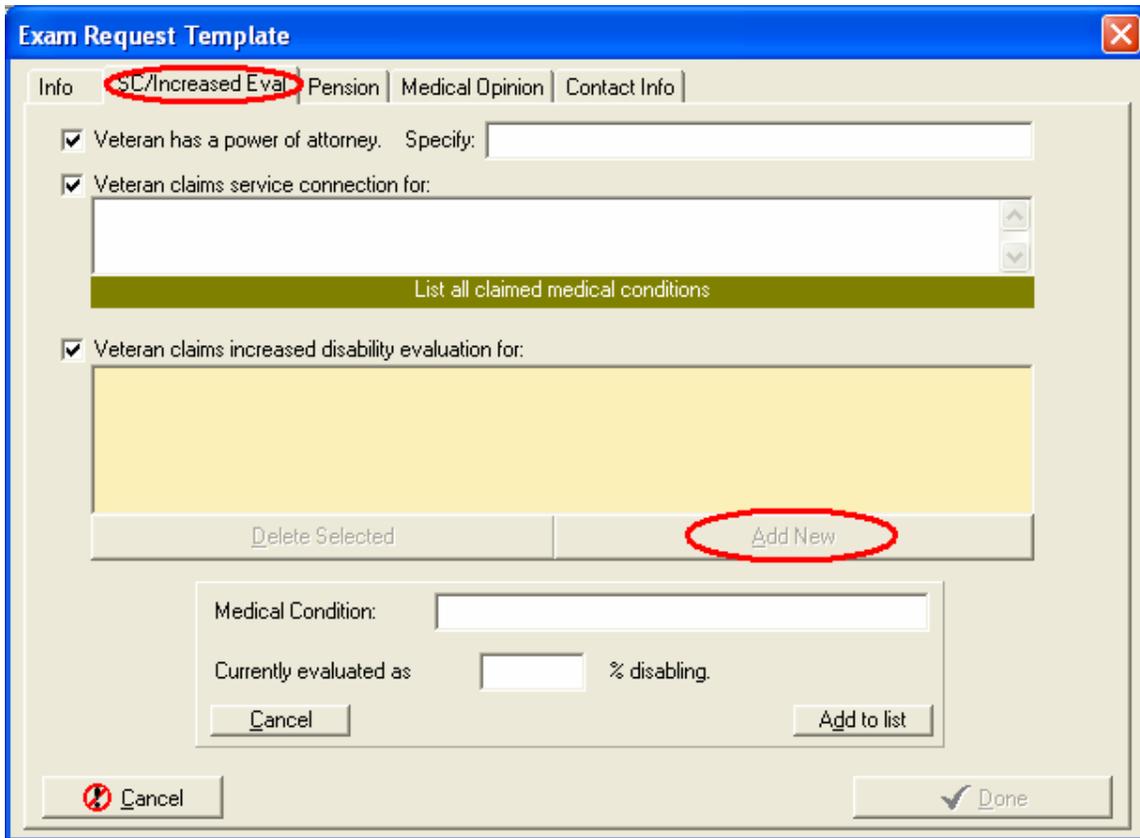


fig. 3-19

The *Pension* tab allows you to indicate what medical conditions must be evaluated for a determination of pension entitlement (fig. 3-20).

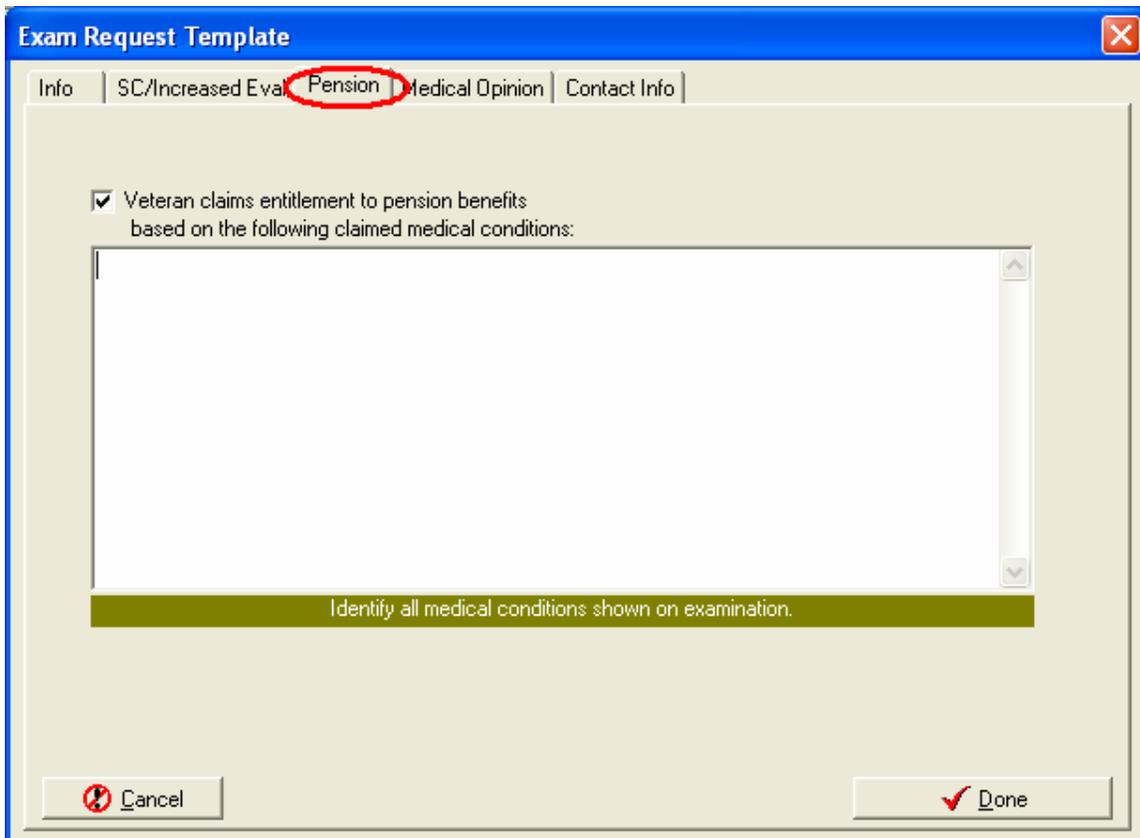


fig. 3-20

The *Medical Opinion* tab allows you to indicate that an opinion is needed, and generates proper text (fig. 3-21). Standard Copy/Paste functionality is available in this area by using the right mouse click or keyboard shortcuts.

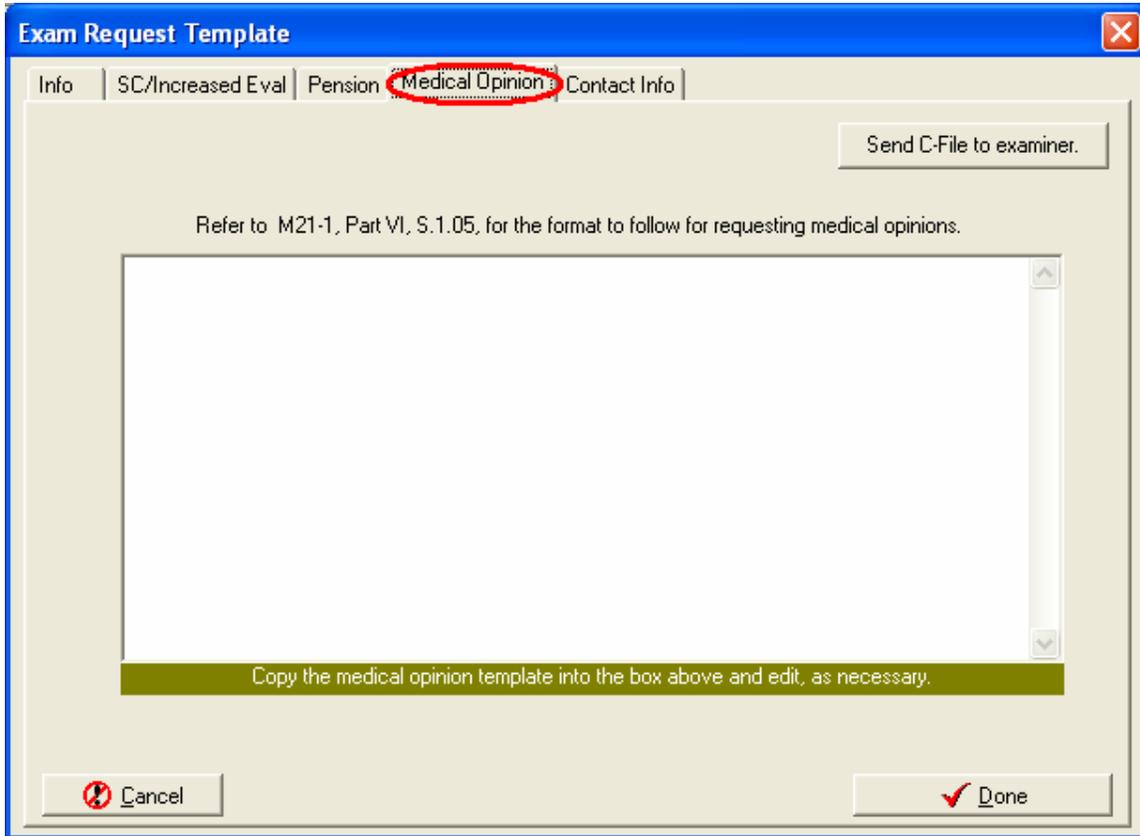
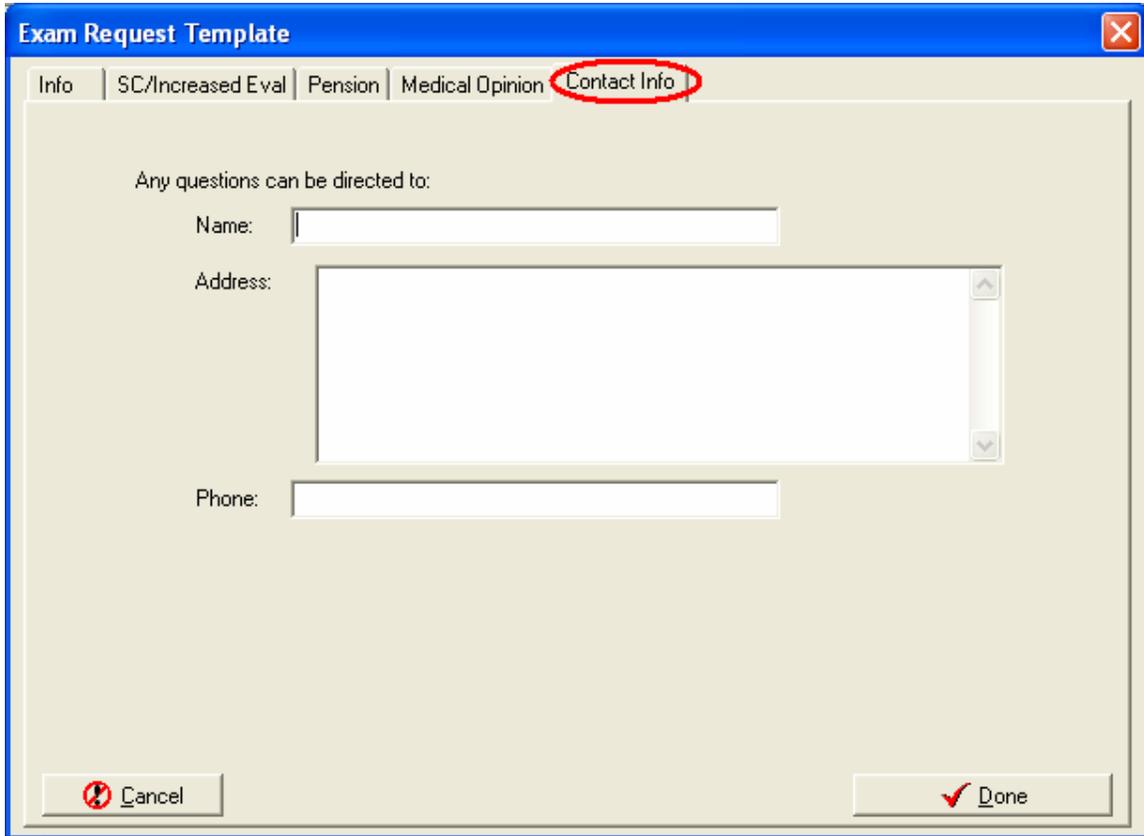


fig. 3-21

The *Contact Info* tab gives you a pre-formatted area to indicate a station contact if the examiner has any questions about the request (fig. 3-22). CAPRI will remember this info and will automatically populate these fields the next time you use this template



The screenshot shows a window titled "Exam Request Template" with a blue title bar and a close button in the top right corner. Below the title bar are five tabs: "Info", "SC/Increased Eval", "Pension", "Medical Opinion", and "Contact Info". The "Contact Info" tab is selected and circled in red. The main area of the window is light beige and contains the text "Any questions can be directed to:" followed by three input fields: "Name:" with a single-line text box, "Address:" with a multi-line text box, and "Phone:" with a single-line text box. At the bottom left is a "Cancel" button with a red 'X' icon, and at the bottom right is a "Done" button with a red checkmark icon.

fig. 3-22

Click *Done* when you are finished entering all applicable templates. The information entered on each tab will then be displayed in the comments box of the C&P Exam request.

Step 8 - Review the request to ensure all the correct information has been entered (fig. 3-19). When you are sure that no additional information is required, click the *Send Exam Request* button at the lower left corner of the screen or click *Cancel Request*, if appropriate. Answer the confirmation dialog box that appears.

Step 9 - Your request has now been transmitted to the VHA facility and CAPRI will show that your request is pending.

Step 10 - To place proof of your exam request in the claim file for record keeping purposes, you may use the Status Inquiry option and print the Inquiry screen.

Editing an Existing Exam Request

Step 1 - Log into CAPRI, look up the veteran using the patient selector, and move to the C&P Exams tab (fig. 3-14). If there are no examination requests, the window will be blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 - Select the examination request date that you want to view, and click the *View/Edit Selected Request* button (fig. 3-14).

Step 3 - The View C&P screen will open, showing all of the entries from the original request, as well as the examination status (fig. 3-23). You can scroll down to see additional information from the original request. Exam Requests that have a status of Open can be edited, Cancelled or additional exams can be added to the request. Exam Requests that have been completed cannot be edited.

View C&P Exam

Edit

Request Reference #: 19584 Request Status: NEW

Pt. Name: CAPRIPATIENT_ONE Last Rating Exam Date: ...

Claim Folder Required? YES Priority of Exam(s): INCREASE

Request Date: MAY 23, 2006@15 RO: CHEYENNE VAMC

Requested By: CAPRIUSER, TEN Routing Location: CHEYENNE VAMROC

Comments:

Veteran claims increase in his service connected disabilities: bilateral, high frequency hearing loss; deviated nasal septum, postoperative; seborrheic blepharitis with history of conjunctivitis, bilateral; prostatitis, recurrent; hyperhidrosis and tinnea pedis, bilateral, chronic; fracture, right thumb(major). Please examine and perform any test or exercises necessary to include x-rays to determine at what point additional limitation of motion and/or limited function is noted due to pain, fatigue and incoordination on repeated use, and their relation to restricted range of motion.

Exams Requested:

ARTERIES, VEINS AND MISCELLANEOUS [OPEN]

Cancel ALL Exams View Selected Exam Add Exam to Request

fig. 3-23

Step 4 - if you want to edit a request that is still pending, you can do so on this screen (fig. 3-23) (if not, skip to step 8). You can edit Claim Folder Required, Priority of Exam(s), Routing Location, and Comments by typing directly into those fields. If you want to add another examination, click the *Add Exam to Request* button (fig. 3-24).

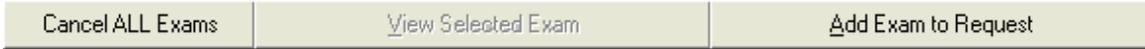


fig. 3-24

Step 5 - If you click the *Add Exam to Request* button, the exam-listing field will open for you to make a selection (fig. 3-25). You can scroll down the list, or use the *Find by Body System* button.

Scroll list view:

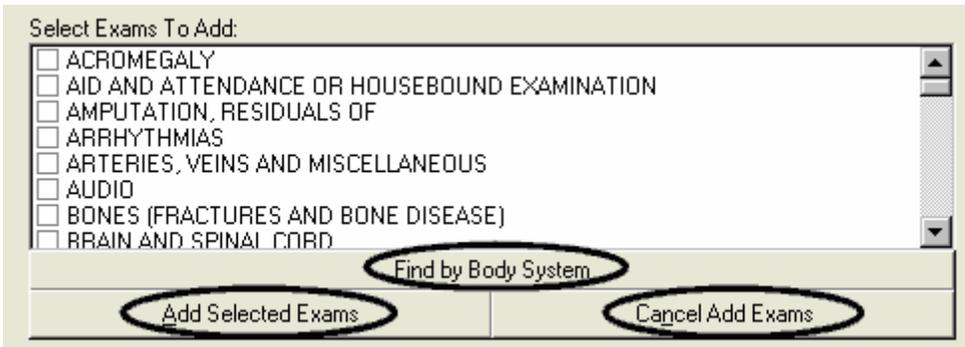


fig. 3-25

Step 6 - In the scroll list view (fig. 3-25), click the checkbox next to the desired examination. In the “Find by Body System” view (fig. 3-26), scroll down the body systems until you find the correct one, then single-click on the + in front of the body system (or double-click on the body system), and a list of all pertinent examinations will open. Double-click on the desired examination to add it. The view will revert to the scroll list view, and that examination will be checked.

“Find by Body System” view

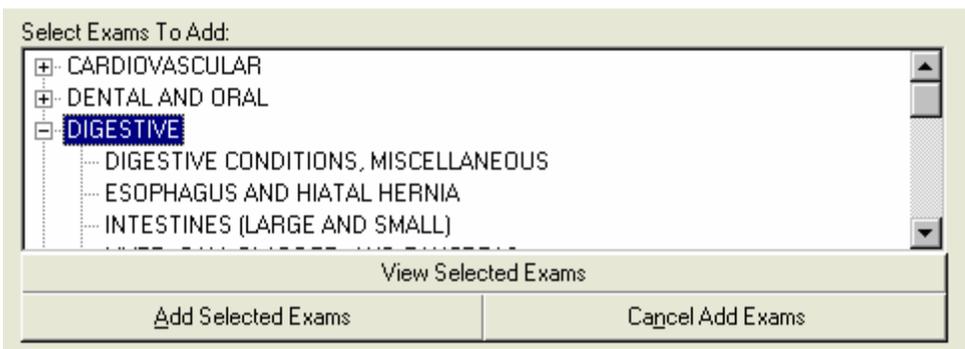


fig. 3-26

Step 7 - Click *Add Selected Exams* or *Cancel Add Exams* as appropriate (fig. 3-25)

Step 8 - You can click *Close Window* to close this screen, or you can click *Add An Insufficient Exam Request* if this examination was completed but is insufficient (fig. 3-16). See Add A New Request for additional information.

Canceling an Exam Request

Step 1 - Log into CAPRI, look up the veteran using the patient selector, and move to the C&P Exams tab (fig. 3-14). If there are no examination requests, the window will be blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 - Select the examination request date that you want to view, and click the *View/Edit Selected Request* button (fig. 3-14).

Step 3 - The View C&P Exam screen will open, showing all of the entries from the original request, as well as the examination status (fig. 3-27). You can scroll down to see additional information from the original request.

View C&P Exam
Edit

Request Reference #: 44945 Request Status: NEW

Pt. Name: CAPRIPATIENT, SEVEN Last Rating Exam Date: ...

Claim Folder Required? NO Priority of Exam(s): INCREASE

Request Date: APR 21, 2003@14 RO: ST. PETERSBURG-RO

Requested By: CAPRIUSER, EIGHT Routing Location: BAY PINES

Comments:
Veteran claims increase in his service connected left knee instability.

Add An Insufficient Exam Request Close Window

fig. 3-27

Step 4 - If you want to *Cancel ALL Exams* , scroll down to the Exams Requested section and click that button (fig. 3-28). If you only want to cancel selected exams, skip to step 6.

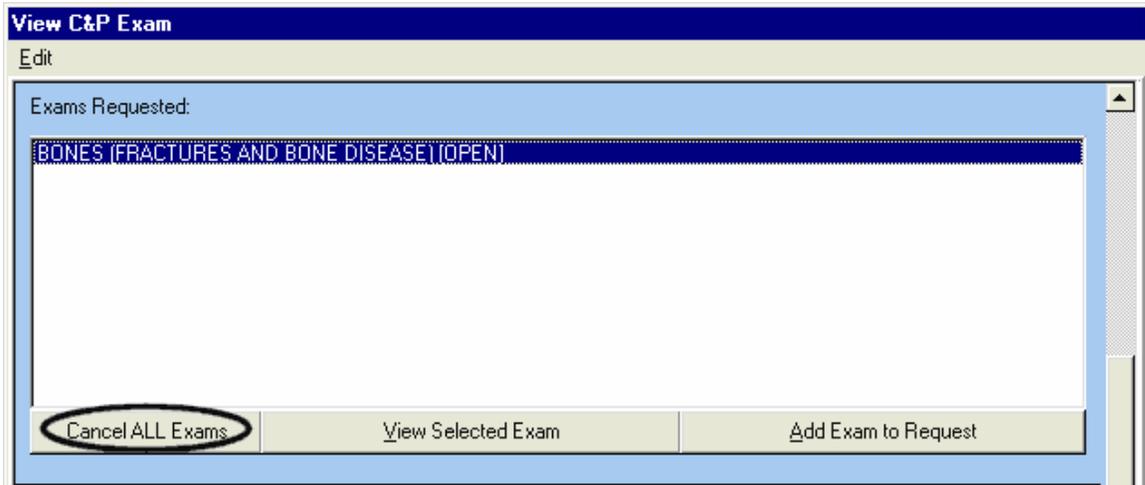


fig. 3-28

Step 5 - CAPRI will open a dialog box for you to confirm your selection (fig. 3-29). Click *Yes* to cancel the exams, and click *No* if you still want the exams to be completed.

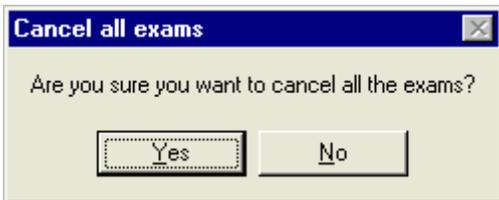


fig. 3-29

Step 6 - If you want to cancel selected exams, scroll down to the Exams Requested section (fig. 3-30). Click on the exam that you want to cancel, and then click the *View/Edit Selected Exam* button (fig. 3-31).

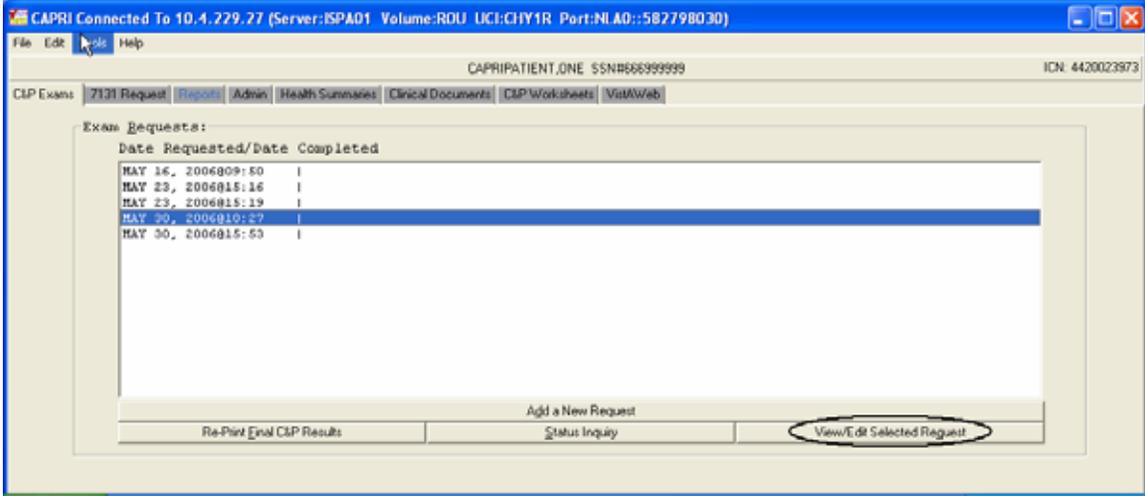


fig. 3-30

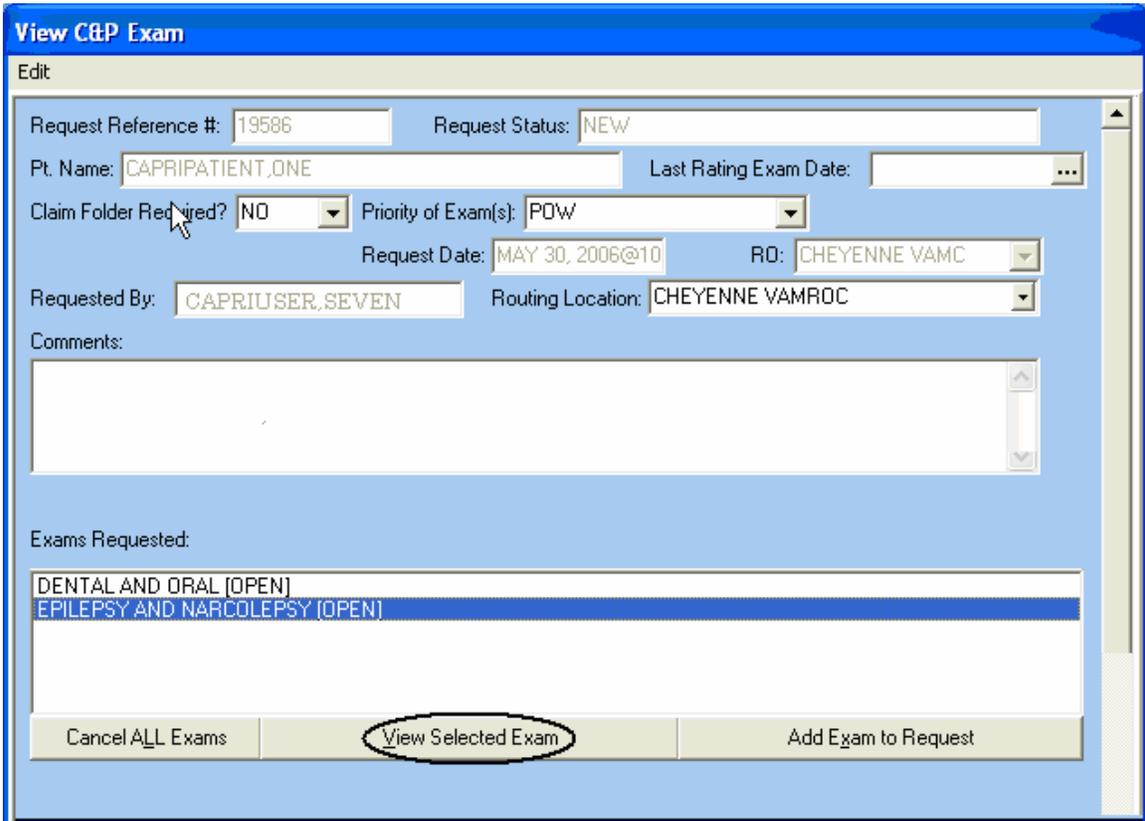


fig. 3-31

Step 7 - The C&P Exam Details screen will open (fig. 3-32). Review the exam request to ensure that you selected the correct exam, and then click the *Cancel this Exam* button.

The screenshot shows a software window titled "Exam Details" with a menu bar containing "File" and "Edit". The main area contains several input fields and text boxes:

- Exam Reference #: 36948
- Exam Type: EPILEPSY AND NARCOLEPSY
- Date of Exam: [empty]
- Status: OPEN
- Fee Exam: [empty]
- Examining Physician: [empty]
- Work Sheet Printed: [empty]
- Exam Place: [empty]
- Cancellation Date/Time: [empty]
- Canceled By: [empty]
- Cancellation Reason: [empty]
- Original Provider: [empty]
- Date Transferred Out: [empty]
- Transferred Out By: [empty]
- Transferred Out To: [empty]
- Date Transferred In: [empty]
- Date Returned To Owner Site: [empty]
- Insufficient Remarks: [empty text area]
- Insufficient Reason: [empty text box]
- Exam Results: [empty text area]

At the bottom of the window, there are two buttons: "Cancel this Exam" (circled in red) and "Close Window".

fig. 3-32

Step 8 - A box will open for you to select the cancellation reason from the supplied list (fig. 3-33). The *OK* button is not available until you select a reason. Select the appropriate reason and click the *OK* button to cancel the selected exam, or click the *Abort and DO NOT CANCEL* button to keep the exam.

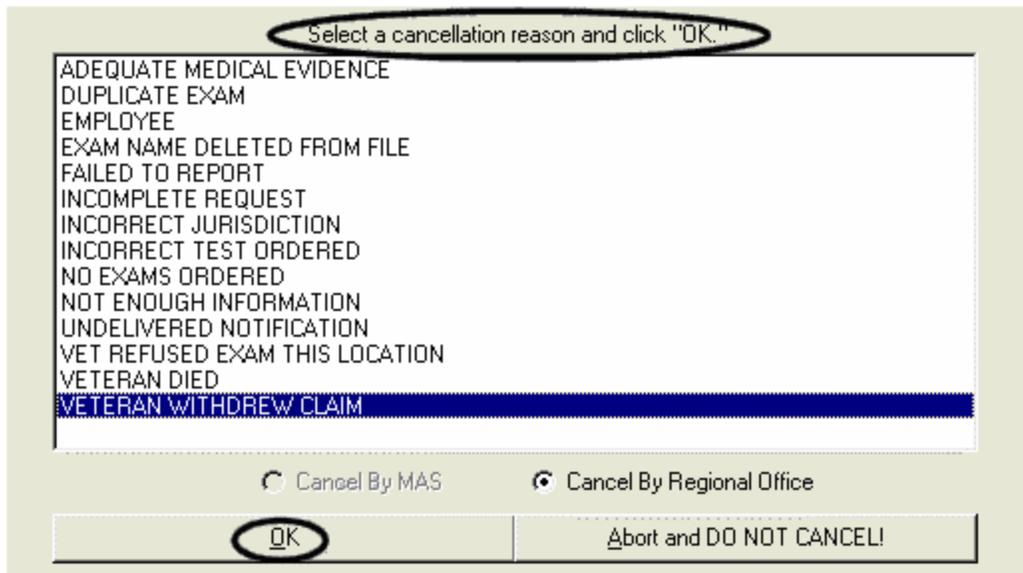


fig. 3-33

Step 9 - CAPRI will display a confirmation box if you selected *OK* to cancel the exam request (fig. 3-34). Click *Yes* to cancel the exam and click *No* to keep the exam.

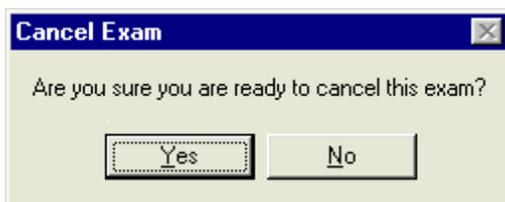


fig. 3-34

Status Inquiry

You can use this option to check the status of any exam request shown on the C&P Exam tab screen.

Step 1 - Log into CAPRI, look up the veteran using the patient selector, and move to the C&P Exams tab (fig. 3-14). If there are no examination requests, the window will be blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 - Select the exam request for which you want to check the status and click the *Status Inquiry* button (fig. 3-14).

Step 3 - The Compensation and Pension Exam Inquiry screen will open under the Reports tab (fig. 3-37). You can scroll down for more information about the selected examination.

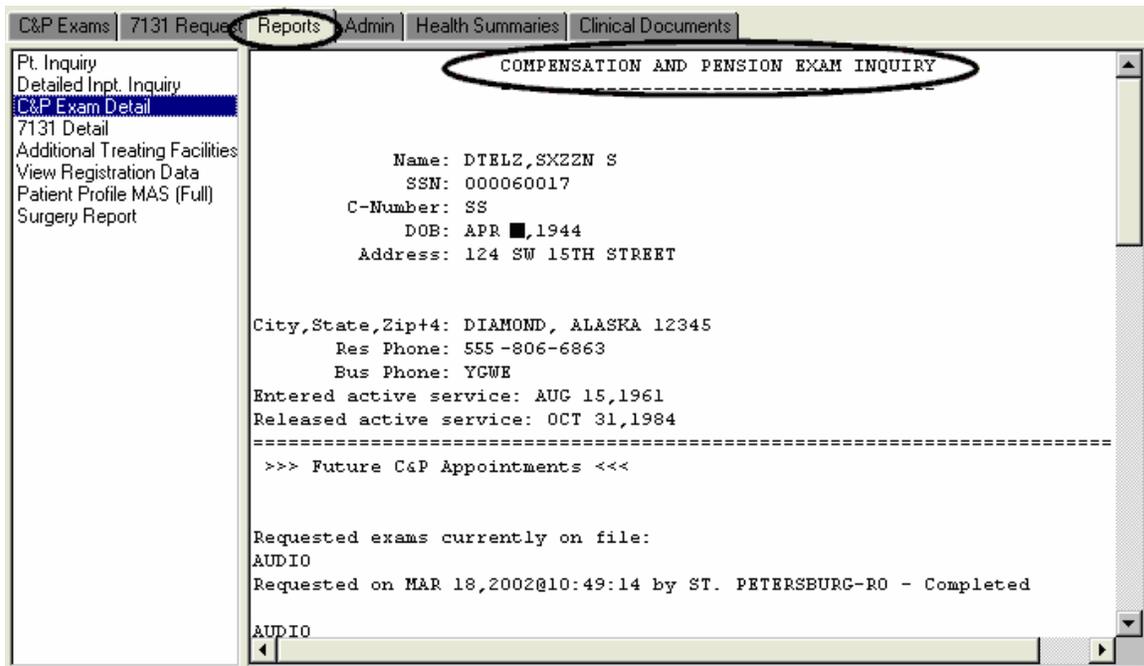


fig. 3-37

Step 4 - If you want to check the status of another exam request, you must go back to the C&P Exam tab and start from Step 2 above.

Health Summaries Tab

Health Summaries are customized reports comprised of VistA components specified by end users. Most of these summaries were developed by the VHA facilities. Regional Offices can create special summaries that will appear on the menu. VARO St. Petersburg, in cooperation with VISN 8, developed a Health Summary called VARO Rating, which contains components specified by RVSRs to facilitate their work process. To develop your own custom Health Summary, contact your VHA facility's Information Resources Management (IRM). The VARO Rating Health Summary in VISN 8 facilities include the following VistA components: demographics, imaging impressions, past and future clinic appointments, admissions and discharges, discharge summaries, progress notes,, surgery reports, and medications. In addition to the reports on the menu, you can create your own one-time Ad Hoc reports for use with a particular case.

Programmed Summaries

Step 1 - Log into CAPRI, select a patient, and click on the Health Summaries tab. The following screen will open (fig. 3-38):

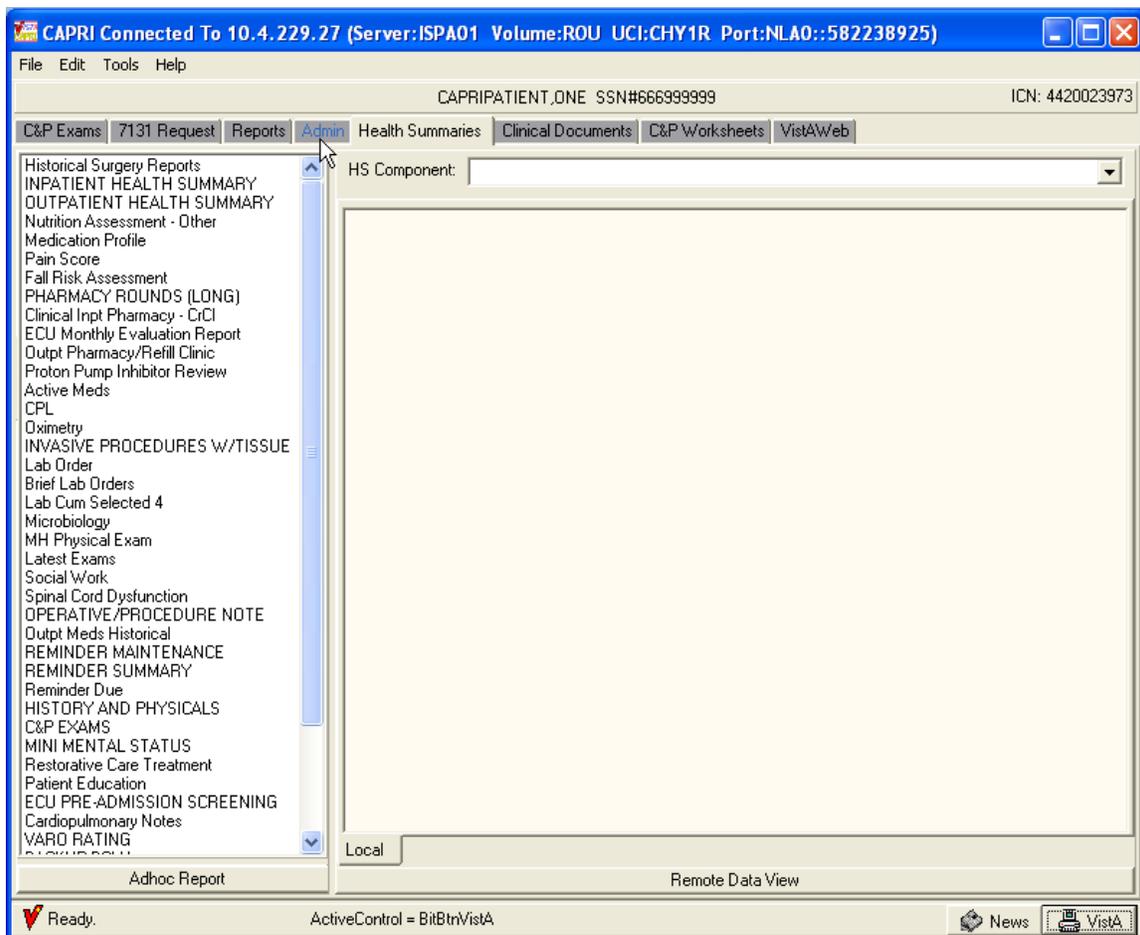


fig. 3-38

Step 2 - The left hand column shows all the various programmed Health Summaries available at the medical facility to which you are connected (fig. 3-39). This menu will vary from facility to facility. Use the scroll bar to find the specific health summary you want to view. There are many useful health summaries, which have been created at your medical facility. For this example, we will view the VARO Rating health summary that was created in VISN 8 (fig. 3-39). Just scroll down to the Health Summary you want to view and click on its title in the left column. The report will automatically be generated for viewing in the right window. ***Note:** if you do not know what components are in a particular summary, generate the summary and then click the down arrow to the right of HS Component field. A drop-down list will appear listing the components.

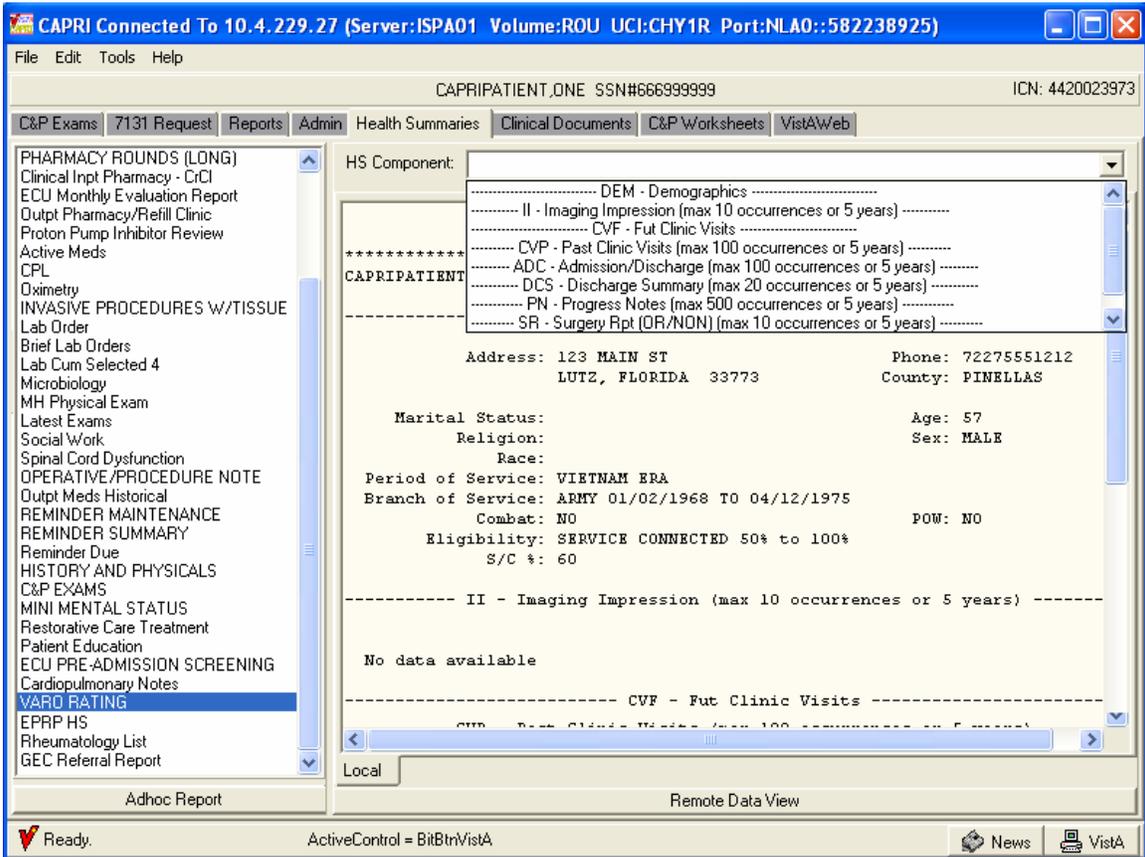


fig. 3-39

Step 3 - To view, use the scroll bar function to see the various components of the custom health summary. The components will appear in the order that they are listed in the component box (opened by clicking on the down arrow) (fig. 3-39). You can change the width of the summary window by clicking on the center dividing line and dragging it to the side.

Step 4 - To print, use File/Print from the CAPRI menu bar.

Ad Hoc Report

Step 1 - Log into CAPRI, select a patient, and click on the Health Summaries tab. The following screen will open (fig. 3-40):

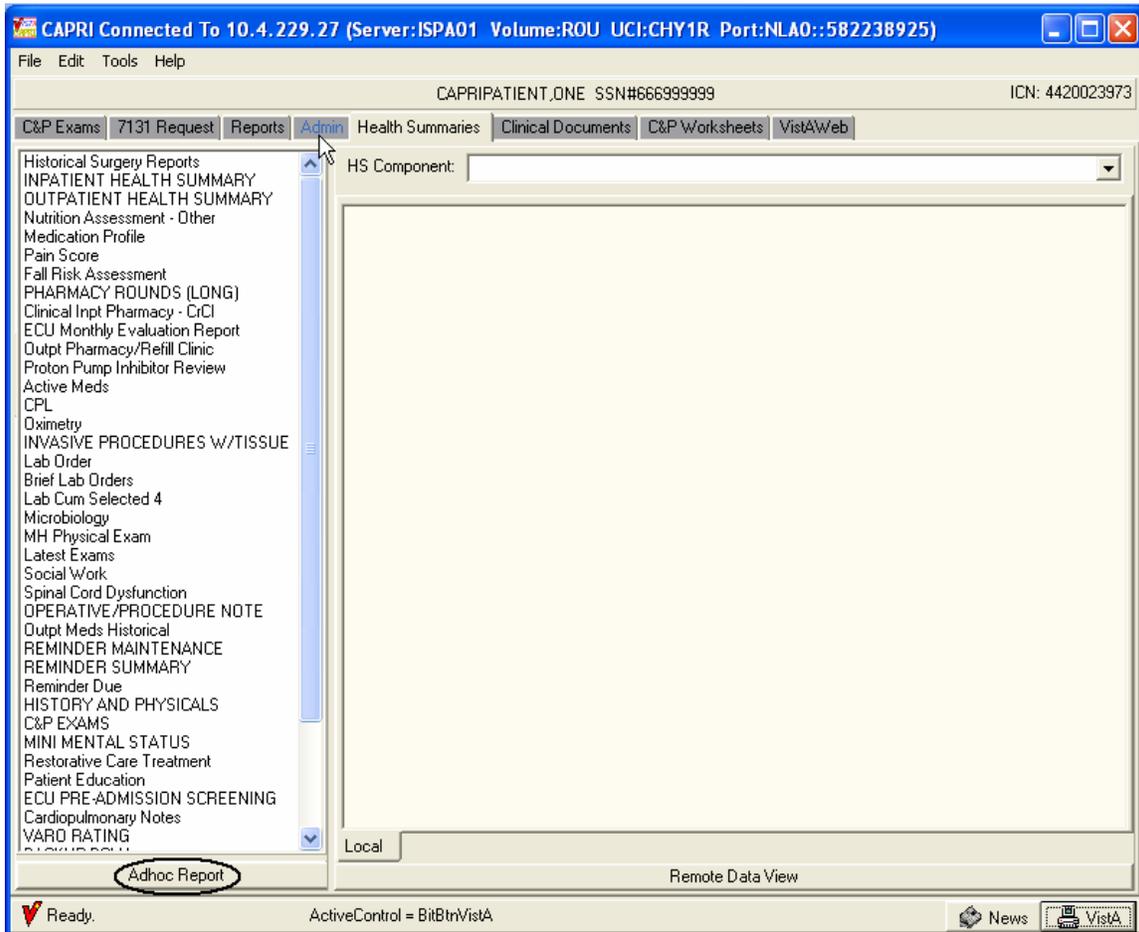


fig. 3-40

Step 2 - Click the *Adhoc Report* button. The Adhoc Health Summary screen appears (fig. 3-41).

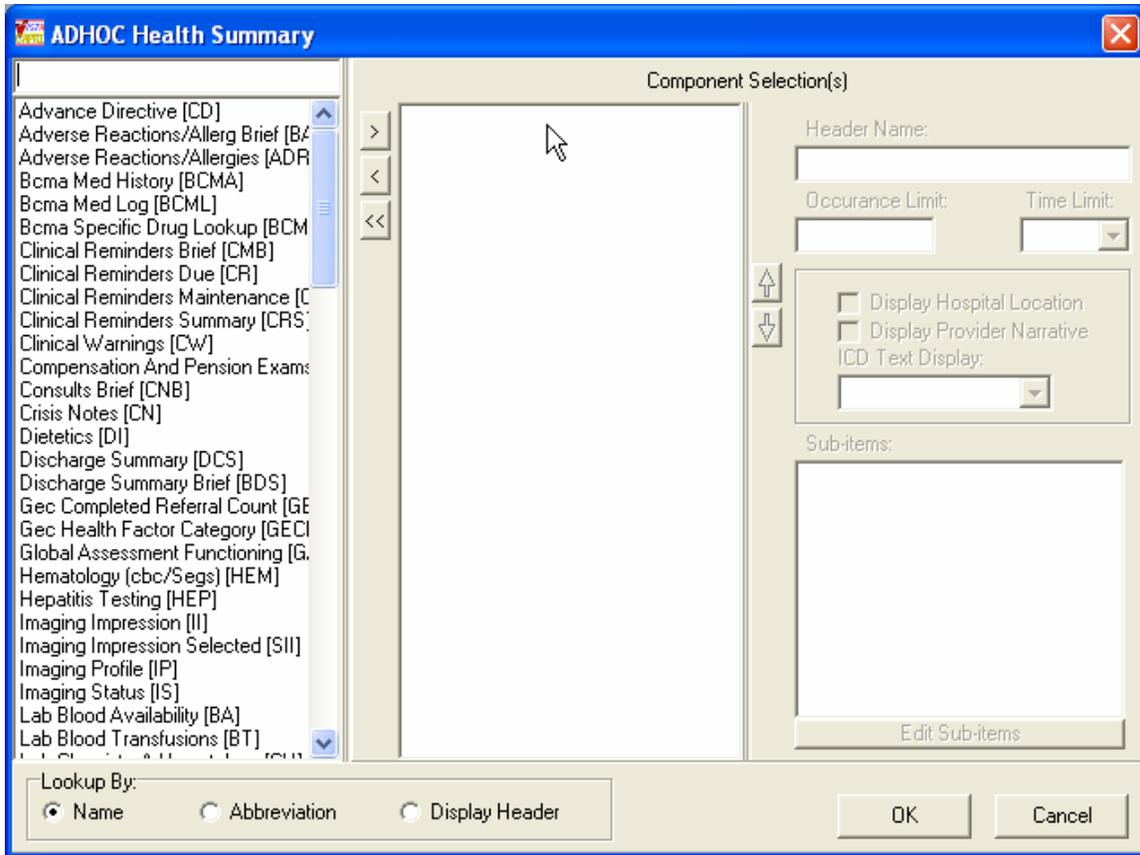


fig. 3-41

Step 3 - The list of available components appears in the left column (fig. 3-41). You can order these components by their Name, Abbreviation, or Display Header. You can scroll down the list, or you can type the first few letters into the box directly above the list. When you locate the component you want to add, click the > button to move that component into the center column.

Step 4 - Once you have more than one component in the center column, the up and down arrow buttons are available. You can use these to change the order that the components will appear in the report. Select the component, then click the arrow to move the component up or down in the list. If you selected a component in error, use the (<) button to remove it from the list. The (<<) button removes all selected components from the middle column. Depending on the component selected, the Occurrence Limit and Time Limit fields may be available. In the example below (fig. 3-42), the component Discharge Summary has an Occurrence Limit of 10 summaries, and only summaries within the past 1 year will be displayed.

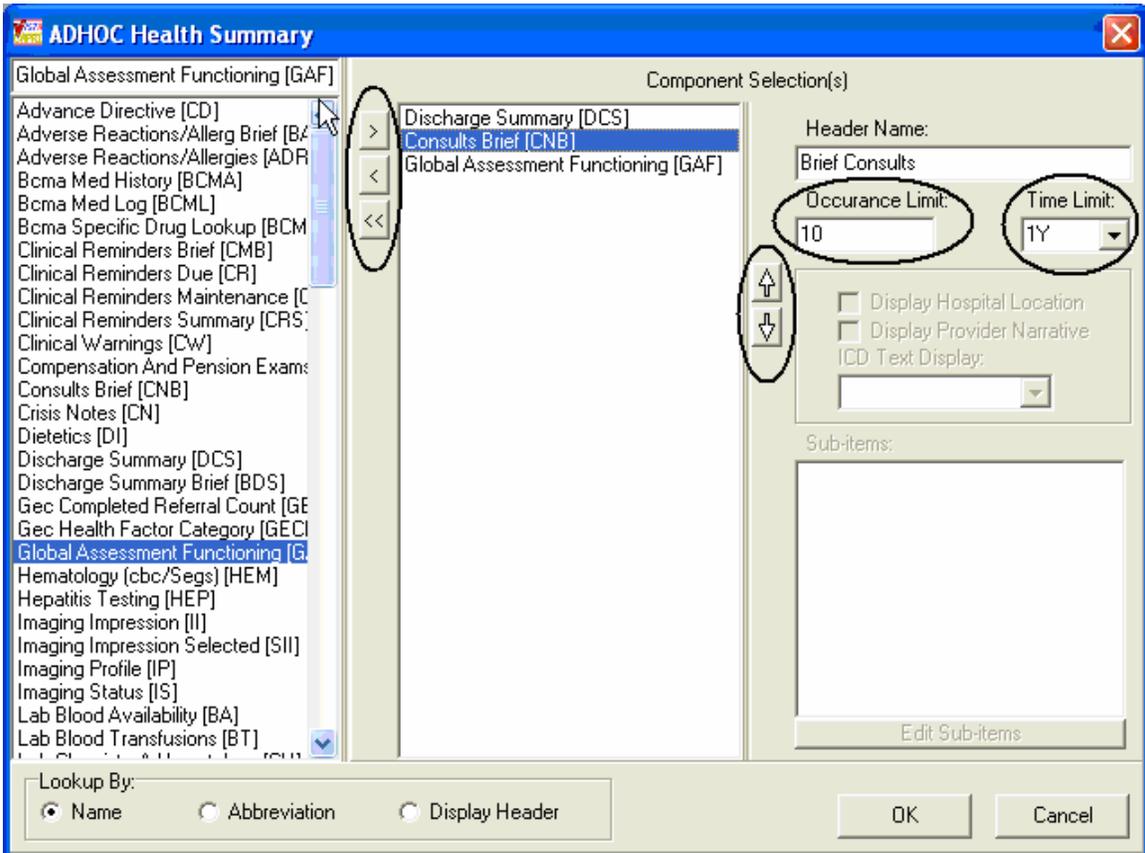


fig. 3-42

Step 5 - Once you have selected all the components you want in this report, click the *OK* button. The report will generate in the right window of the Health Summaries tab (fig. 3-43). The HS Component drop-down list will show the components you selected if you click the down arrow.

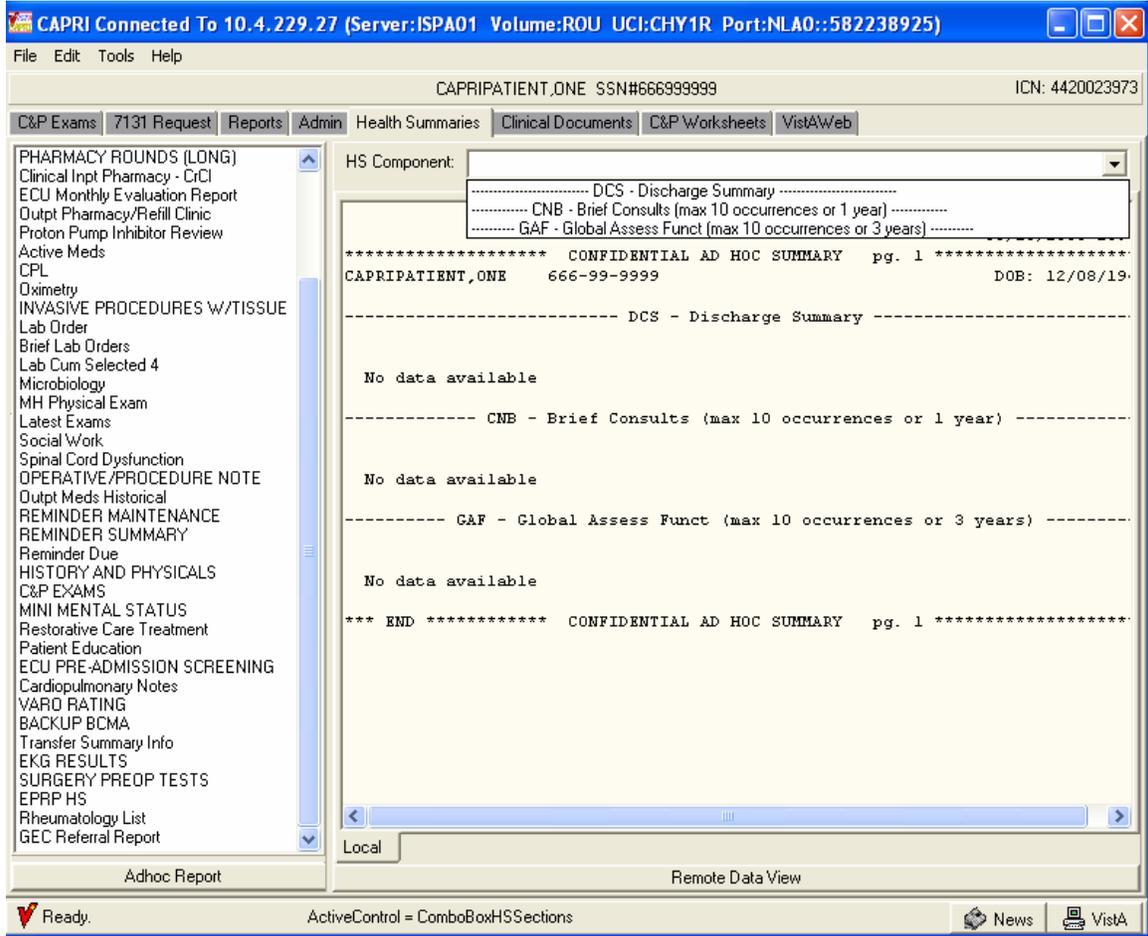


fig. 3-43

Step 6 - To print, use File/Print from the CAPRI menu bar.

Remote Data View

CAPRI now includes remote data views. Within the Health Summary tab, clicking on the *Remote Data View* button will allow CAPRI to identify all VA medical facilities where the patient has been treated and identify the last time the patient was treated at that facility. Place checks in the boxes next to the facilities where you would like CAPRI to assemble Health Summaries. No additional accounts or sign-ons are necessary.

Step 1 - Log into CAPRI, select a patient, and click on the Health Summaries tab

Step 2 - Click the *Remote Data View* button

Step 3 - CAPRI will identify the remote sites where the patient was treated (fig. 3-44).

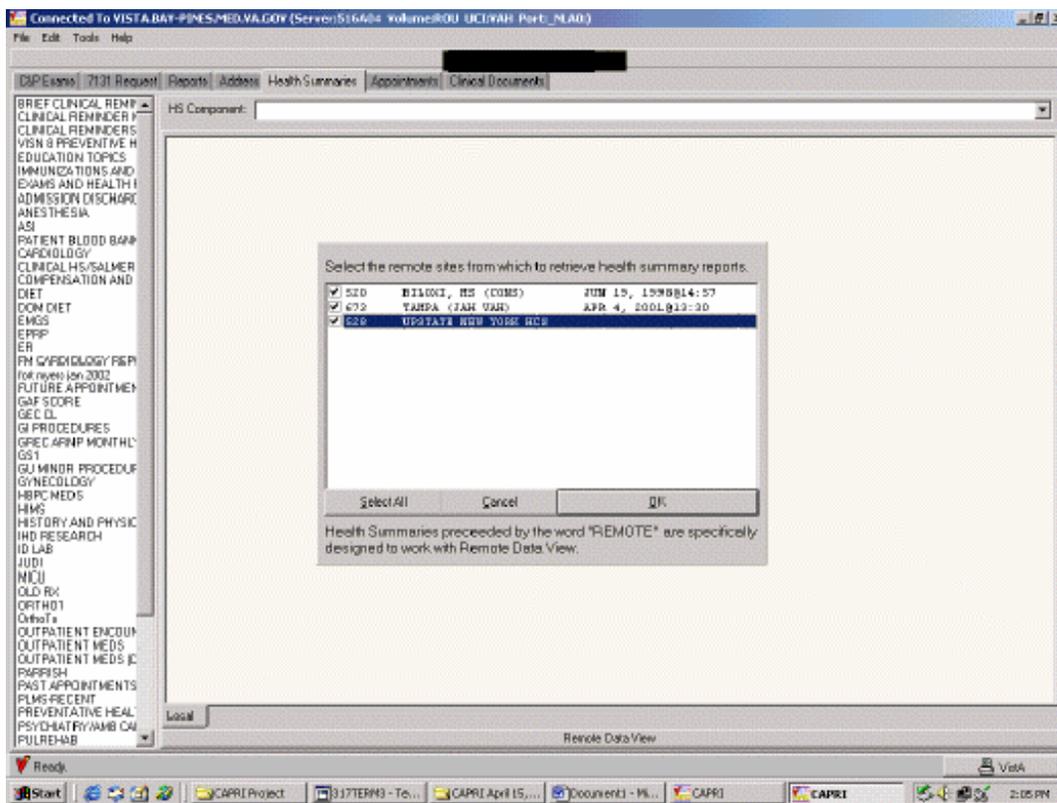


fig. 3-44

Step 4 - Check the box next to the sites from which you want to obtain health summaries (fig. 3-44).

Step 5 - After identifying all facilities where Health Summaries are desired, an expanded list of Health Summary types will appear in the left window (fig. 3-45). The only Health Summary types that function correctly using remote data views are those Health Summary types preceded by the word “Remote” (see section in rectangle).

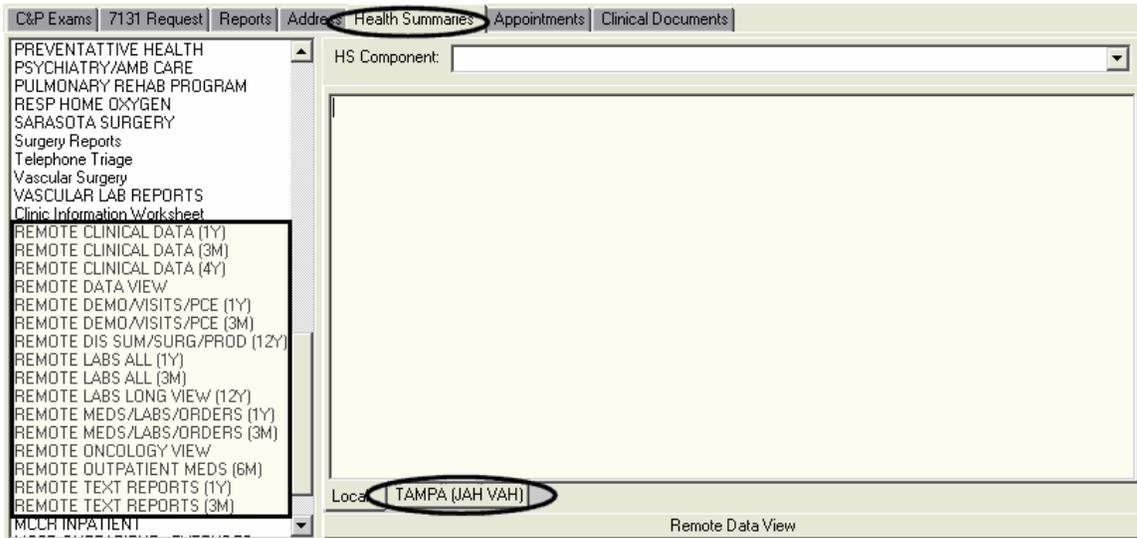


fig. 3-45

Step 6 - Once the selected Health Summary has been assembled at all selected sites, CAPRI will present a message that the task has been completed (fig. 3-46). Successful completion of these remote data views is highly dependent upon the performance of the VA Wide Area Network.

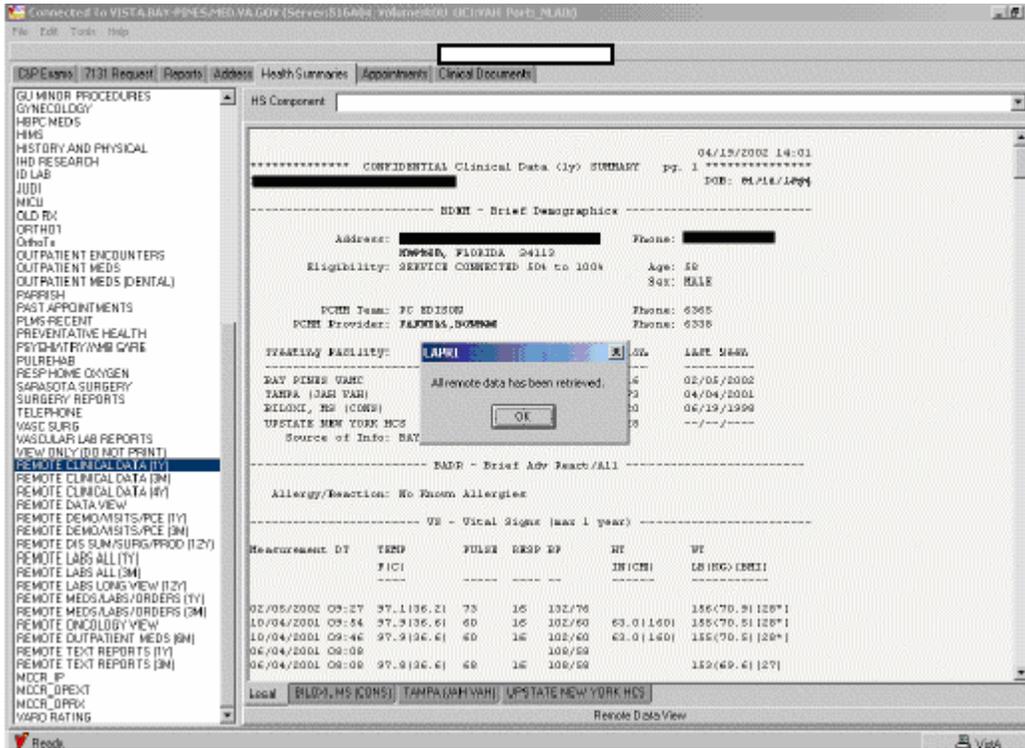


fig. 3-46

**** SPECIAL NOTE ABOUT REMOTE DATA VIEW AND CAPRI IN REMOTE MODE ****

Remote Data View will not be available when CAPRI is running in remote mode. Instead, an *Other Facilities Visited* button will be available at the top left of the main CAPRI window. This window will facilitate switching to another site where the patient may have data. (fig. 3-46)

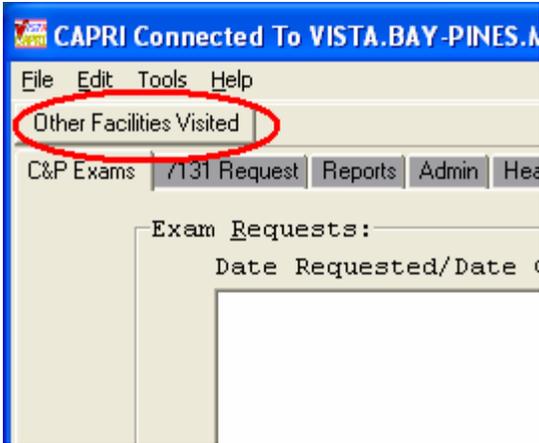


fig. 3-47

Clicking the *Other Facilities* button will present a selector that will display other VHA sites where the patient may have data (fig. 3-48). Choose an alternate site and select *Switch to This Facility*. Your current connection will be dropped and you will be physically connected to the new site.

The same patient will be selected for you. If you do not normally have privileges to connect directly to the new site, you will be unable to select a patient. To select a new patient, you will need to use the *Other Facilities* button and return to the original site or a site to where you have patient selection privileges.

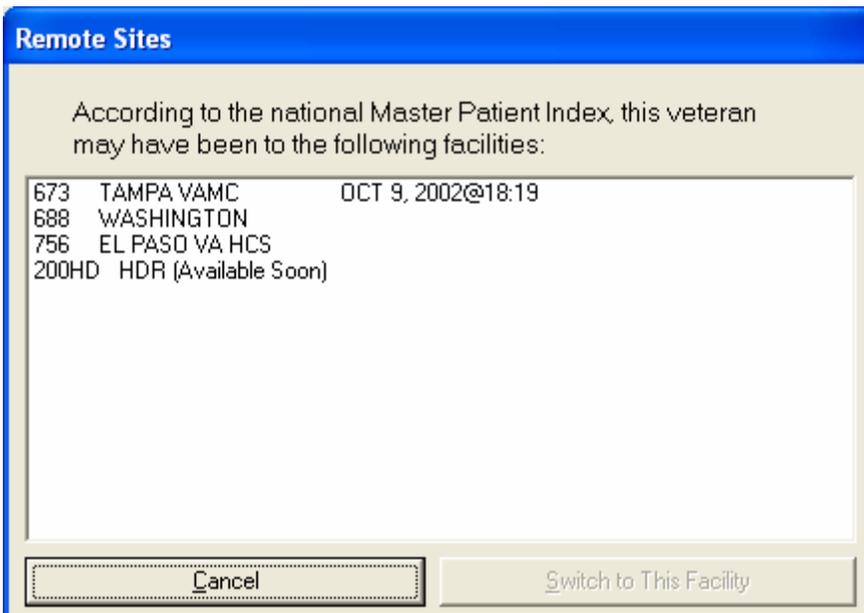


fig. 3-48

Clinical Documents Tab

The clinical documents tab (fig. 3-49) opens another complete set of tabs along the bottom of the screen, which allow navigation within various components of the veterans' electronic medical records. Clicking on the Clinical Documents tab allows access to: Notes (progress notes) , Discharge Summaries, Consults, Vitals, Medications, Laboratory findings, Imaging (x-rays, CT, MRI, etc.), Dietary restrictions, Nutritional Assessments, Physician's Orders Summary, Procedures (Holter monitor, echocardiogram, electrocardiogram, thallium stress test, etc.), and Problem List.

Each item found will be listed in the left column. If you put the mouse pointer over an item, more information will be displayed. In fig. 3-49, the pointer was over a completed Multidisciplinary note, and that information appeared. The selected note, directly above it, is a nursing note, which appears in the right window. These windows can be resized by moving the dividing bar. The search box in the lower right allows you to perform a simple search on the electronic notes for a word or phrase. Any time the search item is found, it is highlighted in the note (in this example, low back pain was used). Please note that the search is not case sensitive and you can also use partial words for a wider search. For example, using "diab" as the search term will find all permutations, such as "diabetes," "diabetic," "Diabinese," etc.

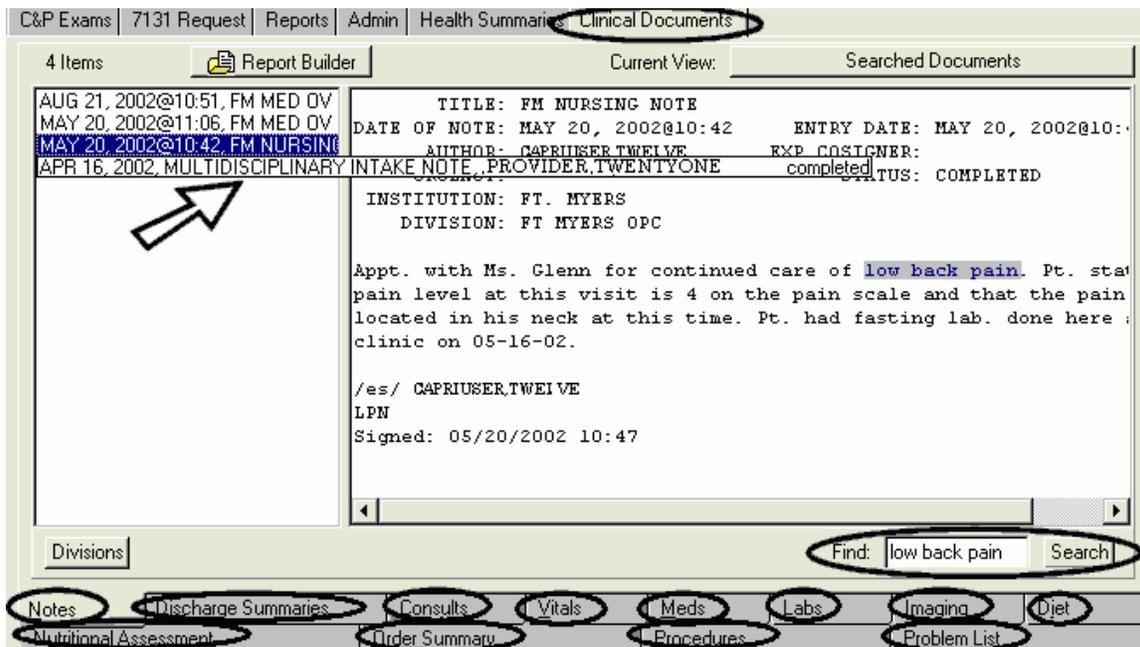


fig. 3-49

Current View

CAPRI allows you to choose the view of available documents (fig. 3-49). You can choose All Documents, Search by Number of Documents, and Search by Date. If you use the Search box, you will get a list of Searched Documents as in the example above. You can change this view by clicking the button to the right of the Current View label.

Step 1 - Click the button to the right of the Current View label (fig. 3-49). The following dialog box opens (fig. 3-50):

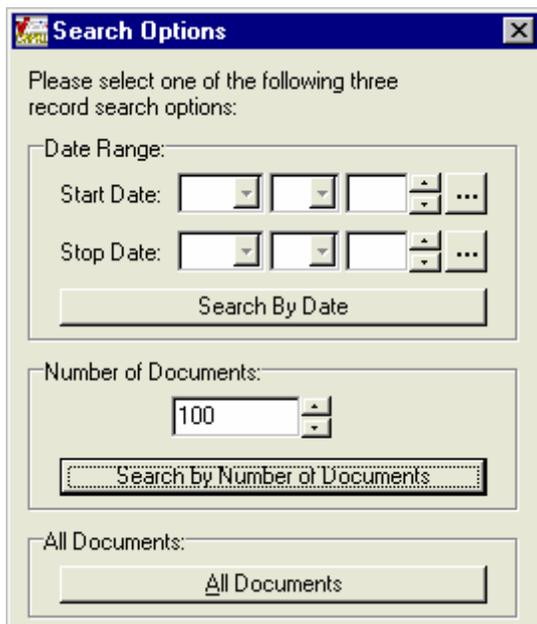


fig. 3-50

Step 2 - Enter the type of Search you want (fig. 3-50). If you want to search by date, enter the Start Date and Stop Date, and click the *Search By Date* button. The search will be performed and the Current View will change to (fig. 3-51):

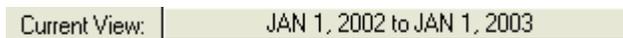


fig. 3-51

If you want to specify a particular number of documents, enter that number in the box under Number of Documents (fig. 3-51). You can type the number or use the up and down arrows. Once you have the desired number, click the *Search by Number of Documents* button. The search will be performed and the Current View will change to (fig. 3-52):



fig. 3-52

If you want to search for all documents, click the *All Documents* button (fig. 3-50). The search will be performed and the Current View will change to (fig. 3-53):



fig. 3-53

Report Builder

The Report Builder allows the user to build a custom report by clicking on a selection from the left hand appointment list and then clicking the *Add Current* button. For example, if the veteran's claimed issue is a cardiovascular disability, the user can select all of the cardiology notes and related consultations to build a custom report to facilitate the rating decision. To clear this custom report, click the *Clear List* button.

The *Report Builder* has been updated with an *Add All* function. Depending on what type of data is being displayed, the button will allow all listed reports to be automatically selected for printing/viewing (fig. 3-54).

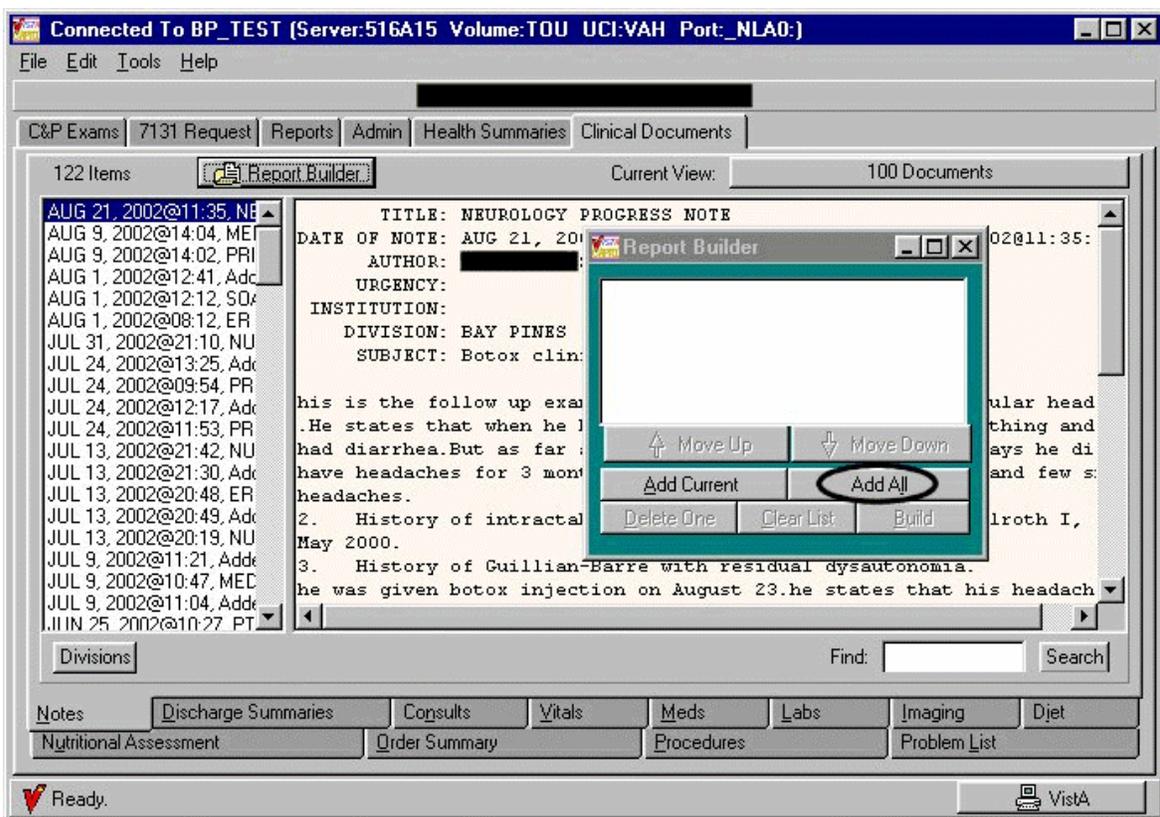


fig. 3-54

If you select *Add All*, CAPRI will download all available reports one by one. You have the option to stop this process at any time, by selecting *Stop Adding* (fig. 3-55). Once the individual reports have been downloaded, you can change the order of the reports using the *Move Up* and *Move Down* buttons, delete individual reports using the *Delete One* button, and build your final report with the *Build* button.

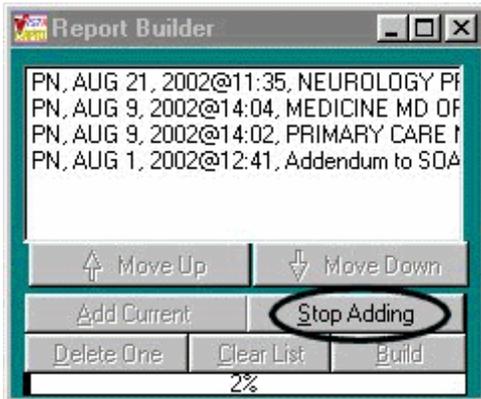


fig. 3-55

Notes tab

This tab allows viewing and printing of progress notes for the veteran (fig. 3-56). The left hand side of the screen shows the appointment date, type of progress note, and the author of the note. If you place the mouse pointer over a progress note, the full title will be displayed. When a note is selected, it will appear in the right window. Fig. 3-56 shows the selected domiciliary progress note, while the title of the orthopedic consultation note is shown because the mouse pointer was placed over it. The right side of the screen shows the contents of the selected progress note. The windows can be expanded or minimized to enhance viewing. Contents may be viewed, printed, or copied and pasted into a windows compatible document such as Microsoft Word or as part of a rating decision.

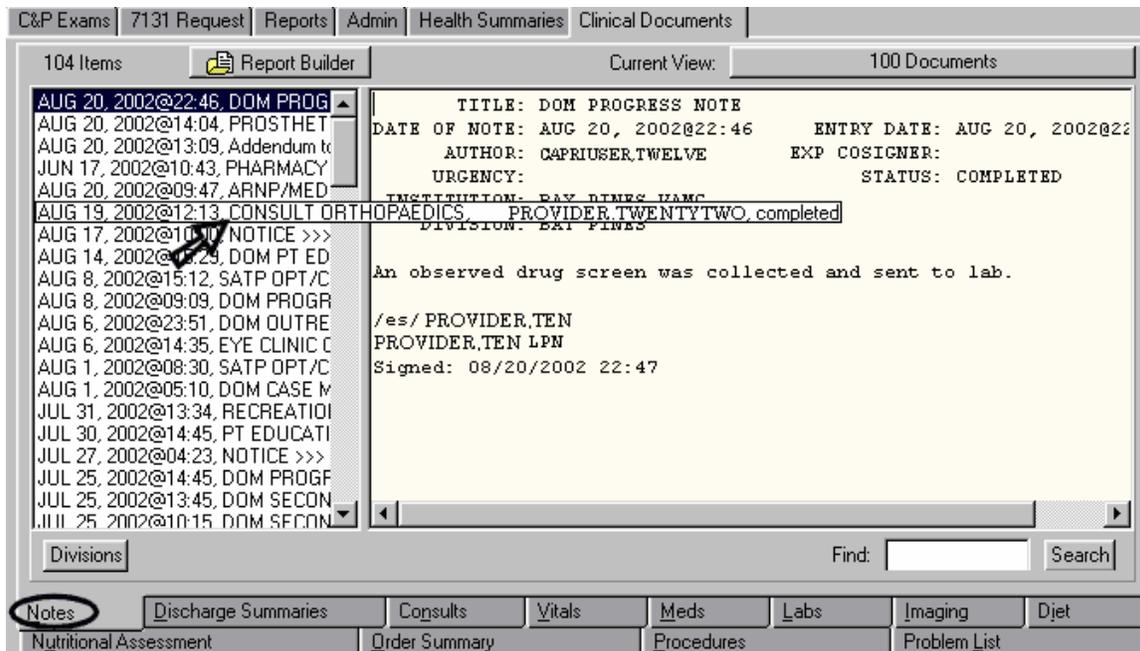


Fig. 3-56

The standard Notes list displays in descending chronological order (fig. 3-57):

```
AUG 6, 2002@14:35, EYE CLINIC C
AUG 1, 2002@08:30, SATP OPT/C
AUG 1, 2002@05:10, DOM CASE M
JUL 31, 2002@13:34, RECREATIO
JUL 30, 2002@14:45, PT EDUCATI
JUL 27, 2002@04:23, NOTICE >>>
JUL 25, 2002@14:45, DOM PROGF
```

fig. 3-57

If you click the *Divisions* button (fig. 3-58), the list is re-displayed showing the division of the VHA facility for each note. In fig. 3-58, there are notes from the Ft. Myers clinic (FT) and the Collier CBOC (COL).

```
FT AUG 21, 2002@10:02, FM NURS  
COL MAY 30, 2002@11:00, CONSUL  
FT MAY 20, 2002@11:06, FM MED I  
FT MAY 20, 2002@10:42, FM NURS  
FT APR 16, 2002@16:57, Addendum  
FT APR 16, 2002@15:43, HISTORY
```

fig. 3-58

Discharge Summaries tab

This tab will allow you to view, print, or copy and paste information from the veteran's Discharge Summaries (fig. 3-59). The left window lists the dates of discharge and the right window displays the selected summary. The Discharge Summary tab will download all available discharge summaries. The divider between the left and right windows can be moved left or right to resize the desired window.

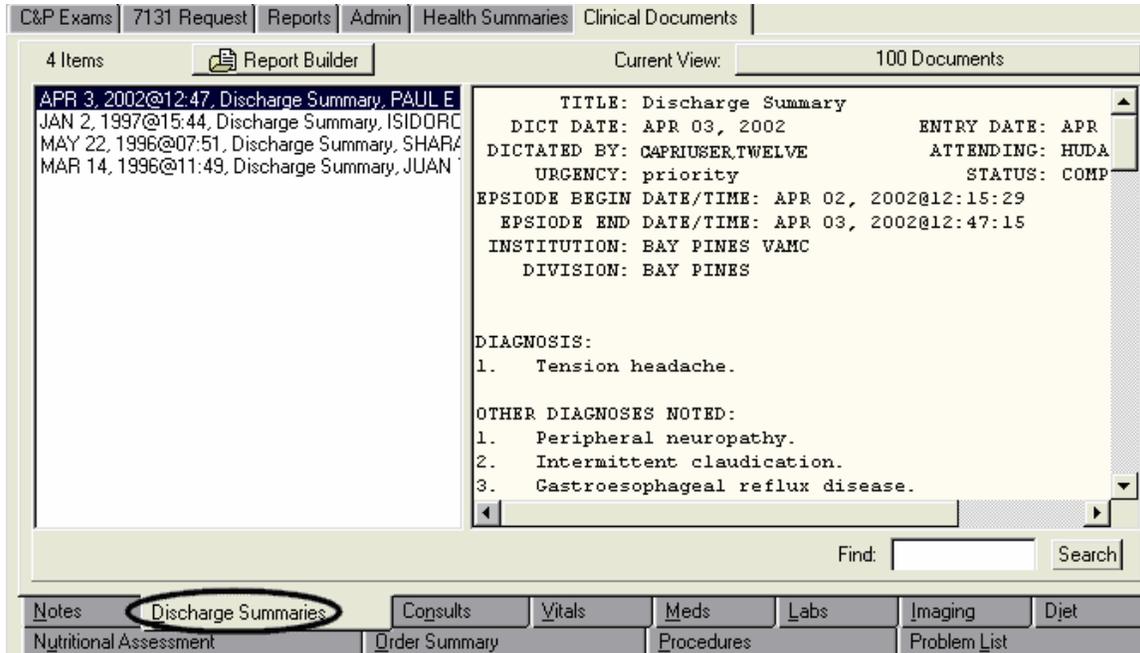


fig. 3-59

Consults tab

This tab allows you to see consultation reports for the patient (fig. 3-60). Available consultations are listed on the left. If you place the mouse pointer over a consultation, the full title will be displayed. When a consultation is selected, it will appear in the right window. Fig. 3-60 shows the selected dietician consultation, while the title of the dermatology consultation is shown because the mouse pointer was placed over it.

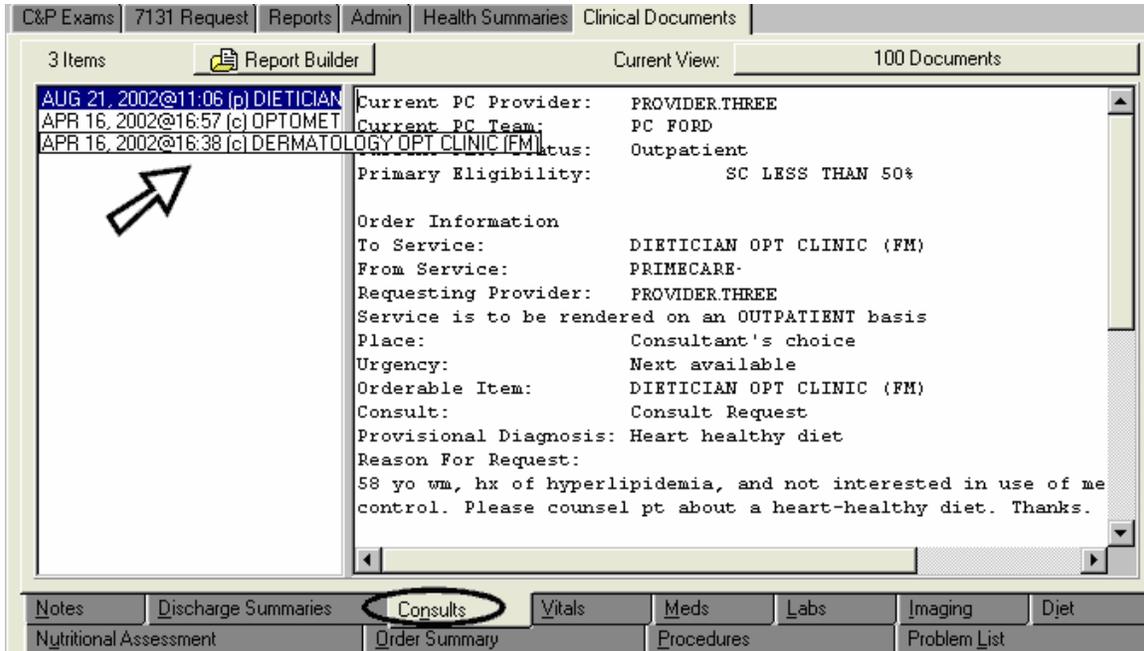


fig. 3-60

Vitals tab

This tab will allow you to display the vital signs measured during the veteran's clinical visits (fig. 3-61). Blood pressure readings are especially handy for hypertension claims. Vitals can be displayed by the various time periods shown in the left hand window. In fig. 3-61, all of the vitals for past five years are displayed. Other components included in vitals are temperature, pulse, respiration, height, weight, and pain index.

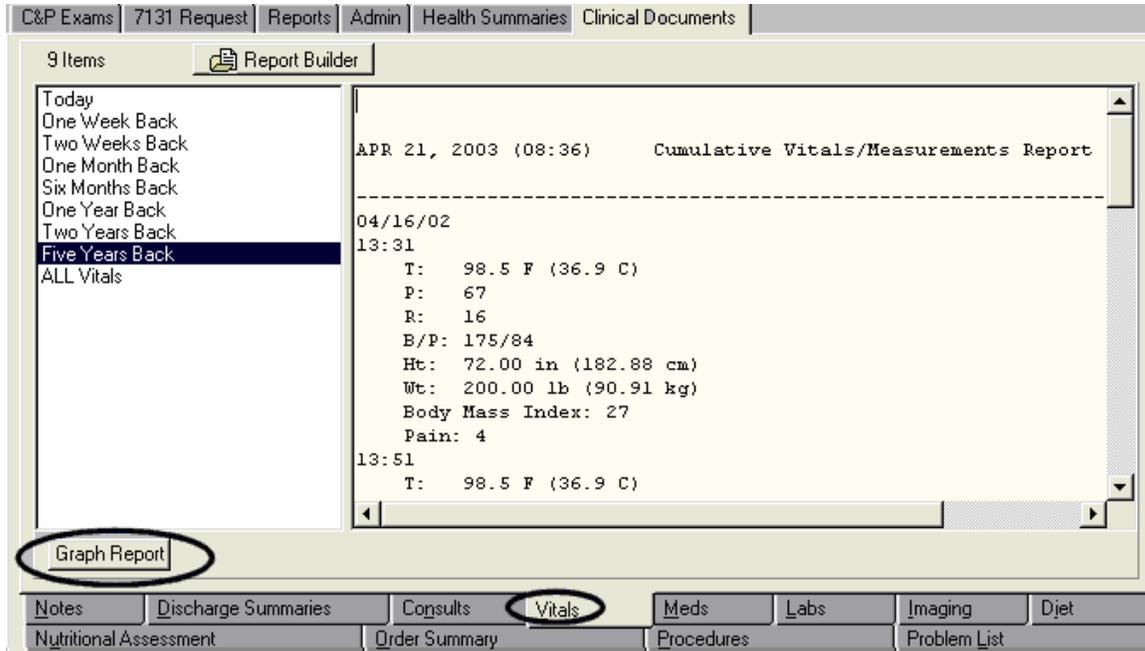


fig. 3-61

The *Graph Report* button opens another window where you can select a particular vital sign (blood pressure, body mass index, height, pain, pulse, respiration, temperature, and weight) to generate a graph (fig. 3-62). This can be useful when evaluating conditions such as hypertension. You can use this for reference, or you can copy the graph (use the *Copy Graph to Clipboard* button) and paste it into your document.

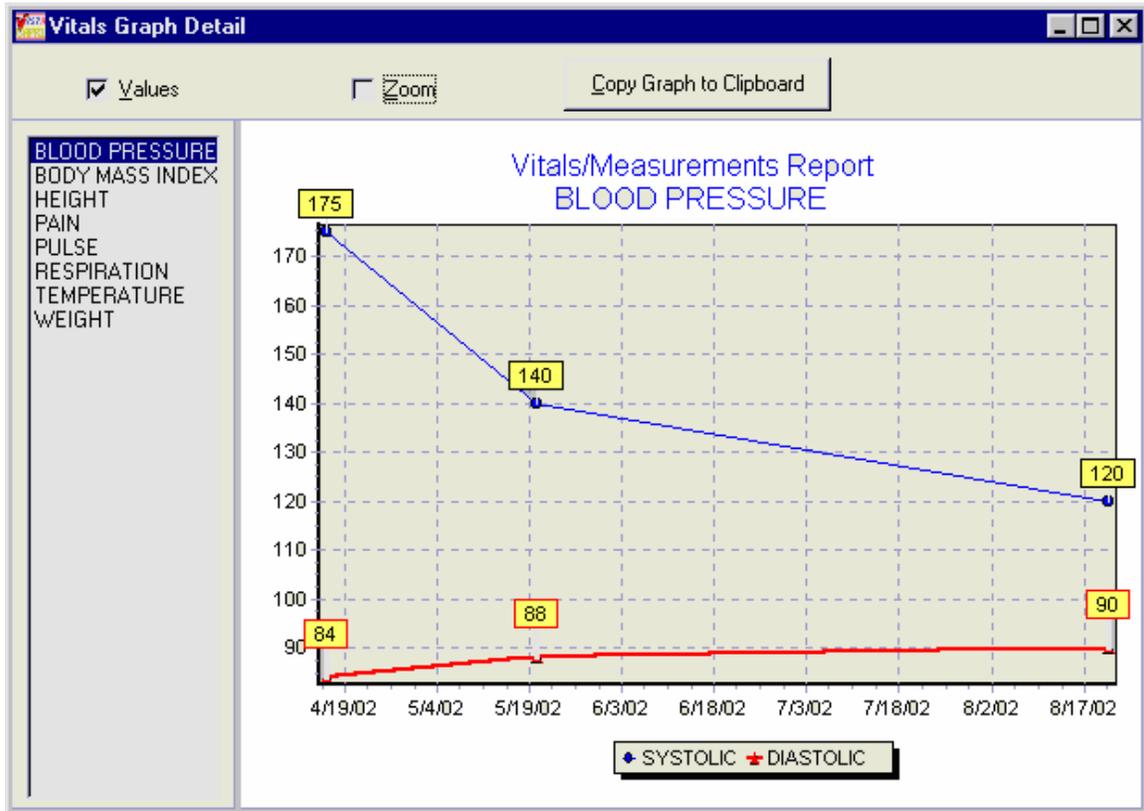


fig. 3-62

Medications tab

The Meds tab allows you to display all of the medications prescribed to a veteran in several formats as shown in the left window (fig. 3-63). You can choose between active and inactive prescriptions as well as inpatient or outpatient prescriptions. Information includes all of the veteran's prescriptions, the prescribing physician, status of prescription and dosage instructions. The display format Outpatient Rx Action Profile will even show the classification of the prescribed drug, which can save many users time in referencing a prescription in the Physician's Drug Reference (PDR).

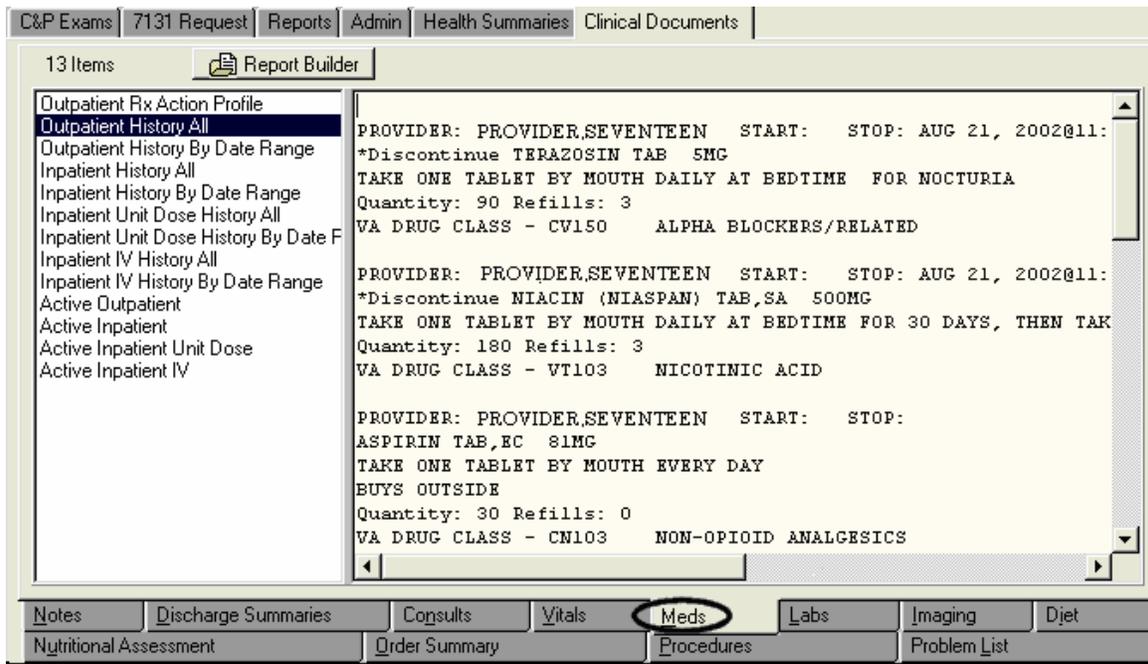


fig. 3-63

Laboratory tab

This tab shows various laboratory findings including blood, urine, anatomic pathology, blood bank, and microbiology findings (fig. 3-64). This tab may be helpful in finding a confirmed diagnosis for cancer from a biopsy or in evaluating diabetes or HIV-related illness.

The screenshot shows the CAPRI GUI interface. At the top, there are tabs for 'C&P Exams', '7131 Request', 'Reports', 'Admin', 'Health Summaries', and 'Clinical Documents'. Below these is a '12 Items' list with a 'Report Builder' icon. The 'Cumulative 1 year' item is selected. The main area displays a hematology blood count report for 'BLOOD' dated '06/03 2002' at '08:06'. The report includes a 'Reference' section and a table of values with units and ranges. The 'Graph' option in the left sidebar is circled. At the bottom, there are navigation tabs for 'Notes', 'Discharge Summaries', 'Consults', 'Vitals', 'Meds', 'Labs' (circled), 'Imaging', 'Diet', 'Nutritional Assessment', 'Order Summary', 'Procedures', and 'Problem List'.

	Units	Ranges
WBC	K/uL	3.9-10.3
RBC	M/uL	4.3-5.9
HGB	g/dL	13.4-17
HCT	vol%	39.6-49.6
MCV	fL	79.8-96.2
MCH	pg	27.2-33.6
MCHC	g/dL	33.4-35
RDW	%	11.3-14.1
PLT	K/uL	163.1-380.7
MPV	fL	6.9-10.5
NE%	%	41.3-70.5
LY%	%	19.3-43.3
MO%	%	4.7-12.3

fig. 3-64

Another function under the Lab tab is the graph function, which can graphically display laboratory findings as specified by a user (fig. 3-65). This feature does not have a separate button, as on the Vitals tab, instead the graph function is included in the list in the left window (fig. 3-64). In fig. 3-65, a graphic display of the veteran's plasma sodium levels from 02-04-99 to 04-21-03 is shown. Note that the normal values are displayed on the screen (the red lines at 137 and 145). There are numerous laboratory tests available in the left window that has a scrollbar. Some of the items that could be graphed include the CD4 count if a user is working on a claim for HIV related illness or the Prostatic Specific Antigen level if the claim is for prostate cancer.

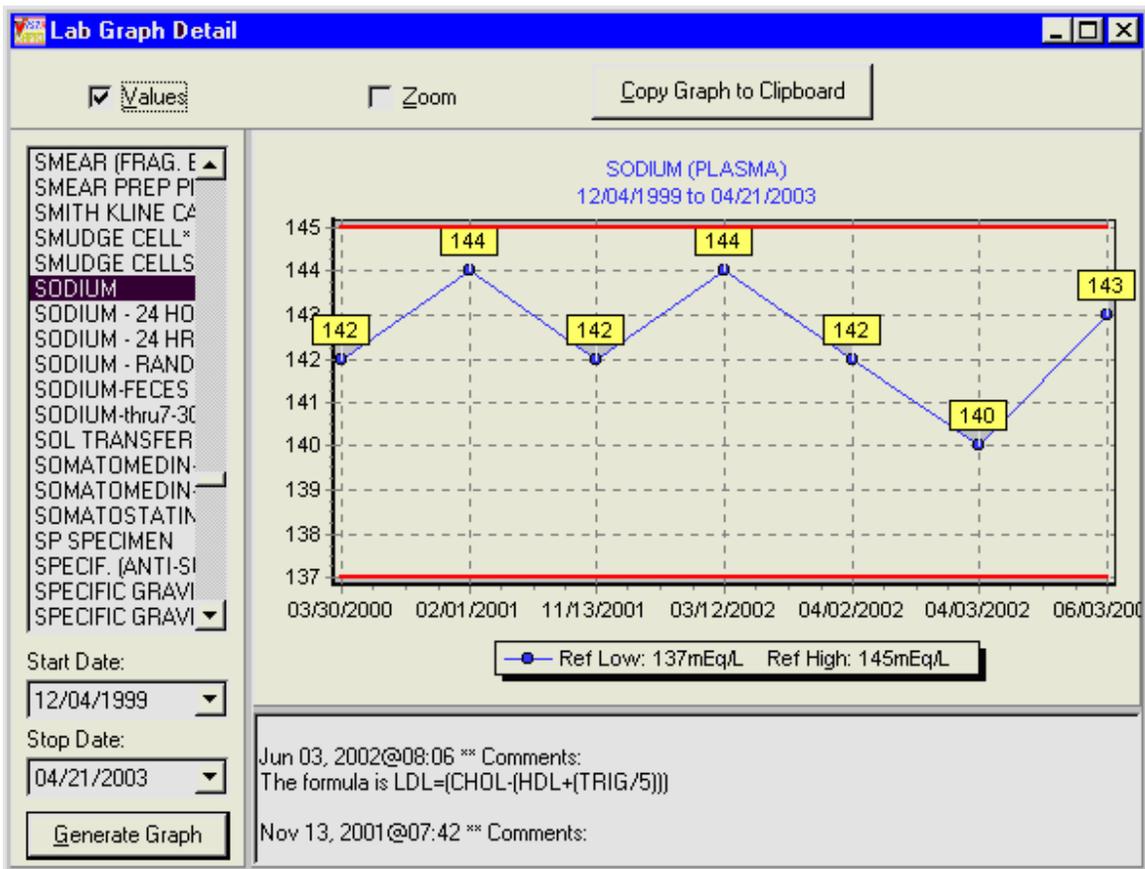


fig. 3-65

Imaging tab

This tab includes impressions from x-rays, MRI, CT scans, ultrasounds, cardiac perfusion imaging, and bone scans (fig. 3-66). The left window shows the various imaging techniques performed on the veteran and generally indicate the part of the body scanned or the name of the scanning technique in the title to enhance your search for items specific to the claim. If you place the mouse pointer over an item, the full title will be displayed. When an imaging report is selected, it will appear in the right window. Fig. 3-66 shows the selected CT Scan of the Head, while the title of the ultrasound of both kidneys is shown because the mouse pointer was placed over it.

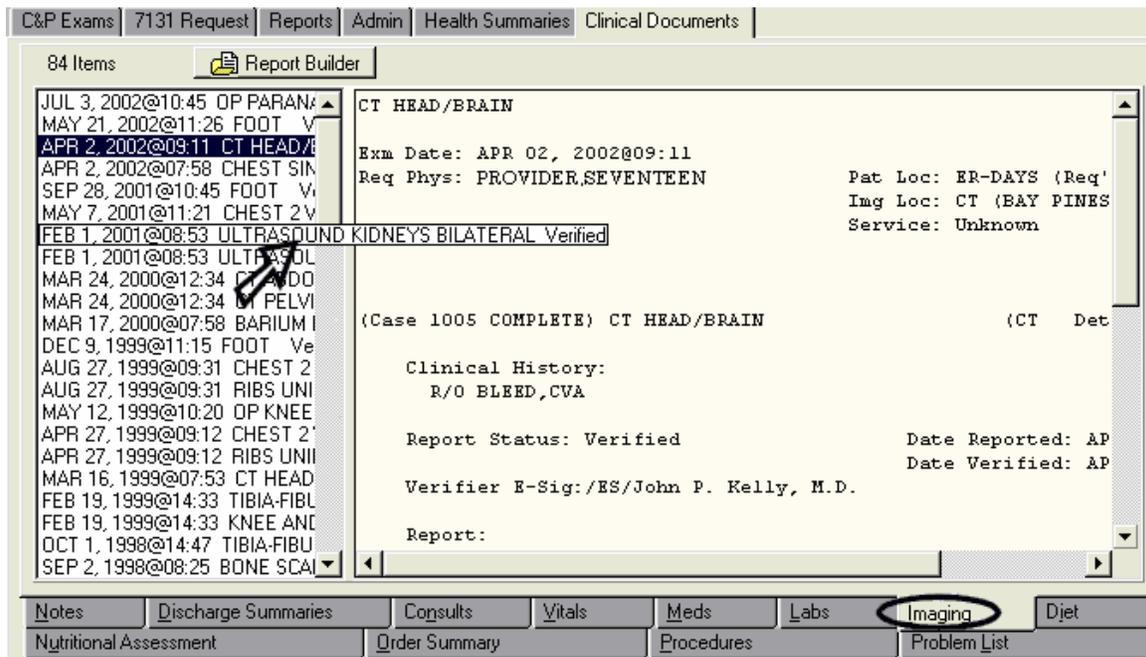


fig. 3-66

Diet tab

This tab can provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (fig. 3-67). The Diet tab is for current inpatient activity only.

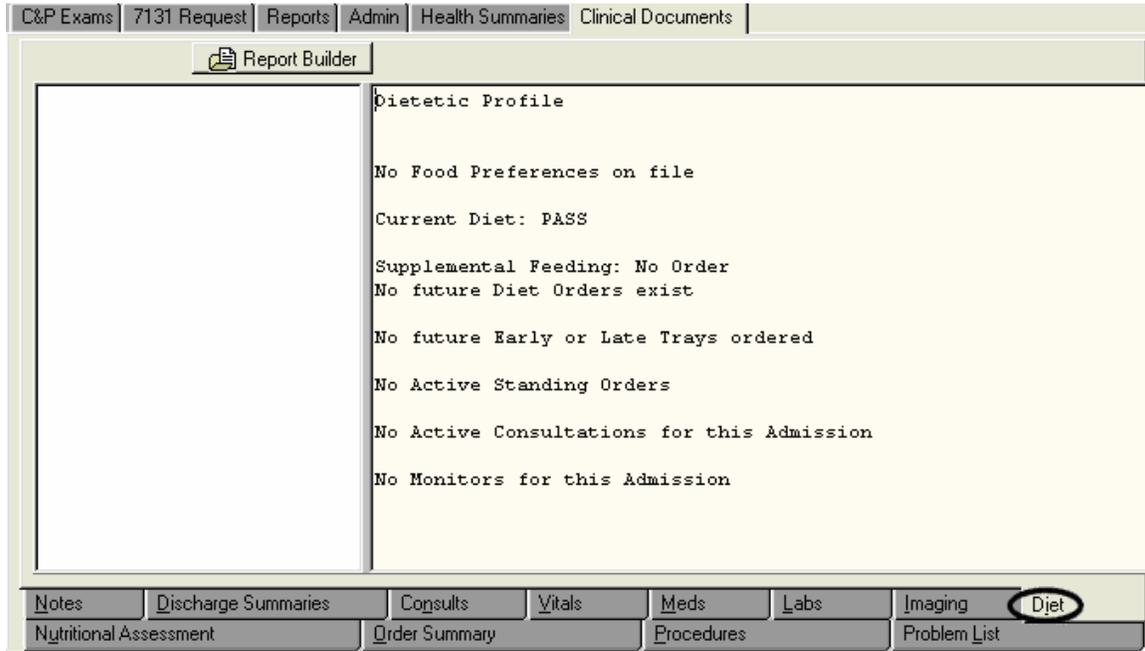


fig. 3-67

Nutritional Assessment tab

This tab can also provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (fig. 3-68). The Nutritional Assessment tab is for outpatient activity. All available assessments will be listed in the left window. Select the assessment date from the left window, and it will appear in the right window.

The screenshot displays a software window with a menu bar at the top containing 'C&P Exams', '7131 Request', 'Reports', 'Admin', 'Health Summaries', and 'Clinical Documents'. Below the menu bar, there is a sub-header with '1 Items' and a 'Report Builder' icon. The left pane shows a list of items with 'Feb 23, 1996@10:37' selected. The right pane displays the following report:

Nutritional Assessment on 2/23/96@10:37

Date of Assessment: 23-Feb-96

Height: 5' 9" (175 cm)
 Weight: 179.6 lbs (81.6 kg) Weight Taken:
 Usual Weight: 185 lbs (84.1 kg) Weight/Usual
 Ideal Weight: 176 lbs (80 kg) Weight/IBW:
 Frame Size: Large Body Mass Ind

Test	Laboratory Data		
	Result	units	Ref. range
LY#	1.3 L	K/uL	1.8 - 2.6
UREA NITROGEN	23. H	mg/dL	7 - 21
SODIUM	139.	mEq/L	137 - 145
POTASSIUM	4.4	mEq/L	3.6 - 5
GLUCOSE	90.	mg/dL	65 - 110
ALBUMIN	3.8 L	g/dL	3.9 - 5

At the bottom of the window, there is a navigation bar with several tabs: 'Nutritional Assessment' (circled), 'Order Summary', 'Procedures', 'Problem List', 'Notes', 'Discharge Summaries', 'Consults', 'Vitals', 'Meds', 'Labs', 'Imaging', and 'Diet'.

fig. 3-68

Order Summary tab

This tab shows all physicians' orders for the patient for a selected time frame (fig. 3-69). Choose the time frame on the left (each selection is from today back through the period specified). The orders will appear in the right window. In fig. 3-69, there are orders for an Optometry consultation, medication, and lab tests.

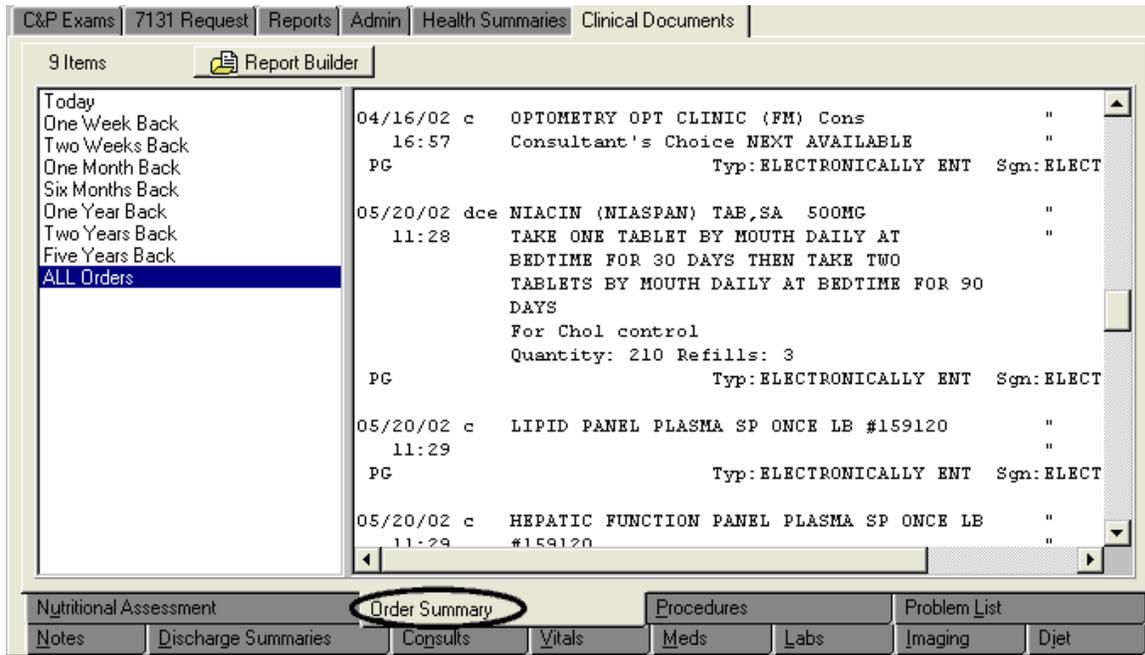


fig. 3-69

Procedures tab

This tab allows viewing the results of specialty tests such as cardiac catheterizations, Holter monitors, electrocardiograms, and thallium stress tests (fig. 3-70). If you place the mouse pointer over a test, the full title will be displayed with an indication of whether the test was normal or abnormal. When a test is selected, it will appear in the right window. Fig. 3-70 shows the selected Holter monitor test, while the title of the echocardiogram is shown because the mouse pointer was placed over it, with an indication that the test result is abnormal.

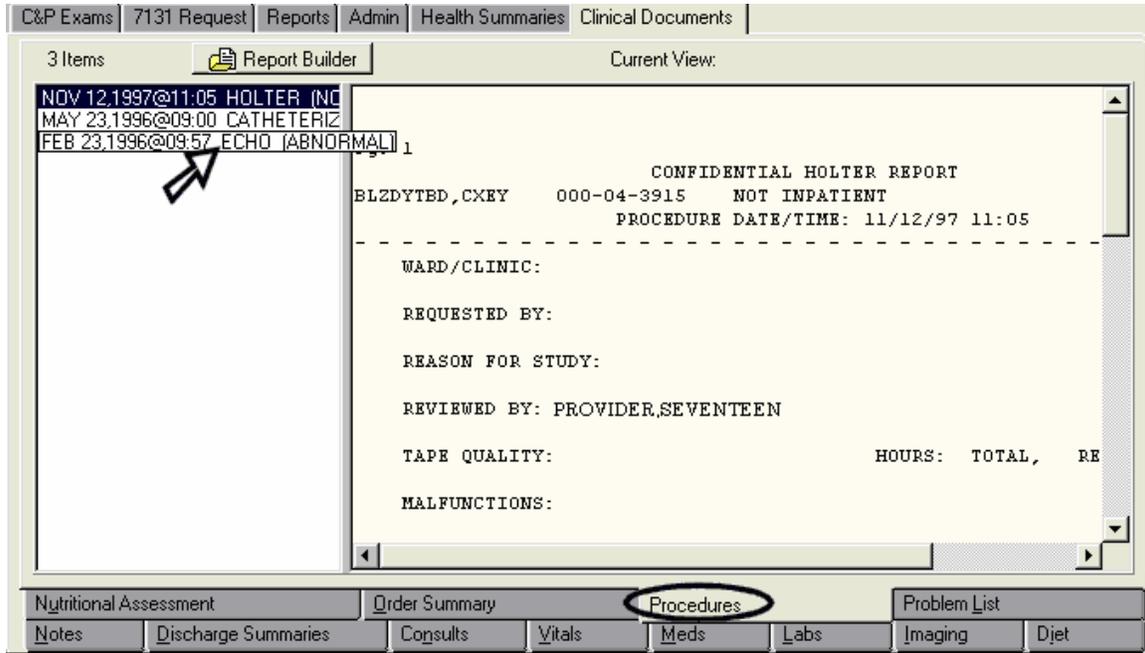


fig. 3-70

Problem List tab

This tab displays all of the confirmed diagnoses for which the veteran is being treated (fig. 3-71). The list can display active and/or inactive problems. This list can be especially useful in claims for NSC pension if the user is looking for confirmed diagnoses for which the veteran is being treated. This list can serve to guide you in your search of progress notes. In the example below, active diagnoses are marked with an “A” and the inactive diagnosis is marked with an “I”.

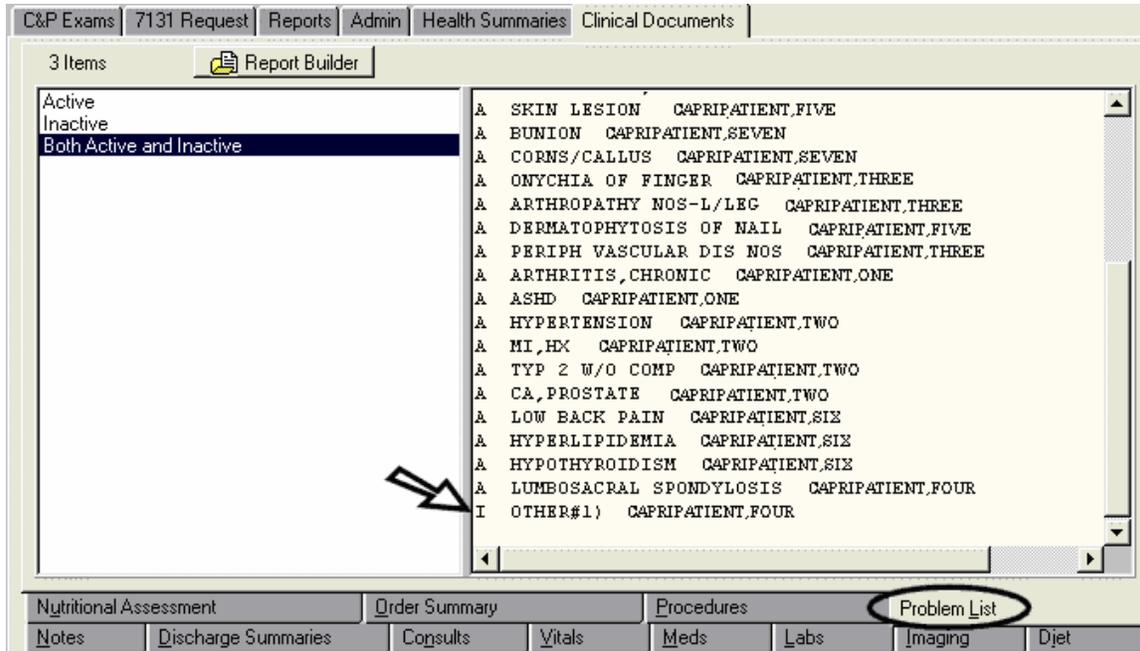


fig. 3-71

Compensation and Pension Worksheet Module

Overview:

The *C&P Worksheets* tab provides access to a defined set of point and click templates used for documenting Veteran's C&P examinations. This functionality is commonly referred to as "CPWM" or C&P Worksheets Module.

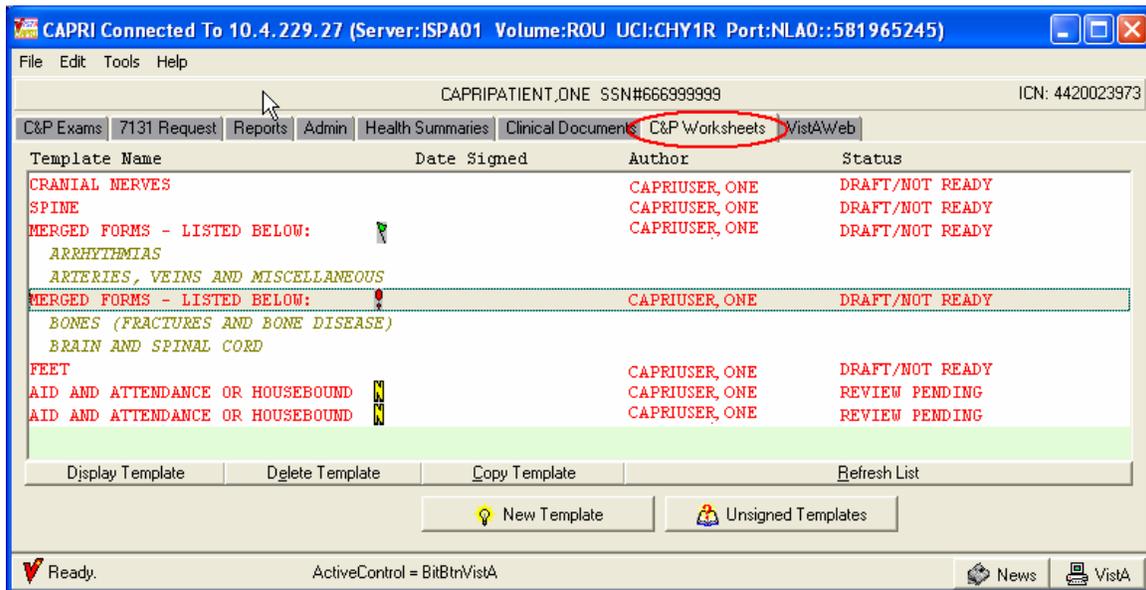


fig. 3-72

Users who need access to this tab in the Compensation and Pension Record Interchange (CAPRI) must have the appropriate security key allocation before the tab will become visible and functions will all become active (See User Setup section below). The Veterans Benefits Administration (VBA) will typically not be able to access this tab, which will prevent those users from seeing a document before it is signed and finalized by the exam provider.

User Setup:

This topic is especially critical to IRM. If you are having difficulty with the level of access, you have inside CAPRI, please get with IRM to modify your settings based on the information provided below.

Security Key Assignment

To activate CPWM for a particular user, a *menu option* and several *security keys* must be assigned.

1. **DVBA CAPRI GUI** – This is the option context to the main CAPRI application. All CAPRI users will need this menu option assigned.
2. **DVBA CAPRI WORKSHEET TAB** – This security key makes the C&P Worksheets tab visible inside CAPRI. All Veterans Health Administration (VHA) CAPRI users should get this security key.
3. Some sites require the exam to be sent to a reviewer when complete. **ONE** of the following security keys must be assigned for anyone who will be creating new C&P exam templates with CPWM.
 - a. **DVBAB CPWM DISALLOW REVIEW** – User does not need their documents reviewed prior to release.
 - b. **DVBAB CPWM OPTIONAL REVIEW** – User can choose to send some documents for review and not other documents.
 - c. **DVBAB CPWM REQUIRE REVIEW** – User must have all documents reviewed by a reviewer prior to upload.
4. **OPTIONAL Key** – If the site chooses to use the review process, users designated as a reviewer must be assigned the **DVBAB CPWM REVIEWER** security key

IRM will need to coordinate with the C&P clinic to determine what keys a user should receive. The majority of users will need 2 new keys. The reviewer type user will need 3 keys.

It is imperative that a user not be given every DVBA* key. The keys have conflicting uses and unexpected results will happen. If you are not sure of the keys to assign, contact the national VistA helpdesk.

Site Considerations: Review Functionality

Before implementing the CPWM worksheet modules, sites should consider the business roles of each user who will be accessing the system. The CPWM module can be configured several ways, depending on site preference and business needs. Each site should carefully consider the following configuration options. Examinations can be completed through one of the following paths.

1. If the provider will be allowed to Sign and released to the RO and CPRS upon their completion without review by another party, the user should be assigned Security Allocation Key DVBAB CPWM DISALLOW REVIEW.
2. If the provider will need to Send the template to a reviewer for approval before completion, the provider should be assigned DVBAB CPWM REQUIRE REVIEW.
3. If the provider will have the option to Send the template to a reviewer **or** sign and release immediately, the provider should be assigned Security Allocation Key DVBAB CPWM OPTIONAL REVIEW.

The following screens demonstrate what a user will see at the bottom of their screen when working with a CPWM document with the assigned security key.

1. DVBAB CPWM DISALLOW REVIEW -



fig. 3-73

Note that the *Send for Review* button has been grayed out and cannot be selected.

2. DVBAB CPWM OPTIONAL REVIEW - User can choose whether to send a document for review or not.



fig. 3-74

Note that both the *Send for Review* and *Done* buttons are active.

3. DVBAB CPWM REQUIRE REVIEW - All of the user's documents require a review prior to going into AMIE and TIU.



fig. 3-75

Note that the *Done* button is grayed out.

C& P Worksheet Tab Functionalities

Work Sheet Status

The C&P Worksheets tab contains the list of pending and completed worksheets for the selected patient, if any exist. Information provided includes template (worksheet) name, author, worksheet status, and the date the worksheet data was sent to CPRS (where applicable). Statuses include the following.

Draft/Not Ready - worksheet has been started but not completed.

Review Pending - worksheet has been sent for review.

Sent Back - worksheet has been sent back to the clinician by the reviewer for changes.

Complete - worksheet has been completed and the data sent to CPRS on the date shown.

Uncosigned – worksheet has been signed by the author but the author requires a cosigner in CPRS

Opening a CPWM Exam

You may open a pending template in the C&P Worksheet tab display by selecting it and clicking on the Display Template button or by double-clicking. All templates in a complete status will be viewable, but you will only be able to view your own unsigned templates unless you are a reviewer.

Deleting a CPWM Exam

You may delete any pending template in the C&P Worksheet tab display by selecting it and clicking on the Delete Template button. You will only be able to delete your own templates unless you are a reviewer. Templates with status of complete cannot be deleted.

Copying an existing CPWM Exam

To copy a pending CPWM template, click the template name on the list, then click the copy template button. The system will display a prompt “Would you like a NEW copy of the selected template and assign it to yourself?” After you click *Yes*, the template will be copied and assigned to the current user.

Refresh the list

You may update the C&P Worksheet tab display for the selected patient by clicking on the Refresh List button. The refresh function will normally happen automatically, but you may be manually selected as well.

Flagging

Three visual flags are available on the C&P Worksheets tab and the unsigned templates dialog box. Exam templates that are "new" will have an "N" flag. Once viewed, the flag will automatically clear. A green flag and red exclamation mark are available to be used according to user needs. The green flag and red exclamation marks are not automatically cleared; user can turn these flags on and off as needed. All flags can be toggled on and off by right clicking any template name displayed on the C&P worksheets tab or unsigned template dialog box, then selecting toggle on/off

Starting a New CPWM Exam (This is the information for New worksheet)

If you wish to create a new worksheet, click the *New Template* button. (You must have the required security key to create a new worksheet). (fig. 3-76)

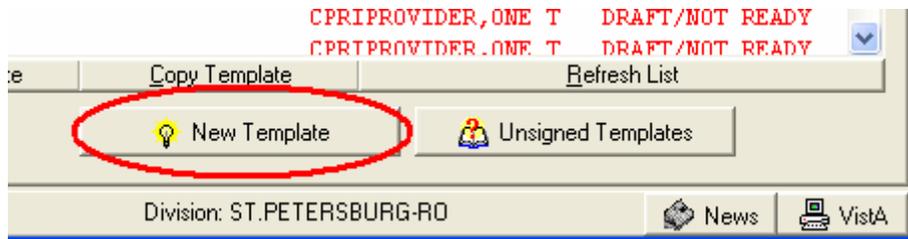


fig. 3-76

The Browse Templates screen appears. (fig. 3-77)

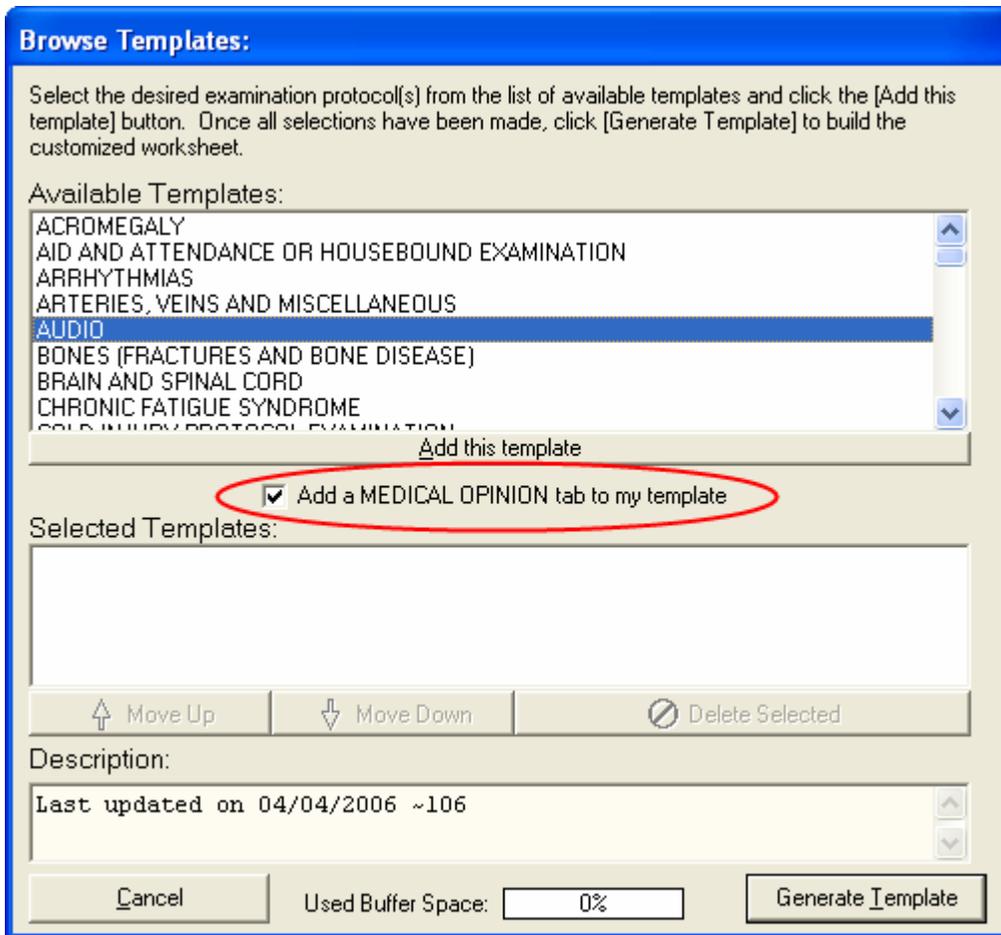


fig. 3-77

Step 1 - You may select a single template or multiple templates by Double-clicking the desired templates from the *Available Templates* listbox. Alternatively, select a template and click the *Add this template* button. The templates that will make up the exam will appear in the *Selected Templates* listbox.

If you select multiple templates, the system will merge the selected forms into a single form.

Templates do not automatically include a Medical Opinion Tab, therefore, if a medical opinion will need to be included with your exam, click the checkbox *Add a MEDICAL OPINION tab to my template* or select Medical Opinion from the Available Templates list.

The *Description* field displays information about the template version and the last date that the template(s) were updated. this information is helpful when reporting problems

with a specific template. It will also allow the user to validate changes to templates, as they are distributed nationally and loaded locally by IRM.

Used Buffer Space indicator is used to determine the number of templates that can be merged together into a single form. The meter displays a range from 0 – 100%. Complex templates, such as General Medical, will use more of the buffer than simple templates, such as Audio. Depending on the speed of your PC, you may see slower performance if you create a merged template that is using a large amount of the available buffer space. If the user uses up all of the available buffer space, CAPRI will display a message asking the user to remove some of their templates. Once the buffer is below 100%, the merged template can be displayed.

fig. 3-78

Step 2 - Enter data on the form (fig. 3-78) by clicking on the tabs and completing the fields. Tabs and fields will be specific to the selected templates. If there are required fields on the template and they are not completed, you will be notified either while using the form or prior to signature. If you wish to review what you have entered, click the *Preview* button. .

Once the exam data entry is complete, According to your security allocation key assigned, you will have the option to select, *Done*, *Send for Signature* or *Send for Review* in order to complete the template.

- No review process - *Done* will be active, *Send for Review* will be deactivated.
- Review process optional - *Done* will be active, *Send for Review* will be active.
- Review process required - *Done* will be inactive, *Send for Review* will be active.

If the Template is already at Review Pending status, you will have the option to send for signature or to select *Done* to complete the template. Selecting *Send for Signature* will allow the user to designate the signer. If the user has been designated as a reviewer, the *Send for Review* button will change to *Review Events*

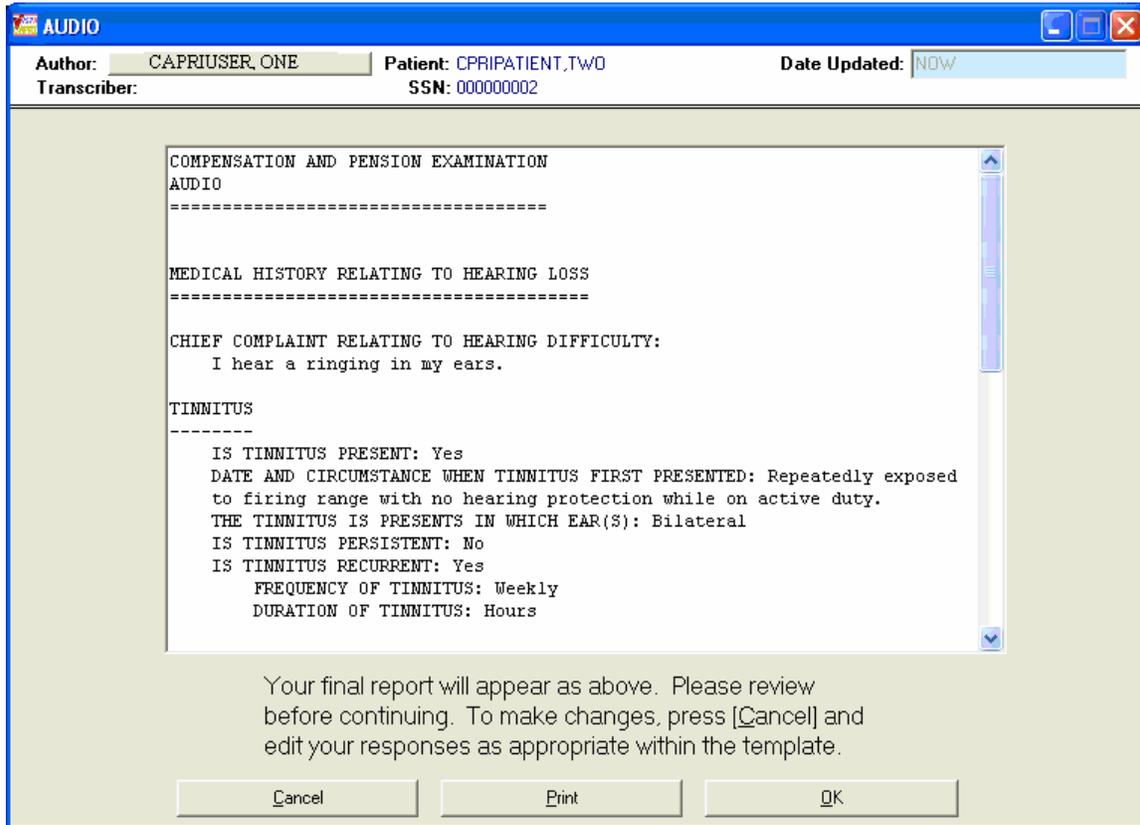


fig. 3-79

Step 3 – If the *Done* button is clicked, a preview of the report data that has been entered on the template will be displayed. This represents what the final document will look like

in CPRS. If you wish to make any changes, click the *Cancel* button to return to the template; otherwise click the *OK* button.

Editing the final report

For technical reasons, the text of the final report cannot be edited in the preview window. The user must cancel and return to the main template screen to make any changes prior to signing.

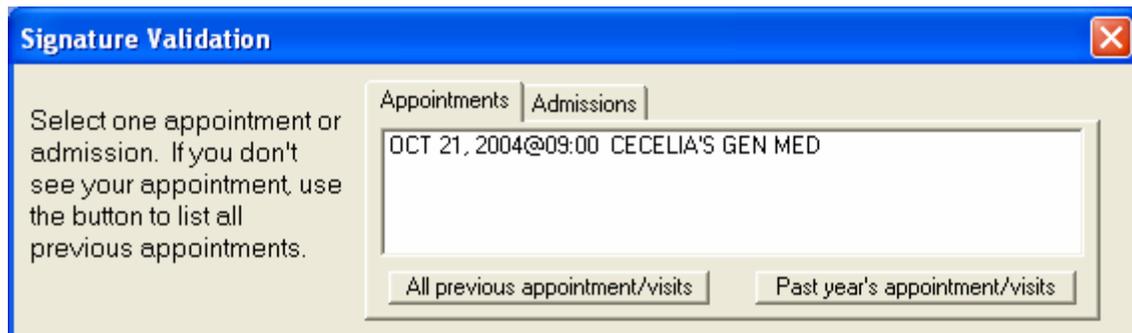


fig. 3-80

Step 4 – After selecting *Done*, the signature validation screen will be displayed. You are required to select an appointment or admission date to continue; You may select an appointment or admission date that corresponds with the C&P exam date. If the exam is being done while the patient is an inpatient, select the correct admission. Once a date is selected, the remainder of the fields on the Signature Validation screen will appear.

If no appointments are displayed, try selecting the *All previous appointments/visits* button. This will load the entire history of appointments available for the current patient. Once the additional fields appear, fill them in with the appropriate responses.

Titles:

Title selection is required. The dropdown list for titles will only display titles that contain the words "C&P" or "Compensation and Pension" in the title name. Site's IRM or Clinical Application Coordinators (CAC) should create a minimum of one generic title containing the words C&P or Compensation and Pension

Cosigner:

Users may or may not require a co-signer based on their clinical privileges. Cosigner information from CPRS (Authorization Subscription Utility) is respected inside CAPRI.

To set a user up with a co-signer, contact IRM or your site's Clinical Applications Coordinator. The basic rule is that a title-requiring cosignature in CPRS will require a co-signer in CAPRI as well. There are no co-signer specific keys or setup that is unique to just CAPRI.

Note: In version DVBA*2.7*105, when you sign an exam template the date of the exam and the clinic location prompts are no longer available.

Signature Validation

Select one appointment or admission. If you don't see your appointment, use the button to list all previous appointments.

Appointments | Admissions

OCT 21, 2004@09:00 CECELIA'S GEN MED

All previous appointment/visits | Past year's appointment/visits

TITLE: [dropdown]

DATE OF EXAM: [dropdown] [dropdown] [dropdown] [dropdown] [dropdown]

EXPECTED COSIGNER: (Optional) [text box]

EXAMINING PROVIDER: PROVIDER,ELEVEN

EXAM LOCATION: Clinic

ELECTRONIC SIG. CODE: [yellow text box]

AMIE EXAM TO COMPLETE:

Requests Available:

- OCT 21, 2004@12:14
- APR 25, 2005@17:36
- SEP 7, 2005@13:52
- SEP 7, 2005@13:55

Open Exams:

[empty list box]

(Multiple exams can be selected for closure.)

Templates Included In this Document | Cancel | OK

fig. 3-81

Step 5 - Select the correct request under *Requests Available*. A list of the open exams for that request will be displayed. Note that all open exams must be cancelled or completed before release of the report can occur. Complete all the other fields and enter your electronic signature code.

Only examinations needing an exam report will be offered as a selection under *Open Exams* after selecting an open Automated Medical Information Exchange (AMIE) exam request. If a request does not have an appropriate selection, please contact your C&P Clinical clerical staff or coordinator to add it. Another reason the request may not have an open exam is due to transcription. If an exam has either a partial or a complete transcription, it will not be available for selection. The transcription can be removed by the appropriate clinic staff and CAPRI will then display it as a selection.

If there is an open request but no exams available, it means all requested exams have been populated with either a template or transcription but the request has not yet been released. The request will need to be released through either CAPRI or AMIE by clerical or supervisory staff.

CPWM Functionality

CPWM Worksheet Functionality

The functionalities detailed in this section are functions that are only available when a CPWM worksheet is open for editing. After a worksheet is opened, there are several tabs and options available. By clicking on the visible buttons, the user can open other parts of the worksheet.

Data Entry Functionality

Each freetext area contains the following options for data entry. The shortcut menu pictured below is available when you right click in an area where freetext data can be entered.

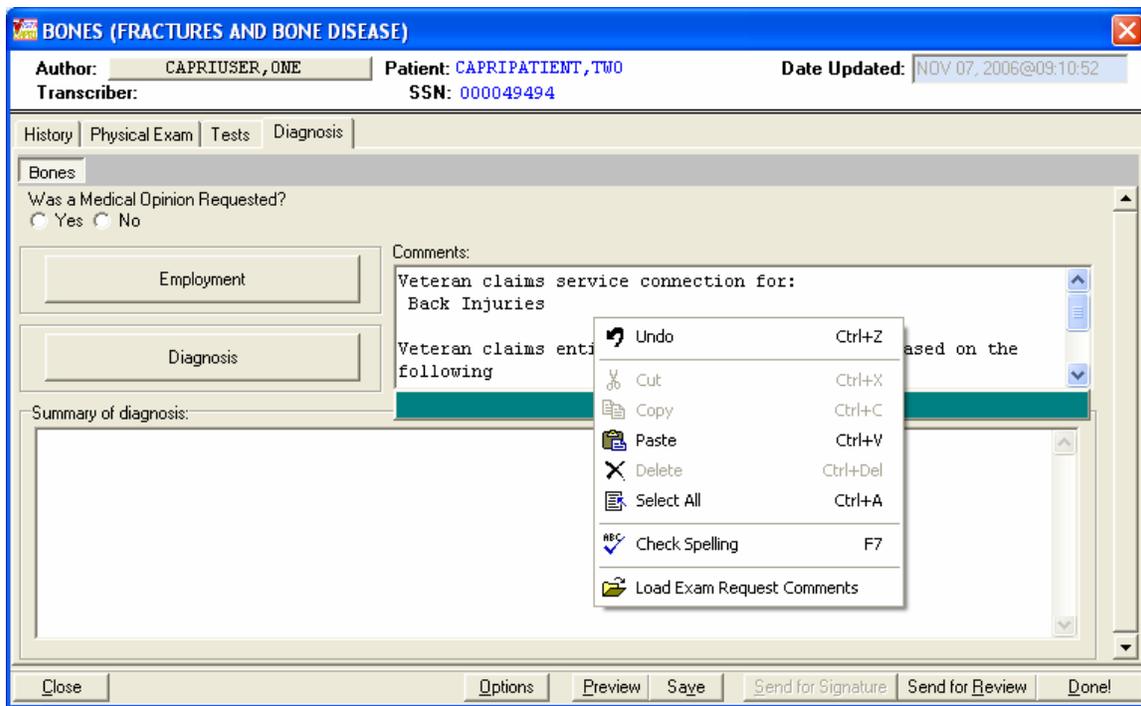


Fig. 4-1

Load Exam Request Comments

When the user right clicks in a freetext field, an option to Load Exam Request Comments will be available. To assist users with copying information entered on the exam request into a data entry area of the template, the user can select *Load Exam Request Comments* from the shortcut menu. When Load Exam Request Comments is selected, a separate window displays the list of Open exam request and the exam request comments. After selecting the desired exam request, you can select the *Insert these Comments* button to paste the comments to a freetext area of the exam.

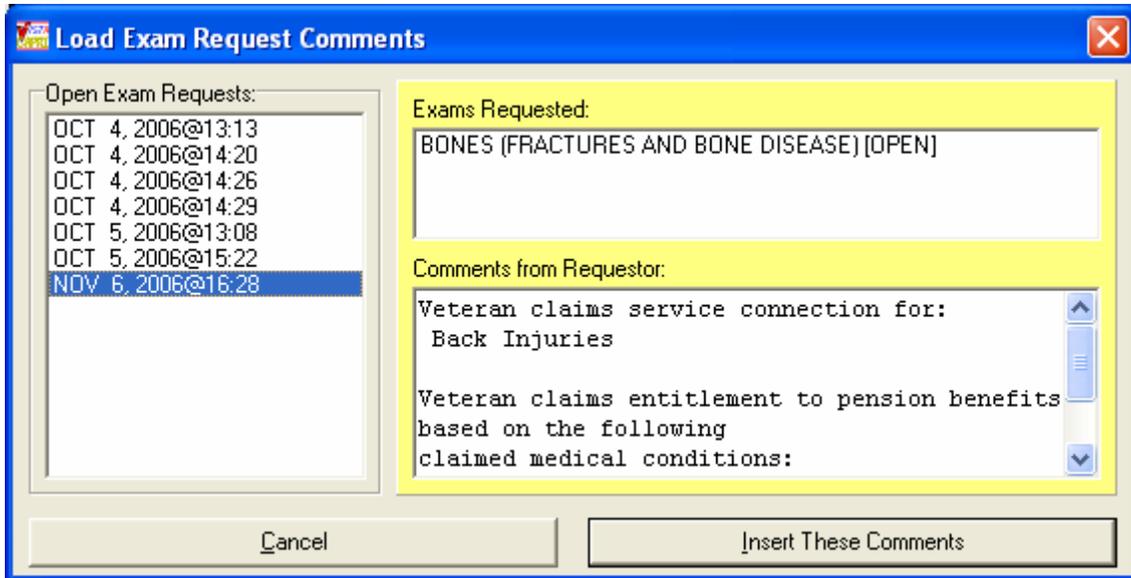


fig. 4-2

Cut/Copy/ Paste functionality

The shortcut menu in the freetext fields give the user access to standard windows Undo, Cut, Copy, and Paste functionality.

Details Bar

A details bar is available on each freetext area in each template. The details bar is designed to provide users with a larger data entry area. Details bar becomes visible when the cursor is in the text box. Once the user clicks the details bar a larger window is displayed, the user can then type the information desired and close the details box. When the details box is closed, the information will be displayed in the original freetext area.

Spell Check

A spell check feature is also available from the shortcut menu. Use the shortcut menu by right clicking inside the text box where your data has been entered. The spell check feature will search the current text area for misspelled words and return a list of suggestions for the misspelled words. If the spelling is OK, a message will display “No errors found”.

The Spell checker will allow the user to select from a list of suggested changes or make a change using the *Change to* edit box. The user may also add a word to a custom dictionary by selecting Add to Dictionary or reset dictionary to the original state.

*Note only the text area currently being edited will be checked, not the entire template.

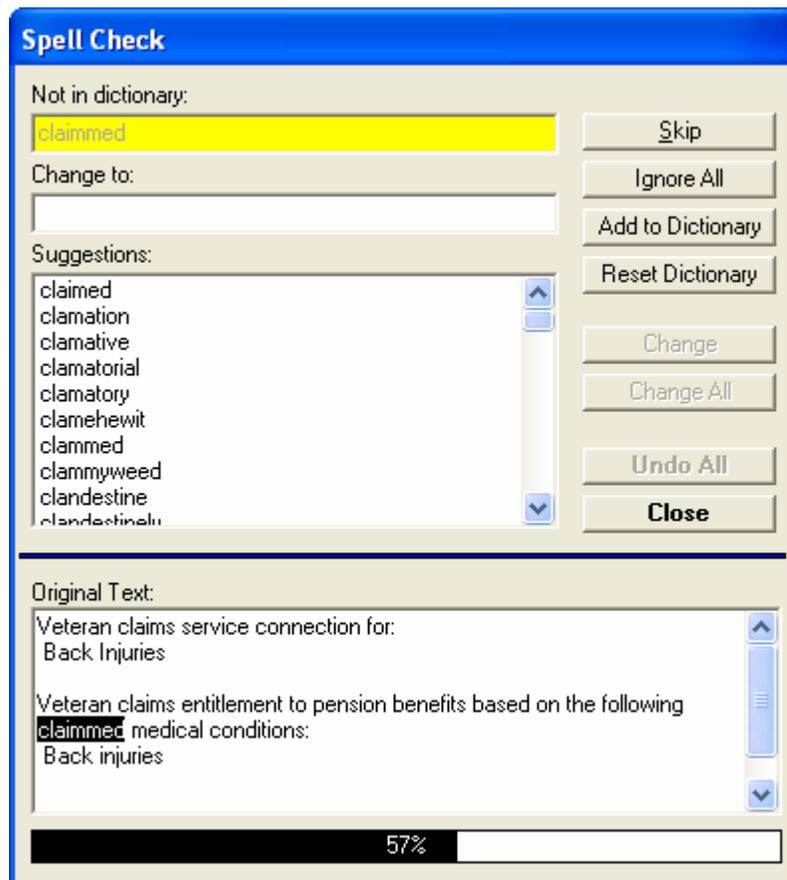


fig. 4-3

Options button functionality details

The Options button displayed on the bottom of each worksheet provides additional template management functionality

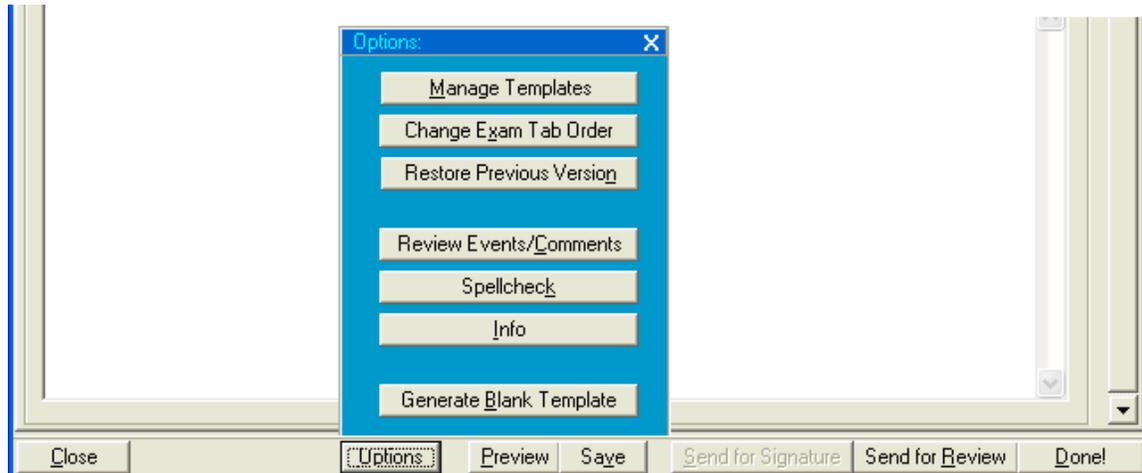


fig. 4-4

Manage Templates

CAPRI users can select to add additional templates to a template that is already in use or delete a template from a group of merged templates by selecting Manage Templates on the Options menu.

When a user selects Options and then Manage Templates, a dialog box will be displayed to allow the user to select templates to add or templates to delete. There must always be at least one template remaining in the manage templates dialog box. An entire list of templates from a set or group of merged templates cannot be deleted without having one of the original templates remaining on the list.

CAPRI will warn users when they have selected too many forms to merge by displaying a warning message "You've selected too many forms. Either remove some of the new ones or choose existing ones for deletion"

Buffer must be less than 100% to complete the manage templates function.

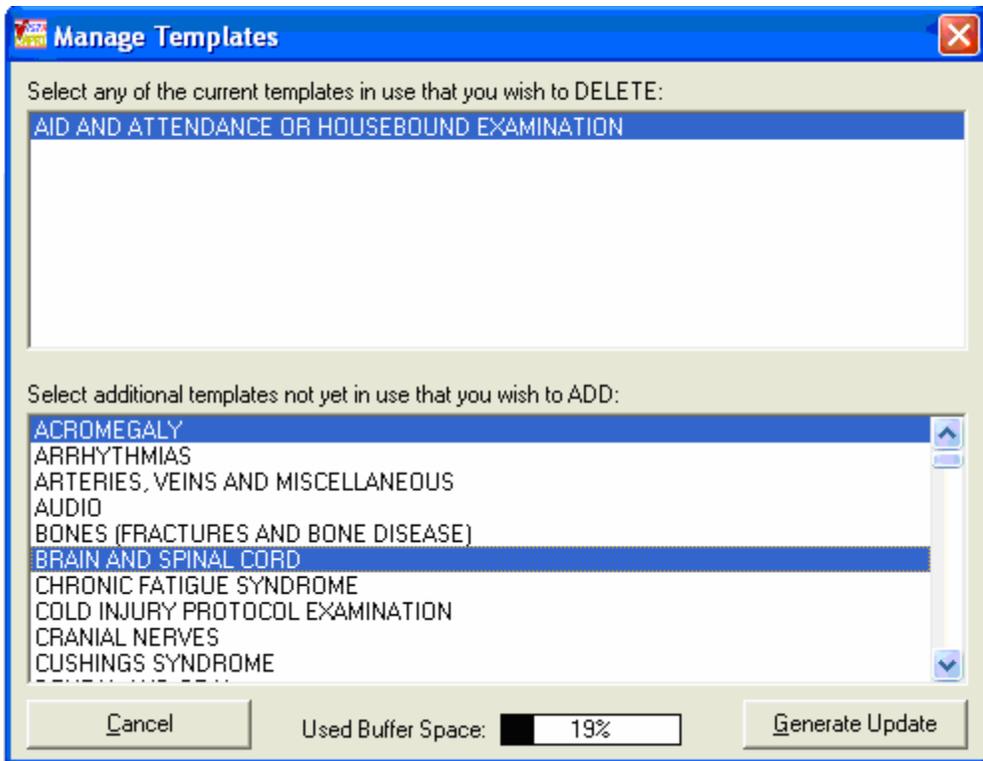


fig. 4-5

Change Exam Tab Order

When users have several templates merged into one exam, the Change Exam Order feature can be used to customize the order in which templates are displayed. By selecting the options button, then selecting Change Exam Tab Order to display the Form Exam Tab Order window, use the Move Up/Move Down buttons to move the exams into the desired order, click the OK button once templates are in the desired order. The templates and report will be displayed in the customized order.

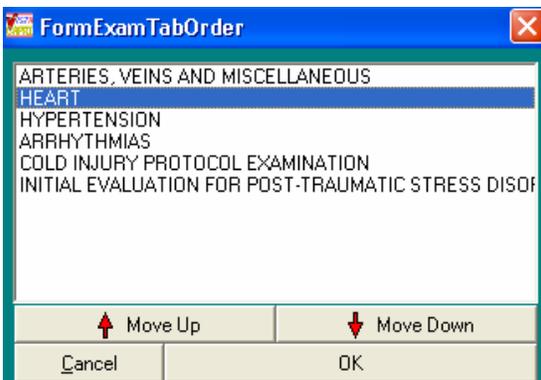


fig. 4-6

Restore Previous Version

When a user is actively editing a template for a selected patient, the user can select Options and Restore Previous Version to view a history of the number saved entries for the template currently being edited. A dialog box, displaying the history of each time a template was saved is displayed. The user can select the date/time of the save. CAPRI will display the name or names of the forms saved, date time, the name of the person who performed the save and the names of the template(s) that were saved at the selected date/time. The user can then select Load Selected Version; CAPRI will then load the templates and all data saved to the template or templates at the date and time in history.

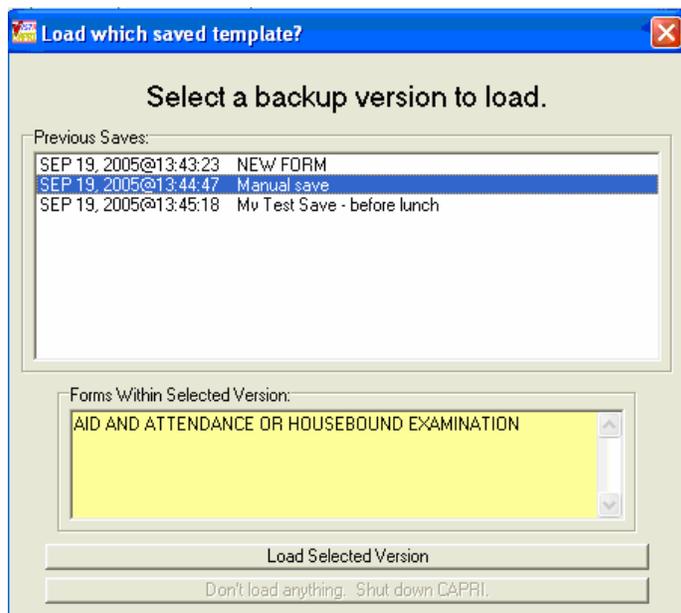


fig. 4-7

Review Events Comments

If a template has had review comments added, users can view the reviewer's comments at any time while a template is open for editing by selecting the options button then Review events. The Review Events window will be displayed and users can then drag the Review events window to the side for viewing while continuing to edit the Open CPWM Template. The comments for a given date/time can be viewed by selecting the date/time from the drop down list.

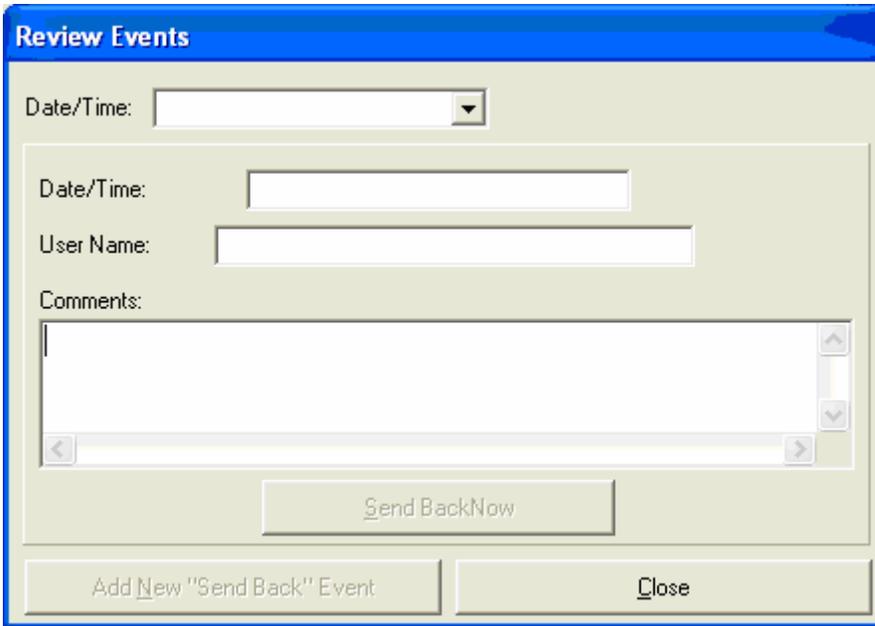


fig. 4-8

Spell Check

The *spellcheck* feature can be accessed from the options menu.

See page 53 for more information regarding the Spell Check function.

Info



fig. 4-10

Info box displays information about the template(s) that are currently being edited. The info box will provide information about the template version and date of last update. It will also display which version of the CAPRI GUI that was last used to save the template. Script variables and Object count information may be used by technical staff for troubleshooting technical problems with templates.

Generate Blank Template

The *Generate Blank Template* feature allows the user to print a blank copy the current template that includes all primary questions.

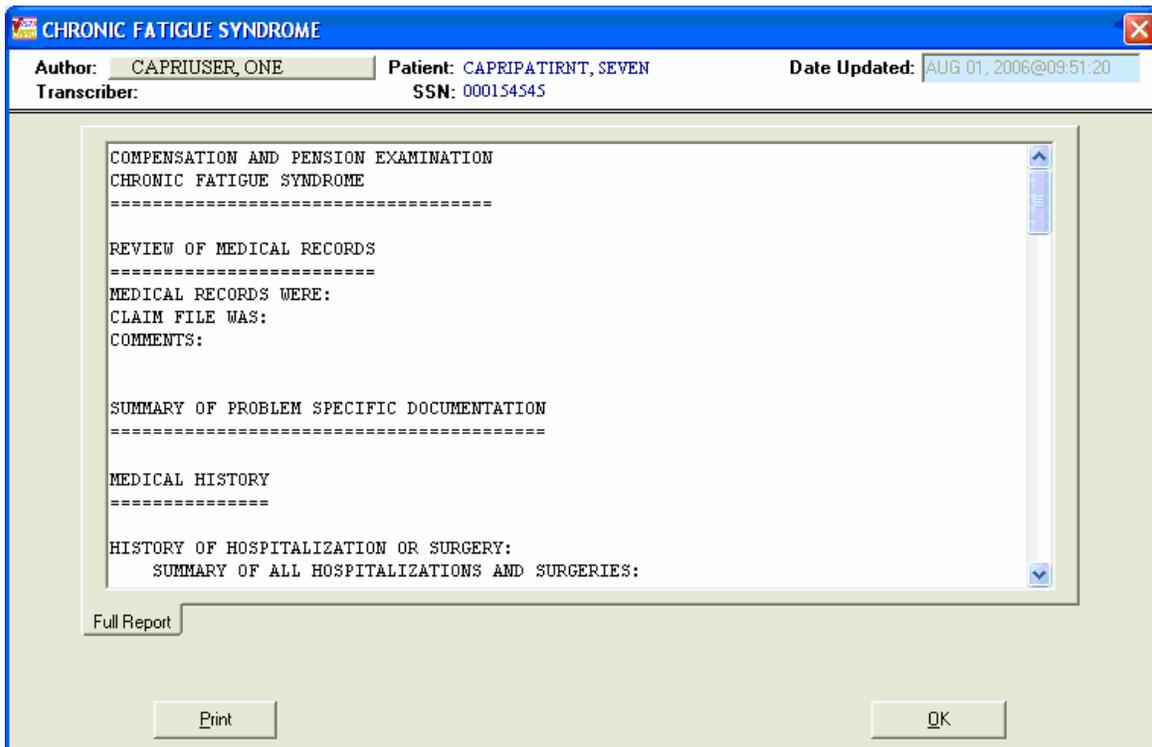


fig. 4-11

Saving Template Data

Autosave

The data is automatically saved by the system every 8 minutes. Although the data is saved automatically, it is a good practice to save your work often

Manual Saves

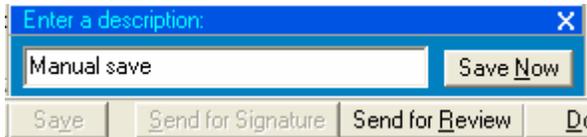


fig. 4-12

Click the *Save* button to manually save the data. When the manual save box is displayed, users can enter a customized description by typing a custom name in the box where manual save appears. The words Manual save can be removed and the user can enter a more descriptive name for the manual save, the manual save is completed when the user selects the Save Now button. Forms do not have to be completed in a single session. If the user closes a form without signing, CAPRI will retain all responses and save it for completion later.

Saving after selecting Close

When the worksheet is closed, using the Close Button, the user is prompted to Save and Exit or Keep Working. If Yes is selected, CAPRI will save the information currently entered on the Template. If No is selected, CAPRI will return the user to the Template and no save point will be created in the save history.

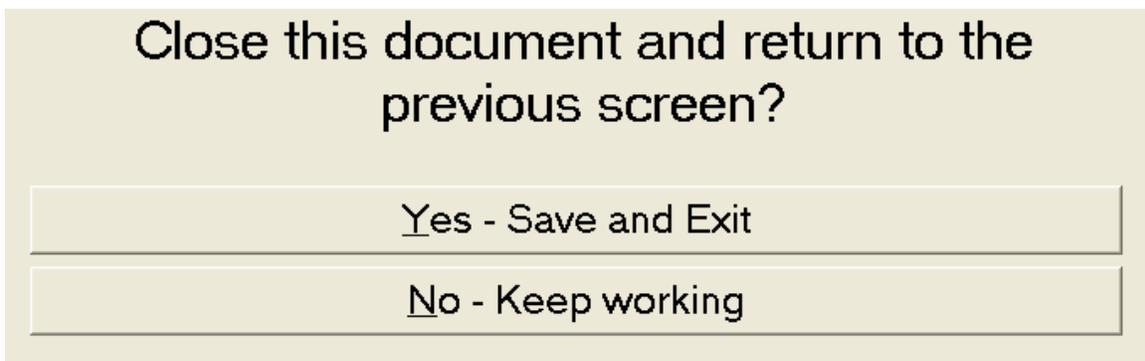


fig. 4-13

Reviewer Key Functionality:

Users who have been assigned the Reviewer security key will have reviewer specific buttons inside a CPWM template.



fig. 4-14

Clicking the *Send for Signature* button will allow the reviewer to select a signer for the document. The document will then be sent to that person and they will be authorized to complete the upload process.

If there is a problem with the document, the reviewer can communicate with the original author by clicking the *Review Events* button. If this button is clicked, the following dialog box will be displayed.

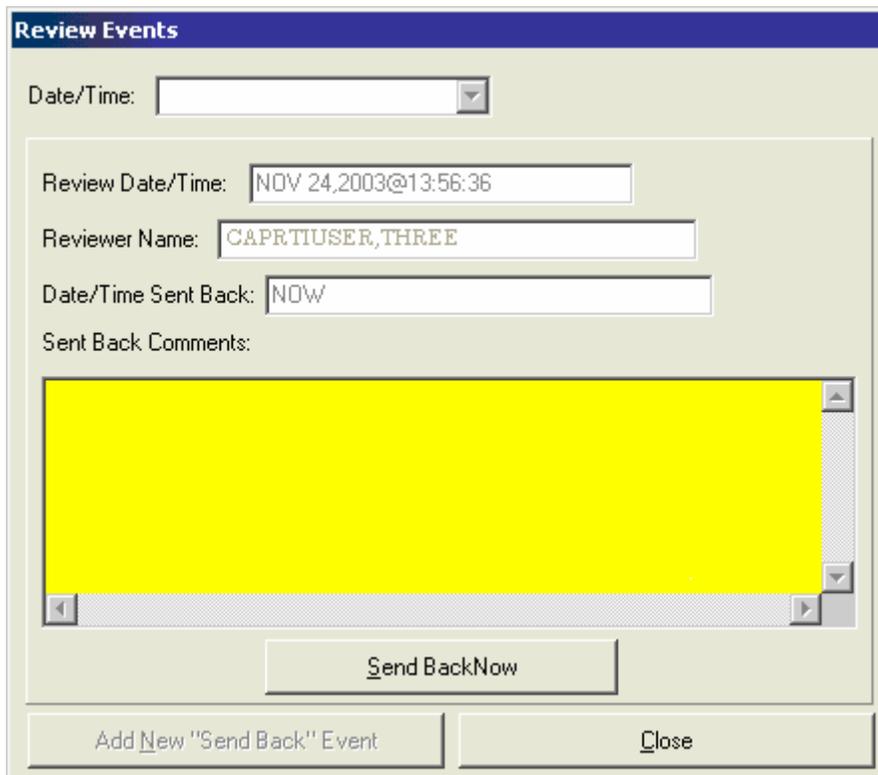


fig. 4-15

The reviewer can browse previous activity on the document by selecting entries under the *Date/Time* field, if there are any. To create a new review event, the reviewer will click the *Add New Send Back Event* button. The top 3 fields will be set automatically. The reviewer will place any communication to the author in the *Sent Back Comments* field. Once completed, by clicking the *Send Back Now* button, the status of the document will be changed to “Sent Back” and the original author will receive a notice the next time they log into CAPRI. The reviewer’s comments will be the first thing seen when working with the sent back document.

If a reviewer has been selected to sign a document by another reviewer, s/he will see the following prompt when displaying that document with CPWM.



fig. 4-16

This prompt will allow the user to override the signature, enter the document as a reviewer, and potentially re-assign the document to another signer.

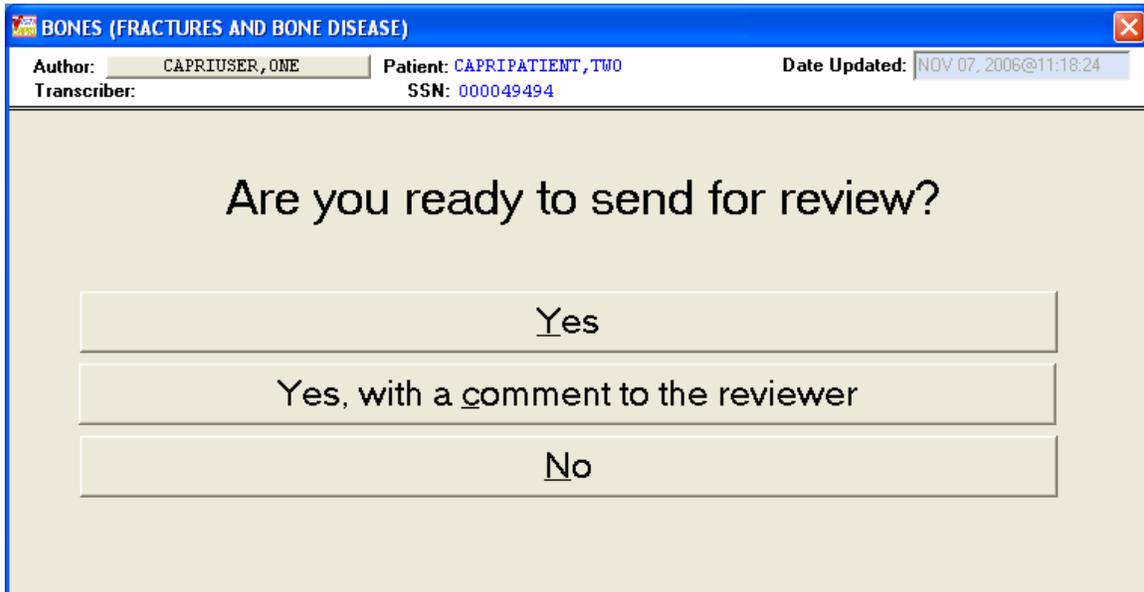
Additional Considerations

A reviewer can display any document in CPWM, even if it is unsigned. Users who do not have the DVBAB CPWM REVIEWER key can only view signed documents or unsigned documents that belong to them.

Sending a CPWM Exam for Review

While sending a template for review, users have the option to send comments at the time the exam is sent for review. When a user selects the send for review button in an open template they are prompted with an additional option of *Yes, with a comment to the reviewer.*

Sending comments to the reviewer



The screenshot shows a software window with a blue title bar containing the text "BONES (FRACTURES AND BONE DISEASE)". Below the title bar is a header area with the following information: "Author: CAPRIUSER, ONE", "Patient: CAPRIPATIENT, TWO", "Date Updated: NOV 07, 2006@11:18:24", "Transcriber:", and "SSN: 000049494". The main content area of the window is a light beige color and contains the question "Are you ready to send for review?". Below the question are three rectangular buttons stacked vertically. The top button contains the text "Yes", the middle button contains "Yes, with a comment to the reviewer", and the bottom button contains "No".

fig. 4-17

Choosing the option *Yes, with a comment to the reviewer* opens the *Send Reviewer a Message* box. Type comments in the comments box then click the *Send to Reviewer Now* button.

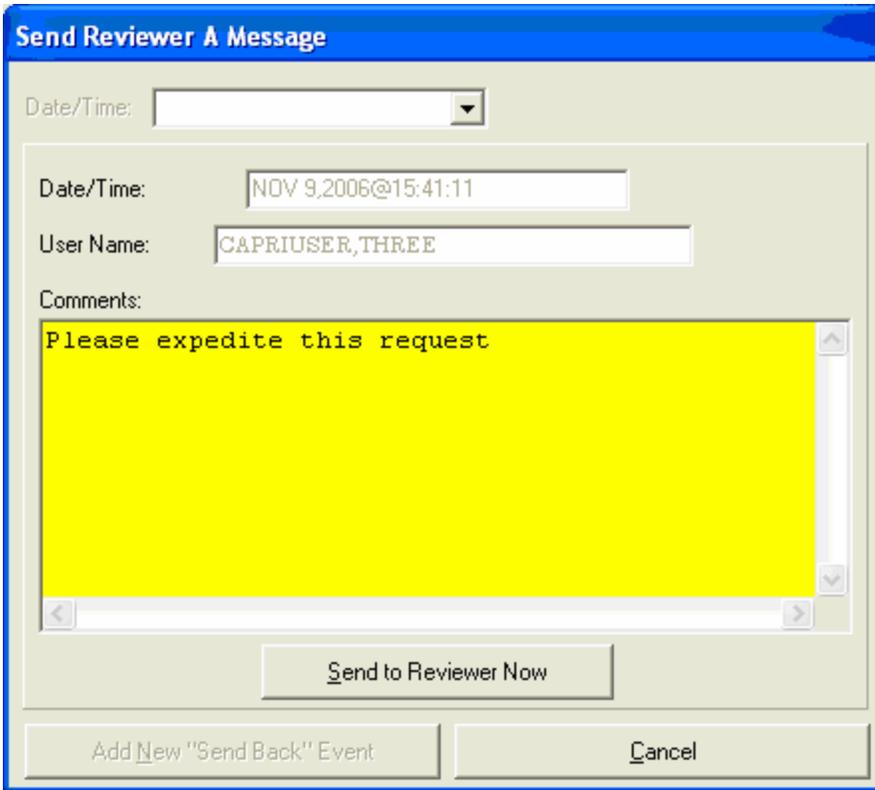


fig. 4-18

Status of Exam Changes to Review Pending

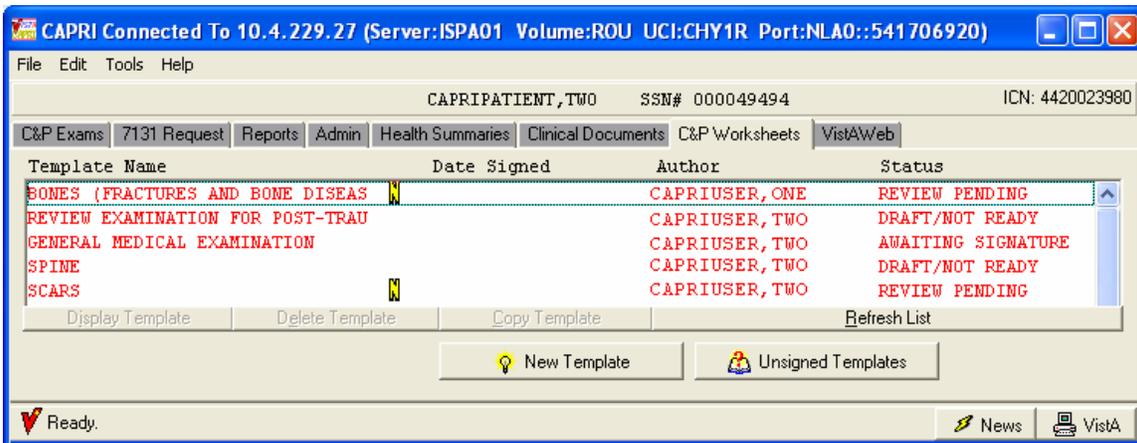


fig. 4-19

Sending a CPWM Exam for Co-signature

Co-Signature Required:

As previously described, CAPRI will respect the CPRS (ASU and TIU) business rules for co-signature. If a user is set up to require a note signature, the signature screen will appear as in fig. 4-20 after a title has been selected.

If cosignature is required and the cosigner box is not active for a particular user, IRM or the site's Clinical Application Coordinator should be contacted for assistance.

Signature Validation

Select one appointment or admission. If you don't see your appointment, use the button to list all previous appointments.

Appointments | Admissions

OCT 11, 2005@11:00	CECELIA'S OPHTHAL
OCT 13, 2005@10:00	PSYCHOLOGY
OCT 17, 2005@10:00	PSYCHIATRY
OCT 20, 2005@08:00	PSYCHOLOGY
OCT 20, 2005@10:00	CECELIA'S CARDIOLOGY

All previous appointment/visits | Past year's appointment/visits

TITLE:
C&P EXAM

EXPECTED COSIGNER: (Optional)

ELECTRONIC SIG. CODE:
XXXXXXXXXX

Templates Included In this Document | Cancel | OK

fig. 4-20

Clicking the box under *EXPECTED COSIGNER* will allow the user to select or change a previously selected cosigner. A confirmation dialog box will appear as in fig. 4-21.

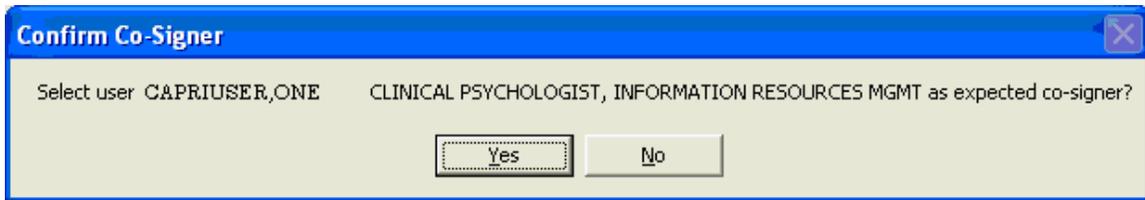


fig. 4-21

The user should verify that the correct cosigner is being selected. The cosigner should cosign the document directly in CAPRI to prevent use of the cosignature transfer utility.

Sending a CPWM Exam for Signature

Clicking the Send for Signature button will allow the reviewer to select a signer for the document. The document will then be sent to that person and they will be authorized to complete the upload process.

CPWM Exam Management functions

Unsigned C&P Worksheets

To view the list of the of C&P worksheets that need their cosignature, users can go to Tools menu then select *My Unsigned C&P Worksheets*.

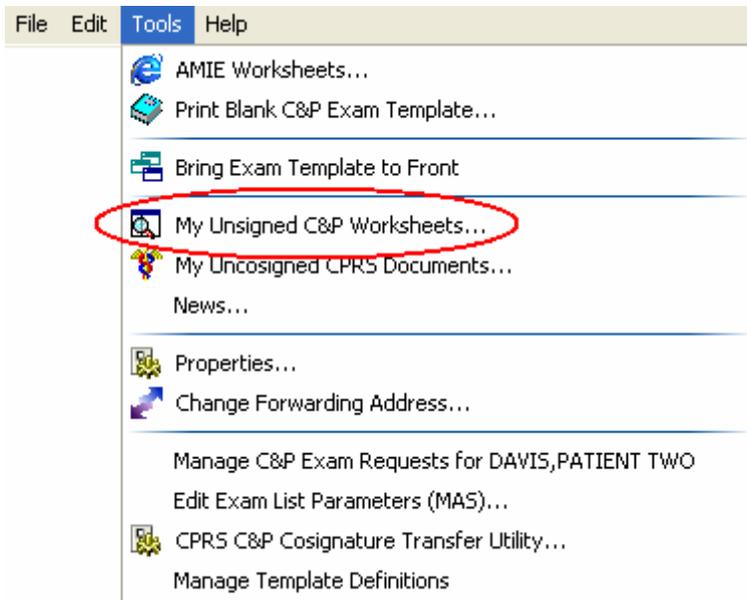
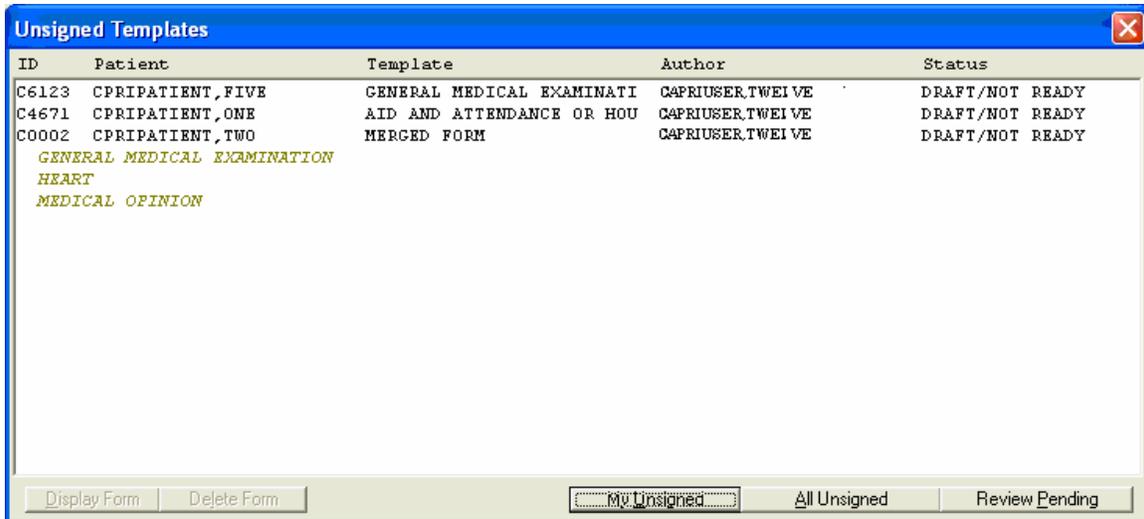


fig. 4-22

Unsigned Templates

Selecting My Unsigned C&P Worksheets from the Tools Menu will display a list of unsigned templates fig. 4-23.



The screenshot shows a window titled "Unsigned Templates" with a table of data. The table has five columns: ID, Patient, Template, Author, and Status. Below the table, there are three buttons: "Display Form", "Delete Form", and "My Unsigned". To the right of the "My Unsigned" button are two more buttons: "All Unsigned" and "Review Pending".

ID	Patient	Template	Author	Status
C6123	CPRIPATIENT,FIVE	GENERAL MEDICAL EXAMINATI	CAPRIUSER,TWEI VE	DRAFT/NOT READY
C4671	CPRIPATIENT,ONE	AID AND ATTENDANCE OR HOU	CAPRIUSER,TWEI VE	DRAFT/NOT READY
C0002	CPRIPATIENT,TWO	MERGED FORM	CAPRIUSER,TWEI VE	DRAFT/NOT READY
GENERAL MEDICAL EXAMINATION				
HEART				
MEDICAL OPINION				

fig. 4-23

This window lists forms that have been started by examiners and not completed. Information provided includes ID (1st letter of last name + last 4 digits of SSN), patient name, worksheet name(s), author, and status.

Clicking on the *My Unsigned* button will list **your** unsigned forms.

Clicking on the *All Unsigned* button will list **all** unsigned forms.

Clicking on the *Review Pending* button will list the forms that were sent for review. Only users who hold the DV BAB CPWM AUTHORIZED REVIEWER security key have access to documents waiting for review. All users can see the documents, but only reviewers can open and work with the documents.

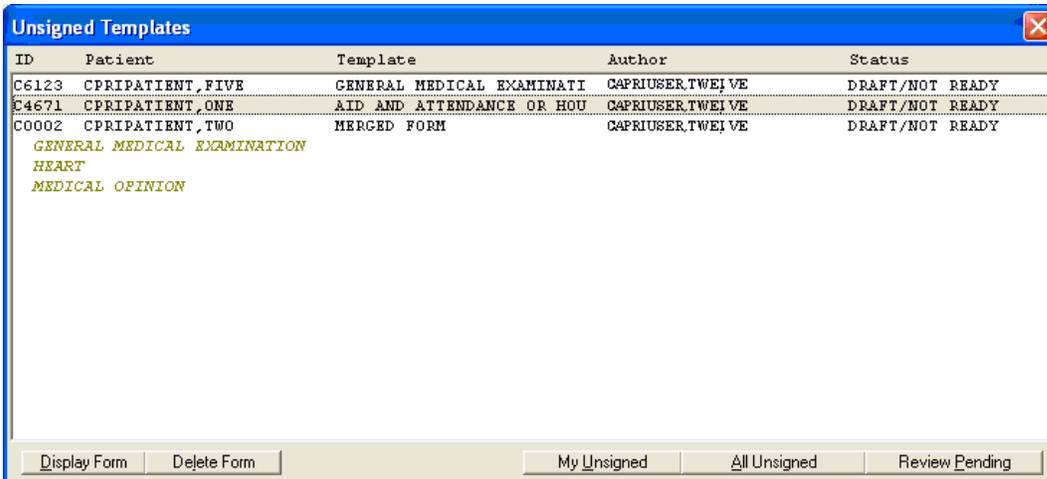


fig. 4-24

Select the form you wish to complete by double-clicking it. If it is clicked only once, the *Display Form* and *Delete Form* buttons become enabled. You must hold the required security key to delete if the template you are attempting to delete does not belong to you. Click the *Display Form* button. Follow the instructions in the New Worksheets section starting with Step 2

Un-cosigned C&P Worksheets

To view the list of the of C&P worksheets that need their cosignature, users can go to Tools menu then select *My Uncosigned CPRS Documents*.

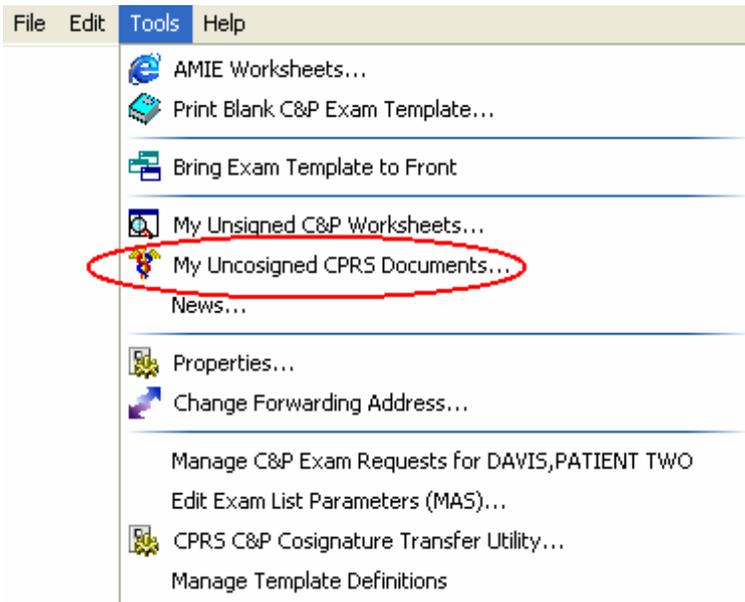


fig. 4-25

If a document has been sent to the user for cosignature, the user will be able to select the document from the list, view the report, Add any addendum, and then cosign the document from CAPRI.

CPRS C&P Co signature transfer utility

To view the list of cosigned/uncosigned documents that need to be transferred to AMIE, users can go to Tools menu then select *CPRS C&P Cosignature Transfer Utility*.

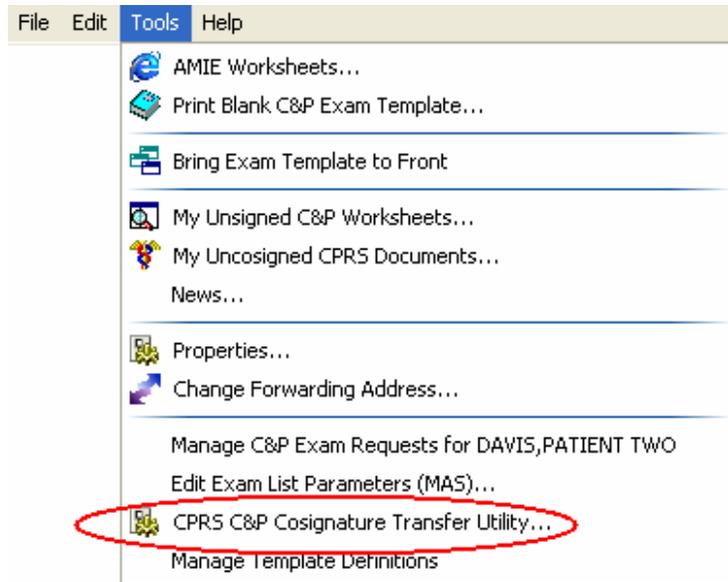


fig. 4-26

If a user co-signs a document in CPRS rather than in CAPRI, The document will appear on the cosignature transfer utility list. This utility can be used by clerical or other C&P staff to facilitate copying the CPRS document into AMIE and closing out the template in CAPRI.

If a user co-signs their C&P templates directly in CAPRI and not in CPRS, this utility will not need to be used.

The dialog box in fig. 4-27 demonstrates items that need to be transferred or closed in CAPRI. Items that need to be closed will appear in black. Items that still need co-signature will appear in red.

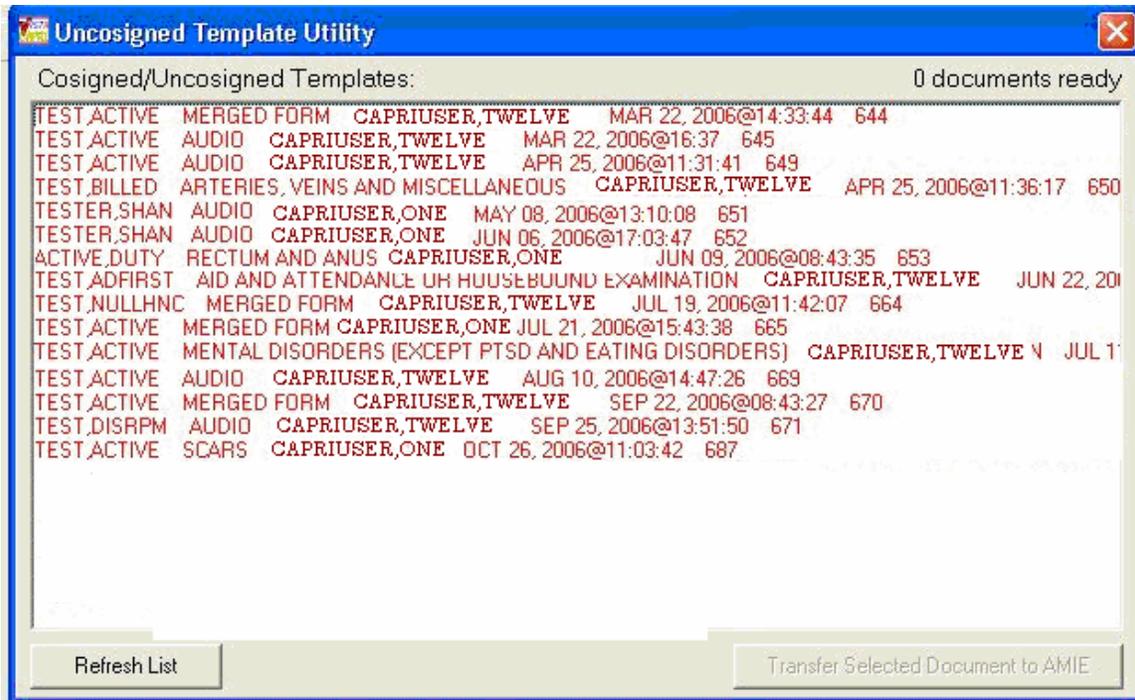


fig. 4-27

When users manually copy and paste a co-signed document from CPRS into AMIE, bypassing the CAPRI interface, CAPRI has no way of knowing this has taken place. The document will still need to be processed inside CAPRI. The *Mark as Complete But Don't Transfer* button should be selected to complete the process in CAPRI; this option will complete the exam in CAPRI without transferring into AMIE fig. 4-28

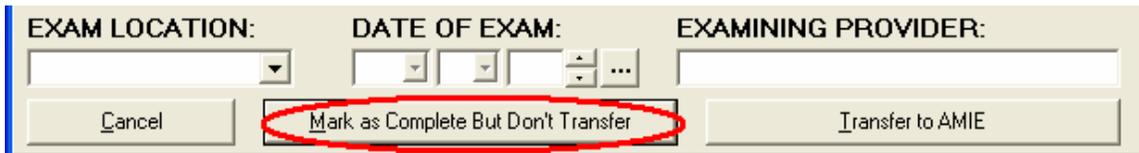


fig. 4-28

Manage C&P Exam Request Report Management

The Manage C&P Exam Requests option available on the Tools Menu can be used to reopen a released exam, release an open exam, change the status of an Exam Request, or edit the report of an exam that has already been signed and completed in CAPRI or AMIE.

Reopen a Released Exam

To reopen a released exam, click on the exam request date, then select the exam name under exams, and click the *Re-open this Request* button. Select *Yes* to the warning message if you are sure you want to reopen the exam

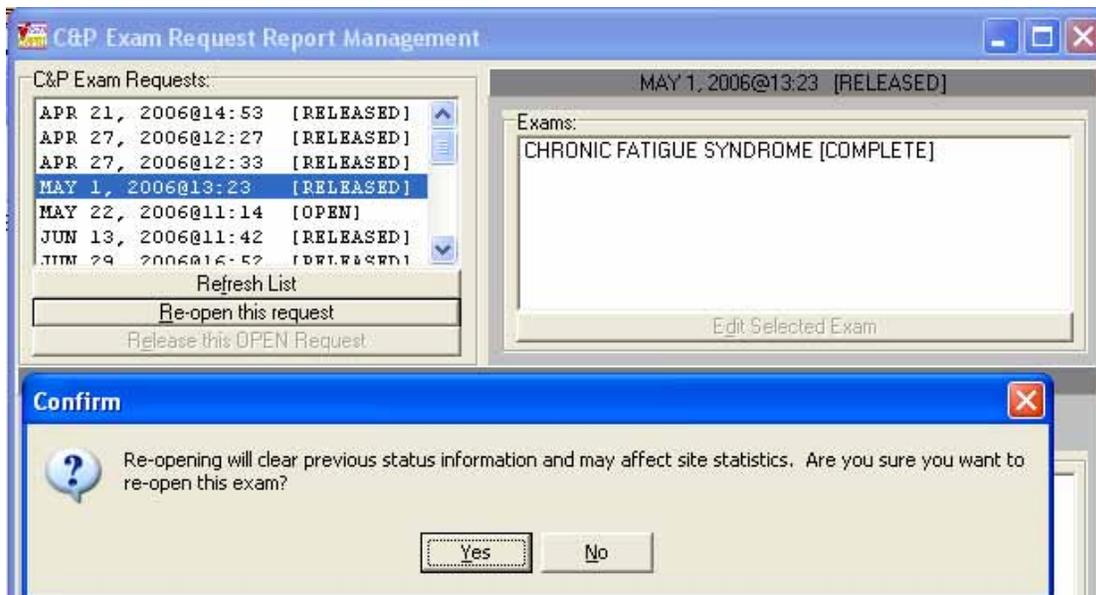


fig. 4-29

Change exam status

Exam status can be changed to Open, Completed, Canceled by MAS, Canceled by RO, or Transferred out by using Option Manage C&P Exam Request functionality available on the Tools Menu. This will open the C&P Exam Request Report Management screen.

Click on the date then click on the desired exam. Now click on the *Edit Selected Exam* button to open the exam.

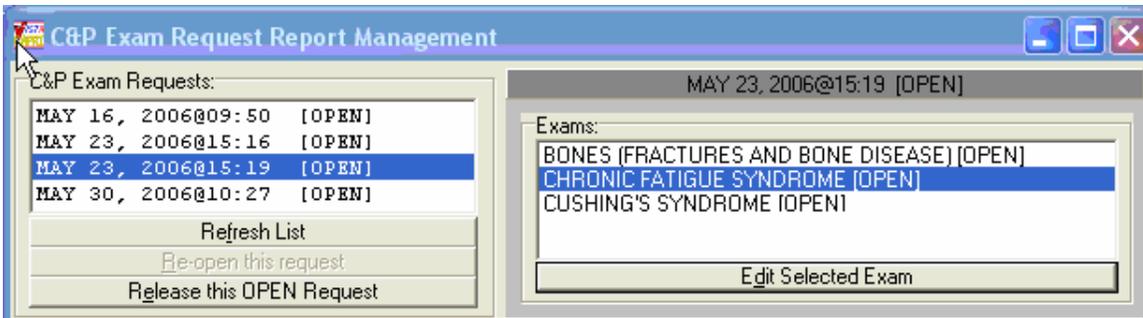


fig. 4-30

Click on the down arrow button on the *STATUS* box to mark the new status for the selected exam. Exam Location, Date of the Exam and Examining Provider may also be edited. Click the *Save Changes* button and then confirm your changes by clicking the *Yes* button on the Confirm message box.

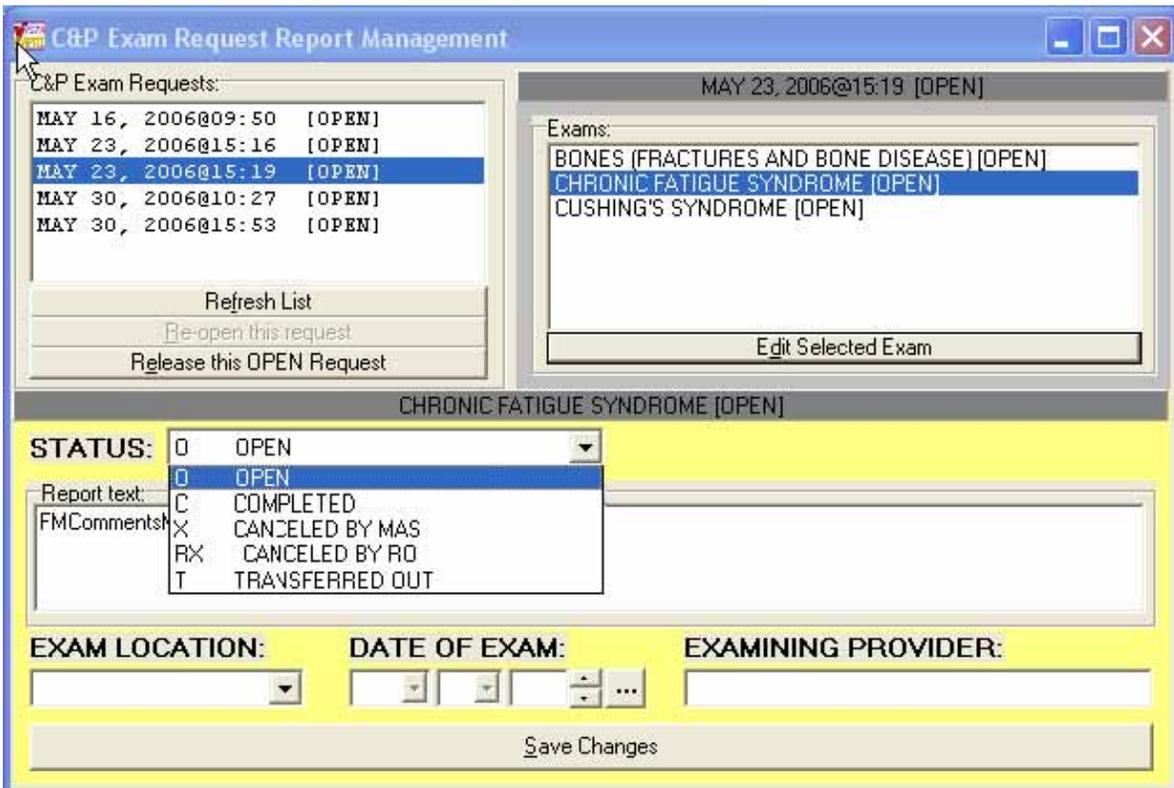


fig. 4-31

Edit a released exam

After a Released Exam is reopened (fig. 4-29), it may be selected by highlighting it in the Exams window. After highlighting the Exam click the *Edit Selected Exam* button (fig. 4-32) the Exam will appear in the Report Text window for editing

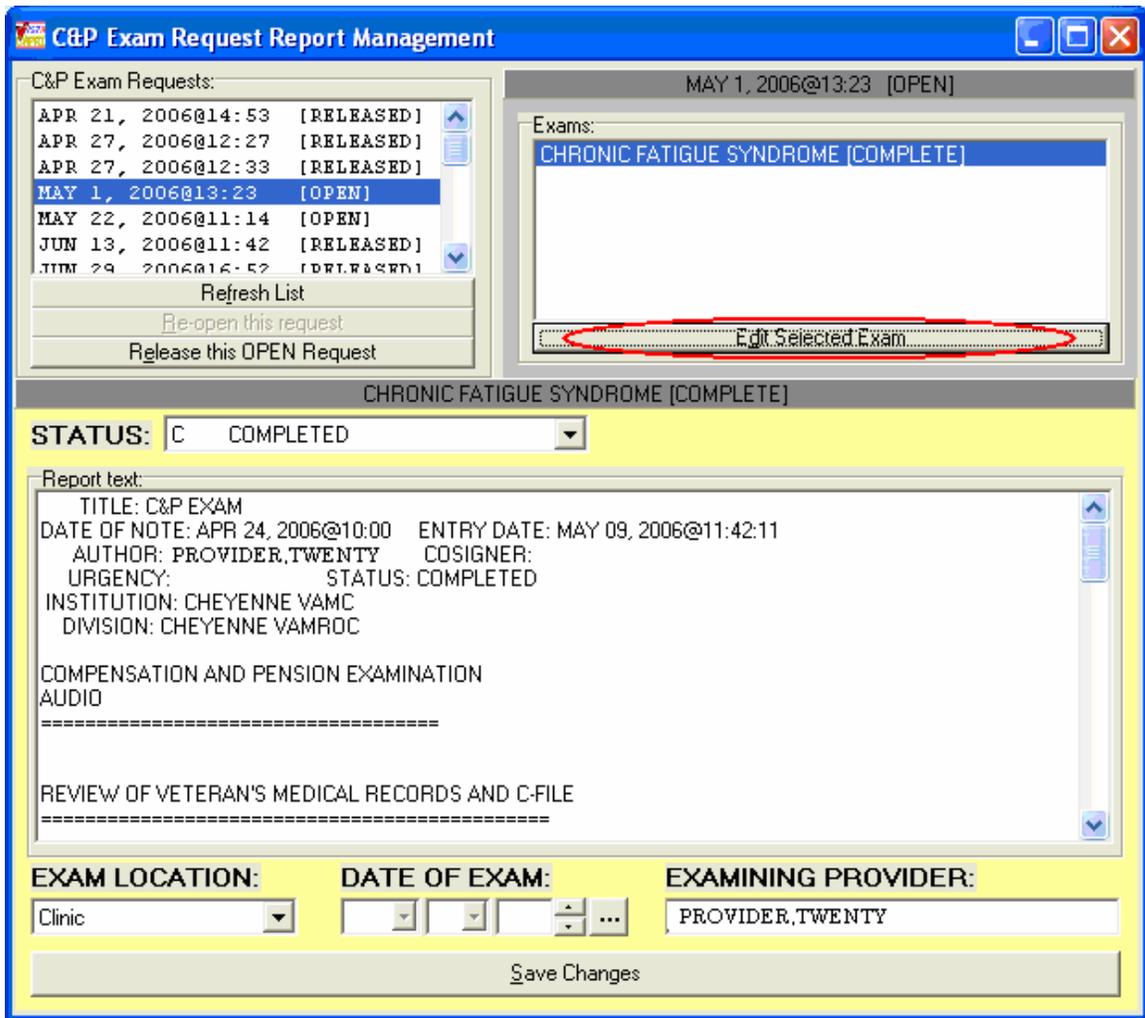


fig. 4-32

Miscellaneous CPWM Functionalities

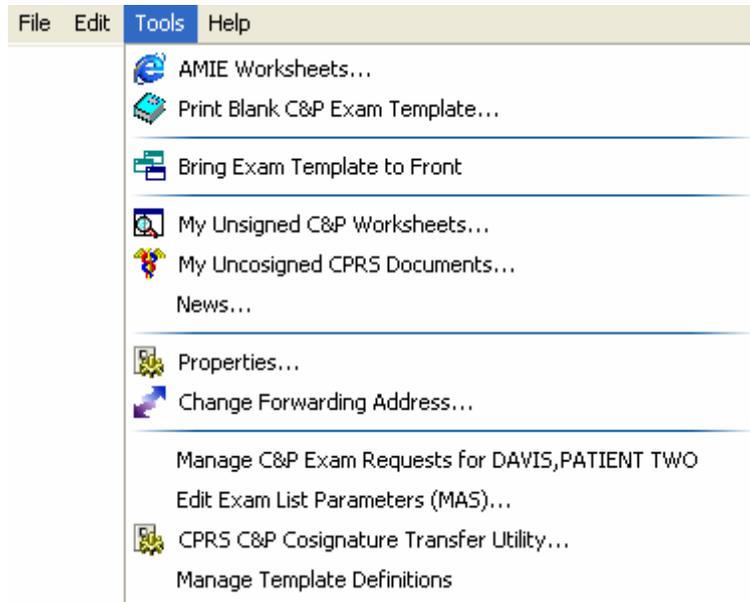


fig. 4-33

The Tools Menu has some options that are not discussed elsewhere in the User Manual

View AMIE worksheets

Selecting *AMIE Worksheets* takes the user to a C&P website that provides an Index to Disability Examination Worksheets. Selecting a worksheet will give the user instructions for using the worksheets.

Print Blank C&P Exam Templates

The *Print Blank C&P Exam Templates* option allows the user to print a blank copy of a CPWM worksheet.

Bring Exam Template to Front

If a user is working on the C&P worksheets tab and loses template focus or the template happens to be stuck in the background, users can go to the tools menu and select *Bring Exam Template to the front*. This brings the template back into focus.

Detailed Inpatient Inquiry (fig. 5-1)

This report lists all of the patient's inpatient admissions, with the date, time, and ward (fig. 5-3).

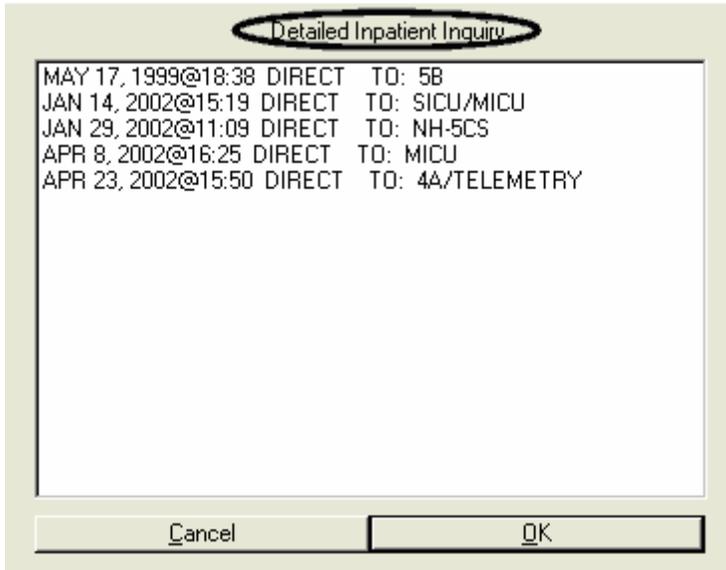


fig. 5-3

You can select an admission and click *OK* to get detailed information about that admission (fig. 5-3). This includes admission and discharge dates, transfers between wards, care providers, and diagnosis. In this example, selecting the first admission listed will give the following information (fig. 5-4):

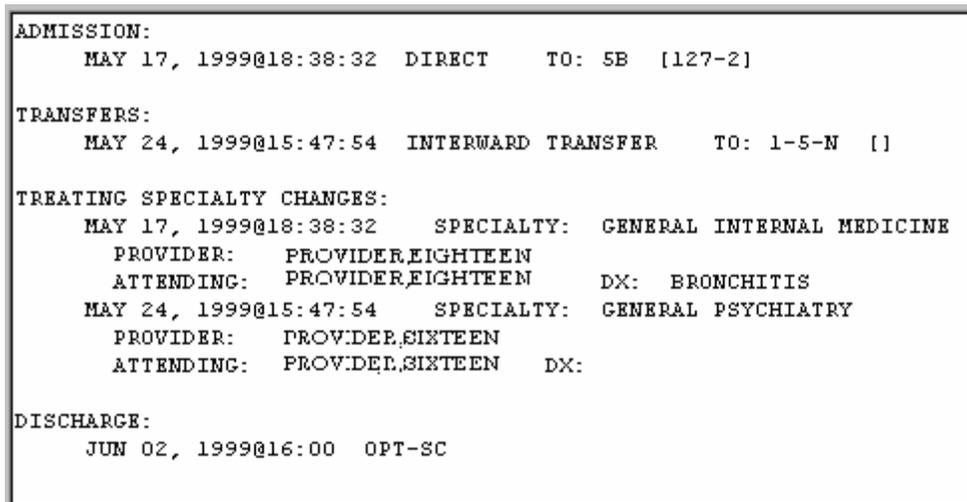


fig. 5-4

C&P Exam Detail (fig. 5-1)

This report was moved to the C&P Exams tab. If you attempt to use this report, the following dialog box will appear (fig. 5-5):

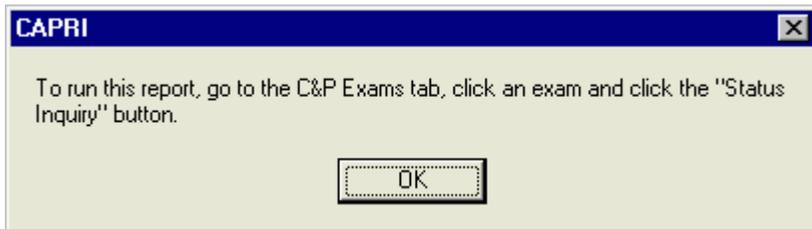


fig. 5-5

7131 Detail (fig. 5-1)

This report was moved to the 7131 Request tab. If you attempt to use this report, the following dialog box will appear (fig. 5-6):



fig. 5-6

Additional Treating Facilities (fig. 5-1)

This report will show you if the patient was treated at any VHA facilities other than the one you are connected to (fig. 5-1). The report appears in the right window.

View Registration Data (fig. 5-1)

This report provides full demographic data, including military information, for the selected patient (fig. 5-7). The completed report appears in the right window.

```

                                PATIENT DEMOGRAPHIC DATA, SCREEN <1>
TEST,CAPRI TWENTYFOUR; ██████████ SC V
=====
<1>  Name: TEST,CAPRI TWENTYFOUR      SS: ██████████ DOB: JAN 25,
     Family: TEST                      <2> Alias: < No alias entries on fil
     Given: CAPRI
     Middle: TWENTYFOUR
     Prefix:
     Suffix:
     Degree:
<3> Remarks: [PATIENT DIED ON 05/01/02]
<4> Permanent Address:                <5> Temporary Address:
     701 74TH ST N                      NO TEMPORARY ADDRESS
     ELM RIDGE,VA 12345--123
County: ESSEX (057)                    County: NOT APPLICABLE
Phone: 555-123-1212                   Phone: NOT APPLICABLE
Office: OPHN                          From/To: NOT APPLICABLE

                                CONFIDENTIAL ADDRESS DATA, SCREEN <1.1>
TEST.CAPRI TWENTYFOUR; ██████████ SC V
```

fig. 5-7

Patient Profile MAS (Full) (fig. 5-1)

The following screen is the default - it specifies all dates, all appointments, all enrollments, all team information, all edits, all dispositions, and the means test (fig. 5-8). You can change the generated report to exclude particular types of information by clicking *No* for that particular type.

Patient Profile MAS (Full)

Range

All Start Date:

End Date:

Show appointments? Show add/edits?

Yes No Yes No

Show enrollments? Show dispositions?

Yes No Yes No

Show team information? Show means test?

Yes No Yes No

Cancel OK

fig. 5-8

If *All* is unchecked, then the following screen appears, allowing you to set a start and end date range (fig. 5-9):

Surgery Report (fig. 5-1)

This option will generate a list of all available surgery reports for the selected patient (fig. 5-11). If you select a procedure from the list, the *OK* button is enabled. Clicking the *OK* button will generate the surgery report for the selected procedure. The *OK* button is not available when the list is first displayed as no procedure is selected.

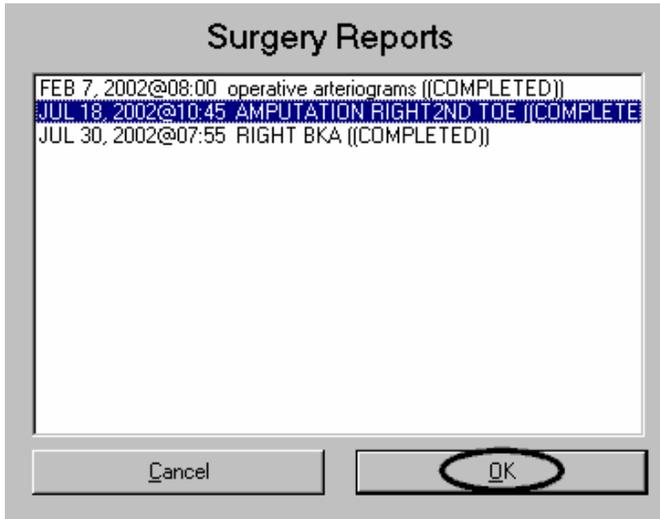


fig. 5-11

The generated report will appear in the right window (fig. 5-12).

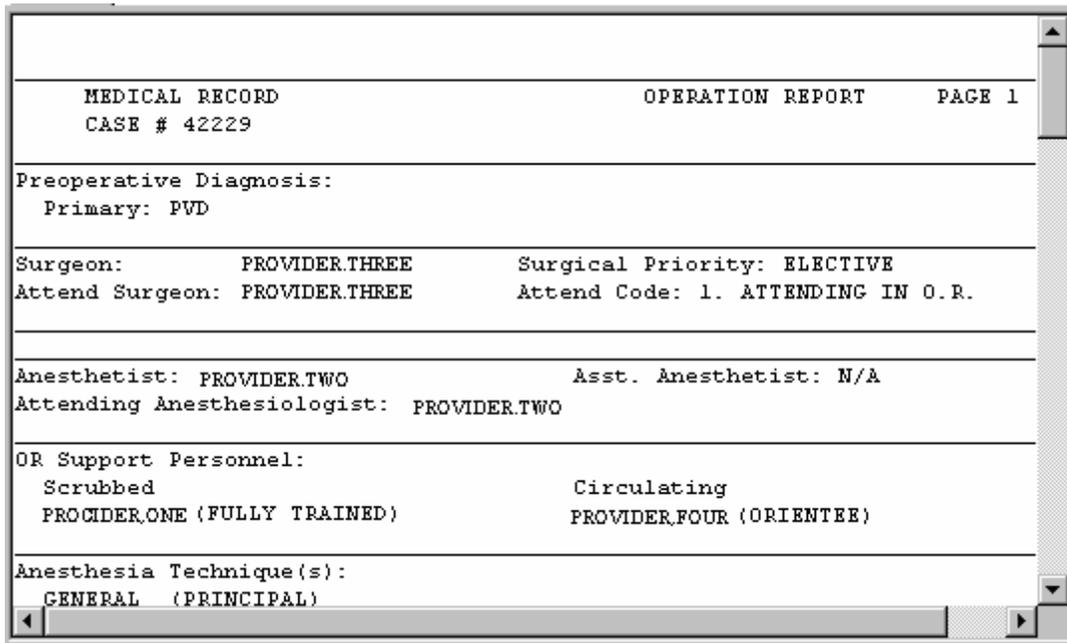


fig. 5-12

Other CAPRI Reports

The non-patient-specific CAPRI Reports are accessed from File Menu under Reports (5-13).

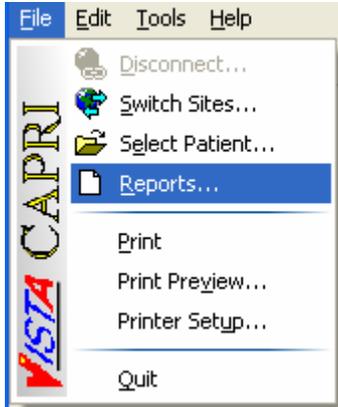


fig. 5-13

The CAPRI Reports dialog box (fig. 5-14) opens, allowing you to select the report you want.

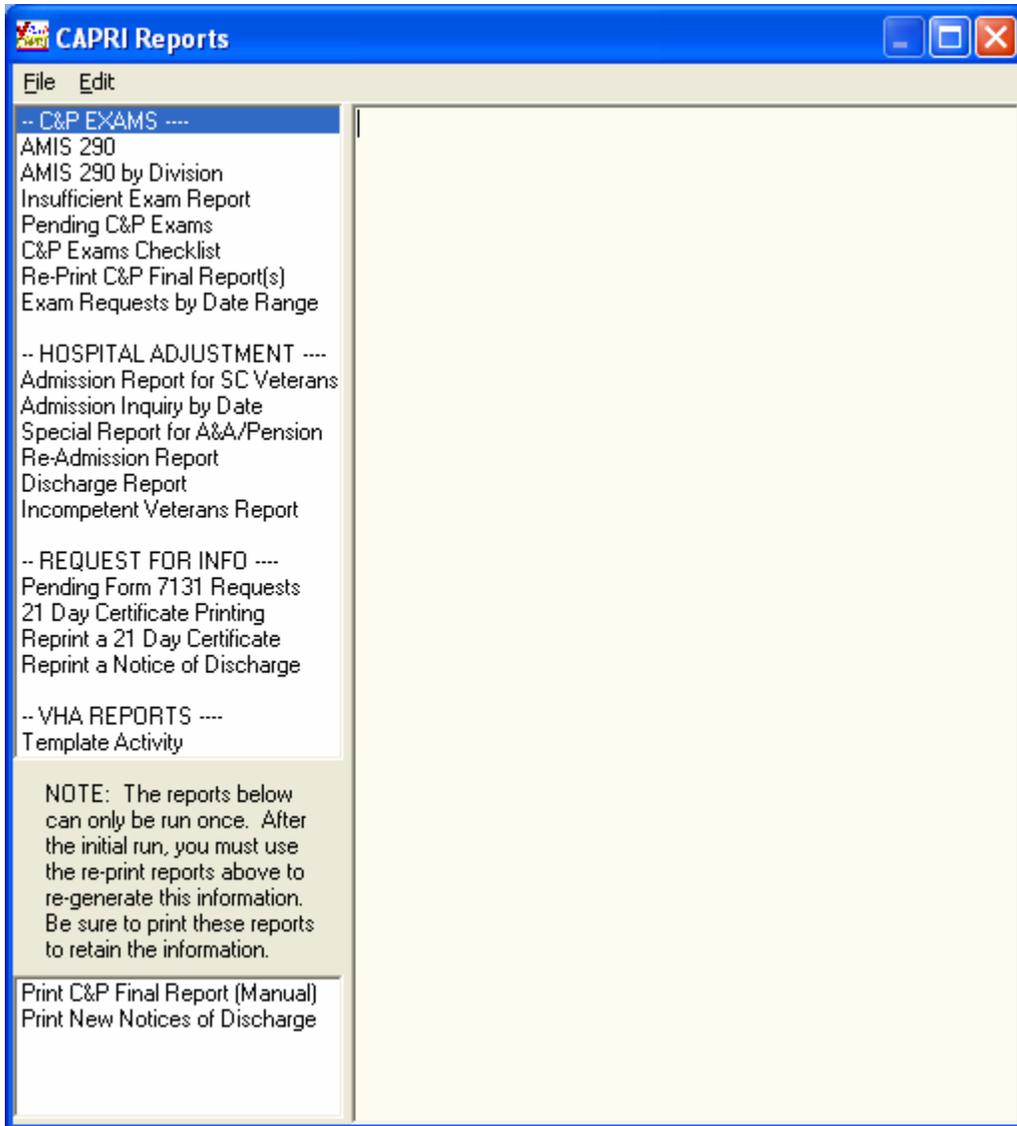
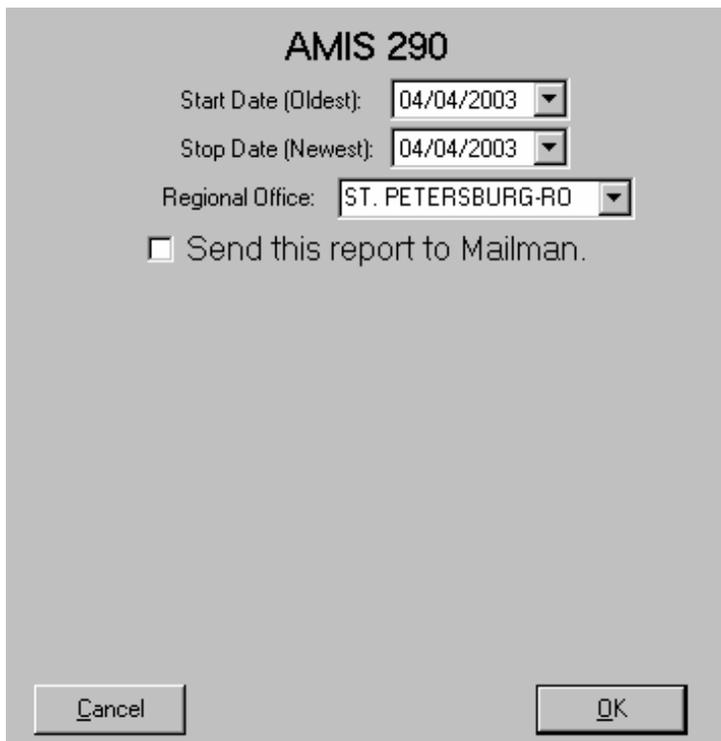


fig. 5-14

C&P Exams Reports

AMIS 290 (fig. 5-15)

This option electronically produces the AMIS C&P report that was manually produced by the regional office. AMIS stands for Automated Management Information System. It is a general system of computer programs used to process management reports. The AMIS 290 report covers compensation and pension examination request activity. The regional office AMIS 290 calculates the data based only on that specific regional office's requests. The average processing time reported on the AMIS 290 report now accounts for lost 2507 request processing time due to appointment reschedules at the request of the veteran. Processing time for an insufficient request will include the processing time of the original request. In addition to a hard copy being produced, this option allows you to send a MailMan message either locally or via network mail. The mail bulletin will contain the same information that appears on the report.



The image shows a dialog box titled "AMIS 290". It contains three dropdown menus: "Start Date (Oldest)" with the value "04/04/2003", "Stop Date (Newest)" with the value "04/04/2003", and "Regional Office" with the value "ST. PETERSBURG-RO". Below these is a checkbox labeled "Send this report to Mailman." which is currently unchecked. At the bottom of the dialog are two buttons: "Cancel" on the left and "OK" on the right.

fig. 5-15

AMIS 290 by Division (fig. 5-16)

This is the same report as the AMIS 290 above, but you can limit the report to a single division of the VHA facility that performs C&P examinations, such as a community-based clinic.

AMIS 290 BY DIVISION

Start Date (Oldest): 04/04/2003

Stop Date (Newest): 04/04/2003

Regional Office: ST. PETERSBURG-RO

Send this report to Mailman.

Division:

- ST PETERSBURG CBOC 516GB
- BAY PINES 516
- HIGHLANDS CBOC 516GH
- SARASOTA CBOC 516GA
- BAY-PRRTTP 516PA
- FT MYERS OPC 516BZ
- SOUTH ST PETERSBURG CBOC
- CLEARWATER CBOC 516GC
- MANATEE CBOC 516GD

Cancel OK

fig. 5-16

Insufficient Exam Report (fig. 5-17)

The Insufficient Exam Report option prints a report of 2507 requests entered with a priority of INSUFFICIENT EXAM for a specified date range. You may choose a detailed or summary version of the report. Only exam reasons and types that have information to report will be included on the detailed version of the report. The summary version of the report is divided into two parts. The first portion contains the total number of 2507 requests/exams received for the date range, the total number of priority insufficient requests/exams for the date range, and the percentage of insufficient requests/exams received. Due to the rounding of the component percentages, the total of the percentages may not equal 100%. The second portion of the summary version is a breakdown of each

reason an exam was returned. The detailed version allows you to display one/many/all insufficient reasons and AMIE exams. Other information provided includes exam type, patient name, Social Security number, and claim number. Provider and exam date on this report is the provider and date from the originally completed 2507. The exam date will not be included if the original 2507 has been purged. The length of the veteran's name and the provider are limited to 15 characters. If either field has been truncated, it will appear with two asterisks (**). If an insufficient 2507 is transferred from one site to another, that exam will be reported on the insufficient exam report for both sites (original and remote).

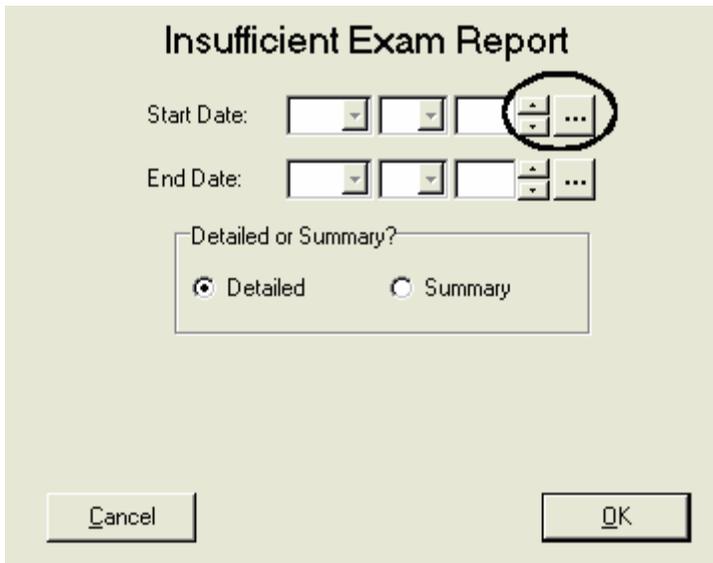


fig. 5-17

You can manually type the date into the fields provided. The up and down arrows will scroll the year values. Instead of typing the date manually, you can click the button with three dots. It will open a calendar with the current date selected (fig. 5-18).



fig. 5-18

You can click on a date, and it will be entered into the date fields. You can use the right-pointing arrow to scroll to future months, and the left-pointing arrow to scroll to past months. Click the *OK* button once you have entered the desired date.

Pending C&P Exams (fig. 5-19)

This option will print out all pending C&P requests. You may sort the reports by request status, routing location, veteran name, or age of the request. Each report will display the following information, if applicable: veteran name, Social Security number, claim number, request date, elapsed days, exams requested, and requester name and location. The total number of exams pending will also be provided.

Pending C&P Exams

Sort By:

- Age
- Status
- Veteran Name
- Routing Location

Report By:

- Calendar Days
- Work Days

Cancel OK

fig. 5-19

C&P Exams Checklist (fig. 5-20)

The Print Exam Check List for RO option is used to print a checklist used by regional office personnel to select compensation and pension examinations for veterans. The request worksheet lists the body systems and the exam worksheet names. It also contains a remarks section. The top portion of the work sheet allows the requester to enter veteran-specific information, including:

- Veteran's name, Social Security number, and C-Number
- VAMC where the exam is to be performed
- Veteran's day and night telephone numbers
- Power of Attorney
- Date the exam was ordered and by whom
- Insufficient exam date

```
Exam Checklist for the Regional Office

VA Regional Office - Bay Pines, Florida

Compensation and Pension Examination Request Worksheet

Veteran's Name: _____ VAMC: _____

C-Number: _____ SSN: _____

Telephone-Day: _____ Night: _____ Power of Attorney: _____

Date Ordered: _____ By: _____

Priority of Exam: _____ ( ) Insufficient Exam Dated: _____
(See Remarks)

( ) General Medical Examination ( ) Review of Pertinent Medical Record
Claims Folder is Required Prior to

Body System: Musculoskeletal (DC Series 5000, 5100, 5200, 5300)
( ) Bones (Fractures and Bone Disease) ( ) Fibromyalgia
( ) Amputation. Residuals of ( ) Joints (Shou
```

fig. 5-20

Re-Print C&P Final Report(s) (fig. 5-21)

This option will allow the reprinting of final 2507 exams with the status of "Completed, printed by RO". The reports will be sorted by the last two digits of the claim number. You must enter the date the report was previously printed. Reprinting a request is not allowed unless the person requesting the reprint has a division, which matches the station number of the requesting regional office. The exam must have the status "Completed, printed by RO" or "Released to RO, not printed". The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. The output will include a summary portion. This includes patient name, Social Security number, claim number, and request date. The total number of requests to be printed will also be provided.

Re-print C&P Final Report(s)

Run this report:

By date 

By RO or MAS?

RO MAS

Cancel OK

fig. 5-21

You can manually type the date into the fields provided above. The up and down arrows will scroll the year values. Instead of typing the date manually, you can click the button with three dots. It will open a calendar with the current date selected (fig. 5-22).

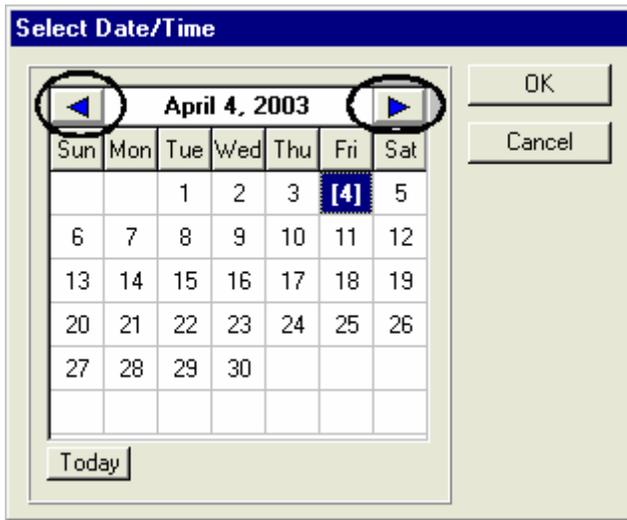


fig. 5-22

You can click on a date, and it will be entered into the date fields. You can use the right-pointing arrow to scroll to future months, and the left-pointing arrow to scroll to past months. Click the *OK* button once you have entered the desired date.

Exam Requests By Date Range (fig. 5-23)

This report will generate a simple list of all exam requests entered within the date range specified. The report will be sorted by date of entry. The following fields will be reported: SSN, Patient Name, Request Date, Date Released, Date Printed, and Status. The report was primarily created to assist VHA in tracking exams that may have been requested but not released.

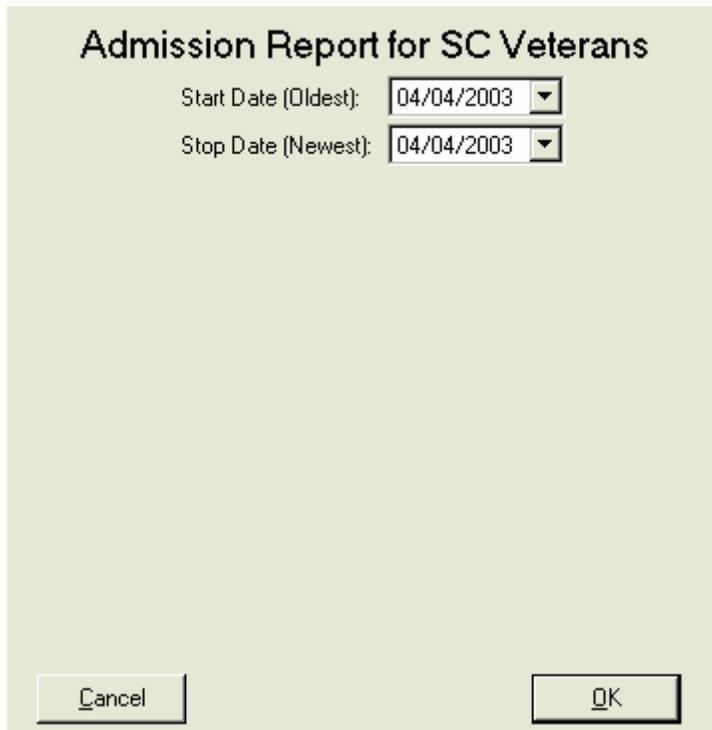


fig. 5-23

Hospital Adjustment Reports

Admission Report for SC Veterans (fig. 5-24)

This option will report all service-connected admissions to the facility you are connecting to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report could be quite lengthy.



Admission Report for SC Veterans

Start Date (Oldest): 04/04/2003 ▼

Stop Date (Newest): 04/04/2003 ▼

Cancel OK

fig. 5-24

Admission Inquiry By Date (fig. 5-25)

This will create a report that matches the data generated by the AMIE option of the same name. The fields are identical to AMIE. Enter a date range using Stop and Start date. Select a specific regional office. Then click the *OK* button.

The yellow informational box will display the last report that was generated either using CAPRI or the corresponding option in AMIE roll and scroll. This can be used as a reminder when running a new report of this type.

Admission Inquiry By Date

Start Date (Oldest): 9/19/2000

Stop Date (Newest): 9/19/2005

Regional Office: ST. PETERSBURG-RO

Info:

NOTE: Regional Office is optional. If a Regional Office is selected, the report will be sorted by that RO.

VARO COMPLETE ADMISSION REPORT
FOR Bay Pines, Florida ON 09/19/2005

Please enter dates for search, oldest date first, most recent date last.

Last report was run on SEP 14,2005

Cancel OK

fig. 5-25

Special Report for A&A/Pension (fig. 5-26)

This report duplicates the AMIE report of the same name. Select one or more of the special report types by checking the box next to the report name. Some of the choices are pre-selected in the list but may be unchecked to remove them from the final report. Date range is the same in other CAPRI report options. The report can be run for all regional offices or a specific one. The default is for all offices. Once all selections are made, click the *Run Report* button.

Select Types to Include:

Discharge Type	Code
<input type="checkbox"/> AMBULATORY CARE (OPT-AC)	8
<input type="checkbox"/> AUTH ABSENCE 96 HOURS OR LESS	1
<input type="checkbox"/> AUTHORIZED ABSENCE	2
<input type="checkbox"/> CHANGE ASIH LOCATION (OTHER FACILITY)	45
<input type="checkbox"/> CHECK-IN ENHANCED CLINICAL SERVICES	48
<input type="checkbox"/> CHECK-IN LODGER	5
<input type="checkbox"/> CHECK-IN LODGER (OTHER FACILITY)	6
<input type="checkbox"/> CHECK-OUT ENHANCED CLINICAL SERVICES	49
<input type="checkbox"/> CHECK-OUT LODGER	7
<input type="checkbox"/> CONTINUED ASIH (OTHER FACILITY)	46
<input type="checkbox"/> DEATH	12
<input type="checkbox"/> DEATH WITH AUTOPSY	38
<input type="checkbox"/> DIRECT	15
<input type="checkbox"/> DISCHARGE FROM IMLTC/NHCU/DOM WHILE ASIH	47

Reset To Default Selections

Start Date (Oldest): 9/19/2005 Stop Date (Newest): 9/19/2005

Regional Office (Optional):

Type of Report:
 A&A Pension

Run Report

fig. 5-26

Re-Admission Report (fig. 5-27)

This report will look at any veteran receiving pension or aid and attendance who have been readmitted to a facility within 185 days of his or her last discharge date. The following criteria must be met for the patient to appear on this report. If the patient is in receipt of pension and Hospital is selected: readmitted within 185 days of last discharge and has a length of stay > 89 days. If the patient is in receipt of pension and Dom (Domiciliary) is selected: readmitted within 185 days of last discharge and has a length of stay > 59 days. If the patient is in receipt of aid and attendance and either Hospital or Dom is selected: readmitted within 185 days of last discharge, has a current length of stay greater than 29 days, and last discharge was IRREGULAR. Information provided may include veteran's claim number, claim folder location, eligibility, Social Security number, and whether or not in receipt of pension and/or aid and attendance. Admission data includes admission date, admission diagnosis, discharge date, discharge type, and bed service.

Re-Admission Report

Start Date (Oldest): 04/04/2003 ▼

Stop Date (Newest): 04/04/2003 ▼

Do you want:

Hospital Dom

Cancel OK

fig. 5-27

Discharge Report (fig. 5-28)

This option will report service connected, A&A, pension, or all discharges for the facility you are connected to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, discharge date, type of discharge, length of stay, bed service, in receipt of A&A or pension, and eligibility data. Depending on the date range and number of discharge types selected, the report could be quite lengthy.

Discharge Report

Start Date (Oldest): 04/04/2003

Stop Date (Newest): 04/04/2003

Do you want:

A&A Service-Connected

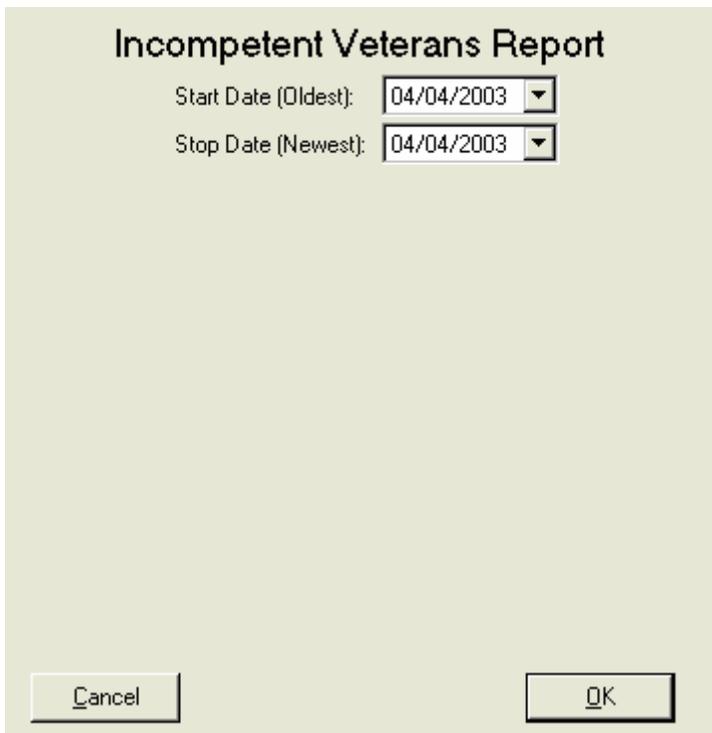
Pension All

Cancel OK

fig. 5-28

Incompetent Veterans Report (fig. 5-29)

This option will report all veterans who have been ruled incompetent by Civil or VA authorities. For this report to run correctly, either the DATE RULED INCOMPETENT (VA) or DATE RULED INCOMPETENT (CIVIL) fields must have been edited by VHA personnel (OR) the RATED INCOMPETENT field in the PATIENT file must contain a YES value. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, discharge date, type of discharge, length of stay, bed service, eligibility data, and date ruled incompetent. Depending on the date range selected, the report could be quite lengthy.



Incompetent Veterans Report

Start Date (Oldest): 04/04/2003 ▼

Stop Date (Newest): 04/04/2003 ▼

Cancel OK

fig. 5-29

Request for Information Reports

Pending Form 7131 Requests (fig. 5-30)

This report will display all requests that are not finalized. It lists only the items pending for each patient request. The elapsed days (total work days passed since the request was logged) is displayed which may be useful in keeping track of outstanding requests. You may choose to sort the report by regional office number and division. If you choose to report for a specific division, any 7131 that has that division responsible for any portion of the request will be included. Requests may appear on this report with no items listed as pending. These are requests where the final item(s) have been completed but the request itself has not yet been finalized by the system. This should be a rare occurrence. If this does occur, wait 24 hours to see if the auto-finalization program remedies the situation. If the auto-finalization program did not run, you may use the Request for 7131 Information options to edit the request. The IRM Service of the medical center you are connecting to should be notified if it appears that the auto-finalization program is not set to run. Since the pending report may serve many divisions or remote sites, the division, which is responsible for the completion of the request, is displayed at the top of each printed record.

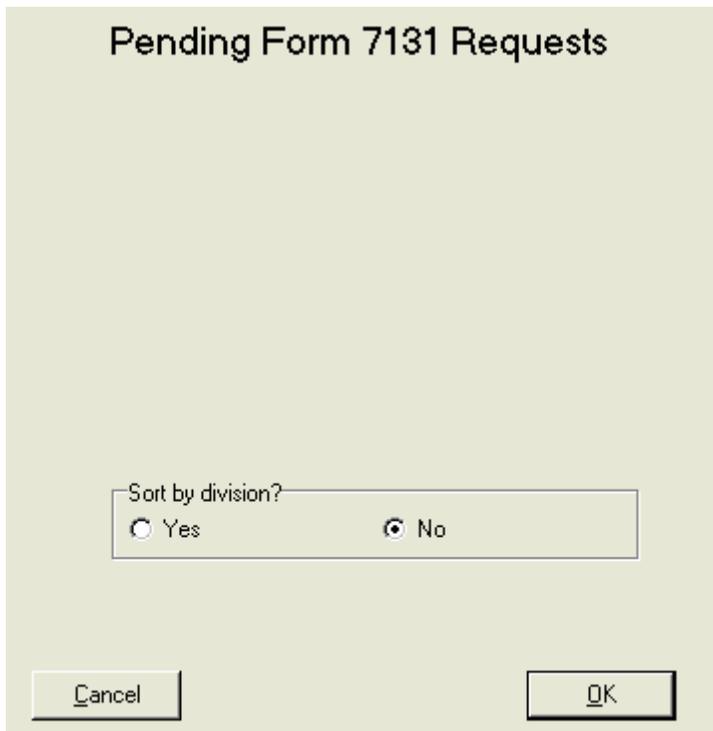


fig. 5-30

21 Day Certificate Printing

You use this option to print 21-Day Certificates that were previously requested. They must have been completed and released by VHA before they can be printed. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 - Report of Contact. If the length of stay for the selected episode of care is 21 days or greater, a certificate will be generated regardless of the request date. It should also be noted that upon generation of a certificate, the system will automatically modify the existing 7131 request for the veteran to show requests for a Notice of Discharge and Hospital Summary. This will be done **ONLY** if they are not already requested, or were requested and previously completed. If there are no new 21-Day Certificates to print, CAPRI will display a message. The only prompt is for device selection.

Reprint a 21-Day Certificate (fig. 5-31)

This option is used to reprint all 21-Day Certificates by the original processing date. You must know the date the certificate was originally printed to reprint by date. The certificate produced is the same as the original certificate. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 - Report of Contact.

The screenshot shows a dialog box titled "Reprint a 21 Day Certificate". It contains two main sections. The first section, "Run this report:", has a radio button selected for "By date" followed by three date input fields. The third date field is circled in black. The second section, "By RO or MAS?", has two radio buttons: "RO" (selected) and "MAS". At the bottom of the dialog are "Cancel" and "OK" buttons.

fig. 5-31

This is the report dialog box if you accessed the report without having a patient selected. If you have a patient selected, the dialog box will have different options. Please see section 4 for details.

You can manually type the date into the fields provided above (fig. 5-32). The up and down arrows will scroll the year values. Instead of typing the date manually, you can click the button with three dots. It will open a calendar with the current date selected.



fig. 5-32

You can click on a date, and it will be entered into the date fields. You can use the right-pointing arrow to scroll to future months, and the left-pointing arrow to scroll to past months. Click the *OK* button when you have entered the desired date.

Reprint a Notice of Discharge (fig. 5-33)

From time to time, it may be necessary to reprint a Notice of Discharge for a patient. This option allows you to reprint notices for all veterans for a selected processing date. If the admission associated with the 7131 was deleted and notification already sent, a message will be displayed. The message will include the patient's name, Social Security number, date/time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

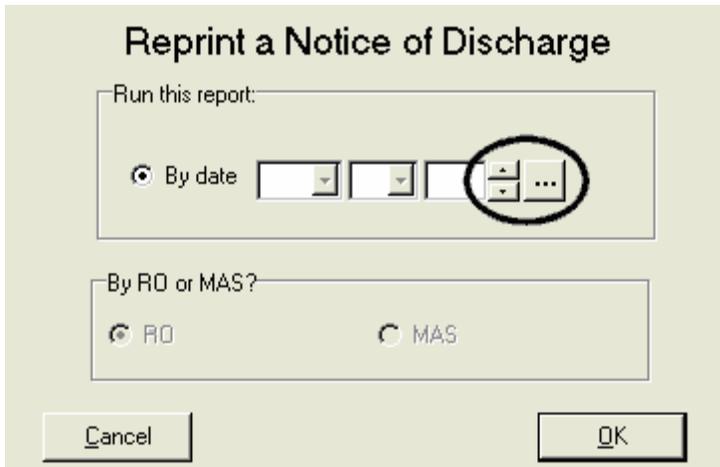


fig. 5-33

This is the report dialog box if you accessed the report without having a patient selected. If you have a patient selected, the dialog box will have different options. Please see section 4 for details.

You can manually type the date into the fields provided above. The up and down arrows will scroll the year values. Instead of typing the date manually, you can click the button with three dots. It will open a calendar with the current date selected (fig. 5-34).

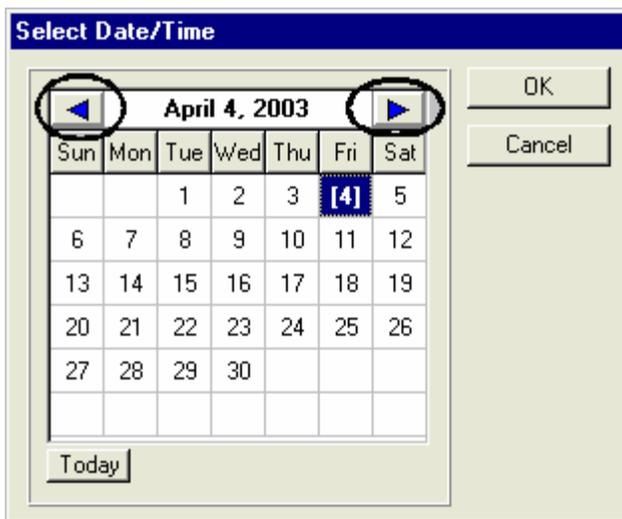


fig. 5-34

You can click on a date, and it will be entered into the date fields. You can use the right-pointing arrow to scroll to future months, and the left-pointing arrow to scroll to past months. Click the *OK* button when you have entered the desired date.

VHA Reports

Template Activity (fig. 5-35)

This report is specific to CAPRI and does not exist within roll and scroll AMIE. The primary intent is to assist VHA staff in tracking their site's examination template use within CAPRI. The report corresponds to the *C&P Worksheets* tab within CAPRI, which VBA staff may or may not be able to see. This tab is locked with a security key not normally provided to VBA.

Select a date range for the report. The *Sort By* radio group will change the order in which items appear by the list, grouping by date, patient, author, or status. The *Show* radio group is used to screen items from the list, depending on the purpose for which the user is generating the report.

The report will be defaulted to *date created* and *all* items. Once making the required selections, just press the *OK* button.

The screenshot shows a dialog box titled "Template Activity". It features three main sections for user input:

- Date Of Template:** A section containing two date pickers. "Start Date (Oldest):" is set to "1/ 1/2000" and "Stop Date (Newest):" is set to "9/19/2005".
- Sort by:** A section with four radio buttons: "Date created" (selected), "Patient", "Author", and "Status".
- Show:** A section with three radio buttons: "All" (selected), "Exclude complete templates", and "Only complete templates".

At the bottom of the dialog are two buttons: "Cancel" and "OK".

fig. 5-35

Other Reports

The next two reports are a special type that is normally run only by a selected individual at the regional office. It is probable that these will be locked with a security key in a future version of CAPRI to prevent accidental use. Once these reports are run, flags are set within AMIE that update the report's last date/time. If the report is accidentally run when it should not have been, any user could still generate the report again by using the re-print options, also available in the reports dialog box.

Print C&P final Reports (manual)

The Print C&P Final Report (Manual) option allows printing of 2507 examination results sorted by the last two digits of the claim number. It will print only those requests that have been released to the regional office and not printed. This option will only be used by the regional office and should be executed only if there is no supporting paperwork to go with the final results (e.g., eye charts). The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. When a report is ready to be printed, it indicates that all exams for a particular request have been performed on the veteran (or canceled) and the results completed, transcribed, approved, and released. The output from this option will include the C&P final exam reports as well as a summary section. The summary section will list the patient name, Social Security number, claim number, and request date on each exam report that will be printed. The total number of requests to be printed is also provided. Final C&P results may be received at the regional office in the following three ways:

- Direct printing - completed at the regional office through the use of this option
- FAX delivery - if there is supporting paperwork for the final results, the request will be flagged as such when it is released. Once flagged, you will not be able to print it using this option. Only one original copy will be printed at the hospital, and it will be faxed along with supporting paperwork. This copy will be stored in the veteran's folder (after being signed). Fax delivery of all paperwork ensures the entire exam will be kept together.
- U.S. Mail

In cases where there is supporting documentation that would not FAX well, it will be necessary to mail the entire package to the regional office. An example would be an eye exam, which included several different charts.

Print New notices of discharge

This option facilitates printing notices for all veterans since the last time the report was generated. If the admission associated with the 7131 was deleted and notification already sent, a message will be displayed. The message will include the patient's name, Social Security number, date/time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

If a specific date range is needed, use the re-print option under the *Request for Info* heading instead.

Additional CAPRI Functionality

CAPRI Remote Functionality

- **CAPRI REMOTE:** CAPRI-Remote users will access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to “forum.va.gov,” port “9400”. CAPRI-Remote users outside of VBA will normally obtain an access code from the Office of Information (OI) Support staff, not from the local field site. Most VBA users will be CAPRI-Remote users. Most VHA users will be local site users.
- If a user starts CAPRI and does not successfully connect to a VistA system within 90 seconds, CAPRI will automatically shut down.
- When users are logging into CAPRI remotely, CAPRI will alert users when no e-mail account is set up.

Switch sites – on the File Menu

The *Switch Sites* option will be active if the user is accessing a VistA system with “remote” capability. If the selection is active, the user may have other VistA accounts they can connect to without re-authenticating

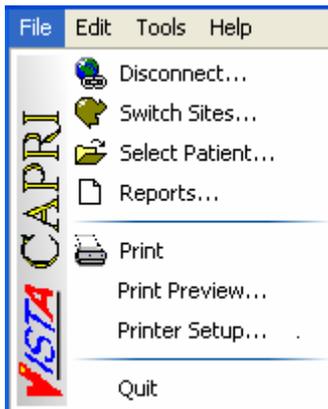


fig. 6-1

Capri Remote users can use this option to switch from one site to another without logging out of CAPRI. This option is only available when users are logged into the claims server with remote access. Users can access the switch site option from the file menu, once switch sites is selected, the user will be prompted with the site list to allow them to choose site to which they would like to switch.

Check Remote Connections will be available to users with @ or U level FileMan access. This will provide a utility to scan CAPRI remote sites to discover any connectivity issues.

To use this function, select the connections to scan in the left listbox, or click *Select All*. Then click *Run Selected*. Any connection problems will be listed under “Could not connect to:” This does not mean that the site is down nation-wide. It means that the current user cannot access the site, which could be due to a number of reasons.

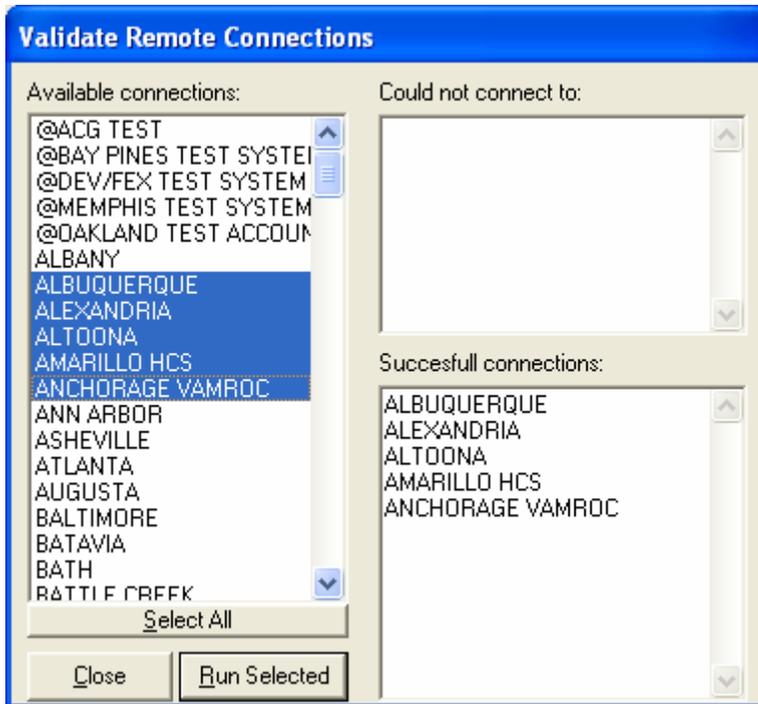


fig. 6-5

Edit Remote User Site Access

Edit Remote User Site Access will be available to users with @ or U level FileMan access. This tool allows a CAPRI administrator to change the remote sites for specific CAPRI users, either limiting their site list or providing the full list of VHA VistA systems to the user. This list will be presented to the user when CAPRI is started in remote mode.



fig. 6-6

To use this utility, select a user name from the left column. The user list is generated from the Claims system, which runs on the Forum hardware hosted by the VHA Office of Information in Silver Spring, MD.

The second column will be updated with the user's site access privileges. *Show all sites* will default the user's site list to every available VistA site. If the user should only have access to a limited number of sites, select *No* for this radio group and update the user's allowed sites under *Authorized Sites*.

One user's site list can be copied to one or more other users. This is useful when a known group of users all access the same sites. This function is accomplished using the third

column of the utility. First, select one of the users and update their sites using the second column. Once the user is set up correctly, click the *Use Selected as Parent Clone* button. This user will then be listed next to the *Parent Clone* label. Next, select each user who should have the same site list and click the *Add Selected to Child Clone List* button. Once the list is set up correctly, complete the process by clicking the *Start Cloning* button.

Consolidated Remote Reports

Consolidated Remote Reports will be available to users of CAPRI when in remote mode. This report tool was primarily created for the Tiger Team to run reports on multiple VistA accounts at the same time.

Click the sites on which the report is to run in the *available connections* listbox. Enter a stop and start date. Choose a report type. Click *Run Selected*. This dialog box has its own *Print* button which should be used instead of the normal FILE | PRINT method of printing from the main CAPRI interface.

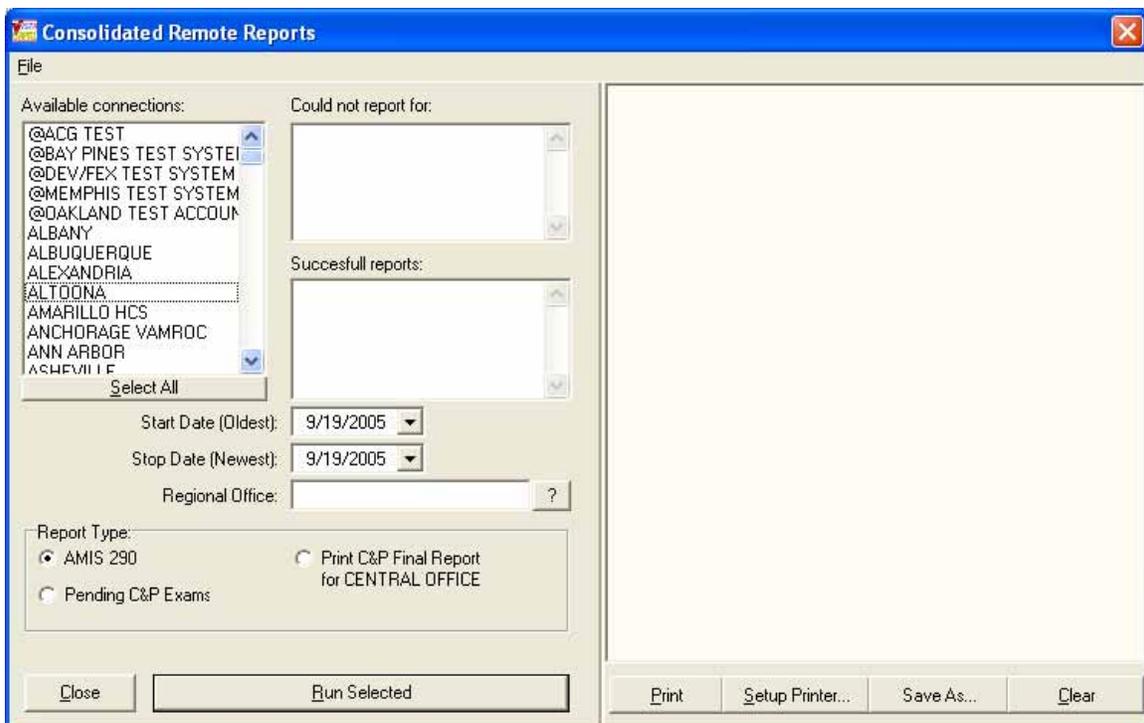


fig. 6-7

Audit Trail Download utility

Audit Trail Download Utility will be available to users with @ or U level FileMan access and who have been provided an additional secondary menu option on the Claims system. This tool is used by VBA to download CAPRI audit data for internal reporting. Although a user may see this option on their menu, they may not have the secondary menu option that will allow it to run.

The utility will automatically continue at the last point it stopped if the same filename is selected as during a previous session. If a new filename is created, the utility will start from scratch and download every entry in the VistA Claims system database.



fig. 6-8

Audit Trail Reports

Audit Trail Reports will be available to users with @ or U level access. This set of pre-defined reports will be deleted in a future version of CAPRI. The *Audit Trail Download Utility* is the preferred method for accessing audit trail data.

Miscellaneous CAPRI Functionality

Edit Exam List Parameters

Menu option *Edit Exam List Parameter (MAS)* is under *Tools* on the CAPRI menu bar as shown below. Exam List Parameter (MAS) is a tool used by sites to define which exams are performed at a division. When an exam request is made via the C&P exams tab, the exam list displays exams as performed or not performed in a division according to this definition.

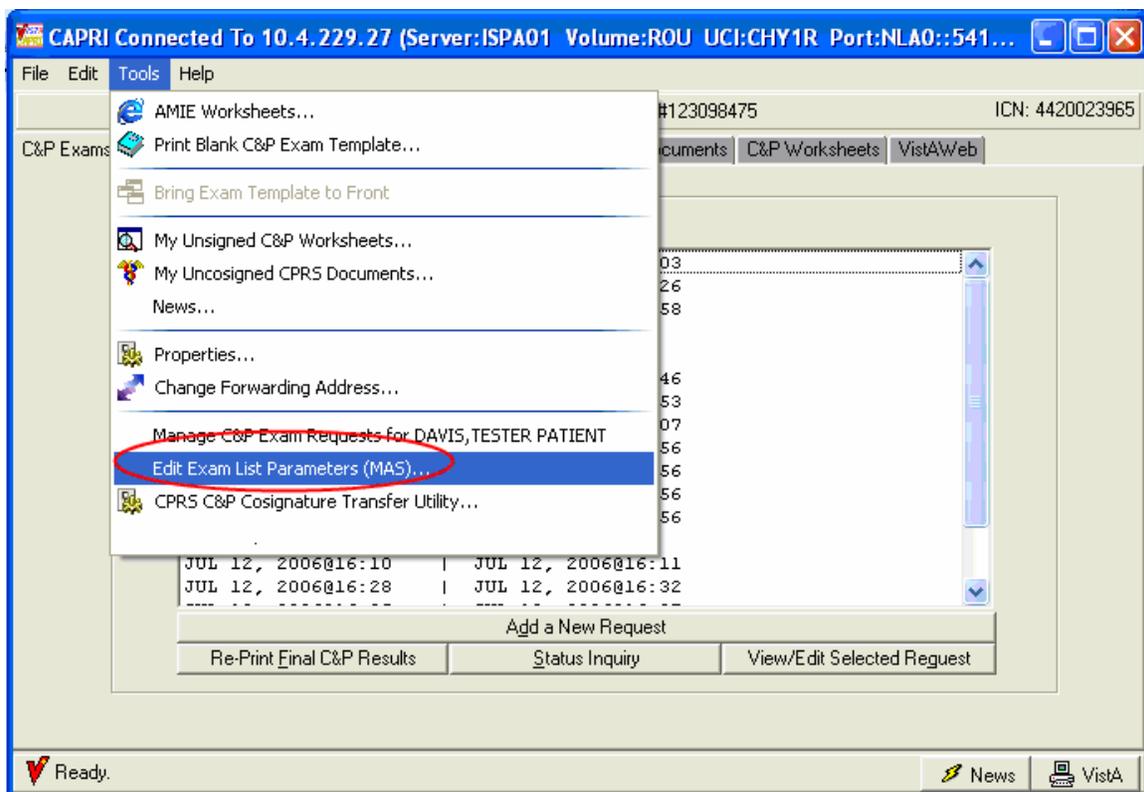


fig. 6-9

- The security key “Edit Exam List Parameter (MAS)” should be assigned to the MAS ADPAC, C&P Clinic Clerk, or other individual who is responsible for maintaining the list of C&P exams performed at the site.
- The user who has the security key above (or programmer access should see *Edit Exam List Parameter (MAS)* under the tools menu option after logging into the CAPRI GUI executable.
- If the user does not have option context "DVBA CAPRI GUI," assign it to their secondary menu.

- For users who do not hold this key or have “@” FileMan access, the option will be invisible.

When user clicks on the Edit Exam List Parameter (MAS) option the dialog box below is displayed. Parameters that are set in this window will be displayed in the *Add a New C&P Exam dialog box*.

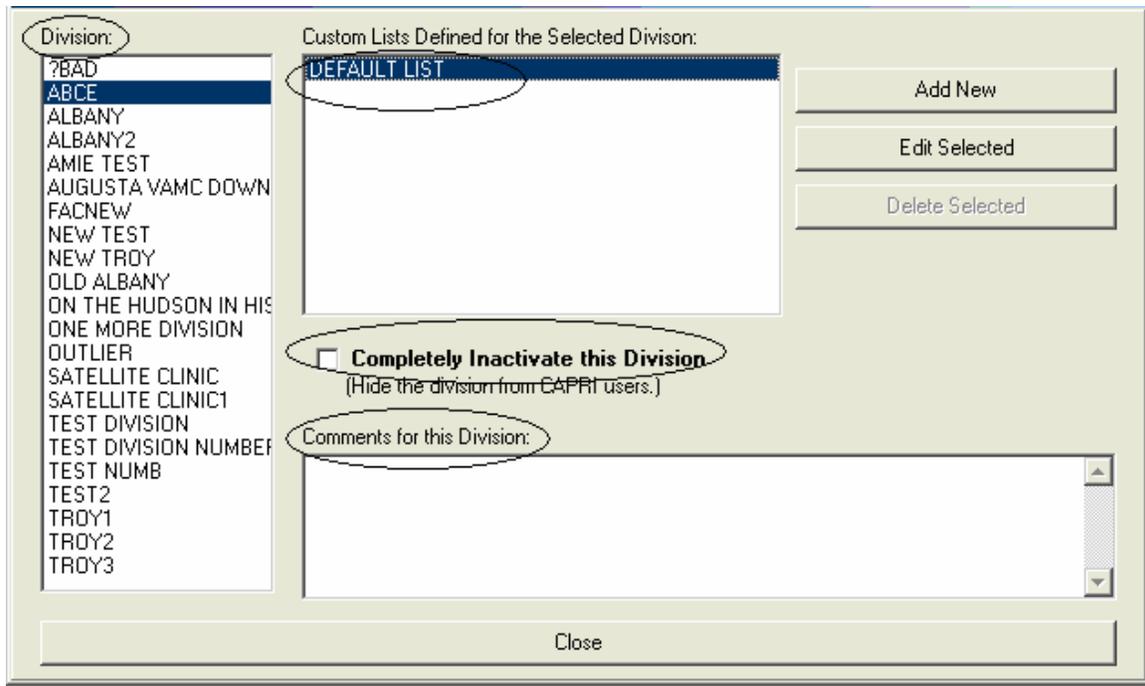


fig. 6-10

- The first time the user utilizes the option, it will set up the entire division list and make them all active.
- To turn off a division so it does not show for user selection – select the division on the left of the screen then click the box labeled, “Completely Inactivate this Division” in the Edit Exam List Parameters (MAS) window as shown in the screen capture above.
- A textbox is provided for comments relating to specific division.
- When selecting *Edit Exam List Parameters (MAS)* for the first time, CAPRI will automatically find the site's divisions and activate all exams for each division in a default list. The user will then be able to add new lists or modify the default list that was created.
- To enable a specified group of users to order certain exams, you may create a custom list by clicking the *Add New* button in the Edit Exam List Parameters (MAS) window.

When the user selects an exam list defined for a division, the *Edit Selected* button is enabled. Clicking on this button will trigger the display of the screen below to enable users to modify the list of exams and add comments about a particular list and/or exam.

The screenshot shows the 'Edit Exam List Parameters (MAS)' window. At the top, the title bar reads 'Edit Exam List Parameters (MAS)'. Below the title bar, there is a text box for 'List Name' containing 'DEFAULT LIST'. To the right of this is a radio button group for 'This is the default list for the division:' with 'Yes' selected. Below the 'List Name' field is a text area for 'Comment for this list of exams:'. In the center is a list of exams with checkboxes, all of which are checked. The selected exam, 'ARRHYTHMIAS', is highlighted in blue. Below the list is another text area for 'Comment to be displayed when this exam is selected:'. To the right of the list is a text field for 'This list will be displayed when which user group is entering an exam?' with a 'Clear Selection' button below it. At the bottom of the window is a 'Go Back' button.

fig. 6-11

- The checkmarks in the checkboxes next to the exam name indicates that the exams are activated.
- Users can modify (turn off) the default as well as the custom exam list by clearing the check mark from the checkboxes next to the exams they wish to turn off. This will cause the exam to display in red in the *Add a New Exam* dialog box, indicating that the exam is not performed at the particular facility.
- If exams are turned off via future DVB patches, they will no longer show in the "New Exam" dialog box.
- If a patch releases a new exam, it will be shown to all users until someone uses "*Edit Exam List Parameter (MAS)*" to turn it off.
- Comments may be added for the exam list in the section labeled "Comment for this list of exams".
- Users can place comments, reminders, notes, etc. about an exam in the text box labeled, "Comment to be displayed when this exam is selected. Clicking on the exam will bring the textbox to view.

DOD Records Tab

Department of Defense records will now be available for certain veterans beginning approximately six weeks after discharge. These records are available through the Federal Health Information Exchange. You will know if DoD records are available when you access the Patient Selector screen. In fig. 6-47, the notation “DoD data is available” indicates that you can access these records after selecting the patient. The patient demographic data is not visible in this specific example because it is a sensitive level record.

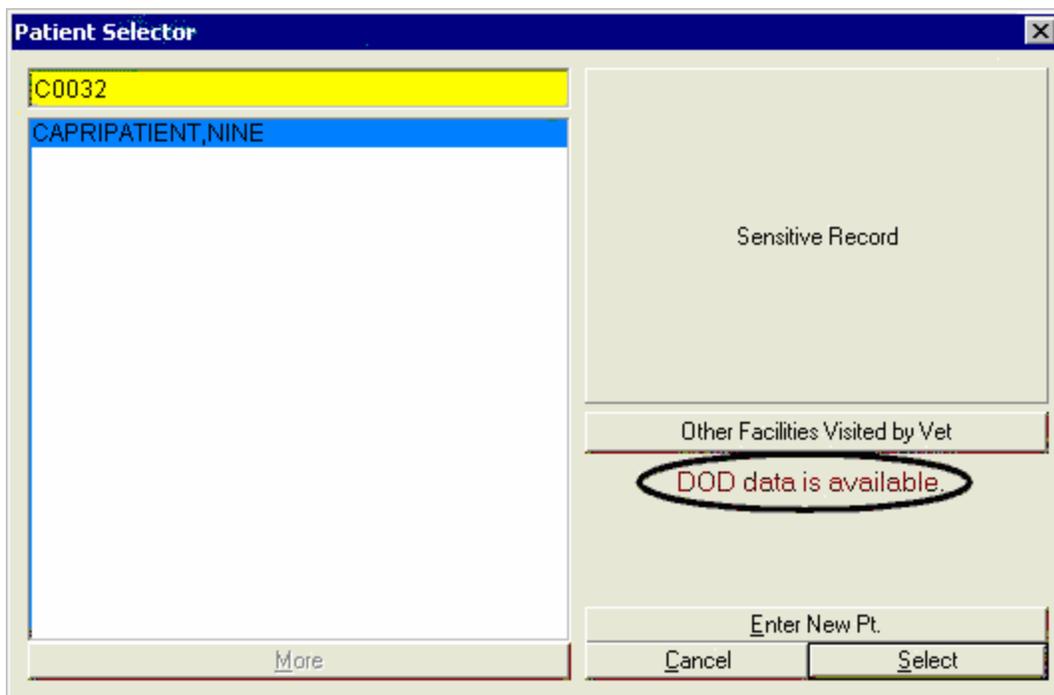


fig. 6-47

Once you select this patient, a new tab is available; the DoD Records tab (fig. 6-48). This tab will not be visible, or will be grayed out, for patients who do not have FHIE records available.

Vista Web Tab

VistaWeb is an intranet web application used to review remote patient information found in the Veterans Information Systems Technology Architecture (Vista) and the Health Data Repository (HDR) databases. VistaWeb mirrors the behavior of the Computerized Patient Record System (CPRS) and Remote Data View (RDV). Compensation and Pension Record Interchange (CAPRI) users can view the data on VistaWeb, but cannot make changes to VistaWeb pages.

This is a simulation of a VistaWeb page.

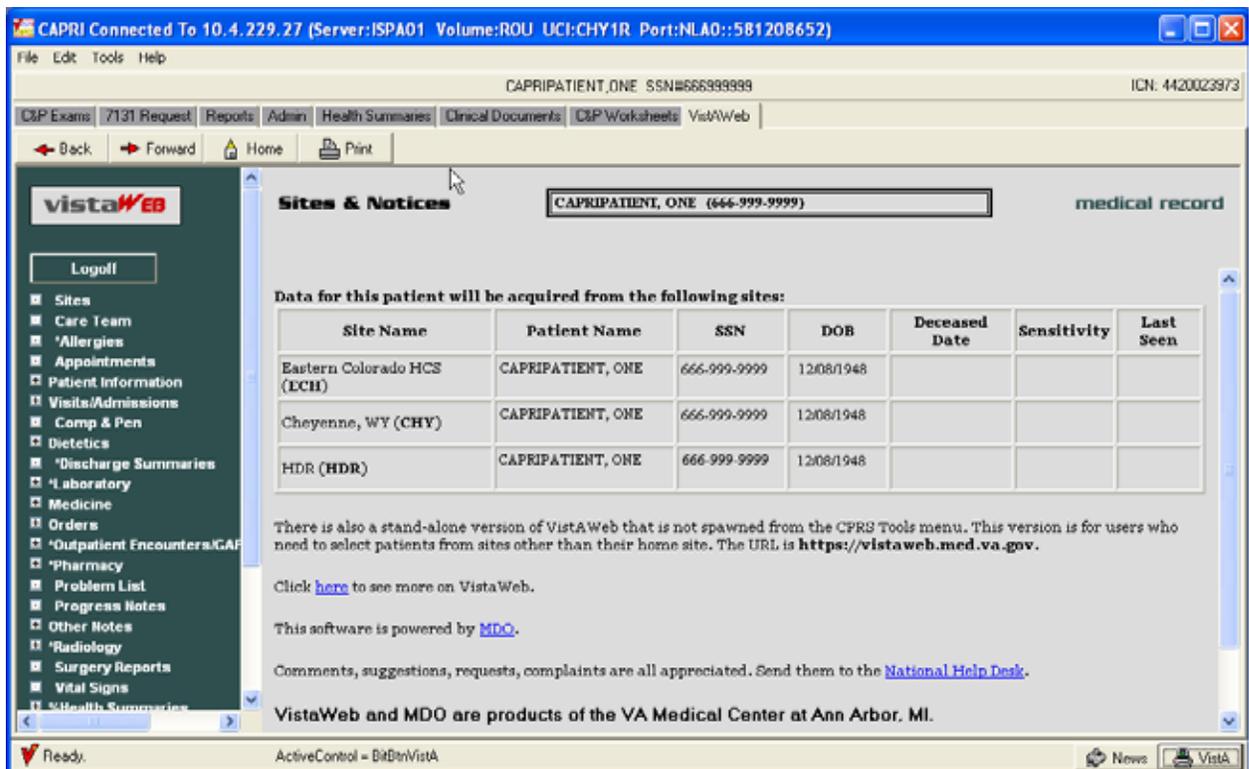


fig. 6-49

Set Up Options

Printer Set Up

CAPRI has Windows printer functionality. You can generate printouts using your default printer selection.

Step 1 - Click on File/Print Set up (fig. 6-55).

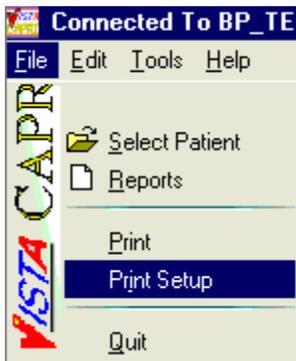


fig. 6-55

Step 2 - CAPRI will then display your current default printer (fig. 6-56). If you have more than one printer, you can click the down arrow at the end of the printer name to see a list of available printers. You can then select a printer from that list. If you wish to permanently change your default printer, contact IRM or use the printer's applet under the Windows control panel.

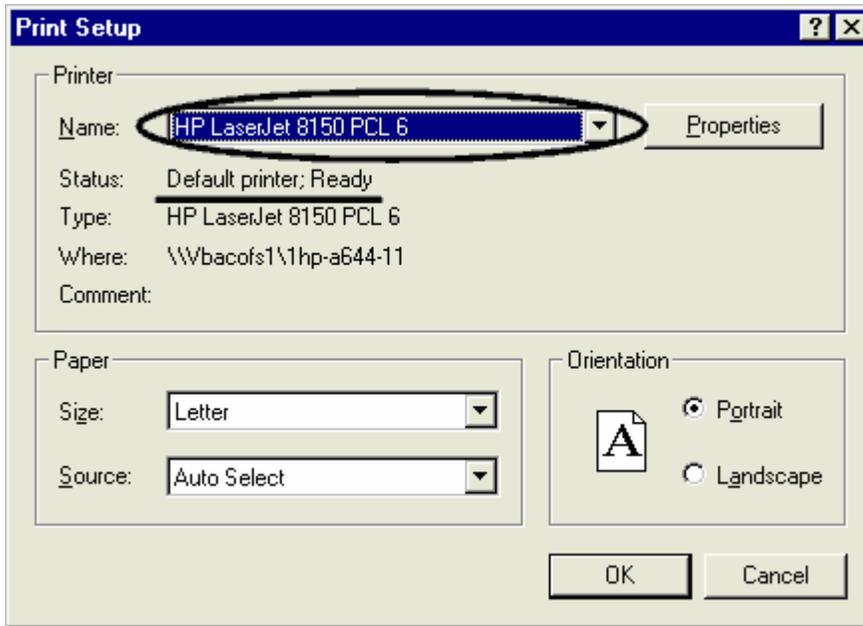


fig. 6-56

Display Properties

The properties can be accessed from the Tools Menu.

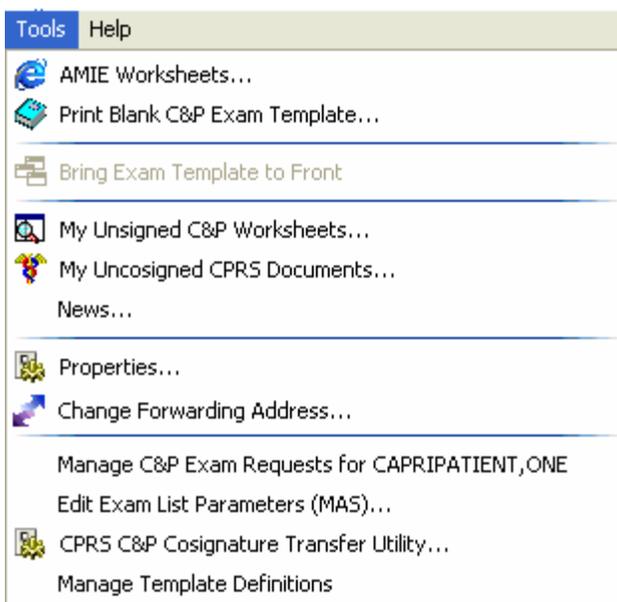


fig. 6-57

Properties

This option allows you to change the way your PC looks and works (fig. 6-58).

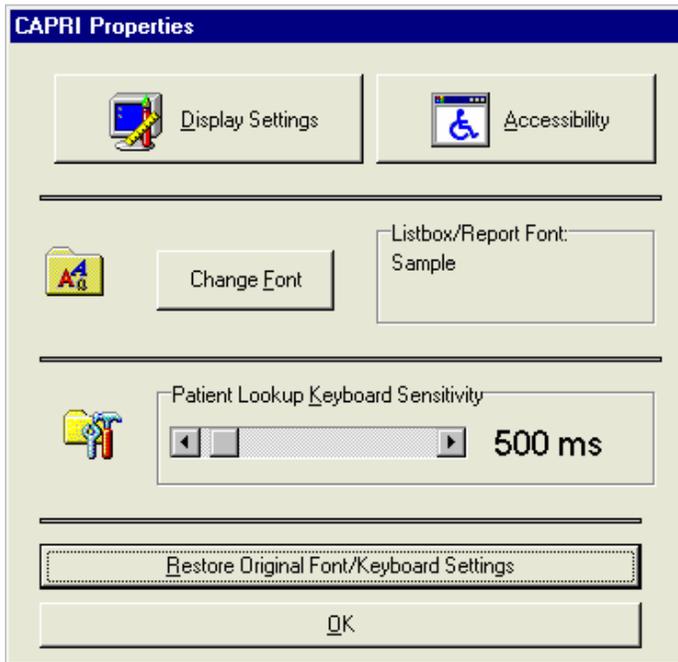


fig. 6-58

Display Settings (fig. 6-58) takes you to the standard Windows Display Settings dialog box that you can open using Start/Settings/Control Panel/Display (fig. 6-59).

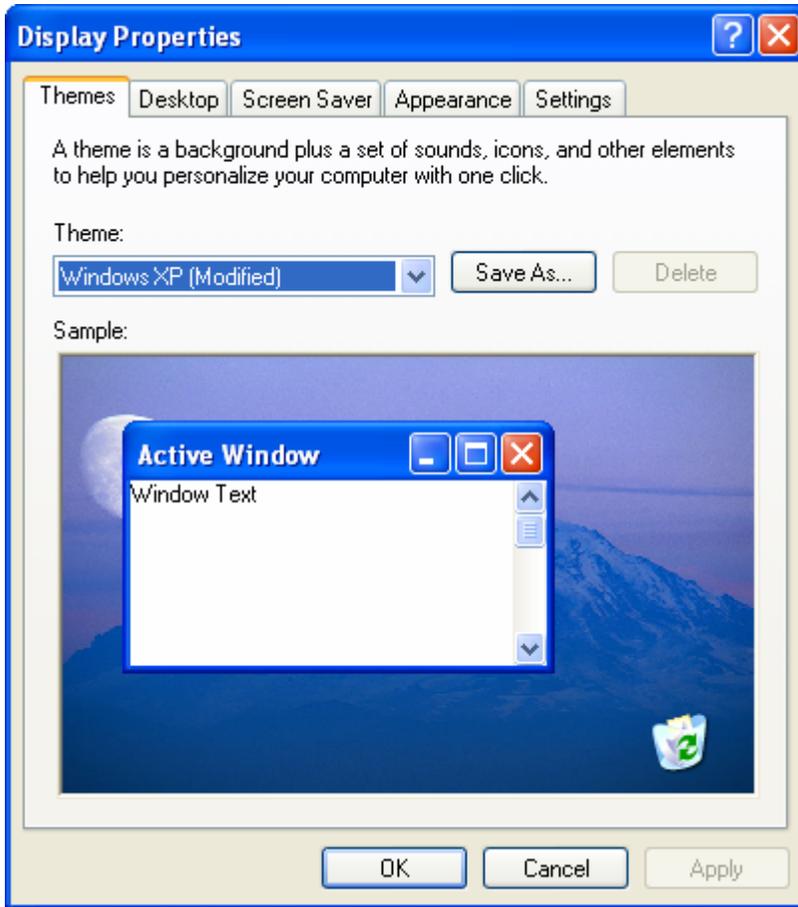


fig. 6-59

Accessibility (fig. 6-58) takes you to the standard Windows Accessibility Options dialog box that you can open using Start/Settings/Control Panel/Accessibility Options (fig. 6-60)

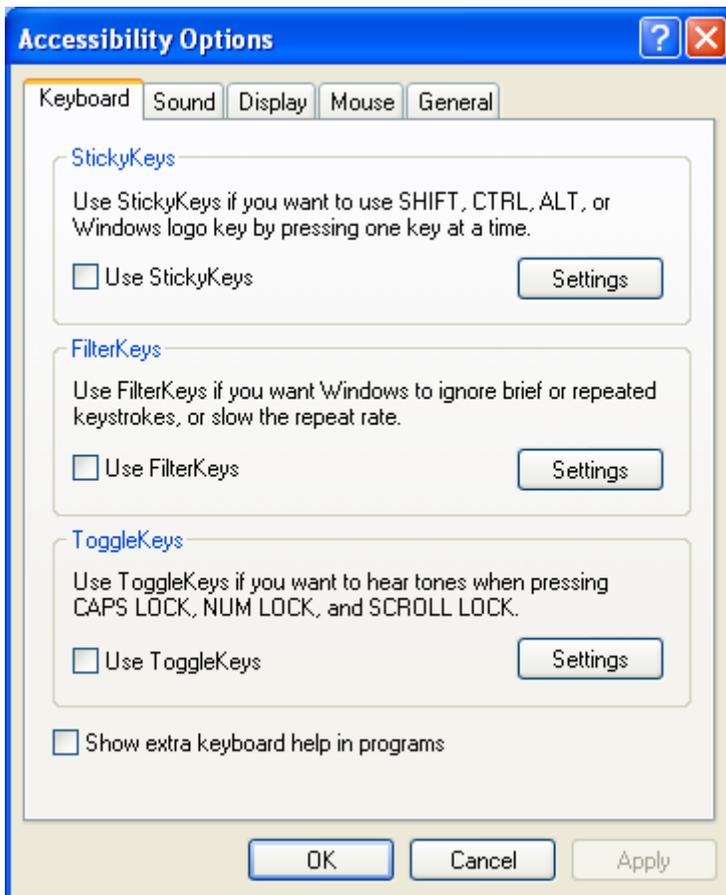


fig. 6-60

Change Font (fig. 6-58) takes you to the standard Windows Fonts dialog box that you can open using Start/Settings/Control Panel/Fonts (fig. 6-61).

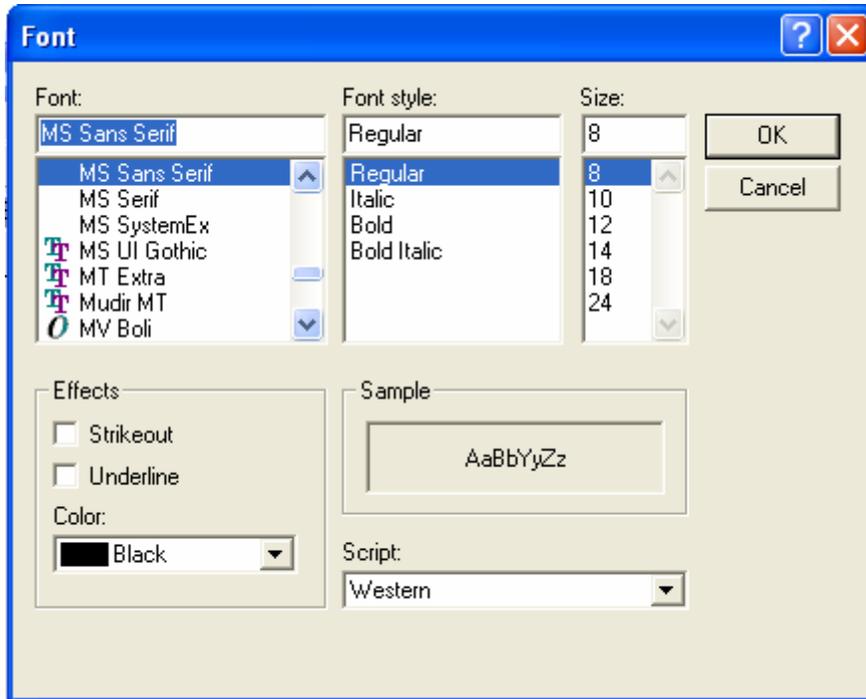


fig. 6-61

Patient Lookup Keyboard Sensitivity (fig. 6-58) adjusts the amount of time CAPRI waits after a keystroke before searching for the patient on the Patient Selector screen. You should not change this from the default setting of 500 milliseconds unless you are having difficulties.

If you make any changes to these settings and want to undo the changes, click the *Restore Original Font/Keyboard Settings* button (fig. 6-58).

Change Forwarding Address

Change Forwarding Address on the Tools Menu, allows you to specify an Exchange email address for forwarding MailMan messages and CAPRI reports (fig. 3-5). You can find an Exchange email address by opening the Address Book in your email application, and searching for the desired name. Once you find the name, right-click with your mouse, select Properties, and then go to the E-mail Addresses tab. Contact your local Information

Resources Management (IRM) staff if you have difficulty identifying your email addresses.

Forwarding e-mail address

NOTE: This e-mail address is used for automated AMIE responses to certain activity – cancelled C&P exam requests and completed C&P exam request bulletins will be e-mailed back to the user if there is an e-mail address specified. (See fig. 6-62)

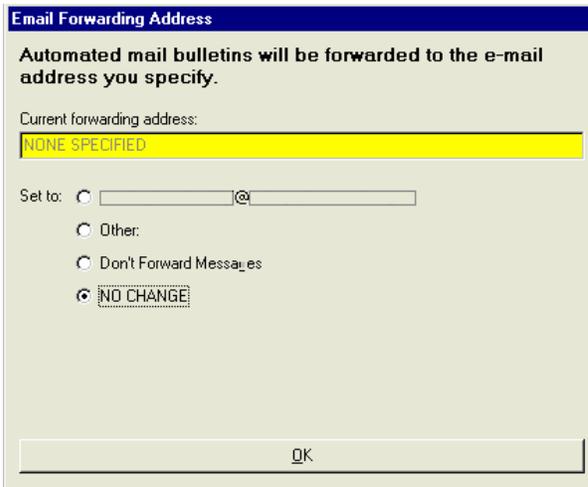


fig. 6-62

Help Menu

For most users, this menu will only have two items, About (fig. 6-63) and CAPRI C&P Template Training Website. Other items only show up for Veterans Benefits Administration (VBA) users or users who have been assigned these options

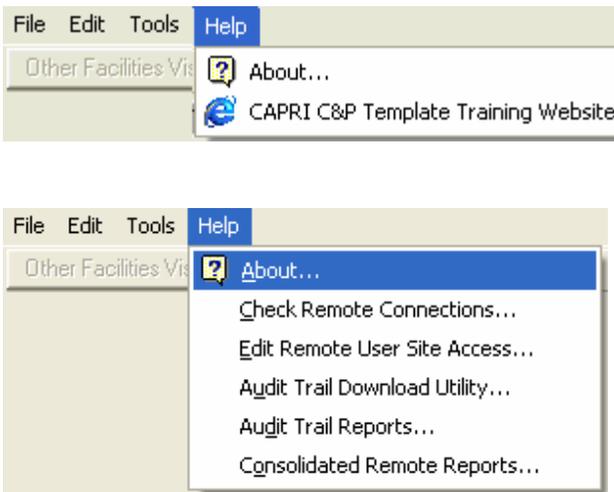


fig. 6-63

About

The **About** screen will display the CAPRI version number. You can also see version number on the CAPRI splash screen, visible at start-up or whenever switching sites when using CAPRI in remote mode.

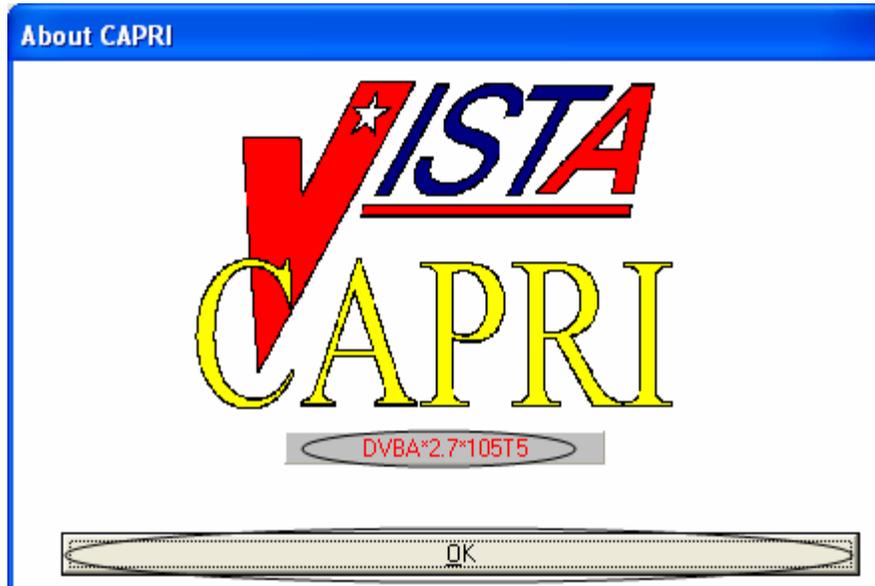


fig. 6-64

Click the *OK* button (fig. 6-64) to close the About screen. You should have this information if you need to report a problem.

Training website

CAPRI C&P Template Training Website takes user to the CAPRI website with video training materials.

VistA Terminal

Users can launch a VistA Terminal session by clicking the VistA button to log into the local vista system. When the VistA button is clicked a mini telnet window will open that will allow the user to be automatically logged into their local vista system, where they will have access to their regular VistA functionality.

Troubleshooting and Error Messages

Note: in all cases, please print the error message for your local Information Resources Management (IRM) staff.

CAPRI not installed in VistA



fig. 7-1

You will receive the message in fig. 7-1 if the Veterans Health Administration (VHA) Medical Center has not loaded the VHA half of the CAPRI software. Contact your local IRM staff if you get this message.

CAPRI GUI Option not assigned to user in VistA



fig. 7-2

You will receive the message in fig. 7-2 if the VHA medical center has not assigned the CAPRI option to RO users. If you receive the above message, you will have to contact your local IRM staff.

VistA server down



fig. 7-3

You will receive the message in fig. 7-3 or a similar one, such as WSAETIMEDOUT, when there are performance issues in the VA Wide Area Network (WAN), if a server is

down, or if a server was not restarted after being down. When this happens, the Automated Medical Information Exchange (AMIE) II may or may not connect, depending on the exact problem. Please test the AMIE II connection. Contact your local IRM staff if you get this message and please let them know if AMIE II connects.

Vista limits ability to see patient records

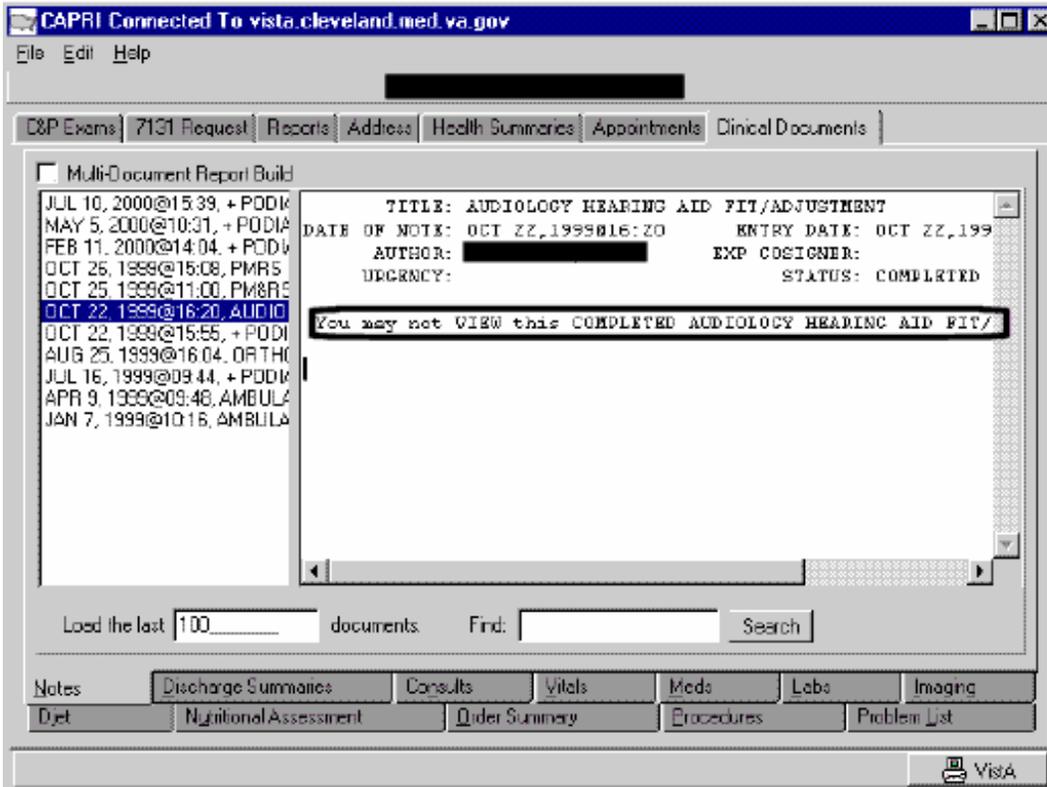


fig. 7-4

You will receive the message in fig. 7-4 if a VHA medical facility made local permission modifications in Vista that prevent/prohibit users from seeing the contents of patient records. Contact your local IRM staff if you get this message.

Network problems



fig. 7-5

You will receive the message in fig. 7-5 if the connection to the medical facility is lost unexpectedly. Try to connect to the medical facility again. If you cannot reconnect, please contact your local IRM staff.

Institution file in VistA has been locally modified



fig. 7-6

You may receive the message in fig. 7-6 when requesting exams, requesting 7131s, or entering new patients if the VHA medical facility has an incomplete or incorrect Regional Office list in their system. Contact your local IRM staff if you get this message.

Too many invalid attempts at access code / verify code



fig. 7-7

You will receive the message in fig. 7-7 if you attempted to log on and entered the wrong Access Code / Verify Code combination too many times (3 times). Contact your station's AMIE II Liaison if you get this message.

Multiple sign-ons



fig. 7-8

You may receive the message in fig. 7-8 if you did not log out of CAPRI correctly or if your session was unexpectedly disconnected. If you get this message, contact your station AMIE II Liaison.

Need to sign on to VistA (AMIE II) to read and sign electronic security agreement



fig. 7-9

The message in fig. 7-9 is asking the user to log off CAPRI and log into AMIE II to read and sign a security agreement and to enter an electronic signature. These activities will have to be performed in AMIE II and the user will not be able to utilize CAPRI until doing so. This generally occurs during the very first time a user accesses a particular medical facility and once a year when electronic security agreements must be reviewed and signed. On a related note, it is recommended for new users (never before accessed VistA) to perform their initial log on event using AMIE II. AMIE better facilitates initiating a brand new VistA account and setting up new Verify codes. New VistA users should be assisted by their Veterans Benefits Administration (VBA) station AMIE II Liaison when setting up new accounts.

General error message



fig. 7-10

You may receive the message in fig. 7-10 for a number of possible reasons. If you get this message, cancel your current task, close CAPRI, and then sign on again. If you receive this error message again, contact your local IRM staff for assistance.

(This page included for two-sided copying.)

CAPRI Equivalents for AMIE II Functions

AMIE Function	CAPRI Function
*Admission Inquiry by Date (All Admissions)	No CAPRI equivalent yet
*Print New Notices of Discharge	No CAPRI equivalent yet
Add an Exam to an Existing Request	C&P Exams - View/Edit Selected Request - Add Exam to Request
Ad Hoc Health Summary	Health Summaries - Adhoc Report
Admission Report for Service Connected Veterans	CAPRI Reports - Admission Report for SC Veterans
AMIS 290 for the Regional Office	CAPRI Reports - AMIS 290
Beneficiary Information Status Inquiry	7131 Request - Status Inquiry
Cancel C&P Requests (all exams)	C&P Exams - View/Edit Selected Request - Cancel ALL Exams
Cancel C&P Requests (selected exams)	C&P Exams - View/Edit Selected Request - Select Exam - View Exam - Cancel This Exam
Detailed Inpatient Inquiry	Reports - Detailed Inpt. Inquiry
Discharge Report (A&A, Pension, Service Connected, All)	CAPRI Reports - Discharge Report (A&A, Pension, SC, All)
Edit 7131 Remarks	7131 Request - View/Edit Selected Request
Edit C&P Request Information	C&P Exams - View/Edit Selected Request
Edit Patient Address Information	Admin - Edit Address Information
Enter a C&P Exam Request	C&P Exams - Add a New Request
Full Patient Profile MAS	Reports - Patient Profile MAS (Full)
HS Health Summary Menu	Health Summaries tab
Incompetent Veterans Report	CAPRI Reports - Incompetent Veterans Report
INPT Detailed Inpatient Inquiry	Reports - Detailed Inpt. Inquiry
INQ Patient Inquiry	Reports - Pt. Inquiry
Inquiry for C&P Requests	C&P Exams - Status Inquiry
Insufficient Exam Report	CAPRI Reports - Insufficient Exam Report
LAB Interim Report	Clinical Documents - Lab tab

AMIE Function	CAPRI Function
NHE Network Health Exchange Options	CAPRI Remote Data View
NOTE Print Document Menu	Clinical Documents - Notes tab
OP Operation Report	Reports - Surgery Report
PDX Patient Data Exchange	CAPRI Remote Data View
Pending C&P Exams Report	CAPRI Reports - Pending C&P Exams
Pending Form 7131 Requests Report	CAPRI Reports - Pending Form 7131 Requests
Print C&P Final Report (Manual)	Print C&P Final Report (Manual)
Print Exam Check List for RO	CAPRI Reports - C&P Exams Checklist
Re-admission Report	CAPRI Reports - Re-Admission Report
Regional Office 21-day Certificate Printing	CAPRI Reports - 21 Day Certificate Printing
Regional Office Patient Inquiry	Reports - Pt. Inquiry
REG View Registration Data	Reports - View Registration Data
Report for Pension and A&A	CAPRI Reports - Discharge Report, select Pension or A&A
Reprint a 21-day Certificate for the RO	CAPRI Reports - Reprint a 21 Day Certificate (can run with or without a patient selected)
Reprint a Notice of Discharge	CAPRI Reports - Reprint a Notice of Discharge (can run with or without a patient selected)
Reprint C&P Final Report	Re-Print C&P Final Report(s)
Request for 7131 Information	7131 Request - Add a New Request
XRAY Radiology Reports for VARO	Clinical Documents - Imaging tab

CAPRI Locations for Medical Evidence

***Note:** this list is not meant to be all-inclusive in terms of providing the evidentiary requirements for the evaluation of disabilities. Rather it is meant to provide helpful hints for locating commonly used types of medical evidence.

What do I need?	Where to go in CAPRI:
MUSCULOSKELETAL (DC 5000, 5100, 5200, 5300)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Magnetic Resonance Imaging (MRI)	Imaging Tab
X-rays	Imaging Tab
Arthrograms (X-ray dye)	Imaging Tab
Arthroscopies	Imaging Tab
Range of Motion Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EYE (DC 6000)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Ophthalmology reports	Notes Tab, Consults Tab
Eye exams w/Snellen test (visual acuity) and Goldmann Perimeter Chart (field test)	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EAR AND OTHER SENSE ORGANS (DC 6100, 6200)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Audiologic (conductive/sensorineural) tests	Notes Tab, Consults Tab
Audiograms (puretone threshold/speech	Notes Tab, Consults Tab

recognition scores)	
Electrogustometry (taste sensation)	Notes Tab, Consults, Procedures Tab
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
INFECTIOUS DISEASES, IMMUNE DISORDERS AND NUTRITIONAL DEFICIENCIES (DC 6300)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cummulative/Graph
Skin tests	Labs Tab/Anatomic Pathology, Notes Tab, Consults Tab
Stool cultures	Labs Tab/Microbiology/Cummulative
T4 Cell Count	Labs Tab/Cummulative/Graphs
Serology	Labs Tab/Cummulative/Graphs
Weight Loss	Vitals Tab/Graph
Prescribed medications	Meds Tab
RESPIRATORY SYSTEM (DC 6500, 6600, 6700, 6800)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Pulmonary Function Tests (PFT)	Procedures Tab, Notes Tab (interpretation)
X-rays	Imaging Tab
Sleep Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
CARDIOVASCULAR SYSTEM (DC 7000, 7100)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
X-rays	Imaging Tab
Electrocardiograms (ECG/EKG)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Exercise Stress tests (METS)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Echocardiography/Ejection Fraction tests (EF)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Holter monitor (heart rhythm/electrical	Procedures Tab, Consults Tab, Notes Tab

appearance)	(interpretation)
Doppler studies (ankle/brachial index)	Imaging Tab
Blood Pressure	Vitals Tab/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
DIGESTIVE (DC 7200, 7300)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
X-rays	Imaging Tab
Barium enema (colon X-ray)	Imaging Tab
Sigmoidoscopies	Notes Tab, Consults Tab
Endoscopies	Notes Tab, Consults Tab
Proctoscopies	Notes Tab, Consults Tab
Coloscopies	Notes Tab, Consults Tab
Liver biopsies	Labs Tab/Anatomic Pathology
Gastrointestinal - upper and lower - series (GI)	Imaging Tab
Liver Function Tests (LFT)	Labs Tab/Cumulative/Graph
Weight Loss	Vitals Tab/Graph
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab (inpatient)
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
GENITOURINARY SYSTEM (DC 7500)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cumulative/Graph
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph
Uroflowmetry	Consults Tab, Notes Tab
Semen and endocrine evaluations	Labs Tab/Cumulative/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
GYNECOLOGICAL CONDITIONS AND DISORDERS OF THE BREAST (DC 7600)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Laparoscopies	Notes Tab, Consults Tab
X-rays	Imaging Tab
Ultrasounds	Imaging Tab
Pap smears	Labs Tab/Cumulative/Microbiology
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph
Ultrasounds	Imaging Tab
Mammographies	Imaging Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
HEMIC AND LYMPHATIC SYSTEMS (DC 7700)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Hemoglobin - See CBC	Labs Tab/Cumulative/Graph
X-rays	Imaging Tab
Platelet count (Thrombocyte) - See CBC	Labs Tab/Cumulative/Graph
Magnetic Resonance Imaging (MRI)	Imaging Tab
CT scans	Imaging Tab
Prescribed medications	Meds Tab
SKIN (DC 7800)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Skin biopsies	Labs Tab/Anatomic Pathology
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology

Prescribed medications	Meds Tab
------------------------	----------

What do I need?	Where to go in CAPRI:
ENDOCRINE SYSTEM (DC 7900)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
T4 (Thyroxine test)	Labs Tab/Cumulative/Graph
T3 (Triiodothyronine or T3 Radioimmunoassay test)	Labs Tab/Cumulative/Graph
TSH (Thyrotropin or Thyroid Stimulating Hormone test)	Labs Tab/Cumulative/Graph
Renal function tests	Labs Tab/Cumulative/Graph
Blood sugar	Labs Tab/Cumulative/Graph
Urinalysis (macro and micro)	Labs Tab/Cumulative/Graph/Microbiology
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab (inpatient)
Glucose Tolerance test	Labs Tab/Cumulative/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
NEUROLOGICAL CONDITIONS AND CONVULSIVE DISORDERS (DC 8000-8900)	
History and Physical Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Electromyographies, Myograms (EMG)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Nerve Conduction Velocity (NCV)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Electroencephalograms, Brain wave tests (EEG)	Procedures Tab, Consults Tab, Notes Tab (interpretation)
Magnetic Resonance Imaging (MRI)	Imaging Tab
X-rays	Imaging Tab
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
MENTAL DISORDERS (DC 9200-9500)	
History and Psychiatric Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Social and Industrial Surveys	Notes Tab, Consults Tab
Global Assessment of Functioning (GAF)	Notes Tab, Consults Tab
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab (inpatient)
Weight Loss	Vitals Tab/Graph
Prescribed medications	Meds Tab
DENTAL AND ORAL CONDITIONS (DC 9900)	
History and Dental Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
X-rays	Imaging Tab

Glossary

CAC	Clinical Applications Coordinator. The CAC is a person at a hospital or clinic assigned to coordinate the installation, maintenance and upgrading of CPRS and other VistA software programs for the end users.
CAPRI	Compensation and Pension Record Interchange
Consults	Consult/Request Tracking, a VistA product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It is used to request and track consultations or procedures from one clinician to another clinician or service.
C&P	Compensation and Pension
CPEP	Compensation and Pension Examination Program
CPRS	Computerized Patient Record System, the VistA package (in both GUI and character-based formats) that provides access to most components of the patient chart
CPWM	Compensation and Pension Worksheet Module
Discharge Summary	A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient's course of care while in the hospital.
GUI	Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.
Health Summary	A VistA product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other VistA applications.

Imaging	A VistA product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.
NP	Nurse Practitioner
Nurse Practitioner	A registered nurse who has received special training and can perform many of the duties of a physician
Progress Notes	A component of TIU that can function as part of CPRS
TIU	Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.
VBA	Veterans Health Administration
VHA	Veterans Benefits Administration
VistA	Veterans Information Systems Technology Architecture, the new name for Decentralized Hospital Computer Program (DHCP)
VistaWeb	An intranet web application used to review remote patient information found in VistA and the Health Data Repository (HDR) databases

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