Clinical Reminders

VA-DOD Hospital Notification Note Update

Install Guide

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Product Development
Office of Information Technology
Department of Veterans Affairs
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Introduction

Description:

This UPDATE provides for content changes for the following two dialogs:

1. The updated Community Care DOD Hospital Notification Note improves communication with the DOD MTF Providers for when a Veteran self presents to the DOD MTF emergency department or has been admitted due to an emergency. This note contains the approved/disapproved decision within the progress note. Once approved, the Community Care-DoD Hospital Notification Approval XXXX Consult will be automatically initiated to use for the referral and authorization using CTB and HSRM. POC for question is Mr. Rick Woods: garold.woods@va.gov.

2. An update was made to one dialog group within the VA-PC3 VETERAN CARE AGREEMENT template; specifically, to the dialog group VA-GP PC3 PROGRAM, to correct the spelling of the word “patient”:

BEFORE:

![Before Image]

AFTER:

![After Image]

Two reminder dialogs are being distributed with this update:

VA-DOD HOSPITAL NOTIFICATION NOTE (D)
VA-GP PC3 PROGRAM

UPDATE_2_0_87 contains 1 Reminder Exchange entry:

UPDATE_2_0_87 VA-DOD HOSPITAL NOTIFICATION NOTE UPDATE

The exchange file contains the following components:

TIU TEMPLATE FIELD

WP 1 LINE REQ
VA-DOD TEXT VA HEALTH CARE BENEFITS INFO
TEXT-ADD LOC SC OBJECT
VA-TEXT EXCEPTIONS LIST DETERMINATION
GEN WORD PROCESSING
GEN WORD PROC NARROW
GEN TEXT 5 SPACES
GEN TEXT BOX 2 SPACES
GEN TEXT BOX 25
GEN DATE/REQ TIME
GEN TEXT BOX 50
NVCC VA/DOD
TEXT DOD APPT INFO
GEN YES NO SINGLE LINE
GEN TEXT BOX LONG2
DATE
WORD PROCESSING - 2 LINES
DOD DISCHARGE DISPOSITION
YES/NO/UNKNOWN NOT REQUIRED
GEN YES/NO/NA
WP 2/74
CC LIFE-SUSTAINING TX ORDERS-HN
WORD PROCESS (REQUIRED)
DOD CARE DAY/MONTH
NUMBER BOX
DOD LEVEL OF CARE
DOD WORKSHEET METHOD/CONTACT
GEN NOT APPLICABLE
DATE (REQ)
DOD ADMISSION ROUTE
DODSERVICE OUTPT
GEN TEXT BOX 50 REQUIRED
GEN TEXT BOX 20 SPACES
GEN BED TYPE
WP*2LINE/60/INDENT 2
GEN PLEASE EXPLAIN
DATE (*)
GEN TEXT 15 SPACES REQ
GEN TEXT BOX 25 REQUIRED
NVCC POC DEPT
GEN TEXTBOX 20 SPACES
DATE NOW DEFAULT
VA-10-0386 EDIT 30-40
VA-10-0386 ALT POC TXT
VA-10-0386 EDIT 40
VA-10-0386 WP 2 LINE
VA-10-0386 EDIT 40 REQ
TEXT (1-30 CHAR) REQ
VA-10-0386 CALENDAR
VA-10-0386 PLEASE NOTE TXT
VA-10-0386 WP 2 LINE REQ
VA-10-0386 NUMBER OF VISITS TXT
VA-10-0386 SERVICE/PROCEDURE TXT
VA-10-0386 SPECIALIST TXT
VA-10-0386 CAT OF CARE TXT
VA-10-0386 CALENDAR REQ
VA-10-0386 CID TXT
VA-10-0386A WP 2 LINE
TEXT (1-60 CHAR)1
TEXT (1-60 CHAR)R
DATE & TIME (REQ)
VA-10-0386A EDIT 40 REQ
VA-10-0386 AA# PLEASE SPECIFY
AK-10-0386A SAR STATEMENT INFO1
VA-10-0386 WORD 70-3 REQ
AK-10-0386A SAR STATEMENT INFO6
AK-10-0386A SAR STATEMENT INFO4
AK-10-0386A SAR STATEMENT INFO5
AK-10-0386A SAR STATEMENT INFO2
EDIT 20 10-0386 SCH
EDIT 50 CHOICE
TEXT (1-20 CHAR REQ)
TEXT (1-3)REQ
TEXT (1-20 CHAR) REQ
ANC-10-0389-SCH SERVICE/VISIT INFO DISPLAY
WP 1 LINE REQ1
VA-CID DISPLAY TEXT1

HEALTH FACTORS
VA-REMINDER UPDATES
VA-UPDATE_2_0_87
COMMUNITY CARE
PC3 APPOINTMENT
PC3 SECONDARY AUTH DISAPPROVED
PC3 SECONDARY AUTH TIME & SERVICES
PC3 SECONDARY AUTH SERVICES
PC3 SECONDARY AUTH TIME
PC3 SECONDARY AUTHORIZATION
PC3 10-0386 URGENT
PC3 10-0386 ROUTINE
VETERANS CHOICE
CHOICE UN/EX BURDEN
CHOICE FIRST SERVICES UA
CHOICE 40 MILE
CHOICE 30 DAY
REMINDER SPONSOR
VHA Office of Community Care

REMINDER TERM
VA-REMINDER UPDATE_2_0_87

REMINDER DIALOG
VA-DOD HOSPITAL NOTIFICATION NOTE (D)
VA-GP PC3 PROGRAM

Install Details

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_87.PRD

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

Installation:

This update can be loaded with users on the system. Installation will take less than 10 minutes.

Pre-Install

1. Update_2_0_86 should be installed before installing this update. The guide is available here:
https://www.va.gov/vdl/documents/Clinical/CPRS-Clinical_Reminders/update_2_0_86_ig.pdf

2. Update_2_0_87 will overwrite groups and elements to which you may have made local edits when originally installing Update 86. To make post install setup easier, you can print/save an inquiry for the items below, before install.

   a. Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Choose the option INQ Inquiry/Print for the reminder dialog group:
   VAL-GP VHA FORM 10-0386 LOCAL VHA INFO.

   b. Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Choose the option INQ Inquiry/Print the following elements:
   VAL-10-0386-SCH APPROVAL AUTH VAMC INFO
   VAL-10-0386-SCH APPROVAL AUTH4
   VAL-10-0386-SCH APPT
Install Example

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

<table>
<thead>
<tr>
<th>+</th>
<th>+ Next Screen</th>
<th>- Prev Screen</th>
<th>?? More Actions</th>
<th>&gt;&gt;&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFE</td>
<td>Create Exchange File Entry</td>
<td>LHF</td>
<td>Load Host File</td>
<td></td>
</tr>
<tr>
<td>CHF</td>
<td>Create Host File</td>
<td>LMM</td>
<td>Load MailMan Message</td>
<td></td>
</tr>
<tr>
<td>CMM</td>
<td>Create MailMan Message</td>
<td>LR</td>
<td>List Reminder Definitions</td>
<td></td>
</tr>
<tr>
<td>DFE</td>
<td>Delete Exchange File Entry</td>
<td>LWH</td>
<td>Load Web Host File</td>
<td></td>
</tr>
<tr>
<td>IFE</td>
<td>Install Exchange File Entry</td>
<td>RI</td>
<td>Reminder Definition Inquiry</td>
<td></td>
</tr>
<tr>
<td>IH</td>
<td>Installation History</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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_87.PRD

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_87.PRD

http://vista.med.va.gov/reminders/UPDATE_2_0_87.PRD successfully loaded.

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_87 VA-DOD HOSPITAL NOTIFICATION NOTE UPDATE in reminder exchange

At the Select Action: prompt, enter IFE for Install Exchange File Entry
Enter the number that corresponds with your entry titled UPDATE_2_0_87 VA-DOD HOSPITAL NOTIFICATION NOTE UPDATE (in this example it is entry 181 it will vary by site)
At the Select Action prompt, type **IA** for Install all Components and hit enter.

Select Action: Next Screen// **IA** Install all Components

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

For components that already exists but the packed component is different, you will choose **O to Overwrite**.

You will be promped to install the FIRST reminder dialog component – You will INSTALL ALL even if there is an X that the component exists:

At the **Select Action** prompt, type **IA** to install the dialog – **VA-DOD HOSPITAL NOTIFICATION NOTE (D)**

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 be prompted to install the NEXT reminder dialog component – **You will INSTALL ALL even if there is an X that the component exists:**

At the **Select Action** prompt, type **IA** to install the dialog – **VA-GP PC3 PROGRAM**

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 returned to this screen. At the **Select Action** prompt, type **Q**.

Install complete.
Post Installation

1. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.** – This may have been done before so check your existing entries before adding.

   From the Reminders Manager Menu:
   Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**
   - 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

   Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**

   Reminder Dialogs allowed as Templates may be set for the following:
   - 1  User          USR  [choose from NEW PERSON]
   - 3  Service       SRV  [choose from SERVICE/SECTION]
   - 4  Division      DIV  [choose from INSTITUTION]
   - 5  System        SYS  [NATREM.FO-SLC.MED.VA.GOV]

   Enter selection: 5  Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level

   Setting Reminder Dialogs allowed as Templates for System:
   Select Display Sequence: ?

   148  VA-VETERANS CHOICE NOTE
   149  VA-TBI SCREENING

   When you type a question mark above, you will see the list of #’s (with dialogs) that are already taken. Choose a number NOT on this list. For this example, looking above I see the number 150 is not present, so I will use 150.

   Select Display Sequence: 150

   Are you adding 150 as a new Display Sequence? Yes// Y  YES
   Display Sequence: 150// <Enter> 150

   Clinical Reminder Dialog: **type in the name of the dialog**
   VA-DOD HOSPITAL NOTIFICATION NOTE (D)
   then <enter> reminder dialog NATIONAL
   OK? Yes// <Enter> (Yes)
2. **Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS:**

   For sites that use this template, you should already have a note title (Community Care – DOD Hospital Notification Note) set up for use with this template. You will need to confirm that your current document definition is pointing to the reminder dialog VA-DOD HOSPITAL NOTIFICATION NOTE (D) and update the associated template if needed.

3. **Add your local contact information and local data objects to the following Groups and elements:**

   *Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following groups:*

   a. **VAL-GP VHA FORM 10-0386 LOCAL VHA INFO** – The dialog text looks like this:

      Facility Community Care Office Contact:  
      Facility Community Care office manager or Equivalent:  
      Name: {FLD:VA-10-0386 EDIT 40 REQ}  
      Title: {FLD:VA-10-0386 EDIT 40 REQ}  

      **Entries in RED** may be hard coded for ease of entry by users

   b. **VA-GP DOD SHARING AGREEMENT PLACE CONSULT**

      Enter your facility’s COMMUNITY CARE – DOD HOSPITAL NOTIFICATION APPROVAL consult order in the Finding item:

      FINDING ITEM: <<< Enter your Consult order name here >>>
      (see Technical Guide -  Community Care-DOD Hospital Notification Approval)
      POC for questions is Mr. Rick Woods: garold.woods@va.gov

      *Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following elements:*

   c. **VAL-10-0386-SCH APPROVAL AUTH VAMC INFO** - The dialog text looks like this:

      FACILITY COMMUNITY CARE MANAGER:
      Name: {FLD:TEXT (1-30 CHAR) REQ}
      Title: {FLD:TEXT (1-30 CHAR) REQ}

      Report all CRITICAL FINDINGS related to this authorization to the issuing office below. ALL other questions regarding this authorization should be directed to: {FLD:TEXT (1-20 CHAR) REQ}

      FACILITY COMMUNITY CARE OFFICE CONTACT:
      Number (Normal Business Hours): {FLD:TEXT (1-20 CHAR) REQ}
      AOD/Emergency Contact After Hours Number: {FLD:TEXT (1-20 CHAR) REQ}

      VAMC ISSUING STATION:  
      From Station #: {FLD:TEXT (1-3)REQ}  
      \"
Entries in RED may be hard coded for ease of entry by users

d. VAL-10-0386-SCH APPROVAL AUTH4 - The dialog text looks like this:
Veteran Information: \nName: |PATIENT NAME| \nDOB: |PATIENT DATE OF BIRTH| \nSSN: |PATIENT SSN| 
Address: {FLD:EDIT 20 10-0386 SCH} 
Phone: {FLD:EDIT 20 10-0386 SCH} 
Veteran Alternate Phone: {FLD:EDIT 20 10-0386 SCH} 

You can replace the data objects with local ones if they do not work in your system
Entries in RED may be hard coded for ease of entry by users
Entries in BLUE are usually not available to hard code…however longer fields may be added if needed.

e. VAL-10-0386-SCH APPT - The dialog text looks like this:
Veteran has an appointment scheduled on {FLD:DATE & TIME (REQ)}
with: \n
Provider: {FLD:TEXT (1-60 CHAR)R} 
Address: {FLD:TEXT (1-60 CHAR)R} 
City: {FLD:TEXT (1-60 CHAR)R} 
State: {FLD:TEXT (1-60 CHAR)R} 
Zip: {FLD:TEXT (1-60 CHAR)R} 
Phone Number: {FLD:TEXT (1-60 CHAR)R} 
Fax Number: {FLD:TEXT (1-60 CHAR)} 

Entries in BLUE are usually not available to hard code…however longer fields may be added if needed.

f. VAL-DOD SERVICE CONNECTION
Edit the dialog text and replace {FLD:TEXT-ADD LOC SC OBJECT} with your facility’s SERVICE CONNECTION object:

Service Connected Disabilities: {FLD:TEXT-ADD LOC SC OBJECT}

NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:
Category: Enterprise Applications
Subcategory: Applications
Enterprise Application: VistA - Clinical Reminders