Contents

Introduction .......................................................... 3
Install Details .......................................................... 11
Installation ............................................................ 11
Install Example ......................................................... 12
Post-Install Set-up Instructions ...................................... 18
Introduction

The purpose of this guide is to provide the Clinical Applications Coordinator/Health Informatics Specialist (CAC/HIS) with direction on the installation/implementation of the VA-Oncoledy reminder dialogs. These reminder dialogs were developed and are supported by the National Oncology Program Office in Specialty Care Services (part of Patient Care Services). Please contact Susan Hamilton-Hill for any questions/concerns at susan.hamilton-hill@va.gov.

The National Oncology Program Office seeks to provide tools to VA facilities to enable providers to format essential clinical data so that it is readily available for clinical care and to measure the quality of care in the VA in a prospective, timely, and cost-efficient manner. Using Reminder Dialogs in CPRS is one mechanism to support these goals. Reminder dialogs will include information necessary for quality assessment as defined by the National Quality Forum, ASCO's Quality Oncology Practice Initiative, and other reliable and up-to-date sources. Reminder dialogs will enable the standardization of clinical information necessary for quality indicators into a discrete format and obtain key elements to continuously monitor the quality of cancer care.

There are 4 reminder dialogs to be used to document care for head and neck cancer that need to be installed (MDC, progress note, treatment plan, treatment summary,).

*NOTE*
*If your facility does not provide oncology services, you are not required to install or use these reminder dialog templates.*

There are several dialog elements that can be modified or disabled (if desired) to allow for local content. Please work with oncology-care providers to determine best option. (See POST-INSTALL INSTRUCTIONS # 1).

UPDATE_2_0_26 contains 1 Reminder Exchange entry:
UPDATE_2_0_26 VA-HEAD AND NECK CANCER DIALOGS

Four reminder dialogs are being distributed with this update:
VA-ONCOLOGY HEAD NECK
VA-ONCOLOGY MDC HEAD NECK
VA-ONCOLOGY TREATMENT PLAN HEAD NECK
VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK
The exchange file contains the following components:

**TIU TEMPLATE FIELD**
- WORD PROC 50X2
- ONC FUTURE VISITS
- 00 EDIT BOX 24
- ONC LIFESTYLE
- TEXT (1-60 CHAR)
- ONCOLOGY TREATMENT SYMPTOM
- WORD PROCESSING SHORT
- ONCOLOGY SYMPTOM DURING
- 00 EDIT BOX 12
- ONCOLOGY CHEMO ROUTE
- ONCOLOGY YES NO
- TEXT (1-20 CHAR)
- ALLCOMMENT(4LINES)
- GEN TEXT BOX 50
- ONC MDC CLICK HERE TO INCLUDE

**HEALTH FACTORS**
- VA-REMINDER UPDATES
- VA-UPDATE_2_0_26
- Head & Neck Cancer Diagnosis
- ONC Head Neck Tissue Sample Sent:
- ONC Head Neck Tissue Sample Sent to POP
- ONC Head Neck Testing Other
- ONC Head Neck HPV Test-Results Pending
- ONC Head Neck HPV Test Not Done
- ONC Head Neck HPV Negative
- ONC Head Neck HPV +
- ONC Head Neck Primary Site Nasal Cavity
- ONC Head Neck Primary Site Oropharynx
- ONC Head Neck Site Salivary Glands
- ONC Head Neck Site Paranasal Sinuses
- ONC Head Neck Primary Site Larynx
- ONC Head Neck Primary Site Hypopharynx
- ONC Head Neck Primary Site:
- ONC Head Neck Primary Site Nasopharynx
- ONC Head Neck Primary Site Oral Cavity
- Head & Neck Cancer Post-Treatment
- ONC Head Neck Complications/Treatment
- ONC Head Neck-Response Not Determined
- ONC Head Neck-Recurrence of Disease
- ONC Head Neck-No Recurrence of Disease
- ONC Head Neck-Progression of Disease
- ONC Head Neck-Stable Disease
ONC Head Neck-Partial Response
ONC Head Neck-Complete Response
Head & Neck Cancer Treatment
ONC Head Neck Surgery Results-Unknown
ONC Head Neck Surgery-Results Pending
ONC Head Neck-Tumor Not Resectable
ONC Head Neck Surgery Outcome-+ Margins
ONC Head Neck Surgery-Clear Margins
ONC Head Neck Surgery:
ONC Head Neck Sublingual Gland Resection
ONC Head Neck Submandibular Gland Resect
ONC Head Neck-Total Parotidectomy
ONC Head Neck Superficial Parotidectomy
ONC Head Neck Radical Maxillectomy
ONC Head Neck Partial Maxillectomy
ONC Head Neck Total Laryngectomy
ONC Head Neck Partial Laryngectomy
ONC Head Neck-Laryngopharyngectomy
ONC Head Neck Surgery-Tonsillectomy
ONC Head Neck Surgery-Palatectomy
ONC Head Neck Surgery-Maxillectomy
ONC Head Neck Surgery-Mandibulectomy
ONC Head Neck Surgery Glossectomy
ONC Head Neck Surgery Not Performed:
ONC Head Neck Surgery-Pt Declined
ONC Head Neck Surgery Not Recommended
ONC Head Neck Clinical Trial Stop Date
ONC Head Neck Clinical Trial Start Date
ONC Head Neck Clinical Trial:
ONC Head Neck RT Dose Fraction
ONC Head Neck RT Total Dose
ONC Head Neck RT Stop Date
ONC Head Neck RT Start Date
ONC Head Neck RT Site:
ONC Head Neck RT Chest Dose Fraction
ONC Head Neck RT Chest Total Dose
ONC Head Neck RT-Chest Stop Date
ONC Head Neck RT-Chest Start Date
ONC Head Neck RT Neck Dose Fraction
ONC Head Neck RT Neck Total Dose
ONC Head Neck RT-Neck Stop Date
ONC Head Neck RT-Neck Start Date
ONC Head Neck RT Brain Dose Fraction
ONC Head Neck RT Brain Total Dose
ONC Head Neck RT-Brain Stop Date
ONC Head Neck RT-Brain Start Date
ONC Head Neck RT Axillary Dose Fraction
ONC Head Neck RT Axillary Total Dose
ONC Head Neck RT-Axillary Stop Date
ONC Head Neck RT-Axillary Start Date
ONC Head Neck RT Pt Declined
ONC Head Neck RT Not Administered
ONC Head Neck RT Stopped:
  ONC Head Neck RT Stopped-Pt Request
  ONC Head Neck RT Stopped-Progression
  ONC Head Neck RT Stopped-Toxicity
ONC Head Neck RT Stopped-Plan Complete
ONC Head Neck Chemo-Plan Complete
ONC Head Neck Chemo Stopped:
  ONC Head Neck Chemo Stopped-Pt Request
  ONC Head Neck Chemo Stopped-Progression
  ONC Head Neck Chemo Stopped-Toxicity
ONC Head Neck Chemo Stop Date
ONC Head Neck Chemo Start Date
ONC Head Neck Chemo:
  ONC Head Neck Doxorubicin Stop Date
  ONC Head Neck Doxorubicin Start Date
  ONC Head Neck Adriamycin Stop Date
  ONC Head Neck Adriamycin Start Date
  ONC Head Neck Epirubicin Stop Date
  ONC Head Neck Epirubicin Start Date
  ONC Head Neck Nivolumab Stop Date
  ONC Head Neck Nivolumab Start Date
  ONC Head Neck Pembrolizumab Stop Date
  ONC Head Neck Pembrolizumab Start Date
  ONC Head Neck Afatinib Stop Date
  ONC Head Neck Afatinib Start Date
  ONC Head Neck Gemcitabine Stop Date
  ONC Head Neck Gemcitabine Start Date
  ONC Head Neck Hydroxyurea Stop Date
  ONC Head Neck Hydroxyurea Start Date
  ONC Head Neck Methotrexate Stop Date
  ONC Head Neck Methotrexate Start Date
  ONC Head Neck Vinorelbine Stop Date
  ONC Head Neck Vinorelbine Start Date
  ONC Head Neck Docetaxel Stop Date
  ONC Head Neck Docetaxel Start Date
  ONC Head Neck Paclitaxel Stop Date
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<td>ONC Head Neck 5-FU Stop Date</td>
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<td>ONC Head Neck 5-FU Start Date</td>
<td>ONC Head Neck Chemo Not Admin:</td>
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<td>ONC Head Neck Chemo-Pt Declined</td>
<td>ONC Head Neck Chemo Not Recommended</td>
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<td>ONC Head Neck ECOG PS-Unknown</td>
<td>ONC Head Neck ECOG PS-5</td>
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**ONC Head Neck Path Summary Stage**
- IVC
- Unknown
- IVB
- IVA
- III
- II
- I
- 0

**ONC Head Neck Clinical Summary Stage**
- IVC
- Unknown
- IVB
- IVA
- III
- II
- I
- 0
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<td>ONC Head Neck Path Summary Stage-III</td>
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<tr>
<td>ONC Head Neck Date of Diagnosis</td>
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<td>ONC Head Neck RT Not Recommended</td>
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<td>ONC Head Neck Consent for Chemo-No</td>
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<td>ONC Head Neck Consent for Chemo Obtained</td>
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<td>ONC Head Neck Treatment Intent-Unknown</td>
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<td>ONC Head Neck Palliative Referral</td>
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<td>ONC Head Neck Referral Service Unavail</td>
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<tr>
<td>ONC Head Neck Referral Not Appropriate</td>
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<tr>
<td>ONC Head Neck Pt Declined Referral</td>
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**REMINDER SPONSOR**
VHA ONCOLOGY

**REMINDER TERM**
VA-REMINDER UPDATE_2_0_26
VA-ONC HEAD NECK SURGERY RT
VA-ONC HEAD NECK CLINICAL RT
VA-ONC HEAD NECK RT RT
VA-ONC HEAD NECK TREATMENT RT
VA-ONC HEAD NECK TUMOR BOARD RT
VA-ONC HEAD NECK ECOG RT
VA-ONC HEAD NECK STAGING RT
VA-ONC HEAD NECK PATHOLOGY RT
VA-ONC HEAD NECK PRIMARY SITE RT
VA-ONC HEAD NECK DATE DX RT
VA-ONC HEAD NECK LAB RT
VA-ONC HEAD NECK REFERRAL RT
VA-ONC HEAD NECK RESPONSE RT
VA-ONC HEAD NECK CHEMO RT
VA-ONC HEAD NECK TITLE RT
REMINDER DEFINITION
VA-BODY SURFACE AREA

REMINDER DIALOG
VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK
VA-ONCOLOGY TREATMENT PLAN HEAD NECK
VA-ONCOLOGY MDC HEAD NECK
VA-ONCOLOGY HEAD NECK

HEALTH SUMMARY TYPE
VA-ONC HEAD NECK LAB
VA-ONC HEAD NECK PRIMARY SITE
VA-ONC HEAD NECK RESPONSE
VA-ONC HEAD NECK SURGERY
VA-ONC HEAD NECK CLINICAL
VA-ONC HEAD NECK RT
VA-ONC HEAD NECK CHEMO
VA-ONC HEAD NECK ECOG
VA-ONC HEAD NECK PATHOLOGY
VA-ONC HEAD NECK STAGING
VA-ONC HEAD NECK DX DATE
VA-ONC BSA HSO
VA-ONC HEAD NECK HEADER 1
VA-ONC HEAD NECK INTENT
VA-ONC HEAD NECK TUMOR BOARD
VA-ONC MDC PATH
VA-ONC MDC SURGERY
VA-ONC MDC RADIOLOGY
VA-ONC HEAD NECK REFERRAL
VA-ONC HEAD NECK HEADER 3
VA-ONC HEAD NECK HEADER 2

HEALTH SUMMARY OBJECTS
VA-ONC HEAD NECK LAB
VA-ONC HEAD NECK PRIMARY SITE
VA-ONC HEAD NECK RESPONSE
VA-ONC HEAD NECK SURGERY
VA-ONC HEAD NECK CLINICAL
VA-ONC HEAD NECK RT
VA-ONC HEAD NECK CHEMO
VA-ONC HEAD NECK ECOG
VA-ONC HEAD NECK PATHOLOGY
VA-ONC HEAD NECK STAGING
VA-ONC HEAD NECK DX DATE
VA-ONC BSA HSO
VA-ONC HEAD NECK HEADER 1
This update is being distributed as a web host file. The address for the host file is:
http://vista.med.va.gov/reminders/UPDATE_2_0_26.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

Installation

This update can be installed with users on the system, but it should be done during non-peak hours. Estimated Installation Time is greater than one hour.
Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

```
http://vista.med.va.gov/reminders/UPDATE_2_0_26.PRD
```

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled UPDATE_2_0_16 VA-HEAD AND NECK CANCER DIALOGS in reminder exchange

```
+ - Next Screen  - Prev Screen  ?? More Actions
CFE Create Exchange File Entry       IH Installation History
CHF Create Host File                LHF Load Host File
CMM Create MailMan Message          LMM Load MailMan Message
DFE Delete Exchange File Entry      LWH Load Web Host File
IFE Install Exchange File Entry     RI Reminder Definition Inquiry

Select Action: Next Screen// LWH Load Web Host File

Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_26.PRD
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entry titled UPDATE_2_0_26 VA-HEAD AND NECK CANCER DIALOGS *(in this example it is entry 69, it will vary by site)*
At the Select Action prompt, type **IA** for Install all Components and hit enter.

You will see several prompts, for all new entries you will choose **I** to Install.

After the initial components have installed, **You will be prompted to install the first reminder dialog component:**

At the Select Action prompt, type **IA** to install the dialog – **VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK**

Select Action: Next Screen//IA

Install reminder dialog and all components with no further changes: **Y//YES**
When the dialog has completed installation, you will then be returned to this screen. At the Select Action prompt, type Q.

You will then be prompted to install the next Dialog component:

At the Select Action prompt, type IA to install the dialog – VA-ONCOLOGY TREATMENT PLAN HEAD NECK
Select Action: Next Screen// IA
Install reminder dialog and all components with no further changes: Y// YES
When the dialog has completed installation, you will then be returned to this screen. At the Select Action prompt, type Q.

You will then be prompted to install the next Dialog component:

```
Packed reminder dialog: VA-ONCOLOGY MDC HEAD NECK [NATIONAL DIALOG]
```

At the Select Action prompt, type IA to install the dialog VA-ONCOLOGY MDC HEAD NECK
Select Action: Next Screen// IA  Install All
Install reminder dialog and all components with no further changes: Y// YES
When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

You will then be prompted to install the next Dialog component:

At the **Select Action** prompt, type **IA** to install the dialog – **VA-ONCOLOGY HEAD NECK**

Select Action: Next Screen// IA

Install reminder dialog and all components with no further changes: **Y// YES**
When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

You will then see the prompts to install the health summary components, you will choose **I** to install all new health summary components, you can choose **O** to Overwrite any components that already exist.

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Install Completed
Post-Install Set-up Instructions

1. The following dialog elements were created LOCAL so local content can be added. Site may choose to disable these dialog elements if desired.

   a. VAL-GP ONC DASHED LINE SHOW (line shows in dialog and progress note for organization can be disabled, if desired)
   b. VAL-GP ONC PT REC IV CHEMO (can edit to suppress check boxes)
   c. VAL-GP ONC PT REC PO CHEMO (additional content can be added, if desired)
   d. VAL-GP ONC TP EDUCATION (edit to add local oncology clinic info to help reduce typing for providers)
   e. VAL-GP ONC TP TEAM MEMBERS (edit to local oncology provider info to help reduce typing for providers)
   f. VAL-GP ONC TS FUTURE (edit to add local oncology team members and frequency of return visits)
   g. VAL-GP ONC TS GENETIC COUNSELING (can add additional genetic counseling information)
   h. VAL-GP ONC TS IMAGING (edit imaging and follow up tests)
   i. VAL-GP ONC TS LAB TEST (edit to add additional lab tests)
   j. VAL-GP ONC TS RESOURCES (edit to add any hyperlinks/websites)
   k. VAL-GP ONC TS SURVEIL OTHER (edit to add other surveillance type)
   l. VAL-GP ONC TS SURVEILLANCE (edit to add additional cancer surveillance)
   m. VAL-EL ONC VITAL SIGNS HSO (contains weight, height, BP, and pulse, edit to add/remove additional VS objects. If site wants to disable VS element, will also need to disable VAL-GP ONC VITAL SIGNS dialog element).
   n. VAL-GP ONC PHYSICAL EXAM (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
   o. VAL-GP ONC REVIEW OF SYSTEMS (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
   p. VAL-GP ONC PRESENT ILLNESS (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
   q. VAL-GP ONC INTERVAL HX (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
   r. VAL-GP ONC ASSESSMENT PLAN (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
   s. VAL-GP ONC MDC HEAD NECK CONSULTS (edit to add local consult/quick order)
   t. VAL-GP ONC MDC HEAD NECK MEMBERS (edit to add local providers)
2. **Replace embedded TIU Objects in the following element only if National objects does not exist or work properly.**

**a. Dialog:** VA-EL ONCOLOGY PATIENT INFO HSO

<table>
<thead>
<tr>
<th>Embedded TIU Objects:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[PATIENT NAME]</td>
<td>Displays patient name</td>
</tr>
<tr>
<td>[PATIENT DATE OF BIRTH]</td>
<td>Displays patient’s date of birth</td>
</tr>
<tr>
<td>[PATIENT WEIGHT]</td>
<td>Displays patient’s weight</td>
</tr>
<tr>
<td>[PATIENT HEIGHT]</td>
<td>Displays patient’s height</td>
</tr>
<tr>
<td>[BLOOD PRESSURE]</td>
<td>Displays patient’s blood pressure</td>
</tr>
<tr>
<td>[PULSE]</td>
<td>Displays patient’s heart rate</td>
</tr>
</tbody>
</table>

**b: VAL-EL ONC ACTIVE MED HSO**

<table>
<thead>
<tr>
<th>Embedded TIU Objects:</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ACTIVE MEDICATIONS]</td>
<td>Displays patient’s active medications</td>
</tr>
</tbody>
</table>

3. **Enable the dialogs.**

Adding dialog to the TIU Reminder Dialog Parameter (starting from the Reminder Manager Menu).

The following is an example of enabling a dialog so that it can be attached to a Personal or Shared template or note title. You will need to repeat this step for all of the dialogs contained in this update.

Select Reminder Managers Menu <TEST ACCOUNT> Option: **CP** CPRS Reminder Configuration

From the Reminders Manager Menu Option:

- **CA** Add/Edit Reminder Categories
- **CL** CPRS Lookup Categories
- **CS** CPRS Cover Sheet Reminder List
- **MH** Mental Health Dialogs Active
- **PN** Progress Note Headers
- **RA** Reminder GUI Resolution Active
- **TIU** TIU Template Reminder Dialog Parameter
- **DL** Default Outside Location
- **PT** Position Reminder Text at Cursor
- **NP** New Reminder Parameters
Select CPRS Reminder Configuration Option: **TIU**  TIU Template Reminder Dialog Parameter

Reminder Dialogs allows as Templates may be set for the following:

1. User  USR [choose from NEW PERSON]
2. Service  SRV [choose from SERVICE/SECTION]
3. Division  DIV [NAME OF YOUR DIVISION]
4. System  SYS [YOURSERVER.YOURSITE.MED.VA.GOV]

Enter selection:  5  System [YOURSERVER.YOURSITE.MED.VA.GOV]

Setting Reminder Dialogs allows as Templates for System:

YOURSERVER.YOURSITE.MED.VA.GOV

Select Display Sequence:  ?  

Display Sequence Value

---------------  
1  DAY COMBINED TOBACCO USER  
2  PATIENT EDUCATION ASSESSMENT  
3  IMMUNIZATION CLINIC DIALOG  
4  RD 580 NEU 562 DYSPHAGIA SCREENING TOOL...412  NON VA CARE COORDINATION NOTE (D)  

Select Display Sequence: 413
Are you adding 413 as a new Display Sequence? Yes//  YES
Display Sequence: 413//  413

Clinical Reminder Dialog:  VA-ONCOLOGY HEAD/NECK  reminder dialog  NATIONAL
...OK? Yes//  (Yes)

Repeat for the additional three dialogs:  VA-ONCOLOGY MDC HEAD NECK
VA-ONCOLOGY TREATMENT PLAN HEAD NECK
VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK

4. The National Oncology reminder dialogs can be used as templates and/or standalone notes. It is a local decision. Collaborate with Hematology/Oncology staff to determine how the dialogs will be used. The National Oncology Program Office will be releasing additional reminder dialogs so it is important to establish an appropriate location, such as shared folder with a separate folder for each type of cancer. Please follow Local naming convention guidelines in place at your facility.

**Creating a shared folder**
Open template editor
Click + sign Shared Templates  
Click on New Template button  
Type Oncology  
Select folder in Template Type box  
Click Apply lower right corner

EX: Creating Shared Folder

5. Creating a shared templates
Open template editor  
Click + Shared templates  
Locate Oncology folder and click on it  
Click New Template button  
Type VA-ONCOLOGY  
Select Reminder Dialog in template Type box  
Type VA-ONCOLOGY in Reminder Dialog box  
Click Apply lower right corner

Repeat for all four templates
EX: Creating Shared Template

6. Setup of Note titles

If your site uses the reminder dialogs as stand-alone notes, you will need to create a new note title for each dialog included in this update.

All note titles are to be mapped to the following VHA Enterprise Standard Title: HEMATOLOGY AND ONCOLOGY NOTE.

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

7. Linking progress note to reminder dialog

The following is an example of attaching a dialog to an associated note so that it can be used as a standalone note. You will need to repeat this step for all of the dialogs contained in this update.

From Template Editor
Edit Shared Template
Click + Document Titles
Click New Template button
Type VA-Oncology Head Neck (OR YOUR LOCAL NOTE TITLE) in Name box
Click down arrow and Click on Reminder Dialog in Template Type Box
Type VA-ONCOLOGY in Reminder Dialog box
Type VA-Oncology Head Neck in Associated Title Box
Click Apply in lower right corner

Repeat for all four templates.

EX: Linking progress note to dialog

![Image of Template Editor with selected options highlighted]

NOTE: If you require further technical assistance, please notify your local IT support to log a national CA Service Desk Manager (SDM) ticket (previously a Remedy™ ticket) or contact the VA Service Desk at 1-888-596-4357 and have them submit a national CA ticket to the Incident Area: NTL.APP.VISTA.CLINICAL REMINDERS 2_0 and someone will contact you.