

**Consult/Request Tracking
User Manual**



Version 3.0

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Revision History

Date	Patch	Description	Authors
08/2024	GMRC*3.0*206	<ul style="list-style-type: none"> Updated for 508 compliance 	CPRS Development Team
09/2021	GMRC*3.0*181	<ul style="list-style-type: none"> Redaction of screen captures to remove IP addresses and then remove arrows and call outs. Various places throughout manual. 	Liberty ITS
03/2021	GMRC*3.0*84	<ul style="list-style-type: none"> NSR 20110210 – Added the Prosthetics Consult Updated entry to the notifications table, added the Prosthetics Consult Updated section. 	Liberty ITS
03/2021	GMRC*3.0*170	<ul style="list-style-type: none"> Replaced sentence in the Cancelled to Discontinued Consults section with, “<u>Each consult fitting the parameter criteria is evaluated as to whether the consult was resubmitted and then cancelled again on a later date. If there is no later cancellation date, the consult is discontinued by calling the \$\$DC^GMRCGUIA API.</u>” Updated Title page, Revision History, Table of Contents, Index, and Footers 	Liberty ITS
11/2020	GMRC*3.0*145	<p>Under Enhancements since Version 2.5, added paragraph describing GMRC*3.0*145.</p> <p>Under Consult/Request Resolution, updated text for notification trigger</p> <p>Revised dates on Title page and footers</p>	REDACTED
11/2019	GMRC*3.0*139	<p>Added Auto-forwarding to DST Consult handling. See page 2, 4</p>	REDACTED
4/2019	GMRC*3.0*124	<p>Added reference to changes in Package Operation Workflow for users of Care Coordination (CC) Decision Support Tool (DST). See Page 12</p>	REDACTED
3/2019	GMRC*3.0*119	<p>Added Help Text that displays when entering ??? at the "Select Consult Tracking Reports Option:" prompt. See Page 159</p> <p>Added the Administratively Released Consults by Group Local Report example. The report was changed to include in the counts those services that were made in a consult name including -DS or -ADMIN but then forwarded to a different service. See Page 162.</p>	REDACTED
2/2019	GMRC*3.0*113	<p>Added the Cancelled to Discontinued Consults section. Added the option GMRC CX TO DC PARAMETER EDIT, where user is able to update</p>	REDACTED

		parameters that drive the overnight job GMRC CHANGE STATUS X TO DC. Page 161 – 162 .	
1/2019	GMRC*3*110	When a user clicks on the Consults tab, then highlights a Consult, the details of the consult appear in the right-hand panel. This display was changed to display the Unique Consult ID (UCID) at the top. See Page 161 .	REDACTED
12/2018	GMRC*3.0*107	Added details for new GMRC Reports to support the ADMIN KEY consults for consults that are Administratively released by Policy. See pages 158 – 161 .	REDACTED
08/2018	XU*8.0*679	Added note regarding electronic Signature Block restrictions. See Page 19 .	REDACTED
03/3018	GMRC*3*91	Added information about additional recipients receiving an alert. See Page 139 and Page 150.	REDACTED
03/2018	GMRC*3*92	Update the VistA last name criteria. Applied up-to-date 508 standards and VA compliance to title page, Revision History table, headings, and footers.	REDACTED
03/2018	GMRC*3*89	Modified SF 513 images (Image 1 and Image 2) to reflect addition of Age and Cell Phone fields. Added info re: set up of a secondary printer for SF 513. Added info on new Consult Closure Tool.	REDACTED
02/2016	GRMC*3*81	Changed the Earliest Appropriate Date to Clinically Indicated Date. Pages: 16, 22, 32, Error! Bookmark not defined.	REDACTED
08/2014	GMRC*3*75	Modified description to CONSULT/REQUEST UPDATED ; added description of HCPS and RAS to Glossary	REDACTED
01/2015	GMRC*3*82	Modified SF 513 Images to reflect SSN format change.	REDACTED
02/2014	GMRC*3*73	ICD-10 Remediation	REDACTED
02/2014	GMRC*3*73	Added info to description for CONSULT/REQUEST UPDATED and Consult/Request Has an Added Comment.	REDACTED
08/2011	GMRC*3*71	Modified description for CONSULT/REQUEST UPDATED	REDACTED
02/2011		Earliest Appropriate Date Patch 66	REDACTED
08/2009		Combat Veteran (CV) status added to SF 513	REDACTED
04/2006		Updates/corrections to patient and provider names to comply with SOP 192-352	REDACTED
12/2004		SOP 192-352 applied (scrubbed)	REDACTED
06/2002		Include Patch 25	

04/2002		Include Patch 22 & 25	
11/2001		Include Patch 17	
06/2001		Include Patch 21	
02/2001		Include Patch 15, 19, & 20	
10/2000		Include Patches 13, 14, 16, & 18	
07/2000		Add Patches 6 thru 8, 11, & 12	
09/1998		Include Patches 1 thru 5	
12/1997		Initial Release	

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Introduction

The *Consult/Request Tracking User Manual* provides descriptions of Consults' options and other information required to effectively use the Consult/Request Tracking package (or Consults).

This manual is for people who use the Consults package in the course of their hospital duties, including:

- Care providers: doctors, nurses, pharmacists, and therapists who make or service requests for consultations on patients.
- Clerical staff, who assist the above-mentioned people.
- Quality Assurance and management, who have an interest in seeing that VA patients receive the best possible care.
- Consults functionality is available from a Windows interface (GUI—Graphical User Interface) on a PC workstation or from a roll-and-scroll List Manager (LM) interface on a traditional CRT (Cathode Ray Tube) terminal or terminal emulation software on a PC workstation.

You can pull out parts of this manual, such as the **User Introduction to GUI** section or the **Package Operation** section, to use for unit training or reference. General parts of this manual, such as the **Package Orientation** section, have been written with examples from Consults to make the general information more meaningful to this application.

Overview

Purpose

Consult/Request Tracking package V. 3.0 improves the quality of patient care by:

- Interfacing with CPRS to provide an efficient mechanism for clinicians to order consults and procedure requests.
- Providing consulting services with the ability to update and track the progress of a consult/procedure request from the point of receipt through its final resolution.
- Providing results reporting that includes doctor's notes and comments entered during the tracking process.

Relationship to Other Packages

The Consults package works with the following packages:

- Computerized Patient Record System (CPRS)
- Text Integration Utilities (TIU)

Relationship of Consults to CPRS

From CPRS Actions to Consults:

- Ordering
- Order checking
- Order updates via HL7 messages
- Inter-Facility Consults via HL7 messages
- Tracking Consults activity
- Resulting TIU and Consults
- Notifications

From Consults actions to CPRS:

- Consult status changes update the CPRS order
- Forwarded and edit/resubmitted consults get a new service/correction order from CPRS
- Sends alerts based on consult activity
- Auto-forwarding of Consult Orders to new Consult text

Relationship of Consults to TIU

From TIU Actions to Consults:

- Select a consult to associate with a note
- One consult link per consult note
- Sends TIU updates to consult package for:
- New consult note entered

- Consult note completed
- New addendum completed
- Disassociate a note
- Extract notes for SF 513 and displays

From Consult Actions to TIU:

- A consult may have multiple notes associated with it.
- Lists the notes associated with a consult.
- Uses TIU to act on a note.
- Updates consult status and activity log from TIU updates.

Enhancements since Version 2.5

GMRC*3.0*145

This patch, part of the larger CPRS GUI v31 Mission Act release, assists with implementing the Decision Support Tool (DST) and Consult Toolbox (CTB) directly into CPRS GUI. Please consult the DST and CTB user manuals on the VistA Document Library for detailed information regarding use of these features.

GMRC*3.0*139

This patch adds Auto-forwarding functionality. When the Decision Support Tool (DST) transmits the Auto-forward information to CPRS, the existing CPRS RPC process will detect the Auto-forward request and forward the Order to a new Consult location, which is referenced in the REQUEST SERVICE file (#123.5).

General Overview of Consults/Request Tracking

- Consults can be accessed through Windows NT, Windows 95, or a later Microsoft Windows version with the CPRS GUI Interface or through the List Manager (LM) interface.
- Consult ordering is managed by CPRS Order Entry from within the CPRS Order tab. This includes Quick Orders.
- Consult resulting is based on TIU Consult Notes, Medicine package results, and provider comments.
- Services must be defined within the ALL SERVICES hierarchy in order to access their consults and requests.
- Tracking services are not orderable unless the user is an update user for the service or its parent service.
- The ordering provider may edit and resubmit a consult after it has been canceled.

Alert Actions

- Users can process consult service update actions from the alert.

- The recipient of an alert for a cancelled request can edit and resubmit the request from the alert .

Reporting

- The Standard Form 513 is based on a hard-coded consults routine instead of the OE/RR Print Formats. This facilitates results printing when the consult reaches final resolution.
- A report with completion time statistics has been added.
- A report with pending consults has been added.
- Lists of consults can be viewed by order status, service, and/or date range.

Communications

- HL7 messages and protocols are the communications medium between CPRS and Consults.

Setup

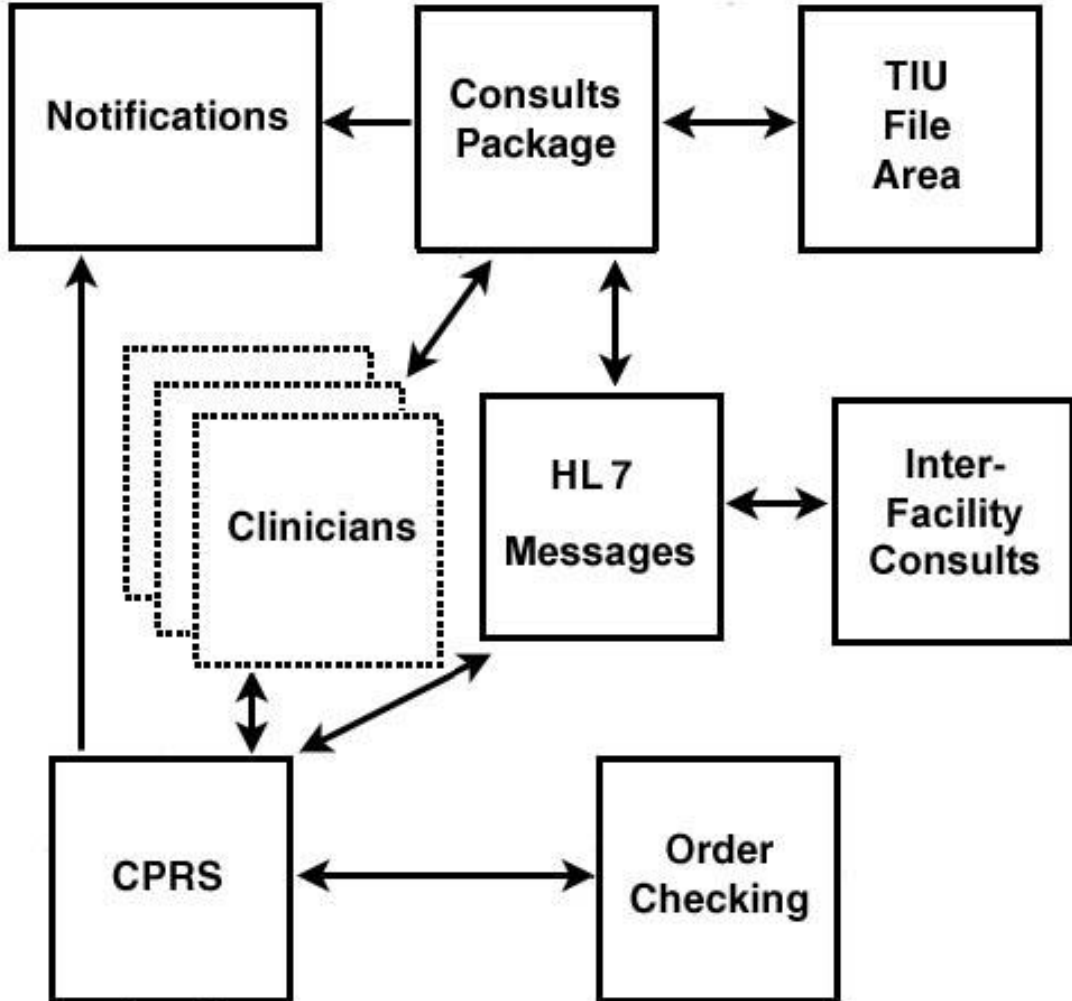
Consult services have a related entry in the CPRS Orderable Items file (#101.43). Management of procedures and services must be done through Consult options.

Relations with other VistA Components

The Consults package communicates with CPRS through HL7 messages. Order Checking receives information from the Consults package through CPRS. Notifications is the only major package that Consults communicates with directly. When the requesting clinician signs the order, Consults sends a notification to the consulting physician and when the consulting physician signs the final report, Consults sends a notification to the requesting physician.

Consults Package

Relations with other VISTA Components



Inter-Facility Consults (IFC) are requested, acted upon, and viewed the same way as regular Consults. Typically consults that are handled at a different facility have the remote facility indicated in their title, such as “Eye Exam—Salt Lake.” The software uses HL7 messaging in the background to communicate inter-facility consults and actions between cooperating facilities. Results are filed at the resulting facility, but since CPRS uses Remote Data Views in the background to access the results, users do not need to treat Inter-Facility Consults any differently.

Related Manuals and Other References

If you are an ADPAC or IRM personnel, the *Consult/Request Tracking Technical Manual* would probably aid in your understanding of Consults setup and operation.

Consults is installed with CPRS, so the *CPRS Installation Guide* is the appropriate manual to refer to on installation issues that aren't covered in the *Consult/Request Tracking Technical Manual*.

TIU provides boilerplate text and other text-oriented services. The *TIU Clinical Coordinator & User Manual* would assist you in using these features.

Consults package is highly integrated with CPRS. As such, any Consults package user should be familiar with the *CPRS Clinician's Getting Started Guide* and the *CPRS Clinical Coordinator & User Manual*.

See our web pages at: REDACTED

Package Management

Service Update and Tracking Security

Your ADPAC can use the Consult Service User Management option, in conjunction with availability to various menus and options, to control access to Consults functionality. The menus that can be provided to you are:

Consult Service Tracking

The Consult Service Tracking menu provides access to basic consult tracking functions and reports but can also provide complete update capabilities if you have been granted update privileges by your ADPAC.

Individual options in the Consults package that may be useful to you, and what access they provide, are detailed in the following table:

Option	Services
Consult Service Tracking	Tracking and/or update functionality depending upon your individual privileges.
Completion Time Statistics	Reporting.
Service Consults Pending Resolution	Reporting.

With the GMRC Service User Management option, your ADPAC can set you up to be an update user for one or more services at your hospital. In addition, the ADPAC can grant the ability to receive consult notifications according to criteria outlined in the following table:

Category	Notifications Received
UPDATE USERS W/O NOTIFICATIONS	Unless otherwise set up, will not receive notifications.
UPDATE TEAMS W/O NOTIFICATIONS	Unless otherwise set up, will not receive notifications.
UPDATE USER CLASS W/O NOTIFS	Unless otherwise set up, will not receive notifications.
SERVICE INDIVIDUAL TO NOTIFY	Receive consult notifications for your service.
SERVICE TEAM TO NOTIFY	Receive consult notifications for patients assigned to your team.*
NOTIFICATION BY PT LOCATION INDIVIDUAL TO NOTIFY	Receive all consult notifications for your service for patients in a specified ward.
NOTIFICATION BY PT LOCATION TEAM TO NOTIFY	Receive consult notifications for patients assigned to your team and in a specified ward
SPECIAL UPDATES INDIVIDUAL	An individual who has privileges to perform group status updates.

These categories are not mutually exclusive, meaning you may receive notifications based on being present on one or more of the lists detailed in the foregoing table.

* NOTE: The service team does not receive the CONSULT/REQUEST UPDATED notification if another member of that team or an update user is the user adding the comment

Privilege	Granted
Originate a consult	Anyone with access to CPRS
Sign a consult	Anyone who can sign an order
Change a consult status	Anyone with update privileges
View or print a consult	Anyone with access to CPRS

Package Operation

In summary, update user capabilities vary depending on

The option(s) that you are assigned.

Privileges granted in the Consults Service User Management option.

Package Operation

The operation of the Consults package involves multiple people, at various skill levels, in various parts of the hospital. A consult request may be entered by a clinician or a clerk under a clinician's direction. This request acts as a depository of information about itself. It collects notes and keeps records on everything that happens to it. When complete it becomes part of the patient's medical record.

In the pages that follow, we present this flow of information, and show the actions that must be taken at each step in the process. Many of these actions must be taken by persons other than those originating the consult.

Also, Consults uses CPRS during the initiation process and TIU during the completion process. In this section, we give some information about each of these packages that may help you in using Consults.

Workflow

- 1. The clinician orders a consult.** While in a patient's CPRS medical record, a clinician enters an order for a consultation or procedure.
- 2. The consult service gets a written copy.** An alert and a hard-copy of the SF 513 are sent to the consult service.
- 3. If accepted, an appointment is held.** To accept the consult, the service uses the **receive** action. The service can also **discontinue** or **cancel** the consult. Cancelled consults can be edited and re-submitted by the ordering clinician.
- 4. Results are entered and signed.** The consult service enters results and comments. Resulting is primarily done using TIU.
- 5. The originating clinician receives an alert that the consult is complete.** The results can now be examined and further action taken on behalf of the patient.
- 6. The SF 513 report becomes part of the patient's medical record.** A hard copy can be filed, and the electronic copy is online for paperless access.

*NOTE: Under the Care Coordination (CC) Decision Support Tool (DST) project, the release of Patch GMRC*3.0*124 modifies the above workflow. The workflow changes effective with the installation of this patch will only impact users of DST. For further information regarding the workflow process for DST users, please refer to the DST User Guide, which can be found in the VA Software Document Library (VDL) under [CPRS: Consult/Request Tracking](#).

Typical Consults Information Flow



(1) Clinician orders a consult



(2) Consult service gets a written copy



(3) If accepted, an appointment is held



(4) Results are entered and signed



(5) Originating clinician receives an alert that the consult is complete



(6) The SF 513 report becomes part of the patient's medical record

1. The Clinician Orders a Consult

Consult orders can be entered:

From the CPRS medical record screen, Consults tab
CPRS GUI interface program, Consults tab

Ordering Within the CPRS Package

Primarily, Consult orders should be placed through the CPRS Add New Orders action. In this manual we provide a step-by-step display of the process for ordering consult or procedures requests through the CPRS package. We first go through a brief list of steps, then we discuss each step in detail.

To Order a Consult:

- A. Select CPRS Clinician Menu (OE) from the Clinician Menu.
- B. Select the patient.
- C. Select Chart Contents, and then Consults.
- D. Select Order New Consult.
- E. Answer questions on the particulars of the request.

To go over in detail how to order a consult:

A. Select CPRS Clinician Menu (OE) from the Clinician Menu

Exactly how you do this option depends on how IRM or your ADPAC set up your menu. This example shows one way of performing step A.

```
Select Clinician Menu Option: ?  
  
OE      CPRS Clinician Menu  
RR      Results Reporting Menu  
AD      Add New Orders  
RO      Act On Existing Orders  
PP      Personal Preferences ...  
  
Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.  
Select Clinician Menu Option: OE
```

The screen now looks like this:

Patient Selection	Apr 07, 1999 14:51:30	Page:	1 of 1
Current patient: ** No patient selected **			
Patient Name	ID	DOB	Room-Bed
No patients found.			
Enter the number of the patient chart to be opened			>>>
+ Next Screen	CV Change View ...	FD Find Patient	
- Previous Screen	SV (Save as Default List)Q	Close	
Select Patient: Change View //			

B. Select the Patient

Select the patient as you would in any other package. Type a patient ID such as the patient's name, social security number, or the patient's last initial followed by the last 4 digits of the social security number. If more than one patient matches the key you entered, select the patient from the list presented on the screen.

Select Patient: Change View // C2342					
1	C2342	CPRSPATIENT,TWO	03-04-32	666902342	MILITARY RETIREE
2	C2342	CPRSPATIENT,TWELVE	02-03-23	666242342	MILITARY RETIREE
CHOOSE 1-2: 2	CPRSPATIENT,TWELVE		02-03-23	666242342	MILITARY RETIREE
Searching for the patient's chart ...					

(Continued on the next page.)

The screen now looks something like this:

Cover Sheet	Feb 13, 1999 12:53:14	Page: 1 of 2
CPRSPATIENT, TWELVE 666-24-2342	1A/B-1	FEB 3, 1923 (74) <CA>
PrimCare: CPRSPProvider, Three	PCTeam: GOLD	
Item	Entered	
1 Allergies/Adverse Reactions		
BEESWAX (hives, itching, watering eyes, anxiety)	03/28/97	
2 Patient Postings		
CRISIS NOTE	02/25/97 12:18	
Recent Vitals		
No data available		
Immunizations		
No immunizations found.		
Eligibility		
Not Service Connected		
+ Enter the numbers of the items you wish to act on. >>>		
NW Enter New Allergy/ADR CV (Change View ...)	SP	Select New Patient
AD Add New Orders CC Chart Contents ...	Q	Close Patient Chart
Select: Next Screen//		

C. Select Chart Contents, then Consults

To get to the menu containing Order New Consults, you must go through the Chart Contents menu, then select the Consults screen. This can be done in one step by typing:

CC;CON

All Consults	Feb 13, 1998 12:56:32	Page: 1 of 1
CPRSPATIENT, TWELVE 666-24-2342	1A/B-1	FEB 3, 1923 (74) <CA>
PrimCare: CPRSPProvider, Three	PCTeam: GOLD	
Consult/Procedure	Requested	Status
1 CARDIOLOGY Consult	02/25/97 11:02	complete
Enter the numbers of the items you wish to act on. >>>		
NW Enter New Allergy/ADR CV (Change View ...)	SP	Select New Patient
AD Add New Orders CC Chart Contents ...	Q	Close Patient Chart
Select: Chart Contents//		

D. Select Order New Consult

Type NW and press the <Enter> key.

Answer Questions on the Particulars of the Request

```
Select: Chart Contents// NW Order New Consult

      Consult              Procedure

Order new: C Consult
Delay release of these orders? NO// <Enter>
Consult to Service/Specialty: POD FOOT CLINIC FOOT CLINIC
Reason for Request:
  1>PERSISTENT SMALL FISSURES AND SCALING ON BOTH FEET.
  2>
EDIT Option:
Category: INPATIENT// <Enter>
Urgency: ROUTINE// ??
Select from:
  1 STAT
  2 ROUTINE
  3 WITHIN 48 HOURS
  4 WITHIN 72 HOURS
  5 EMERGENCY
Select the urgency indicating how quickly results from this consult are needed.

Urgency: ROUTINE// <Enter>
Clinically indicated date:TODAY// <Enter>
Place of Consultation: Bedside// ?
Select from:
  1 Bedside
  2 Consultant's Choice
Select the preferred place to see the patient for this consult

Place of Consultation: Bedside// <Enter>
Attention: CPRSPROVIDER,THREE CT PHYSICIAN
Provisional Diagnosis: TINEA PEDIS

-----
Consult to Service/Specialty: Podiatry
      Reason for Request: PERSISTENT SMALL FISSURES AND SCALING ON ...
      Category: INPATIENT
      Urgency: ROUTINE
Place of Consultation: Bedside
      Attention: CPRSPROVIDER,THREE
Provisional Diagnosis: TINEA PEDIS
-----

(P)lace, (E)dit, or (C)ancel this order? PLACE// <Enter>
      ... order placed.

Add another Consult order? NO//
```

If the request is for a future service, such as an EKG in 6 months, then enter the future date here.

(Continued on the next page.)

Package Reference

The screen now looks something like this:

All Consults		Feb 13, 1998 12:58:32	Page: 1 of 1
CPRSPATIENT, TWELVE 666-24-2342		1A/B-1	FEB 3, 1923 (74) <CA>
PrimCare: CPRSPProvider, Three		PCTeam: GOLD	
	Consult/Procedure	Requested	Status
1	CARDIOLOGY Consult	02/25/97 11:02	complete
Enter the numbers of the items you wish to act on. >>>			
NW	Enter New Allergy/ADR CV	(Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Chart Contents//			

Notice that the consult just entered is not yet displayed. It is not displayed until after you have signed the order.

Sign the Consult

```

+  Next Screen          $  Sign All Orders
-  Previous Screen     Q  Close
Select: Sign All Orders// $  Sign All Orders

Enter your Current Signature Code: SIGNATURE VERIFIED

Processing orders ...
    
```

Enter your
electronic
signature here.

When applied to an approved medical record, an electronic signature has the same legal weight as a signature made with a pen on paper. For this reason, electronic signatures are part of the overall security system maintained by IRMS.

When the computer prints a document that has been signed and/or cosigned, an electronic signature block is included. What appears in this block is user configurable through the User's Toolbox option.

In this example we change a title and electronic signature:

```

Select Consult Service Tracking Option: ??

  CS      Consult Service Tracking [GMRC SERVICE TRACKING]
  PC      Service Consults Pending Resolution [GMRC RPT PENDING CONSULTS]
  ST      Completion Time Statistics [GMRC COMPLETION STATISTICS]

Or a Common Option:

  CWA     Patient Warning (CWAD) Display [GMRPNCW]
  MA      MailMan Menu ... [XMUSER]
  TBOX    User's Toolbox ... [XUSERTOOLS]
  VA      View Alerts [XQALERT]
          Continue [XUCONTINUE]
          **> Reverse lock ZZLUKE
          Halt [XUHALT]
          Restart Session [XURELOG]
          Time [XUTIME]
          Where am I? [XUSERWHERE]

You have PENDING ALERTS
      Enter "VA VIEW ALERTS to review alerts

Select Consult Service Tracking Option: TBOX User's Toolbox

Select User's Toolbox Option: ?

      Display User Characteristics
      Edit User Characteristics
      Electronic Signature code Edit
      Menu Templates ...
      Spooler Menu ...
      Switch UCI
      TaskMan User
      User Help

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
    
```


Package Reference

Select User's Toolbox Option: **E**lectronic Signature code Edit
This option is designed to permit you to enter or change your Initials, Signature Block Information, Office Phone number, and Voice and Digital Pagers numbers.
In addition, you are permitted to enter a new Electronic Signature Code or to change an existing code.

INITIAL: CRS// <Enter>
SIGNATURE BLOCK PRINTED NAME: CPRSPROVIDER, SEVEN// <Enter>
SIGNATURE BLOCK TITLE: DOCTOR// MD
OFFICE PHONE: 555-588-5000
ANALOG PAGER: 4038
DIGITAL PAGER: <Enter>

The electronic signature is typed here.

Enter your Current Signature Code: SIGNATURE VERIFIED

Your typing will not show.
ENTER NEW SIGNATURE CODE:
RE-ENTER SIGNATURE CODE FOR VERIFICATION:
DONE

The new signature is typed here.

Select User's Toolbox Option:

And here.

***NOTE: CONCERNING SPACES IN LAST NAMES OF PROVIDERS SIGNING CONSULTS**

Providers with last names in VistA containing spaces who sign Consults – especially Inter-Facility Consults – should have spaces removed from their VistA last name. In certain situations, spaces in the provider’s VistA last name may cause IFC Consults to fail to complete. Removing spaces from the VistA last will prevent this problem. Space removal can be accomplished two ways: by combining the parts of the last name or including a hyphen. For example, the name "DE LUCA" should be changed to "DELUCA". Another example: the unhyphenated last name "JONES SMITH" should be changed to "JONES-SMITH". Please contact your facility system access coordinator with your request to edit your VistA last name. Space removal is also recommended as part of VA name standardization; more details are described by Kernel patches XU*8*134 and XU*8*343.

*** NOTE:** If the SIGNATURE BLOCK PRINTED NAME and SIGNATURE BLOCK TITLE fields are disabled at your site, contact your supervisor to request entry of your name and title.

The signature block, as changed in the example above, looks like this:

/es/CPRSPROVIDER, SEVEN
MD

The /es/ annotation indicates that the medical document was electronically signed

Package Reference

If for some reason you do not sign an order at the time you write it, then the system enters the order into your list of alerts. Signing the order is then simply a matter of responding to the alert as in the following example:

```
You have PENDING ALERTS
      Enter "VA VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1. CPRSPATIE (C0999): Order requires electronic signature.
2. TIUPATIEN (T3456): New Consult/Request (Stat)

      Select from 1 to 2
      or enter ?, A I, F, P, M, R, or ^ to exit: 1
Searching for the patient's chart ...

Unsigned Orders          Feb 13, 1999 13:01:58          Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-3456          1A/B-1          FEB 3,1923 (74) <CA>
PrimCare: CPRSPProvider, Three          PCTeam: GOLD

      Item Ordered          Requestor Start Stop Sts
1      CT ABDOMEN W&W/O CONT *UNSIGNED*          | CPRSPROVIDER,THREE unr
2      Discontinue CBC BLOOD WC LB# 269          | CPRSPROVIDER,TEN unr
      *UNSIGNED*          |
3      Change SODIUM SERUM SERUM WC to GLUCOSE          |          pend
      SERUM SERUM SP LB# 242 *UNSIGNED*          |
4      Change GLUCOSE SERUM SERUM SP to          |          pend
      POTASSIUM SERUM SERUM SP LB# 242          |
      *UNSIGNED*          |

Enter the numbers of the items you wish to act on.          >>>
+ Next Screen          - Previous Screen          Q Quit

Select:Quit// 1
```

Package Reference

```

Unsigned Orders      Feb 13, 1998 13:02:58      Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-2342      1A/B-1      FEB 3,1923 (74) <CA>
PrimCare: CPRSPProvider, Three      PCTeam: GOLD

```

Item Ordered	Requestor	Start	Stop	Sts
1 CT ABDOMEN W&W/O CONT *UNSIGNED*	CPRSPROVIDER,THREE			unr
2 Discontinue CBC BLOOD WC LB# 269 *UNSIGNED*	CPRSPROVIDER,TEN			unr
3 Change SODIUM SERUM SERUM WC to GLUCOSE SERUM SERUM SP LB# 242 *UNSIGNED*				pend
4 Change GLUCOSE SERUM SERUM SP to POTASSIUM SERUM SERUM SP LB# 242 *UNSIGNED*				pend

```

Enter the numbers of the items you wish to act on. >>>
Change Sign
Discontinue Detailed Display

Select action: S Sign

-- CT ABDOMEN W&W/O CONT --

Enter your Current Signature Code: SIGNATURE VERIFIED
CT ABDOMEN W&W/O CONT signed.
Print CHART COPY for the orders: YES// <Enter> YES
DEVICE: LTA35// <Enter> C-ITOH 300 LINE PRINTER
DO YOU WANT YOUR OUTPUT QUEUED? NO// <Enter> (NO)

```

The
electroni
c

```

Unsigned Orders      Feb 13, 1998 13:03:58      Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-2342      1A/B-1      FEB 3,1923 (74) <CA>
PrimCare: CPRSPProvider, Three      PCTeam: GOLD

```

Item Ordered	Requestor	Start	Stop	Sts
1 CT ABDOMEN W&W/O CONT *UNSIGNED*	CPRSPROVIDER,ONE			unr
2 Discontinue CBC BLOOD WC LB# 269 *UNSIGNED*	CPRSPROVIDER,TWO			unr
3 Change SODIUM SERUM SERUM WC to GLUCOSE SERUM SERUM SP LB# 242 *UNSIGNED*				pend
4 Change GLUCOSE SERUM SERUM SP to POTASSIUM SERUM SERUM SP LB# 242 *UNSIGNED*				pend

```

Enter the numbers of the items you wish to act on. >>>
+ Next Screen - Previous Screen Q Quit

Select:Quit// <Enter> Quit

```

2. The Consult Service Gets a Written Copy

The consult service receives an alert and a printed SF 513. The Consultation Form is automatically generated in the receiving clinic when the requesting physician signs the order. (In the case of Inter-Facility Consults, the request is routed to the resulting facility and printed there.) A Secondary Printer can be configured in VistA (see the *Consult/Request Tracking Technical Manual* for instructions). When configured, this automatically prints the SF 513 to both services whenever printing is requested.

Caution: The Consultation Form (SF 513) generated by this package for use by the receiving services is highly confidential and should be treated with the same security precautions as other patient medical record documents.

The computerized consultation form created and printed by this package may only be placed in a patient's medical record, as a valid medical form, *if* it has been authorized for medical record use by the Medical Records Committee at your facility.

-----		-----	
MEDICAL RECORD		CONSULTATION SHEET	

CPRSPATIENT,NINETY			
XXX-XX-9200	02/03/1904	(Age 113)	NSC VETERAN
			CV ELIGIBLE
		Cell: (000) 555-1919	

Consult Request: Consult		Consult No.: 10943	

To: CARDIOLOGY		Requested: 08/24/2009 11:00 am	
From: 2B MED			

Requesting Facility: BOISE		ATTENTION: CPRSPROVIDER,SEVEN	
=====			
REASON FOR REQUEST: (Complaints and findings)			
Patient has a Hx of hypertrophic cardiomyopathy Dx'ed 3 years ago and seems to be somewhat stable. Lung fields appear slightly edematous on Chest X-Ray and we need an assessment of cardiac function prior to increasing Digitalis dosages.			

PROVISIONAL DIAG: Cardiomyopathy, Hypertrophic (425.1)			

REQUESTED BY:	PLACE:	URGENCY:	
CPRSPROVIDER,TEN	Bedside	Routine	
PHYSICIAN			
(Pager:)	SERVICE RENDERED AS:	Clinically Indicated	
date:			
(Phone:)	Inpatient	Jan 31, 2011	

W O R K I N G C O P Y			
No Consultation Results available.			
=====			
AUTHOR & TITLE:			
		DATE:	

ID #:	ORGANIZATION:	BOISE	REG #: LOC: 2B MED

Standard Form 513 (Rev 9-77)			

3. If Accepted, an Appointment is Held

It is fairly common for a consult to be sent to the wrong clinic. For this reason, it is very easy to forward a consult to another clinic. Simply use the FR (Forward Request) action to specify the new receiving clinic.

In this example, a Neurology consult is forwarded to Psychiatry at the discretion of the consulting physician:

```
Select OPTION NAME: ORMGR          OE/RR Manager Menu      menu

You have PENDING ALERTS
      Enter "VA  VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1.I  CPRSPATIE (C3779): Critical High Lab: LITHIUM 5 02/06 10:51
2.   ARTPATIEN (A9600): New Consult/Request (Today)
      Select from 1 to 12
      or enter ?, A I, F, P, M, R, or ^ to exit: 2
```

```
Consult/Request Alerts      Feb 13, 1999 13:06      Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-3779      1A/B-1      FEB 3,1923 (74)  <CA>
Ward: 2B MED
      Requested  St      No.  Consult/Procedure Request
185  02/12/97  p      1636  NEUROLOGY Consult

Enter ?? for more actions
RC Receive          CM Add Comment          DD Detailed Display
FR Forward          CT Complete/Update      RT Results Display
CX Cancel (Deny)   MA Make Addendum        PF Print Form 513
DC Discontinue     SC Schedule
Select Action: Quit// FR  Forward Consult

Forward Request To Another Service For Action.
Select the service to send the consult to.

Forward Consult to which Service/Specialty: PSYCHIATRY
Who is responsible for Forwarding the Consult: CPRS PROVIDER, SEVEN  CS  HYN
Actual Date/Time of Activity: NOW// (Feb 13, 1999@14:24)
Urgency: Today// <Enter> Today
Enter COMMENT:
  1> List of symptoms indicates Psychiatry would give better work up.
  2> <Enter>
EDIT Option: <Enter>
```

(Continued on the next page.)

Package Reference

Consult/Request Alerts	Feb 13, 1998 13:07	Page: 1 of 1		
CPRSPATIENT,TWELVE 666-24-3779	1A/B-1	FEB 3,1923 (74) <CA>		
Number	Date	Stat	Service	Procedure
185	02/12/97	p	PSYCHIATRY	Consult
Enter ?? for more actions				
RC Receive	CM Add Comment	DD Detailed Display		
FR Forward	CT Complete/Update	RT Results Display		
CX Cancel (Deny)	MA Make Addendum	PF Print Form 513		
DC Discontinue	SC Schedule			
Select Action: Quit//				

Receive the Consult

Performing the Receive action on a consult changes its status from Pending to Active. This puts your clinic on record as accepting responsibility for completing the consult. There are two ways to receive a consult:

From a consult tracking screen.

From a notification alert of a new consult. See page 128 for an example of this method. In the following example, we receive a consult from a consult tracking screen:

```

CONSULT TRACKING          Oct 05, 2000 09:18:22          Page:    1 of    1
CPRSPATIENT,TWELVE 666-24-3779          1A/B-1          FEB 3,1923 (74)  <CA>
                                          Wt.(lb): No Entry

   Requested  St      No.   Consult/Procedure Request
1   05/06/97  p        226  PSYCHIATRY Cons

Enter ?? for more actions
SP Select Patient  FR Forward          CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)      MA Make Addendum    PF Print Form 513
RC Receive         DC Discontinue    SF Sig Findings     RM Remove Med Rslt
SC Schedule        CM Add Comment      DD Detailed Display  ER Edit/Resubmit
Select: Quit// RC  Receive Request
    
```

```

Who received it?: CPRSPROVIDER, SEVEN          CS
Date/Time Actually Received: NOW// <Enter> (NOV 01, 1997@09:05)
Enter COMMENT...
  1>Pt will be seen ASAP
  2> <Enter>
EDIT Option: <Enter>
    
```

Package Reference

```
CONSULT TRACKING          Oct 05, 2000 09:18:22          Page:      1 of      1
CPRSPATIENT,TWELVE 666-24-3779          1A/B-1          FEB 3,1923 (74)  <CA>
                                          Wt.(lb): No Entry

   Requested  St      No.   Consult/Procedure Request
1   05/06/97  a        226  PSYCHIATRY Cons

Enter ?? for more actions
SP Select Patient   FR Forward           CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)      MA Make Addendum   PF Print Form 513
RC Receive         DC Discontinue       SF Sig Findings    RM Remove Med Rslt
SC Schedule       CM Add Comment      DD Detailed Display ER Edit/Resubmit
Select: Quit//
```

4. Results are Entered and Signed

The consult service enters results and comments. When you request the Complete (CT) action from the Consults service tracking or CPRS Consults screen, *VISTA* shifts you into TIU.

In the following example, we complete a consult and enter findings through Consult's link to TIU:

```
Select Consult Service Tracking Option: CS Consult Service Tracking
Select Patient:      CPRSPATIENT,TWELVE      05-05-55      666553779      YES      SC
VETERAN

Select Service/Specialty: ALL SERVICES//      PULMONARY
List From Starting Date: ALL DATES // <Enter> ALL DATES
```


Package Reference

CONSULT TRACKING	Oct 05, 2000 09:22:45	Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-3779	1A/B-1	FEB 3,1923 (74) <CA>
		Wt.(lb): 180

Requested	St	No.	Consult/Procedure Request
1 09/04/97	p	319	PULMONARY Cons

Enter ?? for more actions

SP Select Patient	FR Forward	CT Complete/Update	RT Results Display
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513
RC Receive	DC Discontinue	SF Sig Findings	RM Remove Med Rslt
SC Schedule	CM Add Comment	DD Detailed Display	ER Edit/Resubmit
Select: Quit//	CT Complete		

CHOOSE No. 1-2: 1

Creating new progress note...

Patient Location: 2B

Date/time of Admission: 10/05/00 09:22

Date/time of Note: NOW

Author of Note: CPRSPROVIDER,SEVEN

...OK? YES// **<Enter>**

Calling text editor, please wait...

```

====[ WRAP ]====[ INSERT ]====< Patient: CPRSPATIENT,TWELVE >====[ <PF1>H=Help ]====
Mr. CPRSPatient's regimen is lacking in inhaled corticosteroids. Recognizing
that asthma is an inflammatory process, inhaled steroids are important
in controlling the inflammatory response. My practice for severely
out-of-control asthmatics is to use high-dose inhaled steroids,
typically vanceril, 16 puffs qid, with a spacing device such as the
Aerochamber. I would institute such a regimen while he is here.

Mr. CPRSPatient has an in-house pet dog and an outside pet cat. I have
told him that the cat should go, even if it is outdoors. Cat saliva
contains a glycoprotein that leaves residue on their coats and flakes
into the air; it is problematic for many asthmatics.

The purulent phlegm asthmatics have during exacerbations is usually
due to the eosinophils, not from infection. Antibiotics are usually
not necessary.

If you like, you may refer Mr. CPRSPatient to my clinic after discharge.

<=====T=====T=====T=====T=====T=====T=====T=====T=====T=====T>=====T
  
```

(Continued on next page.)

Package Reference

```
Saving MEDICINE CONSULT with changes...

Enter your Current Signature Code:      SIGNATURE VERIFIED..
Print this note? No// Y YES
Do you want WORK copies or CHART copies? CHART// <Enter>
DEVICE: HOME// WORK OTC
DO YOU WANT YOUR OUTPUT QUEUED? NO// Y (YES)

Requested Start Time: NOW// <Enter> (Oct 05, 2000 09:23:05)
Request Queued!
```

Your electronic signature is typed here.

```
CONSULT TRACKING          Oct 05, 2000 09:23:45          Page: 1 of 1
CPRSPATIENT,TWELVE 666-24-3779          1A/B-1          FEB 3,1923 (74) <CA>
                                          Wt.(1b): 180

   Requested St   No.   Consult/Procedure Request
1   09/04/97   c       319 PULMONARY Cons

Enter ?? for more actions
SP Select Patient   FR Forward           CT Complete/Update   RT Results Display
CV Change View ... CX Cancel (Deny)      MA Make Addendum     PF Print Form 513
RC Receive          DC Discontinue        SF Sig Findings      RM Remove Med Rslt
SC Schedule         CM Add Comment        DD Detailed Display  ER Edit/Resubmit
Select: Quit//
```



Note: The Consult Closure Tool in VistA can be used to generate a team list of consults with a pending status that potentially need to be closed. The tool can be configured to search for consults by Clinic, Procedure, Service, and Order Item. The resulting list can be reviewed in CPRS, and consults can be closed using the tool within VistA. The *Consult/Request Tracking Technical Manual* provides instructions on using the tool.

5. The Originating Clinician Receives an Alert that the Consult is Complete

After the consult is complete, Notifications sends an alert (via FileMan Alerts) of the completion. This is done while you are in the menu terminal mode, as such:

```
CPRSPATIE (C8829): Completed Consult CAR
TIUPATIEN (T2342): Cancelled consult PLM
ARTPATIEN (A9898): Completed Consult GASTROENTEROLOGY
CPRSPATIE (C8831): Completed Consult PLM with Sig Findings
      Enter "VA VIEW ALERTS      to review alerts

Select Consult Service Tracking Option:
```

To receive an on-screen report of the results, respond as in the following example:

```
Select Consult Service Tracking Option: VA View Alerts

1. CPRSPATIE (C8829): Completed Consult CAR
2. TIUPATIEN (T2342): Cancelled consult PLM
3. ARTPATIEN (A9898): Completed Consult GASTROENTEROLOGY
4. CPRSPATIE (C8831): Completed Consult PLM with Sig Findings
   Select from 1 to 4
   or enter ?, A I, F, P, M, R, or ^ to exit
   or RETURN to continue: 3

Processing alert: TIUPATIEN (T8829): Completed Consult PLM
```

```
Consult/Request Alerts      Feb 26, 1999 14:56:57      Page: 1 of 1
TIUPATIEN,TWELVE 666-24-2342      1A/B-1      FEB 3,1923 (74) <CA>
                                         Wt.(lb): No Entry

   Requested  St      No.  Consult/Procedure Request
1   01/08/99  c      1337  PULMONARY Cons

Enter ?? for more actions
SP Select Patient  FR Forward      CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)  MA Make Addendum    PF Print Form 513
RC Receive        DC Discontinue   SF Sig Findings     RM Remove Med Rslt
SC Schedule       CM Add Comment   DD Detailed Display  ER Edit/Resubmit
Compiling Result Display...
```

(Continued on next page.)

Package Reference

Here we select the Results Display (RT) action:

Results Display	Feb 26, 1999 14:59:10	Page: 1 of 1_
TIUPATIENT,TWELVE 666-24-2342	1A/B-1	FEB 3,1923 (74) <CA>
Consult No.: 1337		Wt.(lb): No Entry
-----MEDICINE CS CONSULT-----		
Pt should stay away from Oyster Crackers.		
Signature: /es/CPRSPROVIDER,SEVEN	Date: FEB 12, 1999@11:35:14	
Source Information		
Document Status: COMPLETED		
Entry Date: FEB 12, 1999@11:32	Author: CPRSPROVIDER,S	
Expected Signer: CPRSPROVIDER,SEVEN	Expected Cosigner: None	
Entered By: CRS	TIU Document #: 5365	
Urgency: None		
=====		
Enter ?? for more actions		
Select Action: Quit//		

6. The SF 513 Report Becomes Part of the Patient's Medical Record

After the consult is complete, Consults sends an alert to the requesting physician. The requesting physician can use the Print Report action to obtain a copy of the final Consults report. In the following example, the consult we want to print has already been selected:

CONSULT TRACKING		Feb 13, 1998 13:20:44		Page: 1 of 1	
CPRSPATIENT,TWELVE 666-24-3779		1A/B-1		FEB 3,1923 (74) <CA>	
				Wt.(lb): 178	
Requested	St	No.	Consult/Procedure Request		
1	11/01/97	c	675	PULMONARY Consult	
2	10/28/97	a	506	<MEDICINE EAST> Consult	
3	07/21/97	c	285	PULMONARY Pulmonary Function Test	
Enter ?? for more actions					
SP	Select Patient	FR	Forward	CT	Complete/Update
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum
RC	Receive	DC	Discontinue	SF	Sig Findings
SC	Schedule	CM	Add Comment	DD	Detailed Display
	Select: Quit//	PT	Print Form	RT	Results Display
				PF	Print Form 513
				RM	Remove Med Rslt
				ER	Edit/Resubmit

Chart Copy (Y/N) Y// <Enter>
DEVICE: HOME// ;;9999 HOME

(Continued on next page)

Package Reference

MEDICAL RECORD	CONSULTATION SHEET	

CPRSPATIENT, FOUR XXX-XX-4442 123 SESAME ST. APT. 4 SALT LAKE CITY UTAH	Age: 57 84101	SERVICE CONNECTED 50% to 100% SC VETERAN Phone: 000-555-1289 Cell: 000 -555-1010

Consult Request: Consult		Consult No.: 675

To: PULMONARY From: NOT 2B		Requested: 11/01/1997 10:13 am

Requesting Facility: ELY		ATTENTION: CPRSPROVIDER, TWO
=====		
Current Primary Care Provider: CPRSPROVIDER, SEVEN Current Primary Care Team: GOLD TEAM		
REASON FOR REQUEST: (Complaints and findings) Pt experiences shortness of breath when out of bed.		

PROVISIONAL DIAG: CHEESE HANDLER'S LUNG		

REQUESTED BY: CPRSPROVIDER, SEVEN Chief of Surgery (Pager: 9999) (Phone: 1234)	PLACE: Bedside SERVICE RENDERED AS: Inpatient	URGENCY: Routine

W O R K I N G C O P Y CONSULTATION NOTE #2330		
TITLE: PULMONARY CS CONSULT DATE OF NOTE: NOV 01, 1997@10:15:35 ENTRY DATE: NOV 01, 1997@10:15:35 AUTHOR: CPRSPROVIDER, SEVEN EXP COSIGNER: URGENCY: STATUS: COMPLETED		
At the time I went to examine the pt, he was acutely broncho- spastic and in moderately severe respiratory distress. I had him deliver a puff of albuterol with an Aerochamber; his technique was poor. I then instructed him and delivered an additional four puffs, which he did with good technique. He was improved and with a clear lung exam within a few seconds (though wheezes were still present on forced expiration).		
The pt regimen is lacking in inhaled corticosteroids. Recognizing that asthma is an inflammatory process, inhaled steroids are important in controlling the inflammatory response. My practice for severely out-of-control asthmatics is to use high-dose inhaled steroids, typically vanceril, 16 puffs qid, with a spacing device such as the Aerochamber. I would institute such a regimen while he is here.		
/es/ CPRSPROVIDER, SEVEN Signed: 11/01/1997 10:17		

PROVISIONAL DIAG: Arrhythmia (427.9)		

REQUESTED BY: CASEY, BEN CHIEF OF SURGERY (Pager:) (Phone:)	PLACE: Bedside SERVICE RENDERED AS: Inpatient	URGENCY: Routine CLINICALLY INDICATED DATE: Jan 31, 2011

Package Reference

See page 126 for details on the Print Report (PR) action.

Quick Orders

Quick Orders are a feature of CPRS that allow certain prompts to be automatically filled in by the computer. Your ADPAC can set them up (a subject that is discussed in the *CPRS Setup Guide*.)

CPRS is shipped with a number of quick orders. Number 91, EKG, Portable on the screen pictured below is one of them. These quick orders do not have any of the fields filled in. They are only provided as place-holders and limited examples of what is possible.

Add New Orders	Feb 13, 1998 13:21:08	Page: 1 of 1
CPRSPATIENT, TWELVE 666-24-3779	1A/B-1	FEB 3, 1923 (74) <CA>
0 ORDER SETS...	30 PATIENT CARE...	70 LABORATORY...
1 Patient Movement	31 Condom Catheter	71 Chem 7
2 Diagnosis	32 Guaiac Stools	72 T&S
3 Condition	33 Incentive Spirometer	73 Glucose
4 Allergies	34 Dressing Change	74 CBC w/Diff
		75 PT
10 PARAMETERS...	40 DIETETICS...	76 PTT
11 TPR B/P	41 Regular Diet	77 CPK
12 Weight	42 Tubefeeding	78 CPK
13 I & O	43 NPO at Midnight	79 LDH
14 Call HO on		80 Urinalysis
	50 IV FLUIDS...	81 Culture & Suscept
20 ACTIVITY...	51 OUTPATIENT MEDS...	
21 Ad Lib	55 INPATIENT MEDS...	90 OTHER ORDERS...
23 Bed Rest / BRP		91 EKG: Portable
24 Ambulate TID	60 IMAGING ...	
25 Up in Chair TID	61 Chest 2 views PA&LAT	99 Text Only Order
Enter the number of each item you wish to order. >>>		
+ Next Screen	TD Set Delay ...	Q Done
Select Item(s): Done//		

Basically, quick orders supply stock answers to some of the prompts required to make an order. For example, if we filled in the values for the placeholder EKG, Portable, we might answer the following questions in the quick order template:

Consult to Service/Specialty: Cardiology Category: Inpatient Place of Consult: Bedside

These three prompts are then excluded when you select EKG from the orders screen—relieving you of the necessity of filling in answering several prompts.

The other four prompts, Reason for the Request, Urgency, Attention, and Provisional Diagnosis, are all left blank in the quick order template. The answer to these questions change every time we place an order for a portable EKG. These four questions are the only ones asked when you place an order for “EKG, Portable.”

Using the Consults Package with TIU Direct TIU Input

On page 26 are the directions for entering results from the Consult/ Result Tracking screen. You can also enter results directly from TIU. This may be preferable if you are doing large volumes of consults or it fits your office work flow.

The basic steps to entering findings through TIU given here are. The interested user should look at the *TIU Clinical Coordinator & User Manual* for further information.

1. From TIU, choose Integrated Document Management.

As with almost everything in *VISTA*, exactly how you do this depends on how your system is set up. If you cannot find this option on your menu, consult your ADPAC.

Example:

```
Select Progress Notes/Discharge Summary [TIU] Option: ?
1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Progress Notes/Discharge Summary [TIU] Option: 3 Integrated Document
Management

                        --- Clinician's Menu ---

Select Integrated Document Management Option:
```

2. Select Enter/edit Document.

Example:

```
Select Integrated Document Management Option: ?  
  
1      Individual Patient Document  
2      All MY UNSIGNED Documents  
3      Multiple Patient Documents  
4      Enter/edit Document  
  
Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.  
Select Integrated Document Management Option: Enter/edit Document
```

3. Enter the patient's name.

Follow the usual *VISTA* conventions for selecting a patient.

Example:

```
Select PATIENT NAME:   CPRSPATIENT,FIV      03-05-33      666332432      YES      SC  
VETERAN  
A: Known allergies  
Select TITLE:
```

4. Select a document title.

Using the standard help functions (? or ??), you can see a list of titles that are available to you. Consult your supervisor or ADPAC about which one is appropriate to your situation.

Example:

```
Select TITLE: ?
Answer with TIU DOCUMENT DEFINITION NAME, or ABBREVIATION, or
PRINT NAME
Do you want the entire TIU DOCUMENT DEFINITION List? Y (Yes)
Choose from:
ADVANCE DIRECTIVE          TITLE
ADVERSE REACTION/ALLERGY  TITLE
ASI-ADDICTION SEVERITY INDEX TITLE
BP TEST NOTE              TITLE
CLINICAL WARNING          TITLE
CRISIS NOTE               TITLE
DISCHARGE SUMMARY         TITLE
MEDICINE CONSULT          TITLE

Select TITLE: MEDICINE CONSULT          TITLE

Creating new progress note...
  Patient Location: 2B
  Date/time of Admission: 05/10/96 10:17
  Date/time of Note: NOW
  Author of Note: CPRSPROVIDER, SEVEN
...OK? YES//
You must link your Result to a Consult Request...

The following CONSULT REQUEST is available:
  1. JUL 16, 1997@06:08 278 PULMONARY
CHOOSE 1-1:
```

5. Choose the consult to enter findings.

TIU lists one or more active consults for the patient. Select the one you have findings for.

Example:

```
The following CONSULT REQUEST is available:
  1. JUL 16, 1997@06:08 278 PULMONARY
CHOOSE 1-1: 1 278

Calling text editor, please wait...
1>
```

6. Enter and edit findings.

TIU enters the editor specified in your *VISTA* personal preferences. There are a number of alternate ways to enter findings in TIU. Consult the *TIU Clinical Coordinator & User Manual* for details.

Example:

```
Calling text editor, please wait...
 1> No significant findings. Suggest respiratory therapy.
 2>
EDIT Option:

Saving MEDICINE CONSULT with changes...

Enter your Current Signature Code:
```

7. Sign the findings.

At the prompt, enter your signature code. If you do not sign the document at this time, *VISTA* generates an alert to remind you to sign it at a later time. There is a detailed discussion of electronic signatures under step 2, *Sign the Consult*.

8. Repeat for other patients.

After TIU accepts your signature, it prompts you for another patient name.

Example:

```
Enter your Current Signature Code: SIGNATURE VERIFIED..
You may enter another CLINICAL DOCUMENT. Press RETURN to exit.
Select PATIENT NAME:
```

Enter your electronic



Note: If your site supports the dictation and transcription of Consult results, you may also use the batch upload facility of TIU to support single-point transfer of Consult results in mixed batches (with Discharge Summaries, Progress Notes, etc.) for either in-house or contract transcription services.

Correcting Misdirected Results

Occasionally a consult result is linked to the wrong consult. If this is detected prior to signature, it is possible for the author of a consult result to re-direct the record to a different consult request by any of several methods, as illustrated in the examples below:

- Through the Link to Request action, when processing the alert for the unsigned consult result:
- Through the Individual Patient Document option (which is identical to the Browse action, accessible by a number of familiar paths from TIU Clinician's options, or through the CPRS LM Chart).
- You may choose the Link action from the All My Unsigned Documents Option.
- From the CPRS Chart.

Following signature, such corrections can only be made by those persons who are granted permission to do so under the Authorization/ Subscription Utility (ASU). Information on how to make this kind of correction is contained in the Consult/Request Tracking Technical Manual.

Examples:

You may redirect a consult result through the Link to Request action, when processing the alert for the unsigned consult result:

```

--- Clinician's Menu ---

1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Select Progress Notes/Discharge Summary [TIU] Option: VA View Alerts

1.  CPRSPATIE (C0167P): PULMONARY CONSULT available for signature.
2.  ARTPATIEN (A1414): New order(s) placed.
3.  ARTPATIEN (A1414): New consult PLM (Routine)
4.  CPRSPATIE (C2432): New consult CAR (Routine)
    Select from 1 to 4
    or enter ?, A I, F, P, M, R, or ^ to exit: 1

Opening PULMONARY CONSULT record for review...

```

(Continued on the next page.)

Package Reference

```

Browse Document          Jan 26, 1998 16:49:32          Page:    1 of    1
                        PULMONARY CONSULT
CPRSPATIENT,T 666-01-0167P PULMONARY CLINIC      Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34  ENTRY DATE: JAN 26, 1998@16:37:34
AUTHOR: TIUPROVIDER,THREE      EXP COSIGNER:
URGENCY:                          STATUS: UNSIGNED

DEMOGRAPHICS: CPRSPATIENT,TWO
                666-01-0167P
                31
                JAN 1,1967

His disposition is good.
    
```

```

+ Next Screen - Prev Screen ?? More actions >>>
Find          Make Addendum      Identify Signers
Print         Sign/Cosign          Delete
Edit         Copy                Link ...
                                           Quit
Select Action: Quit// L  Link ...
    
```

```

Problem(s)          Patient/Visit          Link with Request

Specify Linkage: L  Link with Request

You must link your Result to a Consult Request...
The following CONSULT REQUEST(S) are available:
  1> JAN 23, 1998@11:14  759      PULMONARY
  2> JAN 23, 1998@11:14  760      PULMONARY
CHOOSE 1-2: 2  760

Opening PULMONARY CONSULT record for review...
    
```

```

Browse Document          Jan 26, 1998 16:49:32          Page:    1 of    1
                        PULMONARY CONSULT
CPRSPATIENT,T 666-01-0167P PULMONARY CLINIC      Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34  ENTRY DATE: JAN 26, 1998@16:37:34
AUTHOR: TIUPROVIDER,THREE      EXP COSIGNER:
URGENCY:                          STATUS: UNSIGNED

DEMOGRAPHICS: CPRSPATIENT,TWO
                666-01-0167P
                31
                JAN 1,1967

His disposition is good.
    
```

```

+ Next Screen - Prev Screen ?? More actions >>>
Find          Make Addendum      Identify Signers
Print         Sign/Cosign          Delete
Edit         Copy                Link ...
                                           Quit
Select Action: Quit// <Enter>  Quit
    
```

(Continued on the next page.)

Package Reference

```
1. CPRSPATIE (C2342): New order(s) placed.
2. TIUPATIEN (T0167P): PULMONARY CONSULT available for signature.
3. ARTPATIEN (A1414): New order(s) placed.
4. ARTPATIEN (A1414): New consult PLM (Routine)
5. CPRSPATIE (C2432): New consult CAR (Routine)
   Select from 1 to 5
   or enter ?, A I, F, P, M, R, or ^ to exit: <Enter>
```

2. Through the Individual Patient Document option as shown here (which is identical to the Browse action, accessible by a number of familiar paths from TIU Clinician's options, or through the CPRS LM Chart):

```
          --- Clinician's Menu ---

1      Progress Notes User Menu ...
2      Discharge Summary User Menu ...
3      Integrated Document Management ...
4      Personal Preferences ...

Select Progress Notes/Discharge Summary [TIU] Option: INtegrated Document Management

          --- Clinician's Menu ---

1      Individual Patient Document
2      All MY UNSIGNED Documents
3      Multiple Patient Documents
4      Enter/edit Document

Select Integrated Document Management Option: INdividual Patient Document
Select PATIENT NAME: CPRSPATIENT,TWO          01-01-67          666010167P          ACTIVE
DUTY
          A: Known allergies

Available documents: 06/13/91 thru 01/26/98 (7)

Please specify a date range from which to select documents:
List documents Beginning: 06/13/91// T-1 (JAN 25, 1998)
          Thru: 01/26/98// <Enter> (JAN 26, 1998)

1      01/26/98 16:37          PULMONARY CONSULT          CPRSPROVIDER,TWO
          Visit: 01/26/98

One document found within date range...

Opening PULMONARY CONSULT record for review...
```

(Continued on the next page.)

Package Reference

Browse Document Jan 26, 1998 16:49:32 Page: 1 of 1
PULMONARY CONSULT
CPRSPATIENT,T 666-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34
AUTHOR: TIUPROVIDER,THREE EXP COSIGNER:
URGENCY: STATUS: UNSIGNED

DEMOGRAPHICS: CPRSPATIENT,TWO
666-01-0167P
31
JAN 1,1967

His disposition is good.

+ Next Screen - Prev Screen ?? More actions >>>
Find Make Addendum Identify Signers
Print Sign/Cosign Delete
Edit Copy Link ...
Quit
Select Action: Quit// **L** Link ...

Problem(s)	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1>	JAN 23, 1998@11:14 759	PULMONARY
2>	JAN 23, 1998@11:14 760	PULMONARY
CHOOSE 1-2: 2 760		
Opening PULMONARY CONSULT record for review...		

(Continued on the next page.)

Package Reference

Browse Document Jan 26, 1998 16:49:32 Page: 1 of 1
PULMONARY CONSULT
CPRSPATIENT,T 666-01-0167P PULMONARY CLINIC Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34 ENTRY DATE: JAN 26, 1998@16:37:34
AUTHOR: TIUPROVIDER,THREE EXP COSIGNER:
URGENCY: STATUS: UNSIGNED

DEMOGRAPHICS: CPRSPATIENT,THREE
666-01-0167P
31
JAN 1,1967

His disposition is good.

+ Next Screen - Prev Screen ?? More actions >>>
Find Make Addendum Identify Signers
Print Sign/Cosign Delete
Edit Copy Link ...
Quit
Select Action: Quit// <Enter> Quit

Select PATIENT NAME: <Enter>
Nothing selected.

Package Reference

3. You may choose the Link action from the All My Unsigned Documents Option, as shown below:

```

--- Clinician's Menu ---

1   Individual Patient Document
2   All MY UNSIGNED Documents
3   Multiple Patient Documents
4   Enter/edit Document

Select Integrated Document Management Option: All MY UNSIGNED Documents

Searching for the documents.....
    
```

MY UNSIGNED Documents		Jan 26, 1998 16:51:18	Page: 1 of 3
		by AUTHOR (TIUPROVIDER,THREE) or EXPECTED COSIGNER	40 documents
Patient	Document	Ref Date	Status
1	CPRSPATIENT,T (C0167) PULMONARY CONSULT	01/26/98	unsigned
2	ARTPATIENT,TW (A4321) Adverse React/Allergy	01/22/98	unsigned
3	CPRSPATIENT,O (C8796) Reparatory Therapy Note	01/20/98	uncosigned
4	CPRSPATIENT,F (R1350) Reparatory Therapy Note	01/16/98	uncosigned
5	CPRSPATIENT,T (C9999) Reparatory Therapy Note	01/16/98	uncosigned
6	CPRSPATIENT,T (C1350) Reparatory Therapy Note	01/15/98	uncosigned
7	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/15/98	uncosigned
8	CPRSPATIENT,T (C1563) Reparatory Therapy Note	01/14/98	uncosigned
9	CPRSPATIENT,T (C1563) Reparatory Therapy Note	01/14/98	uncosigned
10	PNPATIENT,FIV (P1350) Reparatory Therapy Note	01/14/98	uncosigned
11	DSPATIENT,TEN (D6572) Reparatory Therapy Note	01/14/98	uncosigned
12	HSPATIENT,ONE (H2591) Reparatory Therapy Note	01/14/98	uncosigned
13	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/14/98	uncosigned
14	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/14/98	uncosigned
+ + Next Screen - Prev Screen ?? More Actions >>>			
Find	Sign/Cosign	Change View	
Add Document	Detailed Display	Copy	
Edit	Browse	Delete Document	
Make Addendum	Print	Quit	
Link ...	Identify Signers		
Select Action: Next Screen// L Link ...			

```

Problems                Patient/Visit                Link with Request

Specify Linkage: L Link with Request
Select Document(s): (1-14): 1

You must link your Result to a Consult Request...

The following CONSULT REQUEST(S) are available:
 1> JAN 23, 1998@11:14 759 PULMONARY
 2> JAN 23, 1998@11:14 760 PULMONARY
CHOOSE 1-2: 2 760
    
```

(Continued on next page.)

Package Reference

Patient	Document	Ref Date	Status
MY UNSIGNED Documents Jan 26, 1998 16:51:32 Page: 1 of 3			
by AUTHOR (TIUPATIENT,THREE) or EXPECTED COSIGNER 40 documents			
1	CPRSPATIENT,T (C0167) PULMONARY CONSULT	01/26/98	unsigned
2	ARTPATIENT,TW (A4321) Adverse React/Allergy	01/22/98	unsigned
3	CPRSPATIENT,O (C8796) Reparatory Therapy Note	01/20/98	uncosigned
4	CPRSPATIENT,F (R1350) Reparatory Therapy Note	01/16/98	uncosigned
5	CPRSPATIENT,T (C9999) Reparatory Therapy Note	01/16/98	uncosigned
6	CPRSPATIENT,T (C1350) Reparatory Therapy Note	01/15/98	uncosigned
7	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/15/98	uncosigned
8	CPRSPATIENT,T (C1563) Reparatory Therapy Note	01/14/98	uncosigned
9	CPRSPATIENT,T (C1563) Reparatory Therapy Note	01/14/98	uncosigned
10	PNPATIENT,FIV (P1350) Reparatory Therapy Note	01/14/98	uncosigned
11	DSPATIENT,TEN (D6572) Reparatory Therapy Note	01/14/98	uncosigned
12	HSPATIENT,ONE (H2591) Reparatory Therapy Note	01/14/98	uncosigned
13	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/14/98	uncosigned
14	TIUPATIENT,EI (T1239) Reparatory Therapy Note	01/14/98	uncosigned
+ ** Item 1 Reassigned. ** >>>			
Find	Sign/Cosign	Change View	
Add Document	Detailed Display	Copy	
Edit	Browse	Delete Document	
Make Addendum	Print	Quit	
Link ...	Identify Signers		
Select Action: Next Screen// Q Quit			

--- Clinician's Menu ---	
1	Individual Patient Document
2	All MY UNSIGNED Documents
3	Multiple Patient Documents
4	Enter/edit Document
Select Integrated Document Management Option:	

Package Reference

4. From the CPRS Chart, the dialog looks like this (NOTE: If CONSULTS is defined as a CLASS under CLINICAL DOCUMENTS, this approach is not yet available):

```
OE   CPRS Clinician Menu
RR   Results Reporting Menu
AD   Add New Orders
RO   Act On Existing Orders
PP   Personal Preferences ...

Select Clinician Menu Option: OE CPRS Clinician Menu
```

```
Clinic PULMONARY CLINIC      Jan 27, 1998 15:20:32      Page: 1 of 1
Current patient: ** No patient selected **

Patient Name                ID          DOB          Appointment Date
No patients found.

Enter the number of the patient chart to be opened
+ Next Screen              CV Change View ...      FD Find Patient
- Previous Screen          SV Save as Default List Q Close

Select Patient: Change View// CPRSPATIENT, FIFTYTHREE      01-01-67
```

```
107010167P      ACTIVE DUTY
                  A: Known allergies

Searching the patient's chart ...
```

(Continued on the next page.)

Package Reference

Cover Sheet	Jan 27, 1998 15:20:40	Page: 1 of 1
CPRSPATIENT,TWO	666-01-0167P1A	JAN 1,1967 (31) <A>

Item	Entered
1 Allergies/Adverse Reactions	
DUST	10/07/97
Patient Postings	
<None>	
Recent Vitals	
No data available	
Immunizations	
No immunizations found.	
Eligibility	
Not Service Connected	

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

NW	Enter New Allergy/ADR CV	(Change View ...)	SP	Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q	Close Patient Chart

Select: Chart Contents// **CC;N** Chart Contents ...

Searching the patient's chart ...

Signed Notes	Jan 27, 1998 15:20:46	Page: 1 of 1
CPRSPATIENT,TWO	666-01-0167P1A	JAN 1,1967 (31) <A>

Currently viewing 17 notes

	Title	Written	Author	SigSt
1	PULMONARY CONSULT	01/26 16:37	CPRSPROVI	compl
2	Respiratory Therapy Note	12/11 16:59	CPRSPROVI	uncos
3	General Note	10/16 /91	CPRSPROVI	compl
4	General Note	06/17 /91	CPRSPROVI	compl
5	General Note	06/13 /91	CPRSPROVI	compl

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

NW	Write New Note	CV Change View ...	SP	Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q	Close Patient Chart

Select: Chart Contents// **CV** Change View ...

(Continued on the next page.)

Package Reference

Signed Notes		Jan 27, 1998 15:20:46	Page: 1 of 1
CPRSPATIENT,TWO		666-01-0167P1A	JAN 1,1967 (31) <A>
Currently viewing 17 notes			
	Title	Written	Author SigSt□
1	PULMONARY CONSULT	01/26 16:37	CPRSPROVI compl
2	Cardiology Note	12/11 16:59	CPRSPROVI uncos
3	General Note	10/16 /91	CPRSPROVI compl
4	General Note	06/17 /91	CPRSPROVI compl
5	General Note	06/13 /91	CPRSPROVI compl
Enter the numbers of the items you wish to act on. >>>			
1	all signed	4 signed/author	Save as Preferred View
2	my unsigned	5 signed/dates	Remove Preferred View
3	my uncosigned		
Select context: 2 my unsigned			

Searching the patient's chart ...

Unsigned Notes		Jan 27, 1998 15:20:55	Page: 1 of 1
CPRSPATIENT,TWO		666-01-0167P1A	JAN 1,1967 (31) <A>
Currently viewing all unsigned notes			
	Title	Written	Author SigSt□
1	PULMONARY CONSULT	01/27 15:19	CPRSPROVI unsig
Enter the numbers of the items you wish to act on. >>>			
NW	Write New Note	CV Change View ...	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Chart Contents// 1			

(Continued on the next page.)

Package Reference

Unsigned Notes	Jan 27, 1998 15:20:55	Page: 1 of 1
CPRSPATIENT,TWO	666-01-0167P1A	JAN 1,1967 (31) <A>
Currently viewing all unsigned notes		
Title	Written	Author SigSt□
1 PULMONARY CONSULT	01/26 16:37	CPRSPROVI unSig
Enter the numbers of the items you wish to act on. >>>		
Edit	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete
Select Action: BR Browse		

Browse Document	Jan 26, 1998 16:49:32	Page: 1 of 1
PULMONARY CONSULT		
CPRSPATIENT,T	666-01-0167P PULMONARY CLINIC	Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34	ENTRY DATE: JAN 26, 1998@16:37:34	
AUTHOR: TIUPROVIDER,THREE	EXP COSIGNER:	
URGENCY:	STATUS: UNSIGNED	
DEMOGRAPHICS: CPRSPATIENT,TWO		
666-01-0167P		
31		
JAN 1,1967		
His disposition is good.		
+ Next Screen - Prev Screen ?? More actions >>>		
Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
Quit		
Select Action: Quit// L Link ...		

Problem(s)	Patient/Visit	Link with Request
Specify Linkage: L Link with Request		
You must link your Result to a Consult Request...		
The following CONSULT REQUEST(S) are available:		
1>	JAN 23, 1998@11:14 759 PULMONARY	
2>	JAN 23, 1998@11:14 760 PULMONARY	
CHOOSE 1-2: 2 760		
Opening PULMONARY CONSULT record for review...		

(Continued on next page.)

Package Reference

```

Browse Document          Jan 26, 1998 16:49:32          Page:    1 of    1
                        PULMONARY CONSULT
CPRSPATIENT,T 666-01-0167P  PULMONARY CLINIC    Visit Date: 01/26/98@16:37
DATE OF NOTE: JAN 26, 1998@16:37:34  ENTRY DATE: JAN 26, 1998@16:37:34
AUTHOR: TIUPROVIDER,THREE    EXP COSIGNER:
URGENCY:                      STATUS: UNSIGNED

DEMOGRAPHICS: CPRSPATIENT,TWO
                666-01-0167P
                31
                JAN 1,1967

His disposition is good.
    
```

+ Next Screen - Prev Screen ?? More actions >>>

Find	Make Addendum	Identify Signers
Print	Sign/Cosign	Delete
Edit	Copy	Link ...
		Quit

Select Action: Quit// <Enter> Quit

```

Unsigned Notes          Jan 27, 1998 15:20:55          Page:    1 of    1
CPRSPATIENT,TWO          666-01-0167P1A          JAN 1,1967 (31)  <A>
                        Currently viewing all unsigned notes
    
```

	Title	Written	Author	SigSt
1	PULMONARY CONSULT	01/27 15:19	CPRSPROVI	unsig

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

NW	Write New Note	CV	Change View ...	SP	Select New Patient
AD	Add New Orders	CC	Chart Contents ...	Q	Close Patient Chart

Select: Chart Contents// Q Close Patient Chart

Using the Consults Package with Medicine

If your site is set up for attaching Medicine results to consults, and there are results available, then Consults prompts you to attach relevant results during the Complete/Update action.

In this example, we attach medicine results to a consult we are completing:

CONSULT TRACKING		Jun 21, 2000 14:23:01		Page: 1 of 3
CPRSPATIENT,FOUR 666-43-8796		2B M		DEC 4,1949 (50) <CAD>
				Wt.(lb): No Entry
	Requested St	No.	Consult/Procedure Request	<input type="checkbox"/>
1	05/16/00 a	1719	ELECTROCARDIOGRAM CARDIOLOGY Proc	
2	05/15/00 c	1718	ELECTROCARDIOGRAM CARDIOLOGY Proc	
3	02/09/00 p	1679	Holter Monitoring CARDIOLOGY Cons	
4	06/18/99 a	1538	PACEMAKER SURVEILLANCE CARDIOLOGY Proc	
5	04/07/99 c	1433	Holter Monitoring CARDIOLOGY Cons	
6	06/11/98 pr	1047	CARDIOLOGY Cons	
7	09/24/97 c	341	*CARDIOLOGY Cons	
8	02/03/97 dc	209	CARDIOLOGY Cons	
9	07/28/95 c	94	ECHO CARDIOLOGY Proc	
10	07/20/95 c	88	ELECTROCARDIOGRAM CARDIOLOGY Proc	
11	07/20/95 c	87	ELECTROCARDIOGRAM CARDIOLOGY Proc	
12	04/23/92 c	64	*ELECTROCARDIOGRAM CARDIOLOGY Proc	
+ Enter ?? for more actions				
SP	Select Patient	FR	Forward	CT Complete/Update RT Results Display
CV	Change View ...	CX	Cancel (Deny)	MA Make Addendum PF Print Form 513
RC	Receive	DC	Discontinue	SF Sig Findings RM Remove Med Rslt
SC	Schedule	CM	Add Comment	DD Detailed Display ER Edit/Resubmit
Select: Next Screen// CT Complete/Update				

CHOOSE No. 1-32: 1
Attach Medicine Results? Y// <Enter> ES

Procedure/Medicine Resulting		Jun 21, 2000 14:29:50		Page: 1 of 1
CPRSPATIENT,FOUR 666-43-8796		2B M		DEC 4,1949 (50) <CAD>
Available Medicine Results				
	Type of Proc.	Procedure Date	Summary	<input type="checkbox"/>
1	ELECTROCARDIOGRAM	AUG 13,1997	ABNORMAL	
2	ELECTROCARDIOGRAM	JUL 31,1995@08:04	NORMAL	
Select action or item number				
AR	Associate Result	DR	Display selected medicine result	
Select action: Quit//				

Notice that when we tried to complete a consult with available Medicine results, Consults prompted us, "Attach Medicine Results?" By responding affirmatively, we are presented a screen with a list of the qualifying Medicine results and the ability to both explore these results and attach one or more of them to the consult. For this to happen, two things must have taken place:

1. Your CAC or IRM must have defined certain procedures as qualifying to provide results to your service.
2. Those procedures must have been performed on your patient and the results entered into VistA.

In the following example, a medicine result is associated with the current consult and the complete action is finished:

Procedure/Medicine Resulting Jun 21, 2000 14:29:50		Page: 1 of 1	<input type="checkbox"/>
CPRSPATIENT,FOUR 666-43-8796		2B M	DEC 4,1949 (50) <CAD>
Available Medicine Results			
Type of Proc.	Procedure Date	Summary	<input type="checkbox"/>
1 ELECTROCARDIOGRAM	AUG 13,1997	ABNORMAL	
2 ELECTROCARDIOGRAM	JUL 31,1995@08:04	NORMAL	
Select action or item number			
AR Associate Result	DR Display selected medicine result		
Select action: Quit// AR	Associate Result		

Select item: (1-2): 1
ELECTROCARDIOGRAM AUG 13,1997 ABNORMAL
Are you sure you want to associate this result? NO// Y YES

Package Reference

```

Procedure/Medicine Resulting Jun 21, 2000 14:41:16 Page: 1 of 1
CPRSPATIENT,FOUR 666-43-8796 2B M DEC 4,1949 (50) <CAD>
Available Medicine Results
Type of Proc. Procedure Date Summary
1 ELECTROCARDIOGRAM JUL 31,1995@08:04 NORMAL
    
```

Select action or item number

```

AR Associate Result DR Display selected medicine result
Select action: Quit// <Enter> QUIT
    
```

```

Continue with Note Entry? Y// N NO
    
```

```

CONSULT TRACKING Jun 21, 2000 14:41:35 Page: 1 of 3
CPRSPATIENT,FOUR 666-43-8796 2B M DEC 4,1949 (50) <CAD>
Wt. (lb): No Entry
Requested St No. Consult/Procedure Request
1 05/16/00 c 1719 ELECTROCARDIOGRAM CARDIOLOGY Proc
2 05/15/00 c 1718 ELECTROCARDIOGRAM CARDIOLOGY Proc
3 02/09/00 p 1679 Holter Monitoring CARDIOLOGY Cons
4 06/18/99 a 1538 PACEMAKER SURVEILLANCE CARDIOLOGY Proc
5 04/07/99 c 1433 Holter Monitoring CARDIOLOGY Cons
6 06/11/98 pr 1047 CARDIOLOGY Cons
7 09/24/97 c 341 *CARDIOLOGY Cons
8 02/03/97 dc 209 CARDIOLOGY Cons
9 07/28/95 c 94 ECHO CARDIOLOGY Proc
10 07/20/95 c 88 ELECTROCARDIOGRAM CARDIOLOGY Proc
11 07/20/95 c 87 ELECTROCARDIOGRAM CARDIOLOGY Proc
12 04/23/92 c 64 *ELECTROCARDIOGRAM CARDIOLOGY Proc
+ Enter ?? for more actions
SP Select Patient FR Forward CT Complete/Update RT Results Display
CV Change View ... CX Cancel (Deny) MA Make Addendum PF Print Form 513
RC Receive DC Discontinue SF Sig Findings RM Remove Med Rslt
SC Schedule CM Add Comment DD Detailed Display ER Edit/Resubmit
Select: Next Screen//
    
```

Notice that after we exited the Procedure/Medicine Resulting screen, we were prompted about entering a note. If we had responded with a Yes, we would have been able to attach a TIU note to the consult we were closing in addition to the Medicine results.

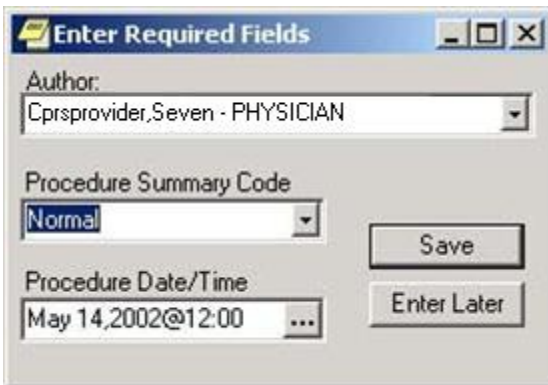
Using the Consults Package with Clinical Procedures

Individual consult types can be designated to be resulted with the Clinical Procedures package. If this is the case, then Consults expects clinical procedures results to be attached to the consult. This attachment is usually accomplished with the CPUser program.

If the instrument in question has not yet been connected to Clinical Procedures, then the consult may be completed in the usual way by an authorized provider. (Authorized providers being clinicians whom the CAC has set up as an interpreter for the appropriate service.) In this case Consults will filter the note titles available and only allow you to use Clinical Procedures titles.

When the clinical procedure results are present, Consults changes the status to PR (partial results). This means that, at least, at stub of a TIU document has been attached to the consult. It could also mean that one or more images and/or instrument reports created by a clinical device are also attached to the consult. Additionally, the interpretation of the clinical device image(s) or text may have been uploaded and is ready for signature.

The minimum required by the consults package to complete a clinical procedures consult is the interpretation of the clinical device output. If this is not supplied via upload, then it must be entered by the consulting clinician. When this interpretation is entered, the following fields are required and are prompted for (if not already present):



The screenshot shows a dialog box titled "Enter Required Fields". It contains three input fields: "Author" with a dropdown menu showing "Cprprovider,Seven - PHYSICIAN"; "Procedure Summary Code" with a dropdown menu showing "Normal"; and "Procedure Date/Time" with a text box showing "May 14,2002@12:00" and a calendar icon. There are two buttons: "Save" and "Enter Later".

Selecting a button with an arrow pointing down displays a drop-down list of choices. A button with three dots brings up a calendar control to select a date and time.

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Results Display 92

Select Consult 93

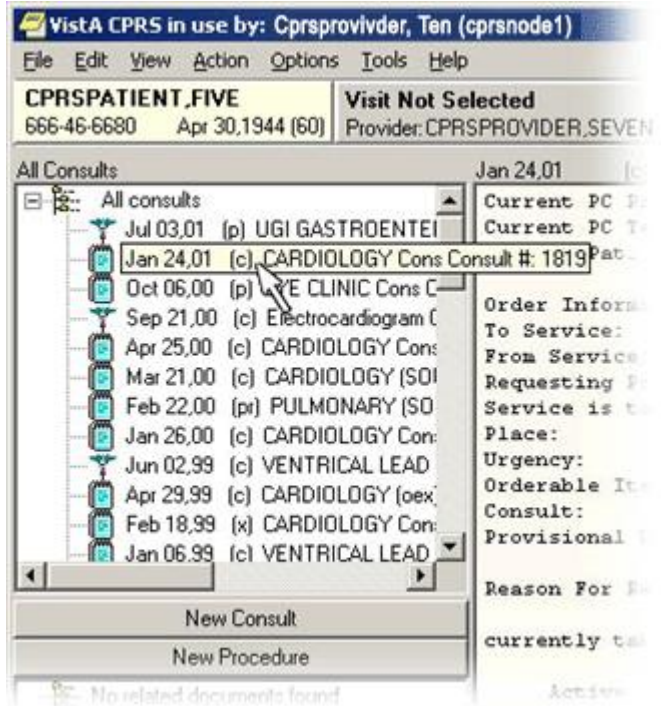
Select New Patient 94

Select Service 95

View by Status 96

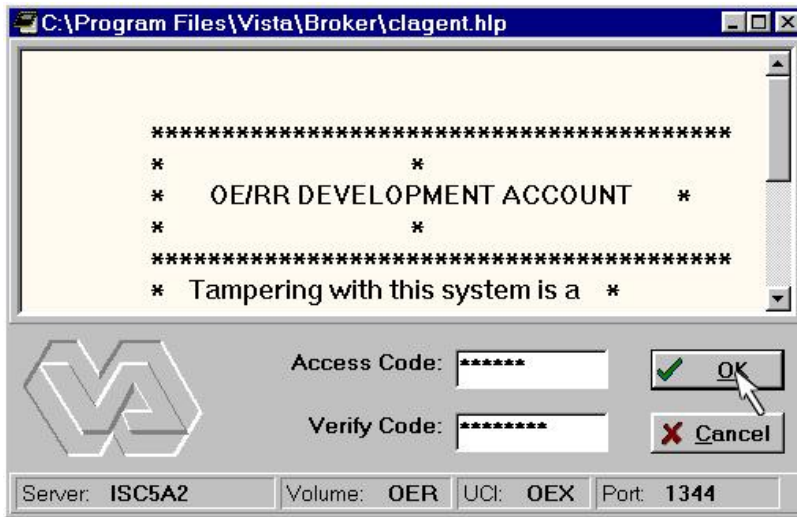
Introduction

1. Before each process, select the consult.
Most processes assume that you have already selected a Consult already. If you hover over a Consult, the full line displays.

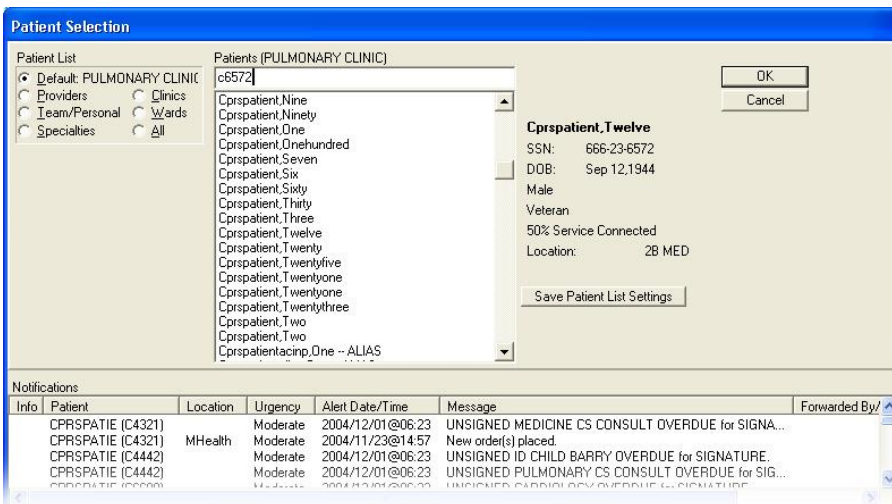


Windows Flow of Information Starting Consults in Windows

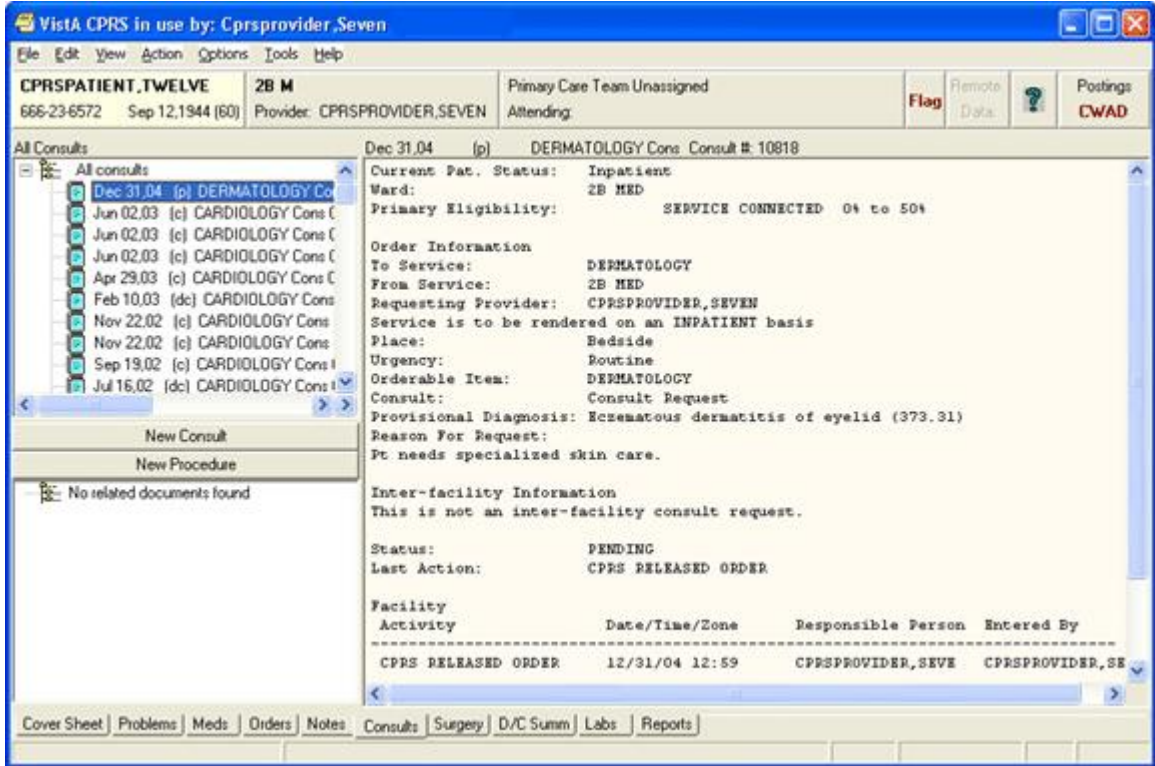
1. Start CPRS for Windows by locating the appropriate icon (usually in your Star folder if using VACS or a share folder, or on your desktop).
2. Log-on to your system using your PIV card or your user name and access code.



3. Select a patient. You can use the Patient List area to select a smaller list of patients, if one is defined for you. Type in part of the patient's name or many sites use the first letter of the last name and the last 4 of the social security number. When you identify the correct patient name, double-click on it, or highlight it and select OK.

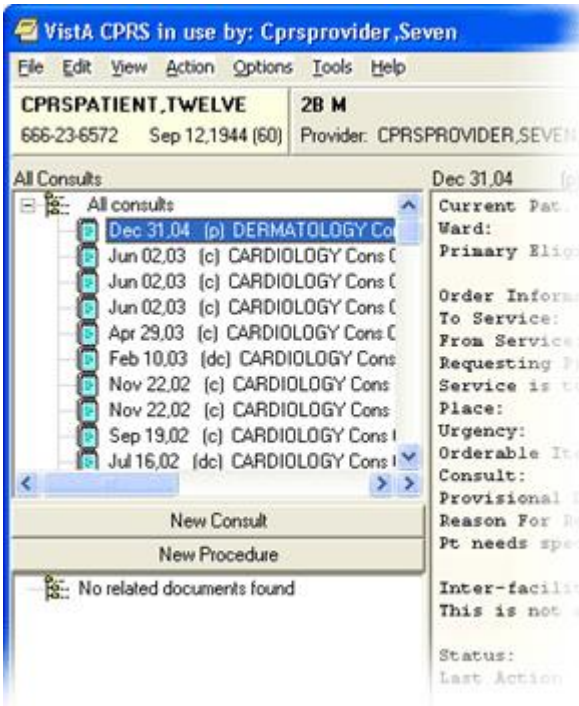


4. Select the Consults Tab:



Order New Consult

1. Select New Consult by selecting Action | New Consult or selecting the New Consult button.



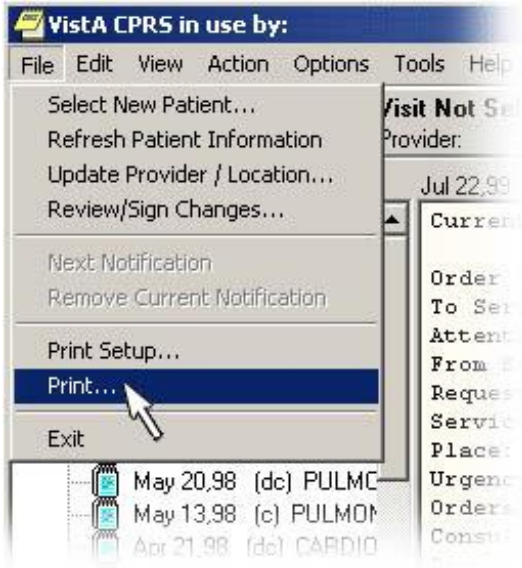
2. Fill out the Order a Consult dialog:

- Select the Specialty or Service to which the Consult request will be sent. You can also use the button at the end of the field to see a tree view.
- If needed, change the Urgency, Place, Attention, and Provisional Diagnosis boxes.
- Select if the patient will be an inpatient or outpatient.
- Enter a Clinically Indicated Date.
- If needed, type the reason for request or add to boilerplate text.
- If the Provisional Diagnosis field is active, you must enter a diagnosis. If the field is yellow, you must use the Lexicon button to select the provisional diagnosis.
- Review the information in the box at the bottom of the dialog.
- When the information is complete and correct, select **Accept Order**.

Print Form 513

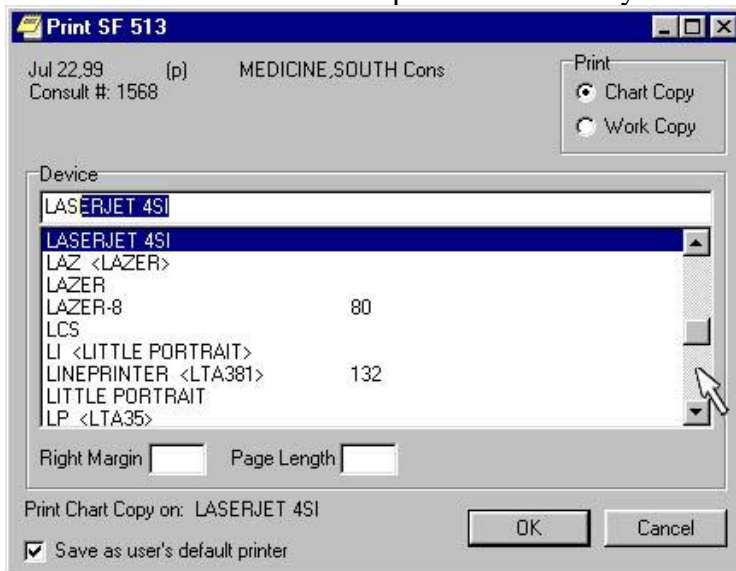
1. Select Print from the File Menu:

- a. Select File | Print or follow the underlined letters from the keyboard by pressing Alt+F (together) then P.



2. Select the Printer Device:

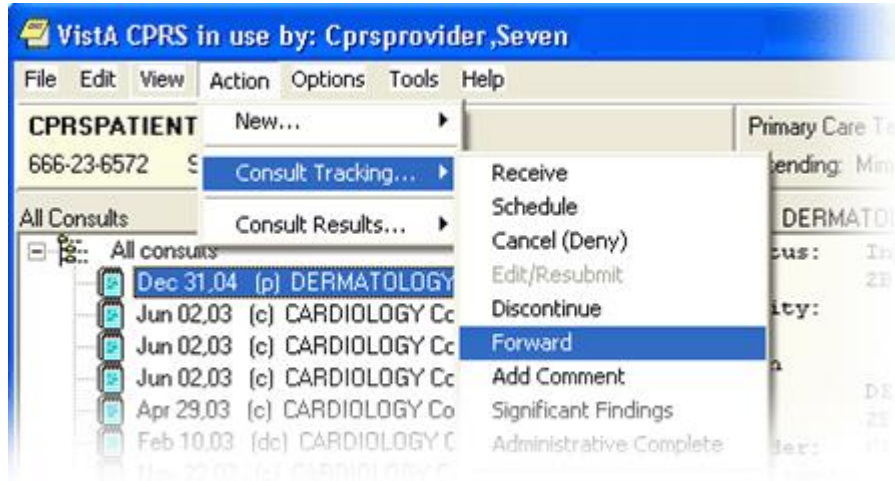
- a. Select Chart Copy or Work Copy.
- b. If needed, start typing the device name, CPRS finds the closest match. Or use the scroll bar and then click on the printer you want.
- c. Then select OK or press the Enter key.



Forward Request

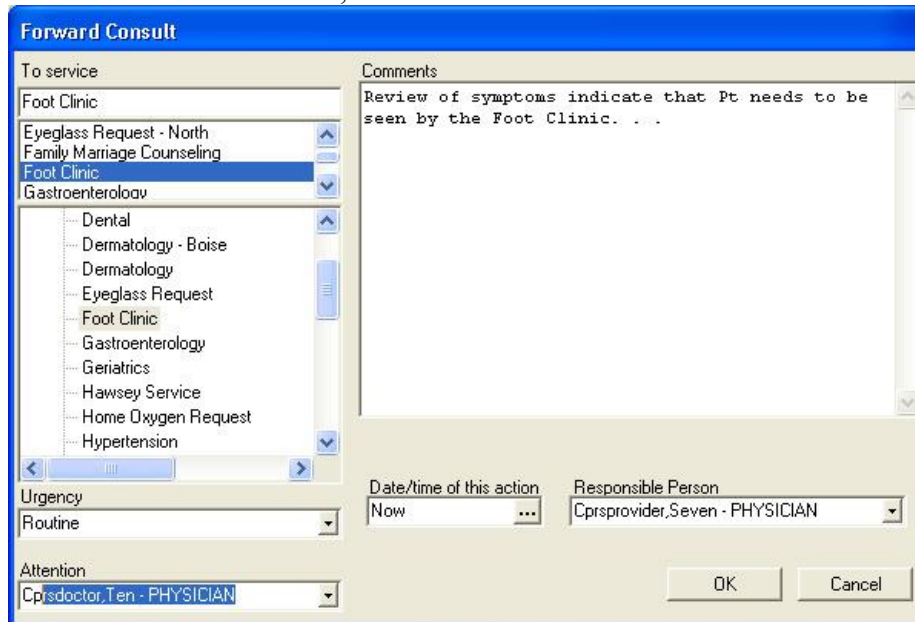
1. Select Forward:

- a. Select the appropriate Consult.
- b. Click on Action | Consult Tracking | Forward or follow the underlined character on the keyboard by pressing Alt+A (together), then C, and then F.



2. Fill in the Forward Consult dialog:

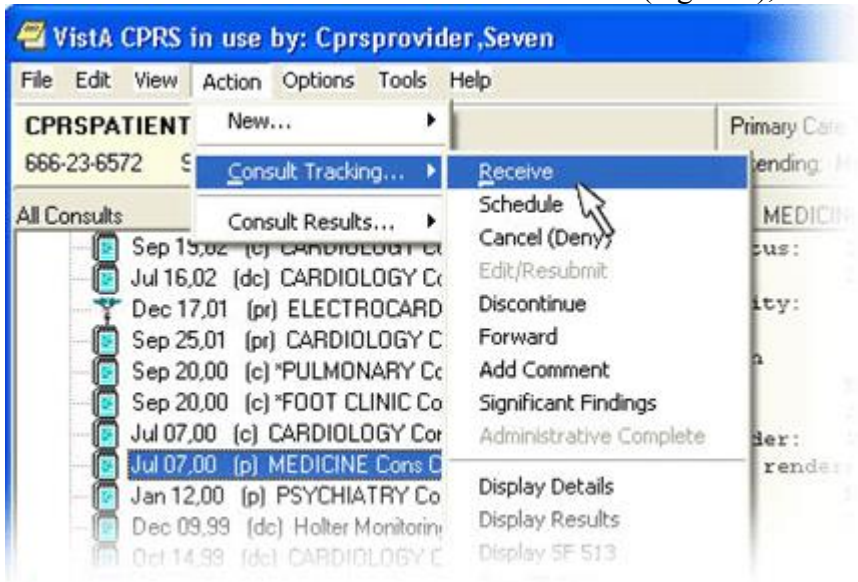
- a. Select the correct service.
- b. Type in the reason for forwarding this Consult.
- c. If necessary, change the Urgency, Attention, and date and time of the action.
- d. Enter comments or reason for forwarding as needed.
- e. When finished, select OK.



Receive Request

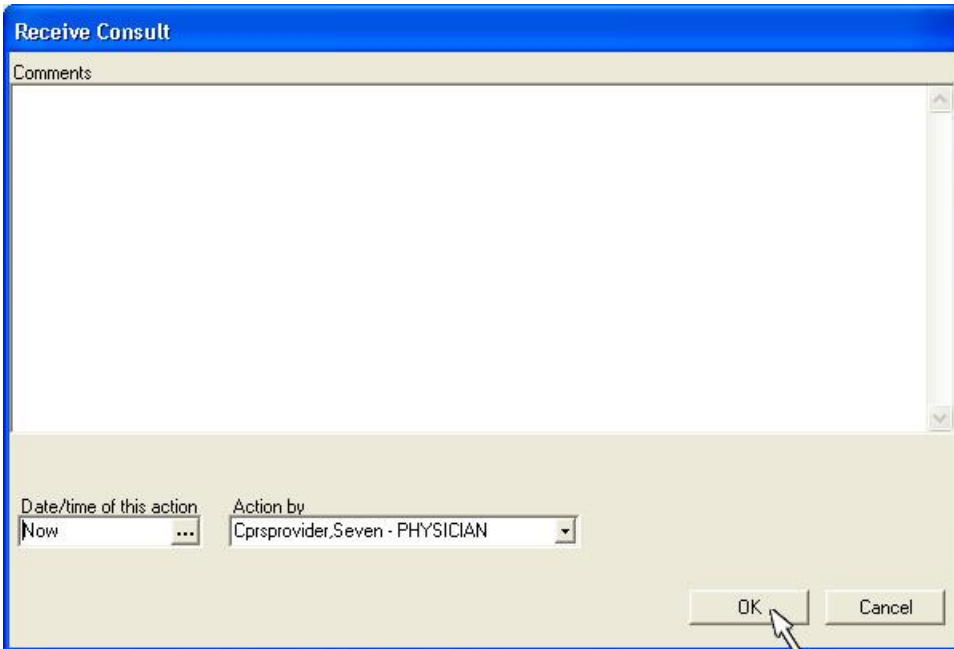
1. Select Receive:

- a. Select Action | Consult Tracking | Receive or use the keyboard by pressing the underlined characters: First Alt and A (together), then C, and then R.



2. Select OK.

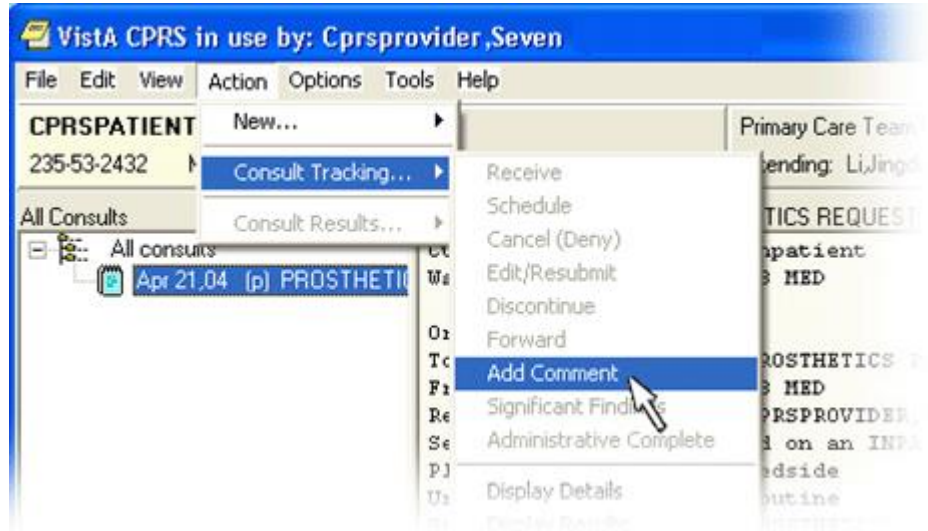
- a. If you need some other time, change it using the Date/time of this action field.
- b. If the action should be by some other person, change the name in the Action by field.



Comment

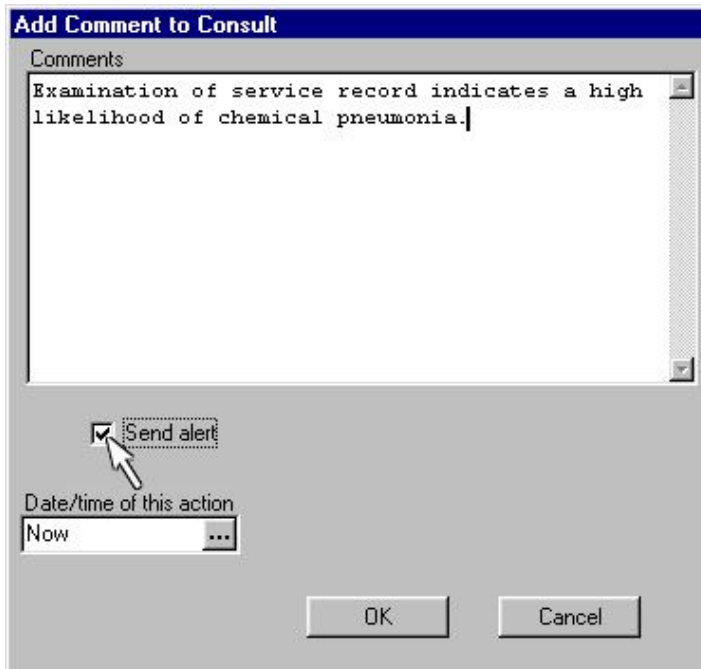
1. Select Add Comment:

- a. Select Action | Consult Tracking | Add Comment or use the keyboard following the underlined letters: First Alt+A (together), then C, then A.



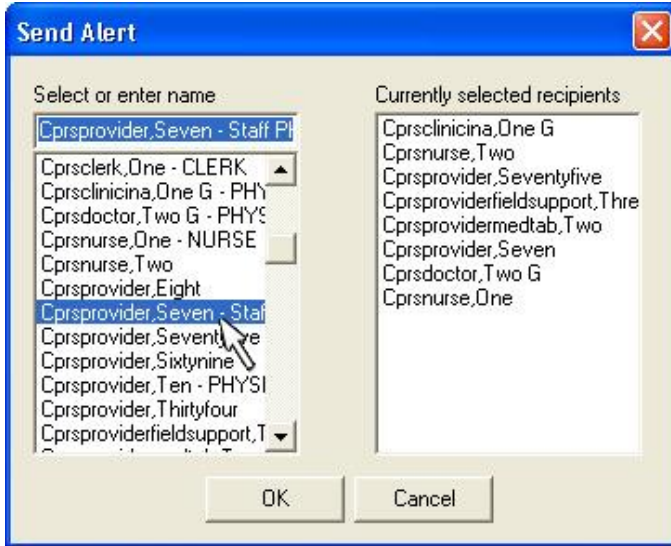
2. Fill in the Add Comment to Consult Dialog:

- a. Type your comment in the text area.
- b. Then select the Send Alert check box.



3. Select the People to Receive the Alert:

- a. Selecting the names in the right list adds them to the Currently selected recipient list to receive the alert.
- b. If you need to remove someone from the list, select their name in the right pane.
- c. When the list has all the people that you want to receive the alert, select OK.



Note: If this were an Inter-Facility Consult, individuals from the other facility involved would not be on this list. In this case, the Notification System decides who to notify at the other facility by referring to Consults files.

4. Select OK:

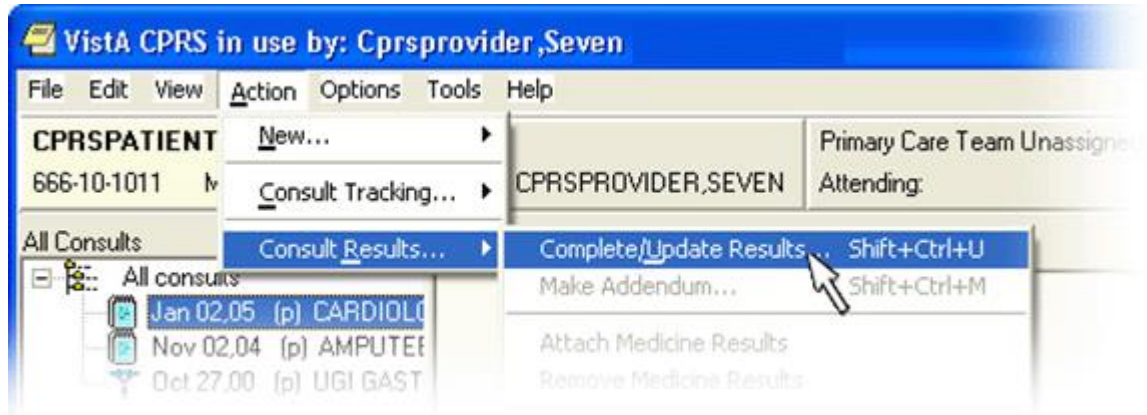
- a. When finished, select OK.



Complete a Consult (From the Consults Tab)

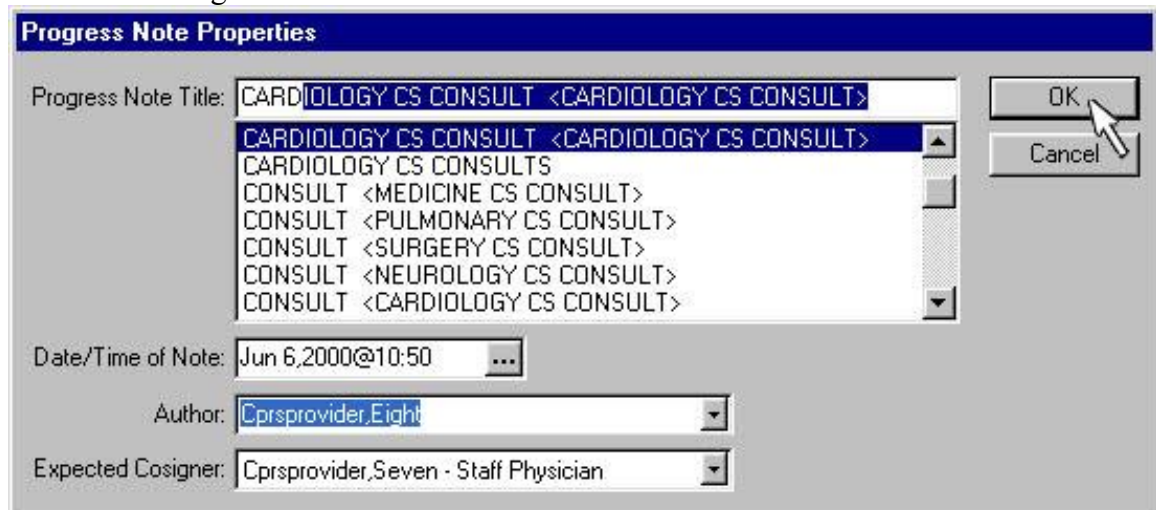
1. Select Complete/Update Results:

- a. Select Action | Consult Results | Complete/ Update Results or use the keyboard following the underlined letters: First Alt+A (together) then R and then C.



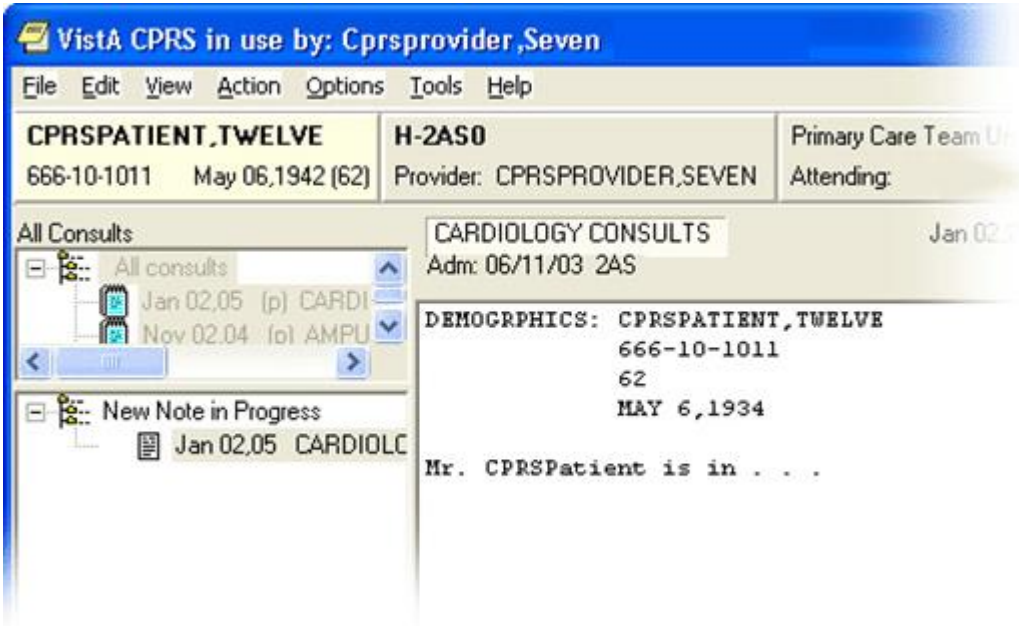
2. Select the Title of the Note:

- a. Start typing the Title, then press Enter when the correct Title is highlighted.
- b. If the Expected Cosigner box appears, you also need to fill in the Expected Cosigner.



3. Type in the text of the results:

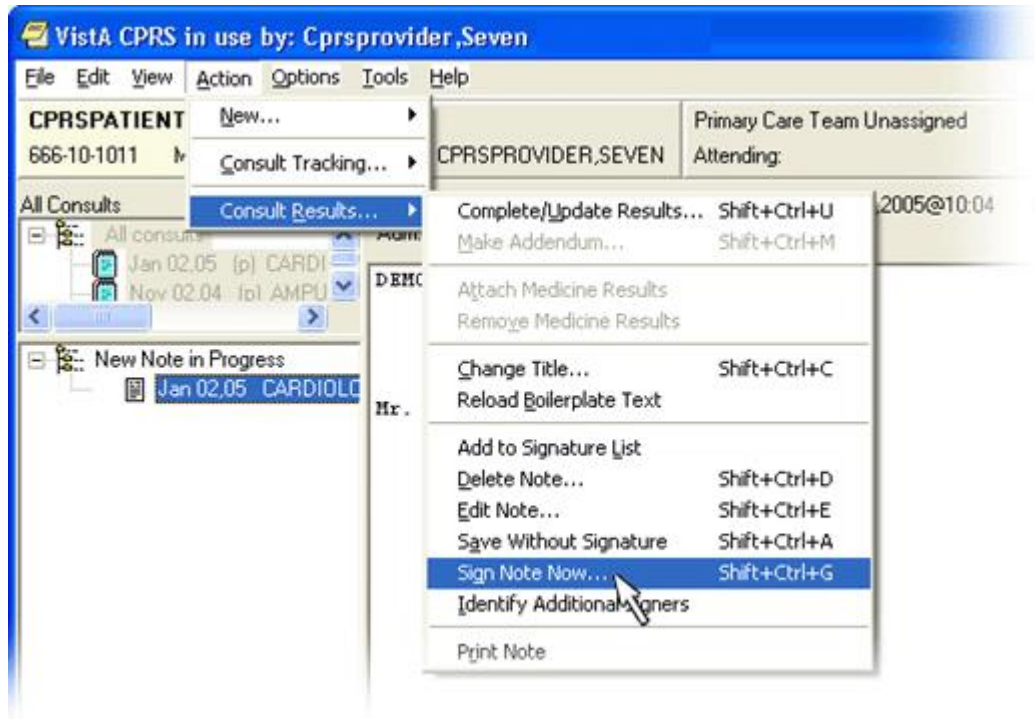
As with any TIU document, part of it can be boiler-plate. And part of it may be entered by you. This can be typed directly or cut and pasted from a word.



4. Save the note:

You can save the note to finish and sign later by selecting Save Without Signature. This changes the status to Partial Results (pr).

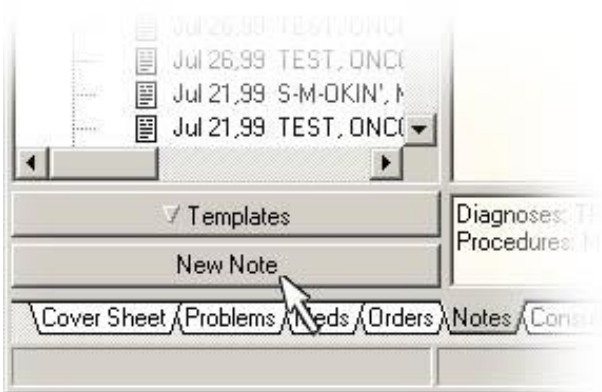
Or you can sign it now using Sign Note Now. This changes the status to Complete (c).



Complete a Consults (From the Notes Tab)

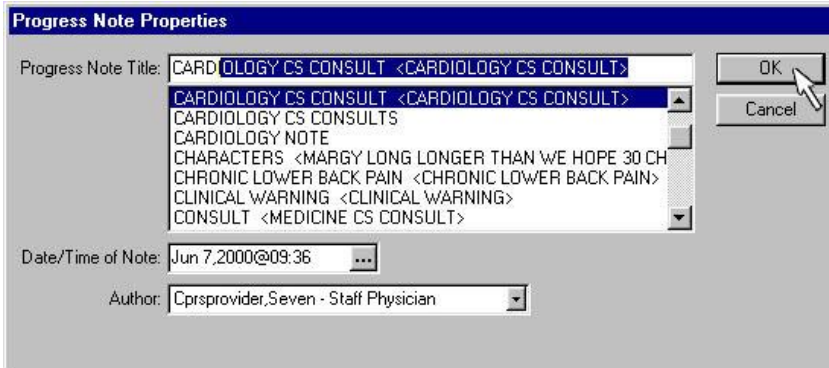
Before starting, from the CPRS Windows program, select the correct patient and click the Notes tab.

1. Select New Note.

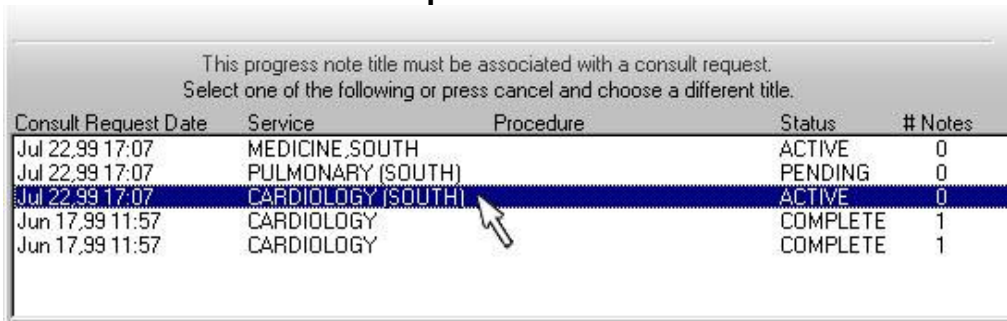


2. Select the Title of the Note:

- a. Type the beginning of the note title, locate the correct title and highlight it.
- b. When finished, select OK.

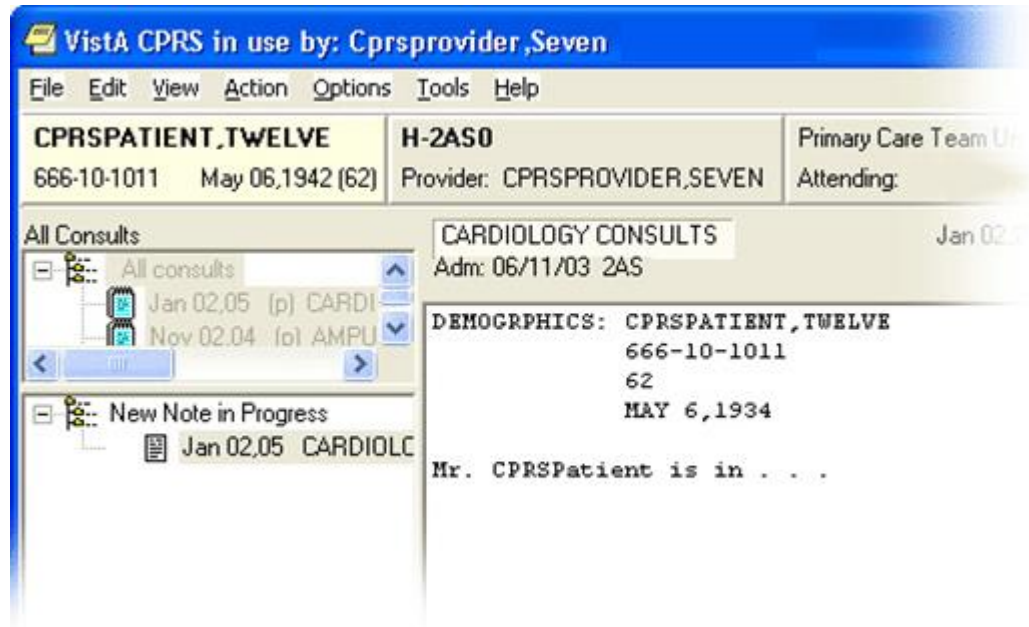


3. Select the consult to complete.



4. Type in the text of the results.

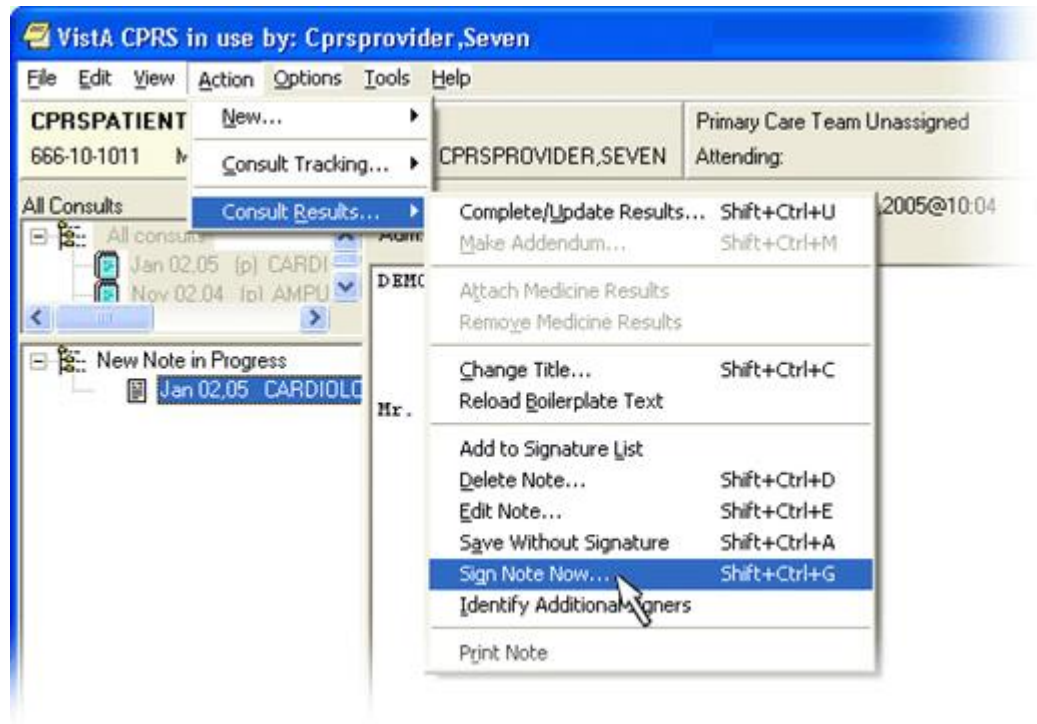
As with any TIU document, part of it can be boiler-plate, and part of it may be entered by you.



5. Save the note.

You can save it to finish and sign later by using the Save Without Signature menu item. This changes the status to Partial Results (pr).

Or you can sign it now by using the Sign Note Now menu item. This changes the status to Complete (c).



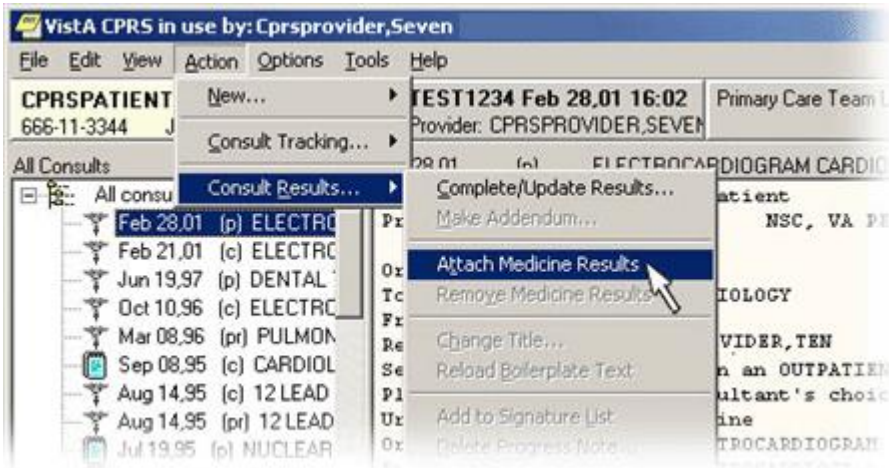
Complete a Consult (From the Medicine Results)

1. Select Attach Medicine Results:

Procedures are indicated by the medical icon (caduceus).

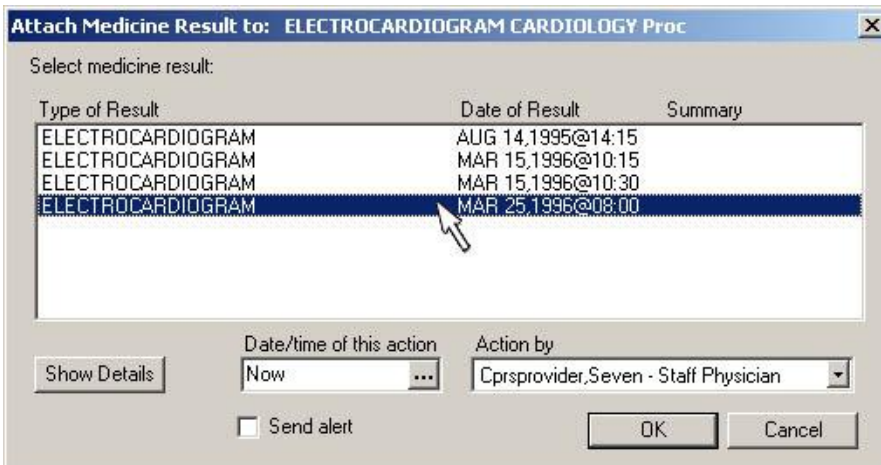
If medicine results are available for this patient, the menu command Attach Medicine Results is turned on (not grayed out).

- a. To attach Medicine results, select Action | Consults Results | Attach Medicine Results.



2. Select the medicine result:

- a. Select the medicine result you want.
- b. Select **OK**.



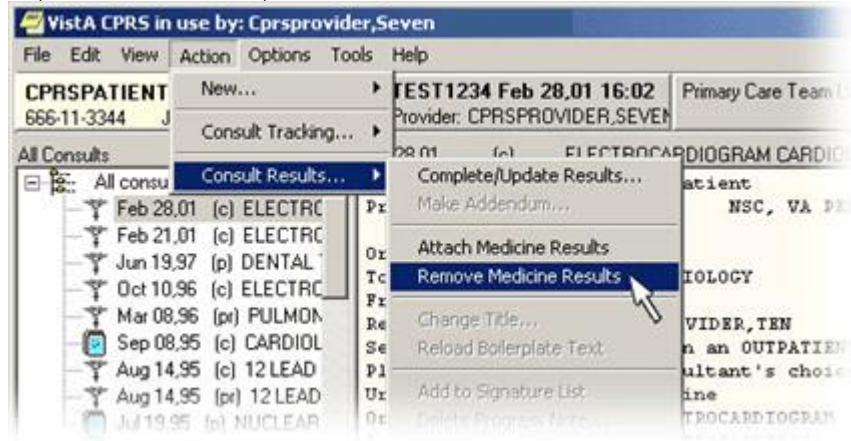
3. No signature is necessary at this time.

Undo Medicine Results

1. Select Remove Medicine Results

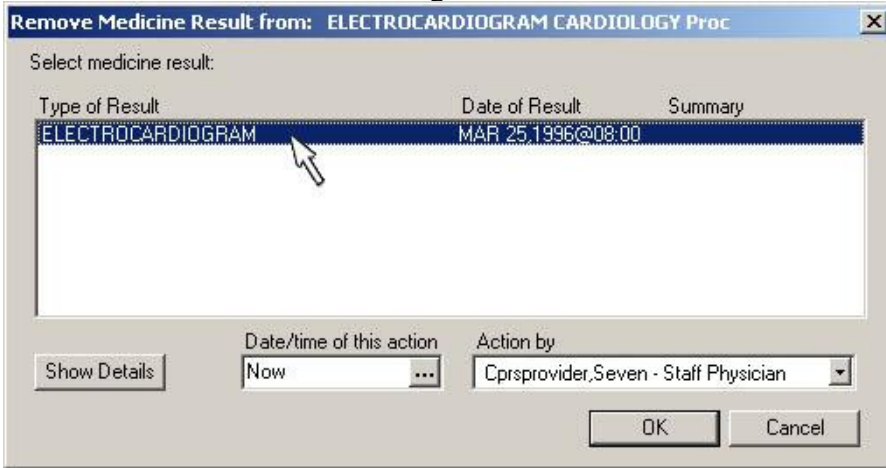
Windows activates this menu command when a result *you can* remove is present in the selected consult.

- a. Select Action | Consult Results | Remove Medicine Results.

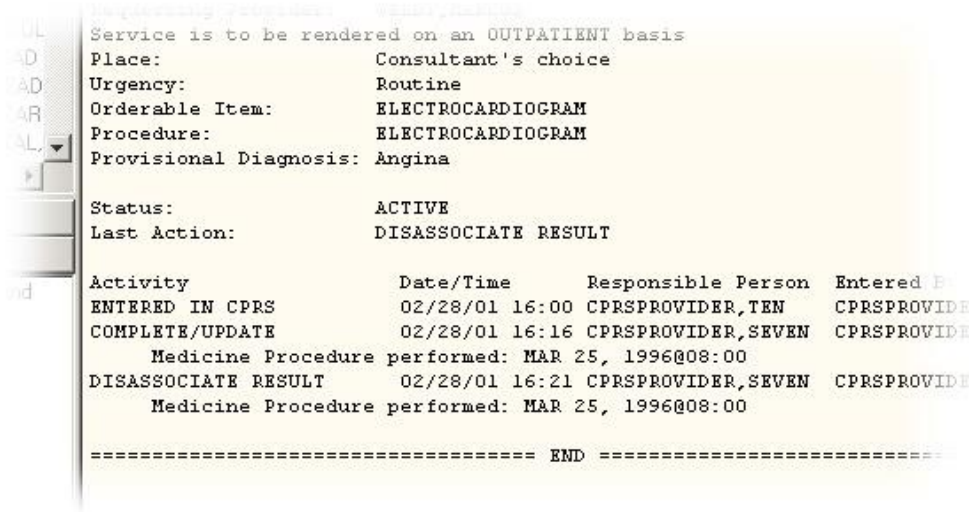


2. Select the medicine result to be removed.

- a. If more medicine results are present, they will be listed in the Remove Medicine Result dialog.



Consults keeps and displays a complete audit trail as shown below.



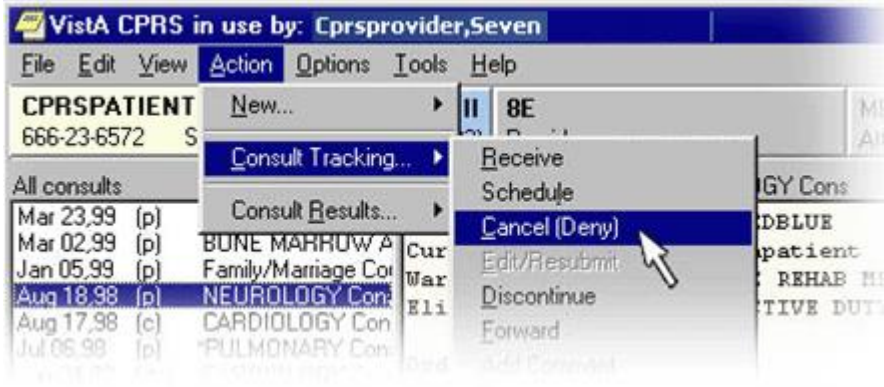
Other Windows Topics

Cancel (Deny) Request

Note: This is a consult receiver's action. If you are the consult originator, use the Discontinue Order action.

1. Select Cancel:

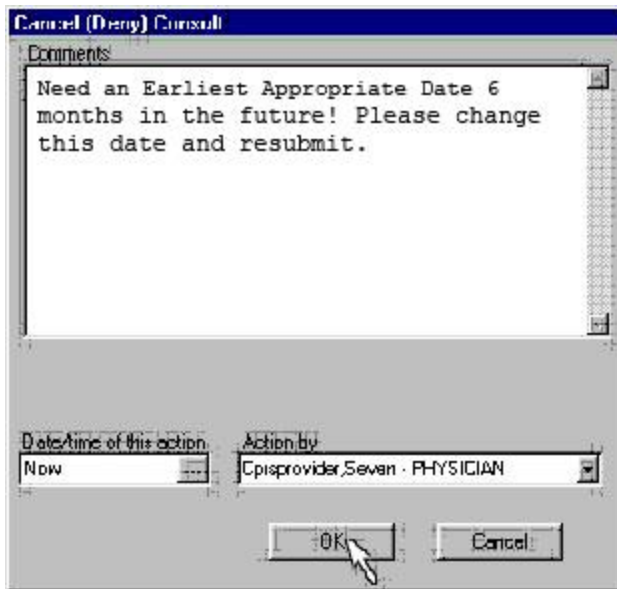
- a. Select Action | Consult Tracking | Cancel, or follow the underlined letters by typing Alt and A together (Alt+A), then C, and then C again.



2. Consult dialog:

- a. Type the reason for the denial. Be specific enough so that the originating provider can correct and resubmit the consult.
- b. When finished, select OK.

A notification is automatically sent to the consult originator so that the consult can be edited and resubmitted.

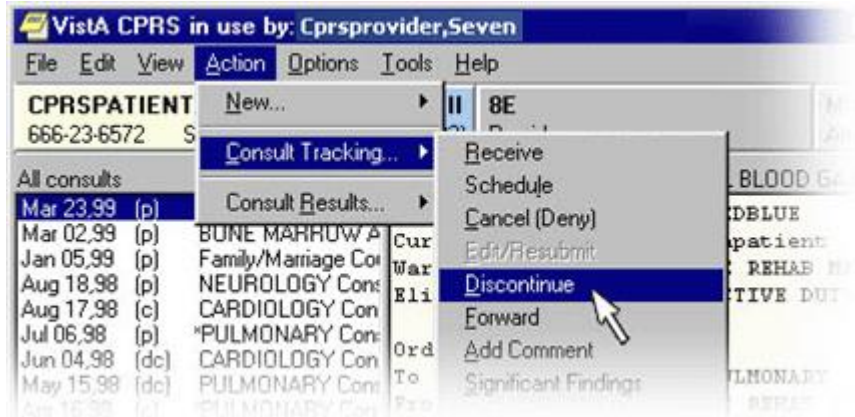


Discontinue Order

Note: This is a consult originator's action. If you are the consult receiver, use the Cancel (Deny) action.

1. Select Discontinue:

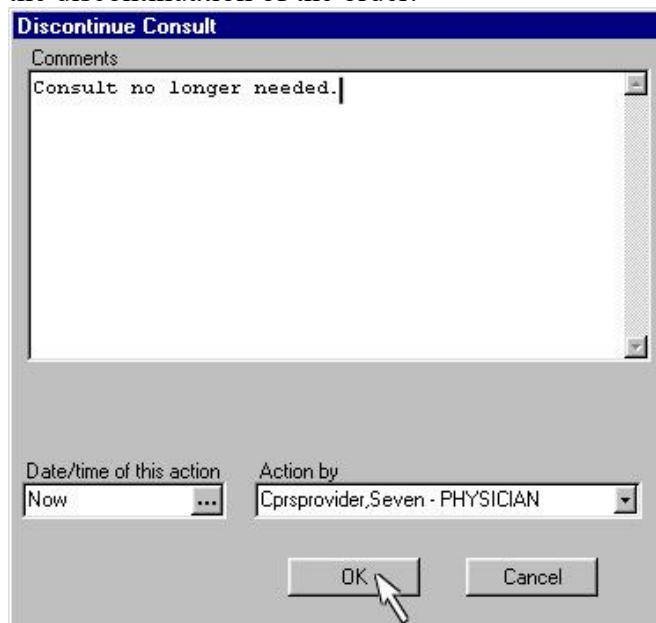
- a. Click on Action, then Consult Tracking, then Discontinue, or follow the underlined characters on the keyboard by pressing Alt+A (together), then C, and then D.



2. Fill out the Discontinue Consult dialog:

- a. Type in the reason in the Comments box.
- b. When finished, select **OK**.

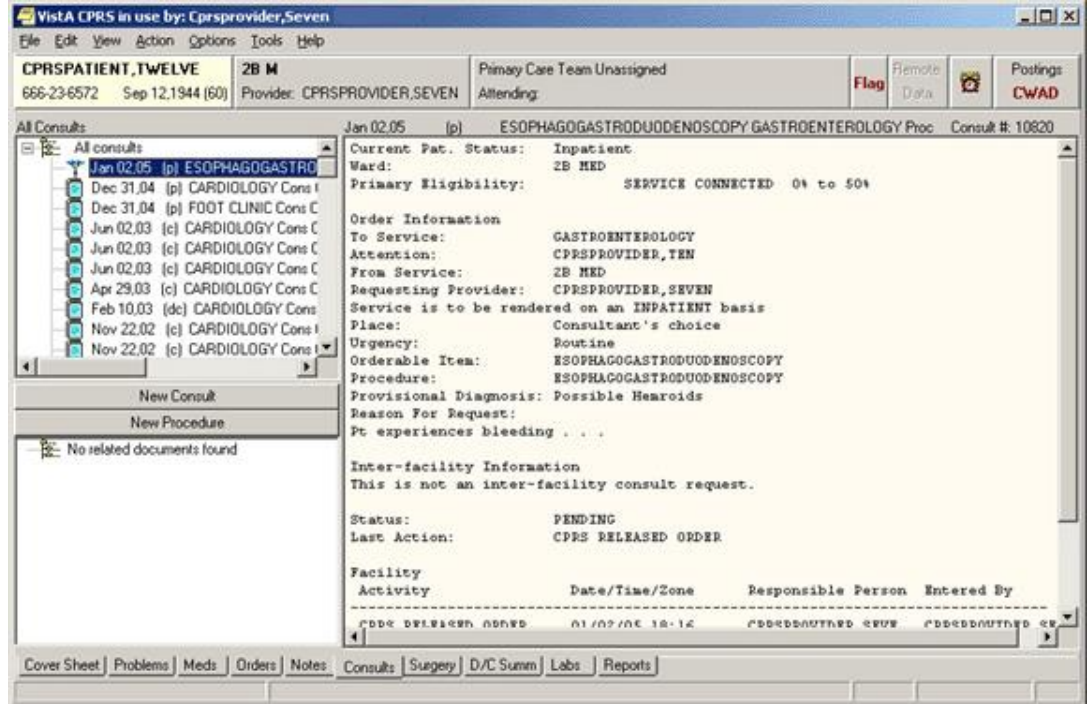
A notification is automatically sent to the originator of the consult with information about the discontinuation of the order.



Detailed Display

Consults in Windows always show the detailed display of whatever consult is selected.

- a. Select the consult you want to see



The consult number can be used to quickly access a specific consult in a variety of situations.

The Detailed Display includes:

- Current Primary Care information
- Current Eligibility information
- Order information
- Last action information
- A record of activity

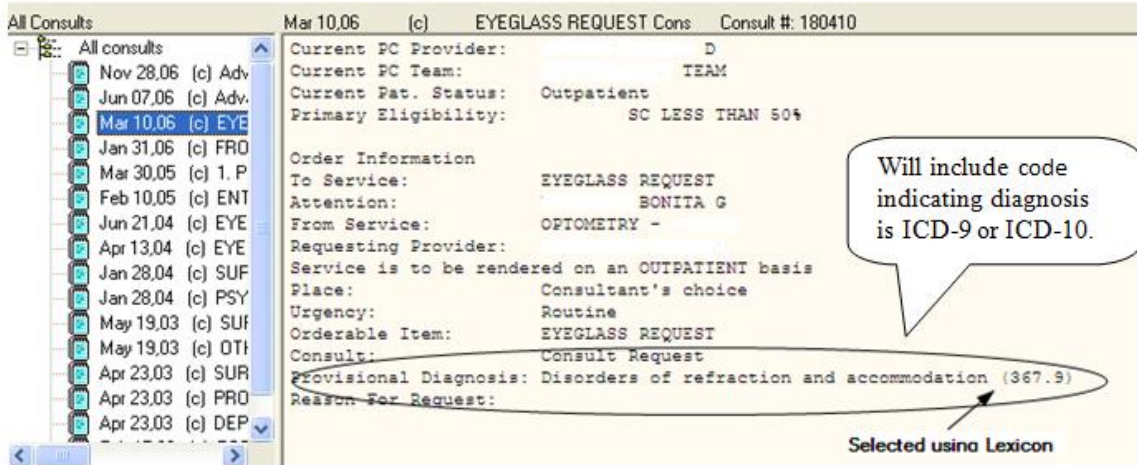
All signed notes.

- Information about unsigned notes.
- Notes, Results, and Addenda
- All other text fields associated with the consult.

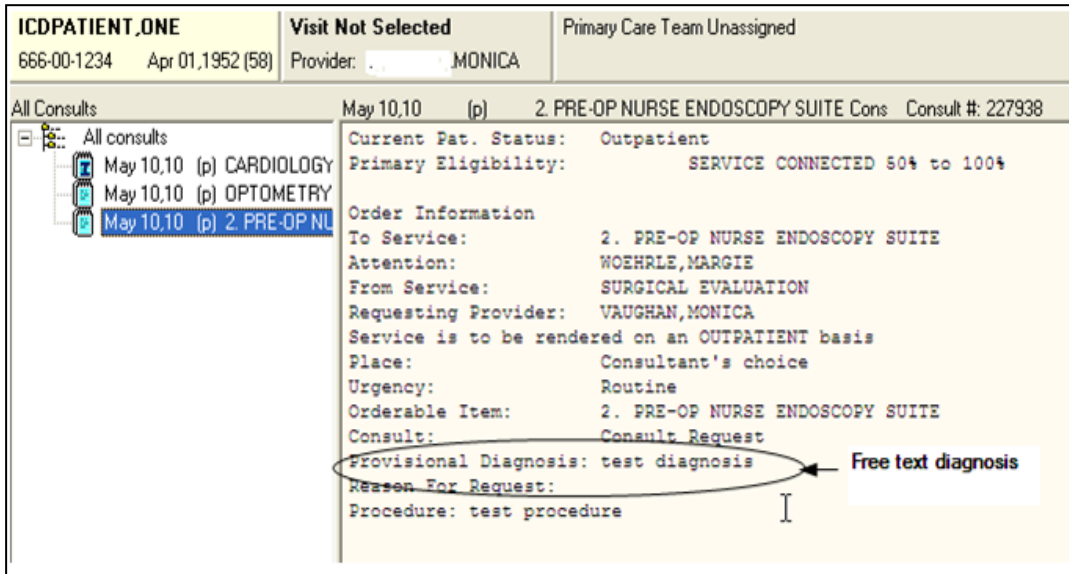
Changes made by Patch 73 for ICD-10 Remediation

ICD Diagnosis Code Display

ICD Diagnoses will be displayed on the user-selected Consults or Procedures. If an existing consult (for which ICD-10 diagnosis was entered) is selected for display or the action Display Details is used, the ICD-10-CM diagnosis code and full description/definition will be displayed.



If the user selects an existing consult to display or uses the action Display Details and the Provisional Diagnosis was entered using free text data entry, the Consults package will not designate the diagnosis as ICD-9 or ICD-10.



The Consults package will display ICD Diagnosis on the display details of Consults/Procedures orders.

- If the user selects an order to display details and the Provisional Diagnosis was entered as an ICD-9 diagnosis using the Lexicon, the ICD-9 diagnosis code and description/definition will be displayed.
- If the user selects an order to display details and the Provisional Diagnosis was entered as an ICD-10 diagnosis using the Lexicon, the ICD-10-CM diagnosis code and full description/definition will be displayed.
- If the user selects an order to display and the Provisional Diagnosis was entered using free text data entry, then Consults will not designate the diagnosis as ICD-9 or ICD-10.
- If the user selects an existing consult to display and the Provisional Diagnosis was entered using the Lexicon, then Consults will designate the particular diagnosis as ICD-9 or ICD-10.

Order Details - 3389564;1

PROSTHETICS REQUEST Cons Bedside *UNSIGNED*

Activity:
08/10/2010 10:52 New Order entered by [redacted]
Order Text: PROSTHETICS REQUEST Cons Bedside
Nature of Order: ELECTRONICALLY ENTERED
Ordered by: [redacted]
Signature: NOT SIGNED

Current Data:
Current Primary Provider: [redacted]
Current Attending Physician: [redacted]
Treating Specialty: MEDICINE
Ordering Location: C MEDICINE
Start Date/Time:
Stop Date/Time:
Current Status: UNRELEASED
Orders that have not been released to the service for action.
Order #3389564

Order:
Consult to Service/Specialty: PROSTHETICS REQUEST
Reason for Request:

=====

(Describe PROSTHETIC APPLIANCE or REPAIR

ISSUING INSTRUCTIONS:
 VETERAN WILL PICK UP
 WARD/CLINIC PERSONNEL WILL PICKUP
 DELIVERY LOCATION
 ISSUED TO VETERAN BY CLINIC PERSONNEL

FOR (INPATIENT) - ESTIMATED DISCHARGE DATE:

Category: INPATIENT
Urgency: ROUTINE
Place of Consultation: Bedside
Provisional Diagnosis: Acquired deformity of chest and rib 738.3

Will include label indicating diagnosis is ICD-9 or ICD-10.

↑

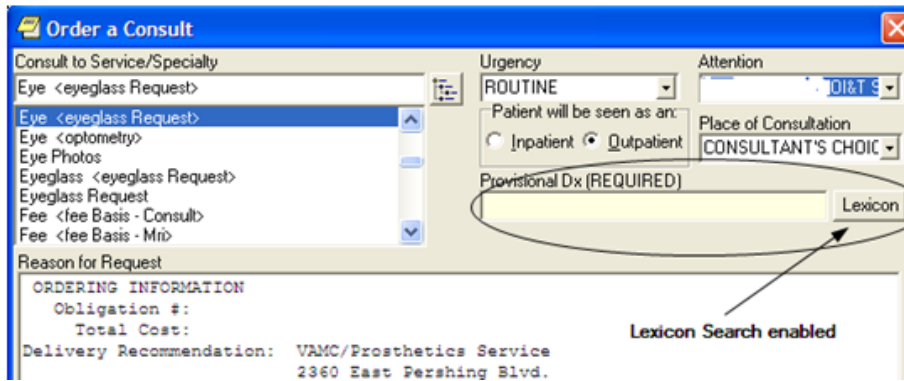
Coded Diagnosis selected from Lexicon is displayed with Description and Code.

Print Close

- ICD Diagnosis on the Display SF 513 action will be displayed for a particular Consults or Procedure.
 - If the user performs the action Display SF 513 for a consult or procedure for which ICD-10 diagnosis was entered, Consults will display the ICD-10-CM diagnosis code and full description/definition.
 - If the user performs the action Display SF 513 for a consult or procedure and the Provisional Diagnosis was entered using free text data entry, then Consults will not designate the diagnosis as ICD-9 or ICD-10.
 - If the user performs the action Display SF 513 for a consult or procedure and the Provisional Diagnosis was entered using the Lexicon, then Consults will designate the particular diagnosis as ICD-9 or ICD-10.

ICD Diagnosis Search

Consults will provide the ability to search on ICD-10-CM diagnosis full (expanded) text descriptions and codes.



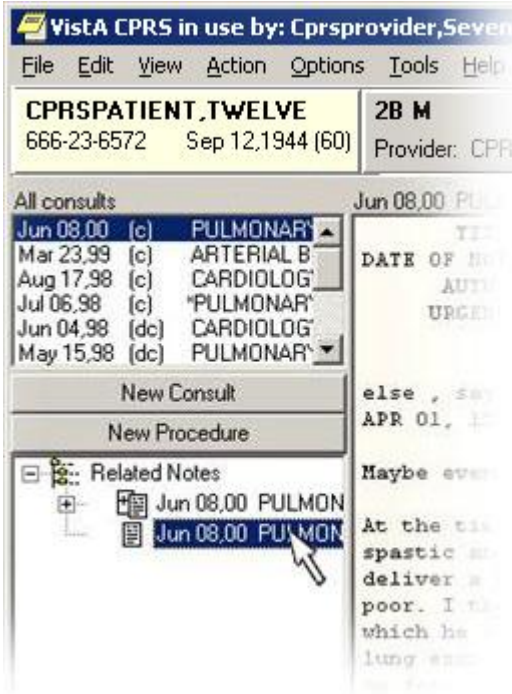
- Consults will display ICD Diagnosis on the Display SF 513 action for a particular Consults or Procedure.
 - If the user performs the action Display SF 513 for a consult or procedure for which ICD-10 diagnosis was entered, Consults will display the ICD-10-CM diagnosis code and full description/definition.
 - If the user performs the action Display SF 513 for a consult or procedure and the Provisional Diagnosis was entered using free text data entry, Consults will not designate the diagnosis as ICD-9 or ICD-10.
 - If the user performs the action Display SF 513 for a consult or procedure and the Provisional Diagnosis was entered using the Lexicon, then Consults will designate the particular diagnosis as ICD-9 or ICD-10.

Make Addendum

An Addendum is a *medical* statement by a patient care professional about a specific Note. It differs from a Comment in that it is about medical matters, where Comments, which can be written by anyone, should contain information needed to *administer* the consult.

1. Select the Consult and the Note:

- a. First select the correct consult under All Consults.
- b. Then, in the box below the New Procedure box to select the note.



2. Select Make Addendum

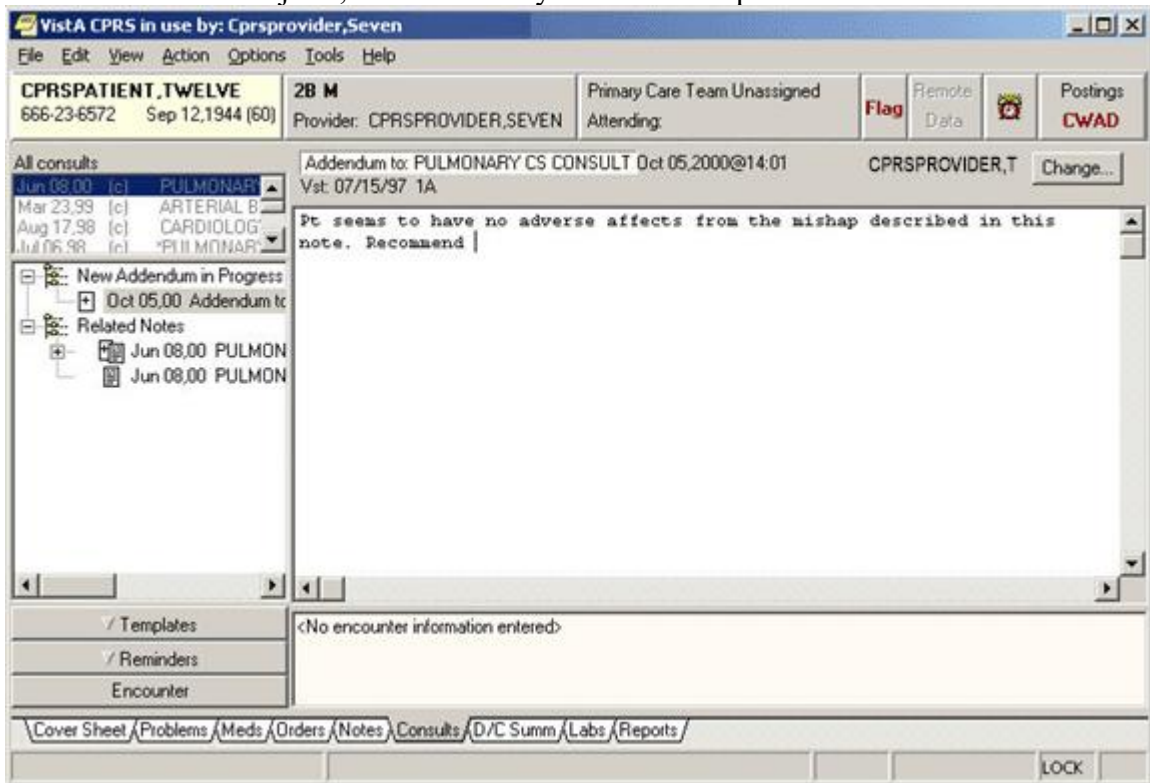
- a. Select Action | Consult Results | Make Addendum, Or follow the underlined character on the keyboard by pressing Alt+A (together), then C, and then F.



3. Type the addendum.

An addendum supplies supplementary information on the patient’s condition.

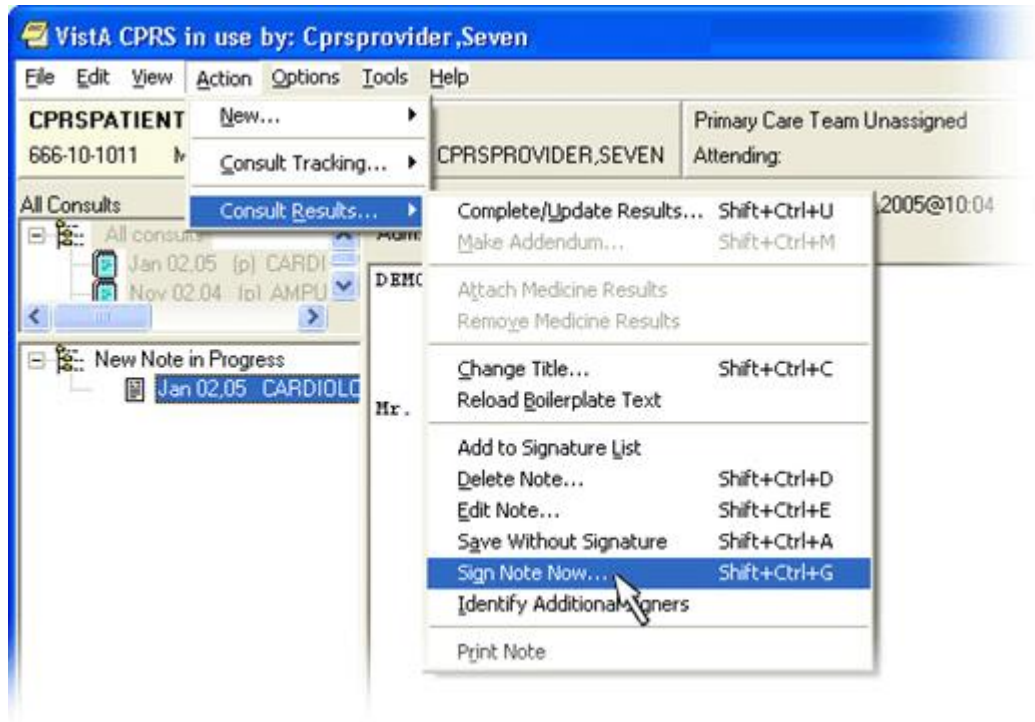
As with other TIU objects, addendum may include boilerplate text.



4. Save the note:

You can save it to finish and sign later by using the Save Without Signature menu item. This changes the status to Partial Results (pr).

Or you can sign it now by using the Sign Note Now menu item. This changes the status to Complete (c).



New Date Range

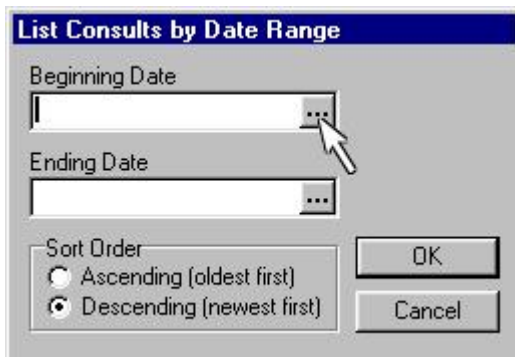
1. Select Consults by Date Range:

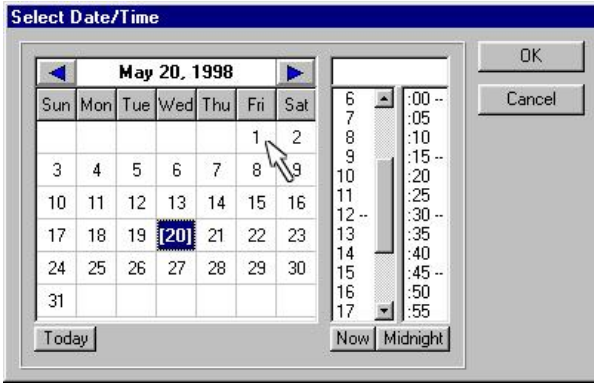
- a. Select View | Consults by Date Range, or use the keyboard to follow the underlined letters: Alt+V (together) then R.



2. Fill in the List Consults by Date Range Dialog:

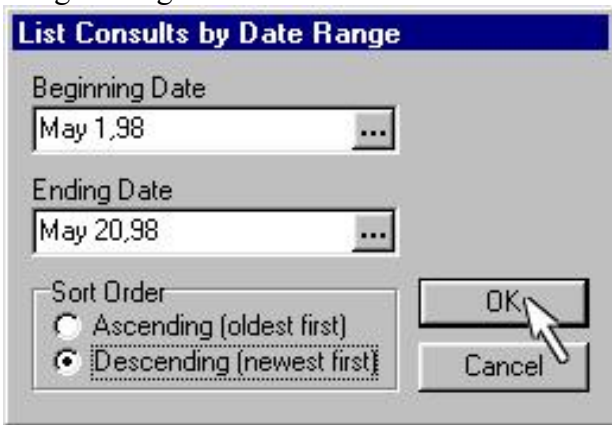
- a. For the Beginning date, in the List Consults by Date Range dialog, enter the date or select the Calendar control by selecting the button with three dots.
- b. If using the calendar control, Initially, the current date is highlighted. Select the month, day, and time you want. These arrow buttons next to the date enables the user to go up or down the months.
- c. When you have the correct date and time, select OK.
- d. Select an Ending Date using the same method described above.
- e. In the List Consults by Date Range dialog, select the sort order oldest to newest or vice versa.



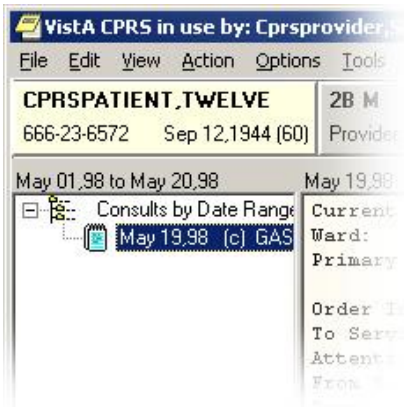


In the List Consults by Date Range dialog, select OK.

Below is an example of dates entered and the sort order in the List Consults by Date Range dialog.



After you click OK only consults within the date range are displayed. The date range is displayed above the Consults box.



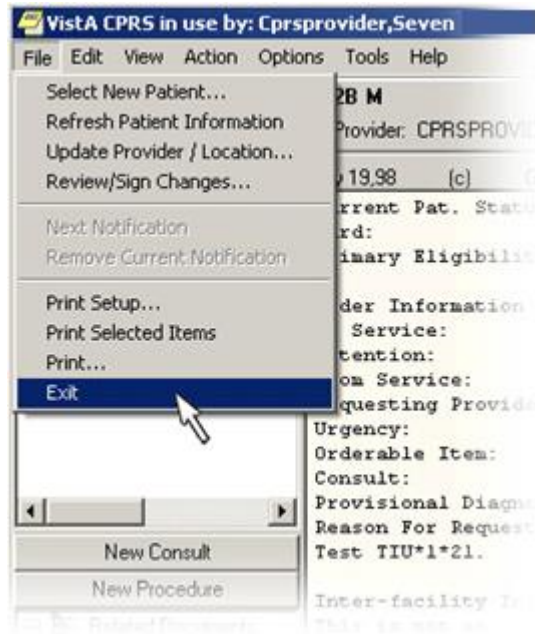
Quit

There are two ways to Exit CPRS.

The simplest way to quit is to click on the X in the upper right-hand corner of the window.



Or you can select Exit from the File menu, or you can press the Alt and F4 keys at the same time (Alt+F4).

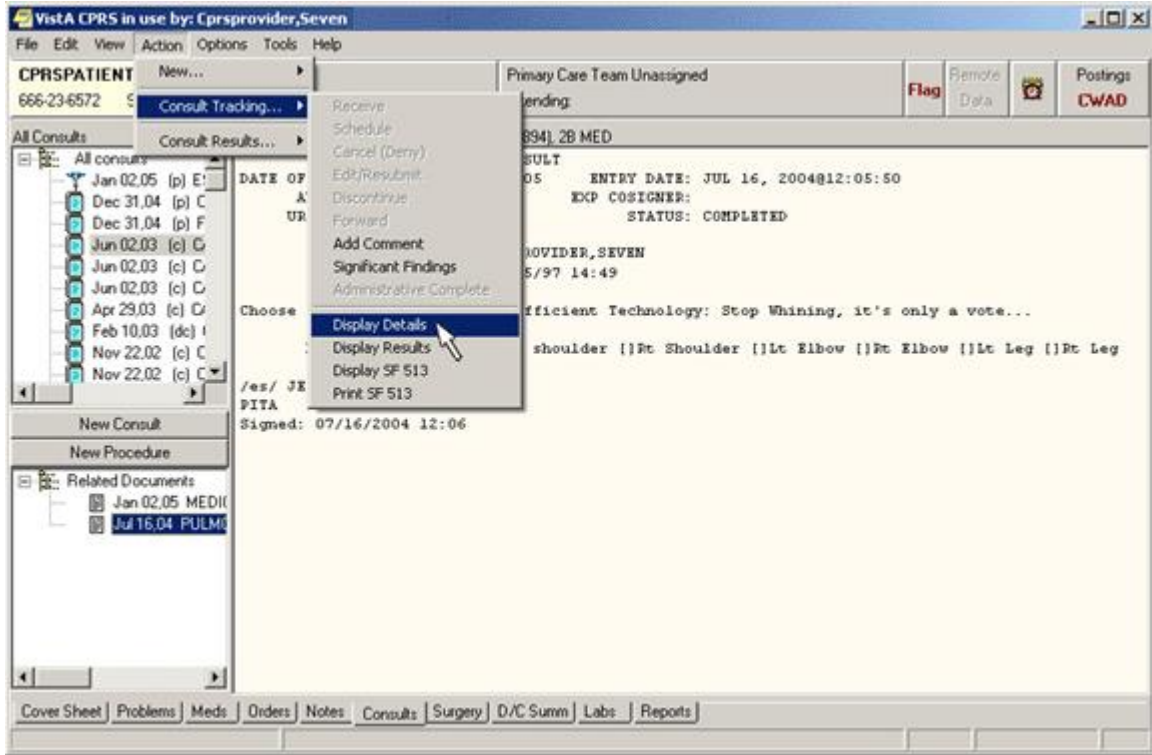


Results Display

- a. Highlight the correct Consult.
- b. Get the results for the current consult by selecting Action | Consult Tracking | Display Results.

The results display gives only the signed results and addendum making it easier to focus in on the information you need.

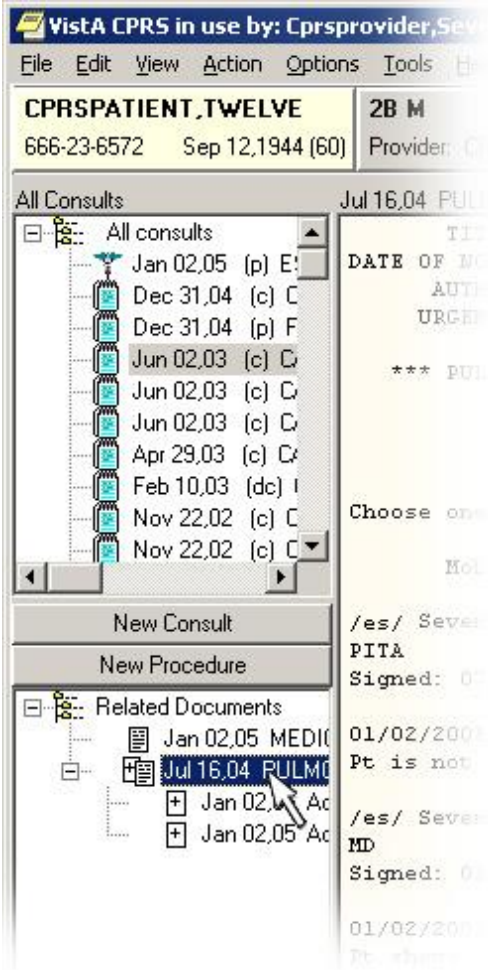
It also gives author information on unsigned and/or unreleased notes.



Note: If this were an Inter-Facility Consult, CPRS's Remote Data Views would retrieve the results over the VA Intranet. This may take slightly longer.

Select Consult

- a. Select the consult you want to view or perform an action on.
- b. If the consult has more than one note associated with it, that is indicated.



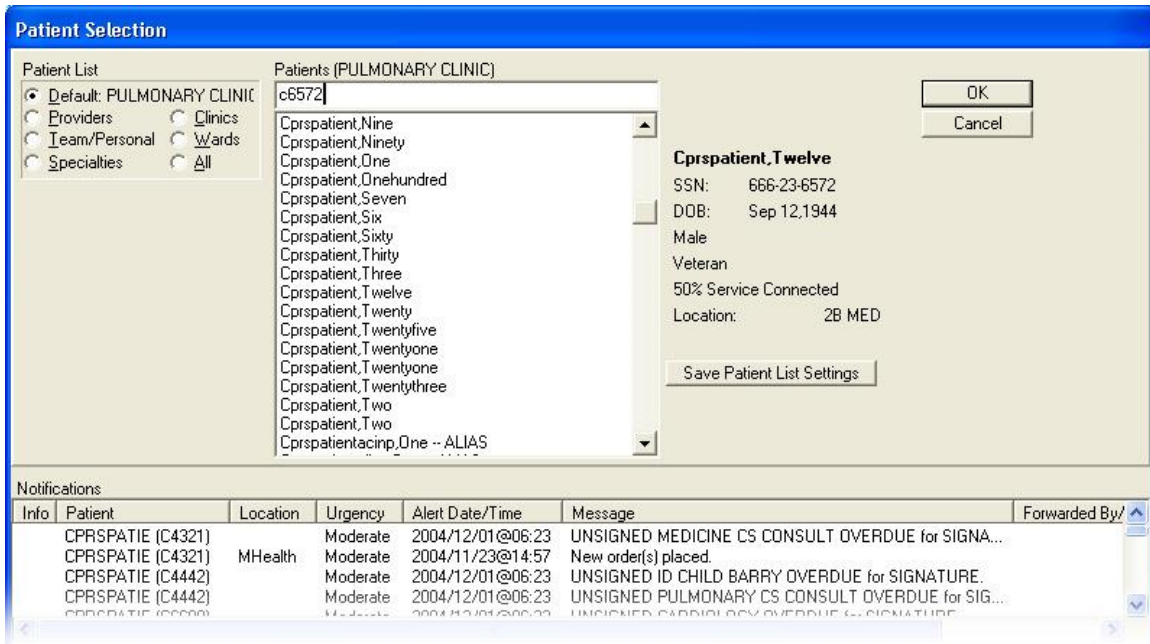
Select New Patient

1. Choose **Select New Patient** from the **File** Menu, or follow the underlined letter from the keyboard by pressing **Alt+F** (together) then **N**.



2. Use the **Patient Selection** Dialog:

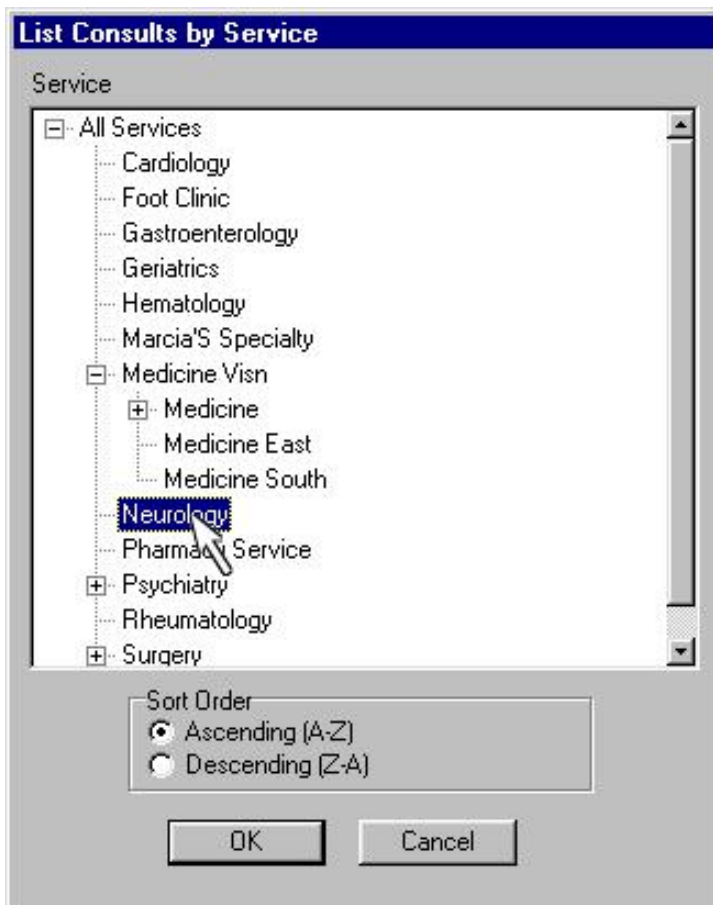
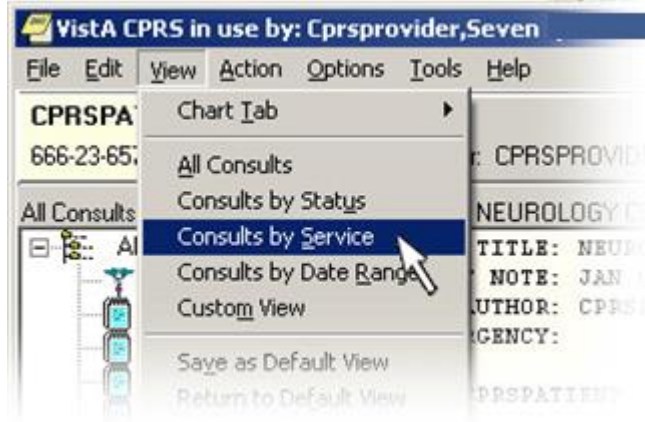
- a. If a list has been created that narrows the patient list, select the radio button to change the appropriate list of patients, such as a Clinic perhaps.
- b. Under Patients, type anything here that is allowed in VISTA patient prompts (many frequently use the first letter of the last name and last 4 of the social security number) and a list of matches appear directly below.
- c. Select the patient by double-clicking a name or highlight the name and press OK.



Select Service

1. Select Consults by Service from the View Menu:

- a. Select View | Consults by Service, or follow the underlined letters from the keyboard by pressing Alt+V (together) then S.
- b. In the List Consults by Service dialog that displays, you can expand hierarchies by clicking the plus sign, contract them by clicking the minus sign. You can also change the sort order of this list if you want to.
- c. Locate the service, highlight it, and select OK.



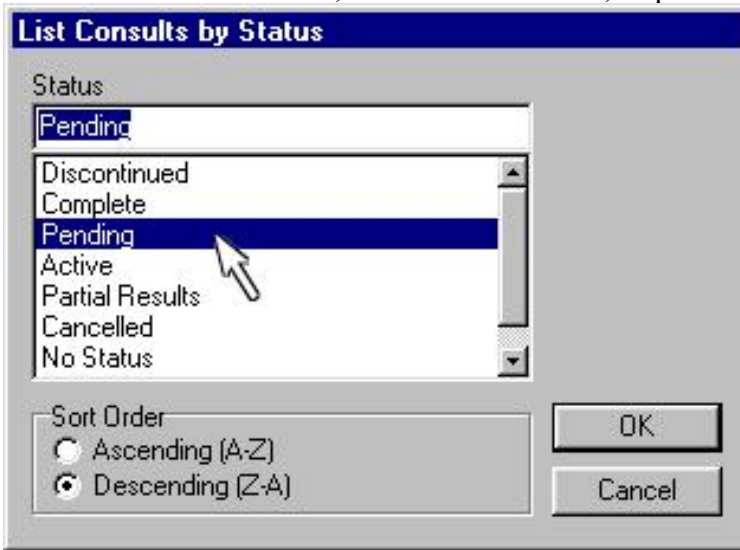
View by Status

1. Select **Consults by Status** from the **View** Menu, follow the underlined letters from the keyboard by pressing **Alt+V** (together) then **U**.



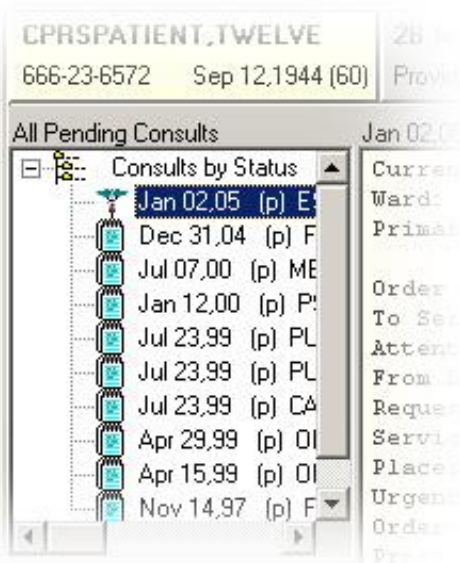
2. Select the status you want from the list:

- a. Click on the status or statuses you want to see. Hold down the Ctrl key when selecting to select more than one status.
- b. Change the sort order if needed.
- c. When finished, click the OK button, or press the Enter key.



Package Reference

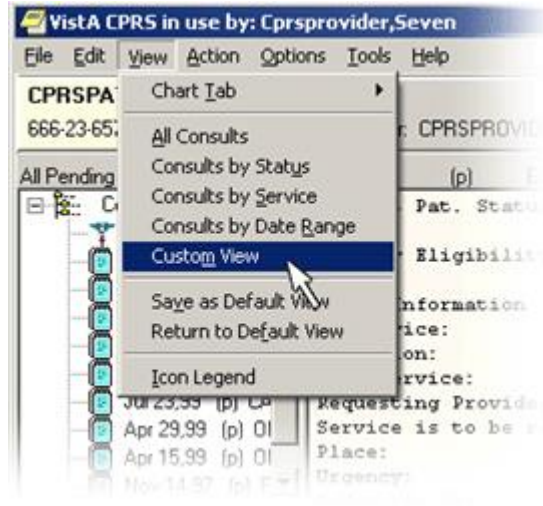
Now the list of consults only has ones with the status you selected.



Custom List

Custom List enables the user to select the service or services, statuses, and the beginning and ending date ranges. Users can also group the items by Consults/ Procedures, Service, or Status and set the sort order.

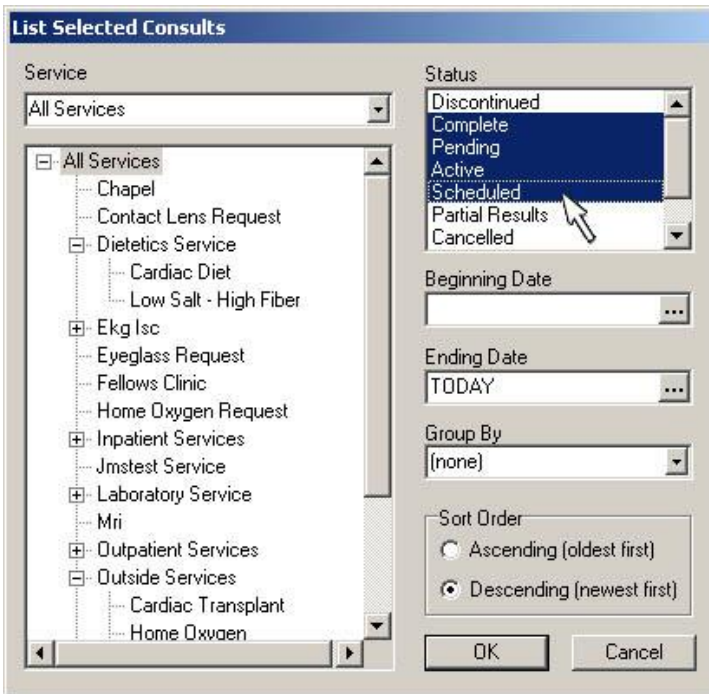
1. Select Custom View from the View Menu by selecting View | Custom View



2. Select the view you want.

Do one or more of the following:

- a. Select one or more services from the tree view. Use the shift and Ctrl keys to select multiple statuses (or services).
- b. Enter a beginning date and ending date. You can either type it in or select the button to use the calendar control.
- c. If you want to group them, select the Group method: You can group by Consults/ Procedures, Service, or Status.



3. Click OK.

Package Reference

There are three menus, six notifications, and 18 actions that make up the package that is Consults. In the preceding section, **Package Operation**, we discussed a number of these in order to explain how the Consult/Request Tracking package works. In this section, we give each of a description of each of these in turn to provide reference information for you.

General Service User Menu

If you are a Consults user from a service other than Medicine or Pharmacy services, you probably have the GMRC General Service User menu. This menu gives you access to all the basic functionality you need to track Consults for your service.

As a General Service User, you have access to three basic options as shown in this example:

```
Select Consult Service Tracking Option: ?

  CS      Consult Service Tracking
  PC      Service Consults Pending Resolution
  ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.
Select Consult Service Tracking Option:
```

Consult Service Tracking Option

The Consult/Request Service Tracking option may be used to:

Review the latest activity related to a patient's consult/procedure request orders.

Update or track activities related to a patient's consults.

The menu of actions available to you depends on whether you are a Review Only user or an Update user. The names and the synonyms for each menu action is listed below:

Review Only and Update Actions

ACTION NAME	SYNONYM	GUI Menu Action
Next Screen	+	
Previous Screen	-	
Add Comment	CM	Action Consult Tracking Add Comment
Change Date Range	CV;DT	View Consults by Date Range
Detailed Display	DD	Action Consult Tracking Detailed Display
Edit/Resubmit	ER	Action Consult Tracking Edit Resubmit*
Redisplay Screen	RD	
Select Patient	SP	File Select New Patient
Select Service	CV;SS	View Consults by Service
Print Form 513	PF	File Print
Quit	Q	File Exit
Results Display	RT	Action Consult Tracking Display Results
View By Status	CV;ST	View Consults by Status

* ER (Edit/Resubmit) may be used only by the originating provider or an update user. It is available on this menu in case the originating provider is not an update user.

Update Only Actions

ACTION NAME	SYNONYM	GUI Menu Command
Complete (Update)	CT	Action Consult Results Complete/Update Results
Cancel (Deny)	DY	Action Consult Tracking Deny
Discontinue	DC	Action Consult Tracking Discontinue
Forward	FR	Action Consult Tracking Forward
Receive	RC	Action Consult Tracking Receive
Remove Med Rslt	RM	Action Consult Tracking Remove Medicine Results
Schedule	SC	Action Consult Tracking Schedule
Significant Findings	SF	Action Consult Tracking Significant Findings
Make Addendum	MA	Action Consult Results Make Addendum

Each review screen displayed has a prompt at the bottom of the display screen. This prompt varies according to what Consults thinks you are going to do next. Thus, it is either “Select Consult:” or “Select Action:” depending on various system variables. If the prompt is “Select Consult:” you may either select a consult or an action. If the prompt is “Select Action:” you may only select an action. In either case a ? at this prompt provides you with a menu of actions.

Before you use this option, you need to know:

- The patient's name or identification.

You may identify a patient by entering information other than the patient's name. Some possibilities are: Social Security Number (SSN), Ward Location, or Room-Bed, at the Select Patient prompt.

- The service or specialty.

The default answer at the Select Service/Specialty Tracking prompt is always ALL SERVICES//. The response you make at the prompt determines what action you are able to select. If you accept the ALL SERVICES default, the Review Only actions are the only ones available. Alternatively, a service/specialty could be specified to restrict the number of consults to review. If you are an Update user for the service/specialty you selected, then you have all actions available to you at the action prompt.

Package Reference

An example of the Consult/Request Service Tracking option and default Review Only actions available for use with the option are shown in the following sample dialogue. User responses are in bold.

```
Select Consult Service Tracking Option: ?

  CS      Consult Service Tracking
  PC      Service Consults Pending Resolution
  ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: CS Consult/Request Service Tracking
Select Patient: CPRSPATIENT, FOUR          01-01-51      666123456      YES      SC VET
ERAN

Select Service/Specialty: ALL SERVICES// <Enter> ALL SERVICES
List From Starting Date: ALL DATES// <Enter> ALL
```

Select the Consult/Request Service Tracking option from your menu and enter the name of the patient whose consults/requests you want to review.

At the Select Service/Specialty prompt enter the name of the Service or hierarchy of services the consult was referred to. If consults are available in the service or hierarchy for the patient specified, they are listed as shown in the following display.

```

CONSULT TRACKING                               Oct 06, 2000 08:24:24           Page: 1 of 1
CPRSPATIENT, FOUR 666-44-2222 8E/3E101-1      MAR 3,1960 (40) <AD>
                                                    Wt.(lb): 184

```

	Requested	St	No.	Consult/Procedure	Request
1	10/06/00	p	1766	EYE CLINIC	Cons

```

Enter ?? for more actions
SP Select Patient          RT Results Display          ER Edit/Resubmit
CV Change View ...        PF Print Form 513
DD Detailed Display       CM Add Comment
Select: Quit//

```

Review Only Actions

Enter ?? at the Select Item(s) prompt to see the complete list of options available to you.

```

Select Consult: Quit// ??

Enter the display number of the item you wish to act on, or select an action.

If you'd like another view of the consults, enter CV.

Status key:
  'a' - active           'c' - complete           'dc' - discontinued
  'p' - pending         'x' - cancelled         'pr' - partial results
  's' - scheduled       'e' - expired

Enter ?? to see a list of actions available for navigating the list.

Press <return> to continue ...
The following actions are also available:
+ Next Screen           RD Redisplay Screen
- Previous Screen      UP Up a Line             CWAD Display CWAD Info
FS First Screen        DN Down a Line
LS Last Screen
                        PS Print Screen         SL Search List
                        PT Print List           EX Exit
GO Go to Page

```

Enter RETURN to continue or '^' to exit:

If you are an update user, the menu of actions includes additional actions such as received, completed, and discontinued.

The help display also includes a key to abbreviations used in consult screens, including the Consult Tracking screen currently under discussion.

Update Select Actions

If you are an Update user, then the Consult Tracking display looks like this:

CONSULT TRACKING		Oct 06, 2000 08:26:04		Page: 1 of 2 <input type="checkbox"/>			
CPRSPATIENT, FOUR		666-44-2222 8E/3E101-1		MAR 3, 1960 (40) <AD>			
				Wt. (lb): 184			
	Requested	St	No.	Consult/Procedure Request <input type="checkbox"/>			
1	11/17/98	x	1211	BRONCHOSCOPY PULMONARY Proc			
2	07/13/98	c	1112	*PULMONARY Cons			
3	06/18/98	c	1062	*PULMONARY Cons			
4	06/12/98	c	1050	PULMONARY Cons			
5	06/08/98	c	1028	PULMONARY Cons			
6	06/04/98	dc	1022	PULMONARY Cons			
7	05/27/98	dc	940	PULMONARY Cons			
8	05/20/98	dc	919	PULMONARY Cons			
9	05/13/98	c	898	*PULMONARY Cons			
10	05/01/98	c	881	PULMONARY Cons			
11	04/15/98	c	843	PULMONARY Cons			
12	03/16/98	c	827	PULMONARY Cons			
+ Enter ?? for more actions							
SP	Select Patient	FR	Forward	CT	Complete/Update	RT	Results Display
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum	PF	Print Form 513
RC	Receive	DC	Discontinue	SF	Sig Findings	RM	Remove Med Rslt
SC	Schedule	CM	Add Comment	DD	Detailed Display	ER	Edit/Resubmit Select:
Next Screen//							

Each action is described in detail in the **Actions** section of **Package Reference** starting on page 112.

Completion Time Statistics

This report is intended to help hospitals track overall quality of service. High numbers on this report can indicate the presence of bottlenecks in the organization that might need management attention.

In the following example, a report on completion times is printed for Pulmonary Service:

```
Select Consult Service Tracking Option: ?

  CS      Consult Service Tracking
  PC      Service Consults Pending Resolution
  ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: ST Completion Time Statistics

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date: ALL DATES//
...HMMM, LET ME THINK ABOUT THAT A MOMENT.....
```

```
DAYS TO COMPLETE CONSULT STATSOct 06, 2000 08:28:22          Page:    1 of    1
Number Of Days To Complete A Consult For Services Statistics.
FROM: ALL    TO: OCT 6,2000

                Consult/Request Completion Time Statistics
                FROM: ALL    TO: OCT 6,2000

SERVICE: PULMONARY
Total Number Of Consults Completed: 200
Mean Days To Complete: 46.8                Standard Deviation: 104.7
Total INPATIENT Consults: 32
Mean Days To Complete: 60.7                Standard Deviation: 125.1
Total OUTPATIENT Consults: 30
Mean Days To Complete: 93.4                Standard Deviation: 155.5
Total Unclassified Consults: 138
Mean Days To Complete: 33.4                Standard Deviation: 81.0

Enter ?? for more actions
SS Select Service          PR Print Completion Statistics To A Printer.
Select Item(s): Quit//
```


Service Consults Pending Resolution

The purpose of the Service Consults Pending Resolution option is to list the pending and active consults. Use it to stay informed about the overall status of consults for your service.

In the following example, the option is used to view pending and active Pulmonary consults:

```
Select Consult Service Tracking Option: ?

  CS      Consult Service Tracking
  PC      Service Consults Pending Resolution
  ST      Completion Time Statistics

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Consult Service Tracking Option: PC Service Consults Pending Resolution
Select Service/Specialty: PULMONARY
List From Starting Date: ALL DATES// <Enter>
...EXCUSE ME, LET ME THINK ABOUT THAT A MOMENT...
```

```
Service Consults by Status      Oct 06, 2000 08:31:39      Page:      1 of      5
To Service:  PULMONARY
From: ALL    To: OCT 6,2000

  Status      Last Action      Request Date  Patient Name      Pt Location      □
                                Consult/Request By Status
                                FROM: ALL    TO: OCT 6,2000

SERVICE: PULMONARY
Pending      CPRS RELEASED ORDER 09/20/00 CPRSATIENT,FOU (6572) 2B MED
Pending      CPRS RELEASED ORDER 09/19/00 CPRSATIENT,ONE (5678) 2B MED
Pending      CPRS RELEASED ORDER 09/19/00 CPRSATIENT,FIV (1111) 2B MED
Pending      CPRS RELEASED ORDER 07/20/00 CPRSATIENT,TWO (3241) 2B MED
Pending      PRINTED TO          06/29/99  CPRSATIENT,SIX (8829) GENERAL MEDICINE
Pending      PRINTED TO          06/28/99  CPRSATIENT,FOU (3779) 1A
Pending      PRINTED TO          06/15/99  CPRSATIENT,SEV (8828) 13A PSYCH
Pending      PRINTED TO          06/08/99  CPRSATIENT,FIF (4111) 1A
Pending      PRINTED TO          06/03/99  CPRSATIENT,EIG (2345) ONCOLOGY
Pending      PRINTED TO          06/03/99  CPRSATIENT,SIX (9235) 1A
Pending      PRINTED TO          06/03/99  CPRSATIENT,NIN (3242) ONCOLOGY
Pending      PRINTED TO          06/03/99  CPRSATIENT,TEN (5525) ONCOLOGY
+          Enter ?? for more actions      >>>
  Service      Status      Number on/off      Print List
Select Item(s): Next Screen//
```



Note: **Someone in your clinic or service should review this list daily to make sure that all consults are being attended to.**

Consult Status

The following table gives the statuses that Consults uses, along with their abbreviation, name, and description:

Abbreviation	Name	Description
a	ACTIVE	Orders that are active or have been accepted by the service for processing.
c	COMPLETE	Orders that require no further action by the ancillary service.
dc	DISCONTINUE	Orders that have been stopped prior to expiration or completion.
p	PENDING	Orders that have been placed but not yet accepted by the service filling the order.
pr	PARTIAL RESULTS	All or part of a consult completion report has been entered but has not yet been signed.
s	SCHEDULED	The receiving clinic has scheduled an appointment for the patient.
x	CANCELLED	Orders that have been rejected by the ancillary service without being acted on.

The following table gives the actions that Consults uses along with the status after the action is performed:

Consult Actions	Status after Action
CPRS Released Order	PENDING
Discontinued	DISCONTINUED
Incomplete Report	PARTIAL RESULTS
Completed	COMPLETE
Edited/Resubmit	PENDING
Schedule	SCHEDULED
Forwarded	PENDING
Canceled	CANCELLED
Added Comment	No change in status
Received	ACTIVE
Printed	No change in status

This table shows actions that are tracked in Consults V. 3.0. Actions that are new with 3.0 are indicated as well as which Consults menu (update or review) initiates the action. If an order status change can result from the action, the new status is shown.

TRACKED ACTION TYPE	New V.3.0	Update Actions	Review Actions	RELATED ORDER STATUS	Comment
Added Comment					Review users can add a comment.
Addendum Added To					Based on adding a signed and released addendum to a completed note via the Complete/Update or Make Addendum action or through TIU actions.
Cancelled				CANCELLED	This is used in 3.0 replacing the 2.5 Deny action.
Complete/Update				COMPLETE or PARTIAL RESULTS	Changed title to imply Complete can be chosen multiple times by clinicians entering results. TIU actions can also cause this tracking action. Includes the one-time Administrative Complete.
Disassociate Result					Currently done through TIU actions. In the future will be used to remove an incorrectly associated note.
Discontinued				DISCONTINUED	No longer includes Denied.
Edit Before Release				UNRELEASED	Moved unreleased consults to Order Entry in CPRS conversion.

Package Reference

Edit/Resubmitted				PENDING	The originating provider can edit and resubmit a consult from either an alert or the Consult Tracking screen. An update user may also use this action.
CPRS Released Order				PENDING	Used in 3.0 to represent a signed/released Consult order from CPRS.
Forwarded From				PENDING	
Incomplete RPT				PARTIAL RESULTS	Status name has changed from Incomplete RPT. Based on Complete/Update action, and/or TIU actions, if the first consult note is not completed.
New Note Added				PARTIAL RESULTS/COMPLETE	Based on Complete/Update action and/or TIU actions.

Consult Action/Status Overview (Continued)

TRACKED ACTION TYPE	New V.3.0	Update Actions	Review Actions	RELEASED OE/RR STATUS	Comment
Printed to					Based on the original order being signed and released, forwarded, and edit/resubmitted. The SF 513 printed at the Service is accomplished with the Consult package hard-coded format. (OE/RR print templates cannot include results.)
Received				ACTIVE	
Schedule				ACTIVE	The Schedule action does not actually schedule an appointment or link to the scheduling package. It does allow a convenient way to annotate a consult after an appointment has been scheduled by some other means.
Service Entered				ACTIVE	Currently unavailable.
Sig Finding Update					May be used independently from Administrative Complete action from 2.5.
Status Change				ACTIVE	Used by TIU when a note is disassociated from a consult and there are no other results associated with the it.
Unknown Action				NO STATUS	Used in displays if action is unknown.

Actions

Brief Action Descriptions

Review Only Actions

- DD** The *Detailed Order Display* action displays specific order activities and details, audit/tracking trails and results.
- CT** The *New Date Range* allows you to change date range while in the Consult Tracking screen. This date range change does not change the patient or require you to select a new patient. It is a subordinate action to Change View (CV).
- CV** The *Change View* action gives you the capability to view consults by Service, Status, or Date Range. This is done by adding the modifying action to CV as such: CV;SS for Select Service. CV;ST for View by Status. CV;DT for New Date Range.
- PF** The **Print Form** action produces a copy of SF 513.
- RT** The *Results Display* action displays the results of the consult or procedure request order.
- SP** The *Select New Patient* action allows you to select a new patient's name at any time, while using this option, rather than having to log out of the option and log back in.
- SS** The *Select Service* action allows you to select a different service/specialty in which to review orders. It is a subordinate action to Change View (CV).
- ST** The **View by Status** action allows you to select one or more statuses to display on the screen. It is a subordinate action to Change View (CV).
- CM** This action synonym may be entered at the Select prompt if the Service/Specialty wishes to add a *Comment* to an existing consult order. An example is a comment indicating that the requesting clinician wants a HOLD put on an order that has already been Received and is active in a Service/Specialty.
- ER** Although the *Edit/Resubmit* action shows up on the Review Only menu, it can only be executed by the originating provider or an update user. When a consult is cancelled or denied for clerical reasons (such as insufficient data), then the information on the consult can be edited and resubmitted it with this action. Alternatively, the originating provider may perform this function from the alert.
- Q** The *Quit* action exits all Consults options.

Update Actions

- CT** The ***Complete Request*** action updates the CPRS status of a consult from Active to Completed. When the patient's consult review screen is displayed again, both the consult's current status and the Last Activity field will be updated to indicate that the consult's new current status is Completed.
- Complete Request also links you to TIU so that you can enter findings.
- CX** The ***Cancel (or Deny) Request*** action may be used by Service personnel to deny a request for completion of a consult/procedure received by their Service. A comment concerning the reason for denial must added when using this action.
- DC** The ***Discontinue Order*** action allows Service/Specialty personnel to change an order's current status and Last Activity field to Discontinued. In addition, a comment may be added concerning the reason for discontinuance.
- FR** Entering the ***Forward Request*** allows you to forward a consult or request to any other Service/Specialty, provided that Service/ Specialty has been set up by IRM personnel to receive consults on line. As an example, this action could be used when Cardiology Service has mistakenly received a consult that should have been sent to Hematology Service.
- MA** The ***Make Addendum*** action allows one or more people to add their comments to the results of a consult. Contrast this to Add Comment, which adds a note to the consult.
- RC** The ***Received Request*** action is used by a Service/Specialty to acknowledge receipt of a new consult/request in the Service and to update the current CPRS status of the consult/request to Active rather than Pending. The Last Activity field on the patient's review screen will also be updated to indicate that the consult was Received.
- RM** The ***Remove Medicine Results*** action is used when a medicine result has been attached to a consult in error. Its use is restricted, but generally speaking, it can be done by anyone who can attach medicine results.
- SC** The ***Schedule*** action can be used by a Service/Specialty to annotate a consult that an appointment has been scheduled for the patient. (It does not schedule an appointment or link to the Scheduling Package.)
- SF** The ***Significant Findings*** action is used by a Service/ Specialty to mark a consult has having significant findings. When the Sig Findings flag is set to "Y" an asterisk is placed next to the consult in the review display.



Note: **Actions that require you to select an existing order can be done in one of two ways:**

 Select the action.
 Select the order.

Or

 Select the order.
 Select the action.

The actions that are affected by this are:

DD	Detailed Order Display
CM	Comment Order
CT	Complete Request
DC	Discontinue Order
CY	Deny Request
FR	Forward Request
RC	Received Request
SC	Schedule
ER	Edit/Resubmit

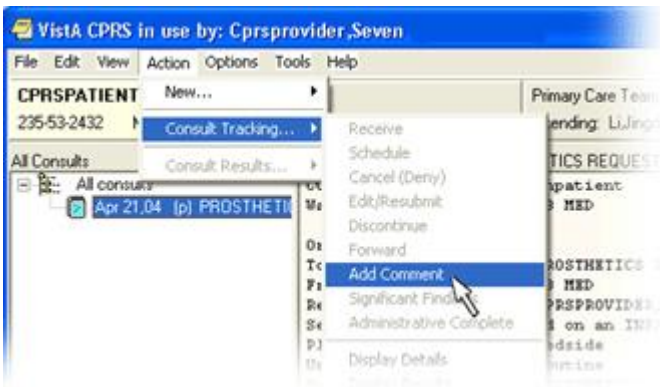
Add Comment (CM) Action

The Add Comment action allows you to append a comment to a consult order when important information about the consult needs to be added to the original order or when a caregiver needs to furnish information before the consult is ready to be closed out.

The Add Comment action can be performed by any user.

To use the Comment Order action from Windows:

- From the Consults tab, highlight the consult you want to add a comment to.
- Select Action|Consult Request|Add Comment.



Note: If this were an Inter-Facility Consult, individuals from the other facility involved would not be on this list. In this case, the Notification System decides who to notify at the primary facility by referring to Consults files.

Cancel (or Deny) Consult

The Cancel action is one of several options the receiving clinic or service uses to process a request (see **Forward the Consult** under **Work Flow** page 23).

The originating clinician is automatically sent an alert that the request has been canceled. This action is provided for all update options in the Consults package.

Example:

```
Select Consult Management Option: CS Consult Service Tracking
Select Patient: CPRSPATIENT, FOUR 01-01-51 666123456 YES SC VET
ERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date: ALL DATES // <Enter> ALL DATES
```

```
CONSULT TRACKING Jun 19, 1997 04:21:18 Page: 1 of 1 
CPRSPATIENT, FOUR 666-43-8796 2B M DEC 4,1949 (50) <CAD>
Wt. (lb): 184

Requested St No. Consult/Procedure Request 
1 02/03/97 a 999 PULMONARY Consult
2 02/03/97 a 989 PULMONARY Consult
3 02/03/97 c 929 *PULMONARY Consult
4 02/03/97 c 873 *PULMONARY Consult
5 01/09/97 c 872 PULMONARY UGI
6 09/06/96 dc 500 PULMONARY ECHO
7 03/05/92 dc 444 PULMONARY Electrocardiogram

Enter ?? for more actions
SP Select Patient FR Forward CT Complete/Update RT Results Display
CV Change View ... CX Cancel (Deny) MA Make Addendum PF Print Form 513
RC Receive DC Discontinue SF Sig Findings RM Remove Med Rslt
SC Schedule CM Add Comment DD Detailed Display ER Edit/Resubmit
Select: Quit// CX Cancel (Deny)
```

```
CHOOSE No. 1-2: 2
Responsible Clinician: CPRS PROVIDER, TWO CRS PHYSICIAN
Date/Time of Actual Activity: NOW// <Enter> (JUN 19, 1997@04:21)
Enter COMMENT:
 1>Duplicate Consult
 2> <Enter>
EDIT Option: <Enter>
```

(Continued on next page.)

Package Reference

CONSULT TRACKING		Jun 19, 1997 04:22:02		Page: 1 of 1			
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>			
Wt. (lb): 184							
	Requested	St	No.	Consult/Procedure	Request		
1	02/03/97	x	999	PULMONARY	Consult		
2	02/03/97	a	989	PULMONARY	Consult		
3	02/03/97	c	929	*PULMONARY	Consult		
4	02/03/97	c	873	*PULMONARY	Consult		
5	01/09/97	c	872	PULMONARY	UGI		
6	09/06/96	dc	500	PULMONARY	ECHO		
7	03/05/92	dc	444	PULMONARY	Electrocardiogram		
Enter ?? for more actions							
SP	Select Patient	FR	Forward	CT	Complete/Update	RT	Results Display
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum	PF	Print Form 513
RC	Receive	DC	Discontinue	SF	Sig Findings	RM	Remove Med Rslt
SC	Schedule	CM	Add Comment	DD	Detailed Display	ER	Edit/Resubmit
Select: Quit//							

The originating clinician then has the option of editing and resubmitting the request. This is done either from the view alerts function, or from the consult tracking screen with the Edit/Resubmit (ER) action. An update user for the subject service may also edit and resubmit a canceled consult.

Change View (CV) Action

The Change View action is really three different actions packaged into one. They are:

- View by Status (ST)
- Change Date Range (DT)
- Select Service (SS)

Enter the CV action followed by one of these three options. You can do this as two different entries, or you can put both commands on the same line separated by a semicolon, like this: CV;DT

In the following example we use the CV action to display selected statuses:
 With this action you can selectively display consults on the Consult Tracking screen base on the consult's status. In the following example, the display is changed to view only consults with a status of Pending or Discontinued. For a list of consult statuses and their meanings, see page 108.

CONSULT TRACKING		Jul 30, 1997 09:21:02		Page: 1 of 2	
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>	
				Wt. (lb): 184	
	Requested	St	No.	Consult/Procedure	Request
1	10/06/00	p	1766	EYE CLINIC	Cons
2	09/21/00	p	1764	Electrocardiogram	CARDIOLOGY Proc
3	04/25/00	s	1713	CARDIOLOGY	Cons
4	03/21/00	c	1701	CARDIOLOGY (SOUTH)	Cons
5	02/22/00	pr	1687	PULMONARY (SOUTH)	Cons
6	01/26/00	c	1665	CARDIOLOGY	Cons
7	06/02/99	c	1483	VENTRICAL LEAD IMPLANT	CARDIOLOGY Proc
8	04/29/99	a	1455	CARDIOLOGY (oex)	CARDIOLOGY Cons
9	02/18/99	x	1395	CARDIOLOGY	Cons
10	01/06/99	c	1322	M'S SPECIALTY SEA-M'S SPECIALTY	Cons
11	01/05/99	c	1310	*GASTROENTEROLOGY	CARDIOLOGY Cons
12	01/04/99	c	1287	CARDIOLOGY	Cons
+ Enter ?? for more actions					
SP Select Patient		RT Results Display		ER Edit/Resubmit	
CV Change View ...		PF Print Form 513			
DD Detailed Display		CM Add Comment			
Select Consult: Next Screen// CV Change View ...					

DT	Date Range
ST	Status
SS	Service
Only Display Consults With Status of: All Status's// p Pending	
Another Status to display: s Scheduled	
Another Status to display: a Active	
Another Status to display: <Enter>	

(Continued on the next page.)

CONSULT TRACKING		Jul 30, 1997 09:21:10		Page: 1 of 1	
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>	
				Wt. (lb): 184	
	Requested	St	No.	Consult/Procedure	Request
1	10/06/00	p	1766	EYE CLINIC	Cons
2	09/21/00	p	1764	Electrocardiogram	CARDIOLOGY Proc
3	04/25/00	s	1713	CARDIOLOGY	Cons
8	04/29/99	a	1455	CARDIOLOGY (oex)	CARDIOLOGY Cons
□					
Enter ?? for more actions					
SP	Select Patient	RT	Results Display	ER	Edit/Resubmit
CV	Change View ...	PF	Print Form 513		
DD	Detailed Display	CM	Add Comment		
Select Consult: Quit//					

Complete Request (CT) Action

The Complete Request action which updates a consult order's CPRS status to completed (c).

Using the CT action informs the system that you are completely finished with a consult or procedure. An alert is sent to the originating provider and marks the record of the consult as complete.

Finally, the Complete action links you to TIU so that you can enter results. See page 26 for an example of this feature.

If a user is set up as either an Administrative User or on an Administrative User Team, the option exists to perform an Administrative Complete. In the GUI (Windows) interface, this is a separate command under Action | Consult Tracking. In List Manager, if the user has Administrative privileges, then the program asks if an Administrative Complete should be performed. (An Administrative complete does not have results attached to it.)

Deny Request (DY) Action

The Deny Request action has been subsumed by the Cancel action. See Cancel (CX) Action on page 116.

Detailed Order Display (DD) Action

The Detailed Order Display action provides a list of all consult information contained in the computer file.

Example:

```
Select Consult Management Option: CS Consult Service Tracking
Select Patient: CPRSPATIENT,FOUR CPRSPATIENT,FOUR      12-04-49      666438796
SC VETERAN

Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date: ALL DATES // <Enter> ALL DATES
```

```
CONSULT TRACKING          Nov 01, 1997 13:55:32          Page: 1 of 1
CPRSPATIENT,FOUR 666-43-8796          2B M          DEC 4,1949 (50) <CAD>
                                          Wt.(lb): 184

   Requested  St   No.   Consult/Procedure Request
1   11/01/97   c    675  PULMONARY Consult
2   10/06/00   p    566  EYE CLINIC Cons
3   09/21/00   p    464  Electrocardiogram CARDIOLOGY Proc

Enter ?? for more actions
SP Select Patient   FR Forward          CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)    MA Make Addendum    PF Print Form 513
RC Receive          DC Discontinue      SF Sig Findings     RM Remove Med Rslt
SC Schedule        CM Add Comment      DD Detailed Display ER Edit/Resubmit
Select:Quit// DD  Detail Display
```

```
Select Consult Number: 1
```

You can do just the opposite of the example above, i.e., you can select a consult first then type the action DD. The result is the same.
(Continued on next page.)

Package Reference

```
CONSULTS DETAILED DISPLAY      Nov 01, 1997 13:55:42      Page: 1 of 5
CONSULT DETAILED DISPLAY                               Consult No.: 675
CPRSPATIENT,TWO      666-67-1996      DOB: MAR 5,1949 (48)  Wt. (lb): No Entry

Current Inpatient/Outpatient: Inpatient
Ward:                2B
Eligibility:         SC VETERAN
To Service:          PULMONARY
From Service:        MEDICINE
Reason For Request:  Pt experiences shortness of breath when out of
                    bed.
Status:              COMPLETE

ATTENTION:          CPRSPROVIDER,TWO
Place:              Bedside
Urgency:            Routine

Request Activity    Date/Time      Ordering Clinician  Entered By
RECEIVED           11/01/97 10:13  CPRSPROVIDER,ONE   CPRSPROVIDER,ONE
RECEIVED           11/01/97 10:15  CPRSPROVIDER,ONE   CPRSPROVIDER,ONE
+ Enter ?? for more actions

Select Action:Next Screen// <Enter>
```

```
CONSULTS DETAILED DISPLAY      Nov 01, 1997 14:00:20      Page: 2 of 5
CONSULT DETAILED DISPLAY                               Consult No.: 675
CPRSPATIENT,TWO      666-67-1996      DOB: MAR 5,1949 (48)  Wt. (lb): No Entry
+
COMPLETED          11/01/97 10:17  CPRSPROVIDER,ONE   CPRSPROVIDER,ONE
----- TIU CONSULT REPORT -----

Source Information
Reference Date: NOV 01, 1997@10:15:35      Author: CPRSPROVIDER,ONE
Entry Date: NOV 01, 1997@10:15:35      Entered By: CA
Expected Signer: CPRSPROVIDER,ONE      Expected Cosigner: None
Urgency: None                          Document Status: COMPLETED
Line Count: 21                          TIU Document #: 2330
Subject: None

Associated Problems  No linked problems.

Edit Information
Edit Date: NOV 01, 1997@10:17:23      Edited By: CPRSPROVIDER,ONE
+ Enter ?? for more actions

Select Action:Next Screen// <Enter>
```

(Continued on next page.)

Package Reference

CONSULTS DETAILED DISPLAY	Nov 01, 1997 14:02:13	Page: 3 of 5
CONSULT DETAILED DISPLAY		Consult No.: 675
CPRSPATIENT,TWO	666-67-1996	DOB: MAR 5,1949 (48) Wt. (lb): No Entry
+ Reassignment History Document Never Reassigned.		
Signature Information		
Signed Date: NOV 01, 1997@10:17:35	Signed By: CPRSPROVIDER,ONE	
	Signature Mode: ELECTRONIC	
Cosigned Date: None	Cosigned By: None	
	Cosignature Mode: None	
Document Body		
At the time I went to examine the pt, he was acutely broncho-spastic and in moderately severe respiratory distress. I had him deliver a puff of albuterol with an Aerochamber; his technique was poor. I then instructed him and delivered an additional four puffs, which he did with good technique. He was improved and with a clear lung exam within a few seconds (though wheezes were still present		
+ Enter ?? for more actions		
Select Action:Next Screen// <Enter>		

CONSULTS DETAILED DISPLAY	Nov 01, 1997 14:03:47	Page: 4 of 5
CONSULT DETAILED DISPLAY		Consult No.: 675
CPRSPATIENT,TWO	666-67-1996	DOB: MAR 5,1949 (48) Wt. (lb): No Entry
+ on forced expiration).		
The pt regimen is lacking in inhaled corticosteroids. Recognizing that asthma is an inflammatory process, inhaled steroids are important in controlling the inflammatory response. My practice for severely out-of-control asthmatics is to use high-dose inhaled steroids, typically vanceril, 16 puffs qid, with a spacing device such as the Aerochamber. I would institute such a regimen while he is here.		
The pt has an in-house pet dog and an outside pet cat. I have told him that the cat should go, even if it is outdoors. Cat saliva contains a glycoprotein that leaves residue on their coats and flakes into the air; it is problematic for many asthmatics.		
The purulent phlegm asthmatics have during exacerbations is usually		
+ Enter ?? for more actions		
Select Action:Next Screen// <Enter>		

(Continued on the next page.)

Package Reference

CONSULTS DETAILED DISPLAY Nov 01, 1997 14:07:36 Page: 5 of 5
CONSULT DETAILED DISPLAY Consult No.: 675
CPRSPATIENT,TWO 666-67-1996 DOB: MAR 5,1949 (48) Wt. (lb): No Entry

+
due to the eosinophils, not from infection. Antibiotics are usually
not necessary.

If you like, you may refer Mr. Bud to my clinic after discharge.

===== END =====

Enter ?? for more actions

Select Action:Quit//

Discontinue Order (DC) Action

The Discontinue Order (DC) action is used by clinical personnel to stop a consult/procedure request after it has been signed. This differs from the cancel action in that there is not Edit/Resubmit action available on a discontinued order.

In the example below, the Discontinue Order action is used to cancel a duplicate order:

```
Select OPTION NAME: GMRC MGR          Consult Management      menu
Select Consult Management Option: cs  Consult Service Tracking
Select Patient: CPRSPATIENT, FOUR CPRSPATIENT, FOUR      12-04-49      666438796
SC VETERAN
Select Service/Specialty: ALL SERVICES// PULMONARY
List From Starting Date: ALL DATES // <Enter> ALL DATES
```

```
CONSULT TRACKING          Jun 19, 1997 09:31:19          Page: 1 of 1
CPRSPATIENT, FOUR 666-43-8796          2B M          DEC 4, 1949 (50) <CAD>
                                          Wt. (lb): 184

  Requested  St      No.   Consult/Procedure Request
1  10/06/00  p      1766  EYE CLINIC Cons
2  09/21/00  p      1764  Electrocardiogram CARDIOLOGY Proc
3  04/25/00  c      1713  CARDIOLOGY Cons
4  03/21/00  c      1701  CARDIOLOGY (SOUTH) Cons
5  02/22/00  pr     1687  PULMONARY (SOUTH) Cons
6  01/26/00  c      1665  CARDIOLOGY Cons
7  06/02/99  c      1483  VENTRICAL LEAD IMPLANT CARDIOLOGY Proc
8  04/29/99  c      1455  CARDIOLOGY (oex) CARDIOLOGY Cons
9  02/18/99  x      1395  CARDIOLOGY Cons
10 01/06/99  c      1322  MARCIA'S SPECIALTY SEA-MARCIA'S SPECIALTY Cons
11 01/05/99  c      1310  *GASTROENTEROLOGY CARDIOLOGY Cons
12 01/04/99  c      1287  CARDIOLOGY Cons
Enter ?? for more actions
SP Select Patient  FR Forward          CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)  MA Make Addendum   PF Print Form 513
RC Receive        DC Discontinue      SF Sig Findings    RM Remove Med Rslt
SC Schedule       CM Add Comment     DD Detailed Display ER Edit/Resubmit
Select Consult: Quit// DC Discontinue
```

```
CHOOSE No. 1-7: 3
Responsible Clinician: CPRSPROVIDER, TWO          CRS          PHYSICIAN
Date/Time of Actual Activity: NOW// <Enter> (JUN 19, 1997@09:31)
Enter COMMENT:
  1>Duplicate
  2> <Enter>
EDIT Option: <Enter>
```

(Continued on next page.)

Package Reference

CONSULT TRACKING		Jun 19, 1997 09:31:58		Page: 1 of 1	
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>	
				Wt. (lb): 184	
	Requested	St	No.	Consult/Procedure	Request
1	10/06/00	p	1766	EYE CLINIC	Cons
2	09/21/00	p	1764	Electrocardiogram	CARDIOLOGY Proc
3	04/25/00	dc	1713	CARDIOLOGY	Cons
4	03/21/00	c	1701	CARDIOLOGY (SOUTH)	Cons
5	02/22/00	pr	1687	PULMONARY (SOUTH)	Cons
6	01/26/00	c	1665	CARDIOLOGY	Cons
7	06/02/99	c	1483	VENTRICAL LEAD IMPLANT	CARDIOLOGY Proc
8	04/29/99	c	1455	CARDIOLOGY (oex)	CARDIOLOGY Cons
9	02/18/99	x	1395	CARDIOLOGY	Cons
10	01/06/99	c	1322	MARCIA'S SPECIALTY SEA-	MARCIA'S SPECIALTY Cons
11	01/05/99	c	1310	*GASTROENTEROLOGY	CARDIOLOGY Cons
12	01/04/99	c	1287	CARDIOLOGY	Cons
Enter ?? for more actions					
SP	Select Patient	FR	Forward	CT	Complete/Update
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum
RC	Receive	DC	Discontinue	SF	Sig Findings
SC	Schedule	CM	Add Comment	DD	Detailed Display
				ER	Edit/Resubmit
Select Consult: Quit//					

Edit/Resubmit (ER) Action

In the case where a consult is cancelled (or denied) for clerical reasons (e.g., test results that indicate that the consult is needed), then the original submitter or an update user for the relevant service has a chance to edit the consult to include the missing information and resubmit it. This may be done from either the alert screen, or from the consult tracking screen. In either case, the procedure is the same. See **Consult/Request Cancel/Hold** on page 150 for an example.

Forward Request (FR) Action

Entering the Forward Request allows you to forward a consult or request to any other Service/Specialty, provided that Service/Specialty has been set up by IRM personnel to receive consults online. Thus, the decision by the referring clinician regarding who should receive the consult can be modified by the receiving Service/Specialty. This action is available from both the CPRS screen and the Consult/Request Alerts screen. If a request needs to be forwarded to a clinic that is not a sub-service of your clinic, the FR (Forward Request) action should be used. This action is discussed in the **Forward the Consult** section under **Work Flow** on page 23.

Make Addendum (MA) Action

The Make Addendum action allows one or more people to add their comments to the results of a consult. Contrast this to Add Comment, which adds a note to the consult before it is resulted.

There is an example of Make Addendum in the Windows section on page 86.

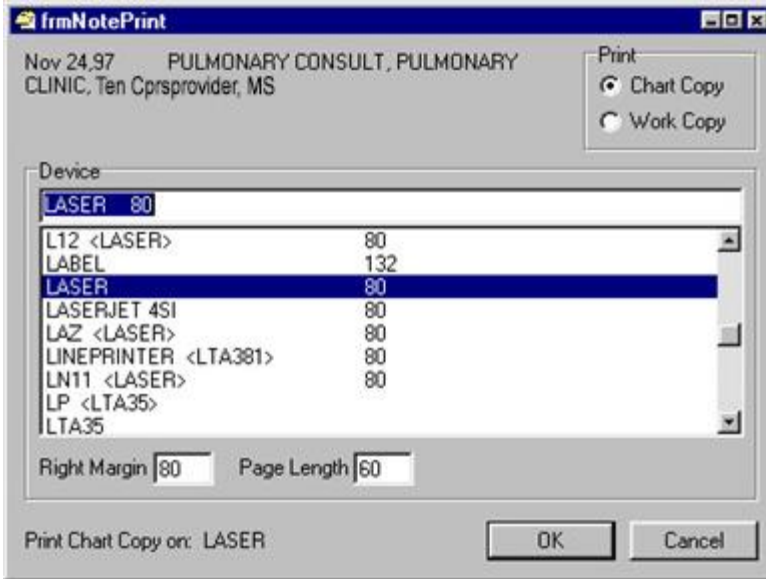
Print Form (PF) Action

With the Print Form Action, you can print either a chart or working copy of the consult form. To use this action from the Windows interface, follow these steps:

From the Consults tab, select the consult you want to print.

- Select File | Print Form.
- Select the printer you want the form to come out on.
- Choose Chart Copy or Work Copy.
- Choose OK.

For an example of the Print Form option as used from the List Manager interface, see page 29.



Print Screen Contents (PS) Action

This option prints the information that is on the screen. The output is not exactly a screen image, as it does not include the prompt area at the bottom of the screen. To print the entire contents of a consult request, use the Print Form (PF) action.

Example:

```

CONSULTS DETAILED DISPLAY      Jun 20, 1997 10:40:56      Page:    1 of    2
CONSULT DETAILED DISPLAY      Consult No.: 208
CPRSPATIENT,FOUR 666-43-8796      2B M      DEC 4,1949 (50)  <CAD>

Current Inpatient/Outpatient: Inpatient
Ward:                            1A
Eligibility:                      SC VETERAN
To Service:                       PULMONARY
From Service:
Provisional Diagnosis: Broken interface with CPRS.
Reason For Request:  Checking action of DY (denying) a consult as to
                        DC (discontinuing) a consult.
Status:                          DISCONTINUED

Urgency:                          SWITCH BED

Request Activity      Date/Time      Ordering Clinician  Entered By
ENTERED IN OE/RR     03/05/97 16:09  CPRSPROVIDER,TWO   CPRSPROVIDER,TWO
//
Forwarded From MEDICINE
+      Enter ?? for more actions
Select Action:Next Screen// ps  PS
    
```

```

DEVICE: HOME// laser  PRINTER ROOM LN11 12 PITCH
DO YOU WANT YOUR OUTPUT QUEUED? NO// (NO)
    
```

Quit (Q) Action

Enter the Quit (Q) action at the last Select prompt to quit using your Consults option. Users may enter Q to Quit or ^ to Exit the option at any time.

Receive Request (RC) Action

Performing the Receive action on a consult changes its status from Pending to Active. This puts your clinic on record as accepting responsibility for completing the consult. On page 25 we give an example of receiving a consult from a consult tracking screen. This is an example of receiving a consult from a notification alert:

```

You have PENDING ALERTS
      Enter "VA VIEW ALERTS      to review alerts

Select OE/RR Manager Menu Option: VA View Alerts

1. CPRSPATIENT,FOUR (C8796): New Consult/Request ()
2. CPRSPATIENT,TWO (C9600): New Consult/Request (Today)
4. CPRSPATIENT,ONE (C3456): Consult/Request DENIED Consult
   Select from 1 to 6
   or enter ?, A I, F, P, M, R, or ^ to exit: 1

Consult/Request Alerts      Feb 13, 1998 13:34:56      Page: 1 of 1
CPRSPATIENT,FOUR 666-43-8796      2B M      DEC 4,1949 (50) <CAD>
                                          Wt.(lb): 184

Number      Date      Stat  Service      Procedure
187         02/14/97 p      NEUROLOGY      Consult

Enter ?? for more actions
SP Select Patient      FR Forward      CT Complete/Update  RT Results Display
CV Change View ...    CX Cancel (Deny)  MA Make Addendum    PF Print Form 513
RC Receive            DC Discontinue    SF Sig Findings      RM Remove Med Rslt
SC Schedule          CM Add Comment    DD Detailed Display  ER Edit/Resubmit
Select: Quit// RC      Receive Request

Who received it?: CPRSPROVIDER,ONE      OC
Date/Time Actually Received: NOW//      (FEB 13, 1998@13:36)
(Continued on the next page.)
    
```

Package Reference

Consult/Request Alerts Feb 13, 1998 13:36:52 Page: 1 of 1
CPRSPATIENT, FOUR 666-43-8796 2B M DEC 4, 1949 (50) <CAD>
Wt. (lb): 184

Number	Date	Stat	Service	Procedure
187	02/14/97	a	NEUROLOGY	Consult

Enter ?? for more actions

SP Select Patient	FR Forward	CT Complete/Update	RT Results Display
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513
RC Receive	DC Discontinue	SF Sig Findings	RM Remove Med Rslt
SC Schedule	CM Add Comment	DD Detailed Display	ER Edit/Resubmit

Select: Quit//

Remove Medicine Results (RM)

This action is used when a medicine result has been attached to a consult in error. Its use is restricted, but generally speaking, it can be done by anyone who can attach medicine results.

Attaching medicine results is done in conjunction with the Complete (CT) action in List Manager. See the section on medicine resulting on page 52 for details. In Windows, attaching and detaching medicine results are accomplished thru their own menu commands that are activated whenever medicine results are available. For an example of medicine results in Windows, refer to the Windows Quick Start section on page 74.

In this example, we use List Manager to remove an incorrect medicine results:

```

CONSULT TRACKING           Mar 02, 2001@13:53:35           Page:      1 of      1
CPRSPATIENT,FOUR 666-43-8796           2B M           DEC 4,1949 (50)   <CAD>
                                                    Wt.(lb): 184

   Requested  St      No.   Consult/Procedure Request
1   03/02/01  p      599  ELECTROCARDIOGRAM CARDIOLOGY Proc
2   02/21/01  c      597  ELECTROCARDIOGRAM CARDIOLOGY Proc
3   10/10/96  a      242  ELECTROCARDIOGRAM CARDIOLOGY Proc
4   09/08/95  c      187  CARDIOLOGY CLINIC Cons
5   08/14/95  pr     183  12 LEAD STAT EKG CARDIOLOGY Proc
6   08/14/95  c      184  12 LEAD STAT EKG CARDIAC TRANSPLANT Proc
7   04/29/94  pr      53  ECHO CARDIOLOGY Proc
8   04/29/94  pr      54  ECHO CARDIOLOGY Proc
9   04/29/94  p      55  ECHO CARDIOLOGY Proc

Enter ?? for more actions
SP Select Patient   FR Forward         CT Complete/Update RT Results Display
CV Change View ... CX Cancel (Deny)  MA Make Addendum   PF Print Form 513
RC Receive         DC Discontinue    SF Sig Findings    RM Remove Med Rslt
SC Schedule       CM Add Comment   DD Detailed Display ER Edit/Resubmit
Select: Quit//RM
    
```

```

CHOOSE No. 1-9: 1
    
```

```

Procedure/Medicine Resulting Mar 02, 2001@11:34:48           Page:      1 of      1
CPRSPATIENT,FOUR 666-43-8796           2B M           DEC 4,1949 (50)   <CAD>
Consult No.: 242           Associated Medicine Results

1   ELECTROCARDIOGRAM           OCT 2,1995@10:00   ABNORMAL

Select action or item number
DM Disassociate result   DR Display Result
Select Action:Quit// DM
    
```

```

Select item: (1-1): 1
ELECTROCARDIOGRAM           OCT 2,1995@10:00   ABNORMAL

Are you sure you want to disassociate this result? NO// Y YES
    
```


Results Display (RT) Action

The Results Display (RT) action allows you to review results of any consult/request for a patient.

The following is an example of the report displayed when you select the RT action:

```
                C S L T   R E S U L T S   D I S P L A Y
CPRSPATIENT, FOUR 666-43-8796           2B M           DEC 4, 1949 (50)   <CAD>
----- ELECTROCARDIOGRAM SUMMARY REPORT -----

DIAGNOSIS
Interpretation Code (rhythm): SINUS TACHYCARDIA
Interpretation Code (config): ABNORMAL ECG

INDICATIONS
Type OF EKG:                STAT RETRIEVAL

SUMMARY
Summary:                    ABNORMAL
Summary procedure:         Sinus rhythm has replaced atrial flutter

Press return to continue or "^" to escape   <Enter>
```

Schedule (SC) Action

The Schedule action is similar to the Receive (RC) action in that it changes the status of a consult. There is no interface with the Scheduling Package at this time. This action is intended only for annotation purposes.

Unlike the Receive action, this action sends an alert. You can use this alert to inform the requestor of the date and time of the appointment.

In the following example we change the status of a consult from “p” pending to “s” scheduled:

```

CONSULT TRACKING                Jun 08, 2000 21:14:16                Page:    1 of    1
CPRSPATIENT,FOUR 666-43-8796    2B M                    DEC 4,1949 (50)    <CAD>
                                                    Wt.(lb): 184

```

	Requested	St	No.	Consult/Procedure Request	
1	07/22/99	p	1561	EXERCISE TOLERANCE TEST CARDIOLOGY Proc	<input type="checkbox"/>
2	05/20/99	p	1470	CARDIOLOGY (oex) CARDIOLOGY Cons	
3	04/13/99	c	1437	CARDIOLOGY (oex) CARDIOLOGY Cons	
4	04/01/99	c	1429	CARDIOLOGY (oex) CARDIOLOGY Cons	
5	02/26/99	c	1406	CARDIOLOGY Cons	
6	01/05/99	c	1312	CARDIOLOGY Cons	
7	01/04/99	c	1290	*CARDIOLOGY Cons	
8	12/18/98	c	1252	CARDIOLOGY Cons	
9	12/14/98	c	1234	CARDIOLOGY Cons	

```

Enter ?? for more actions
SP Select Patient   FR Forward           CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny)     MA Make Addendum    PF Print Form 513
RC Receive         DC Discontinue      SF Sig Findings     RM Remove Med Rslt
SC Schedule       CM Add Comment      DD Detailed Display ER Edit/Resubmit
Select: Quit//SC  Schedule

```

```

CHOOSE No. 1-9: 2
Who scheduled it?: CPRSPROVIDER,ONE  CPRSPROVIDER,ONE  OC          PHYSICIAN
Enter COMMENT...
  1>9:30 pm Jun 23 in Bldg 4
  2> <Enter>
EDIT Option: <Enter>
Do You Wish To Send An Alert With This Comment? N// Y YES
Send Alert To Requesting Provider CPRSPROVIDER,THREE? N// Y YES
Send Alert to: <Enter>
Processing Alerts...

```

(Continued on the next page.)

Package Reference

CONSULT TRACKING		Jun 08, 2000 21:16:45		Page: 1 of 1			
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>			
Wt. (lb): 200							
	Requested	St	No.	Consult/Procedure Request			
1	07/22/99	p	1561	EXERCISE TOLERANCE TEST CARDIOLOGY Proc			
2	05/20/99	s	1470	CARDIOLOGY (oex) CARDIOLOGY Cons			
3	04/13/99	c	1437	CARDIOLOGY (oex) CARDIOLOGY Cons			
4	04/01/99	c	1429	CARDIOLOGY (oex) CARDIOLOGY Cons			
5	02/26/99	c	1406	CARDIOLOGY Cons			
6	01/05/99	c	1312	CARDIOLOGY Cons			
7	01/04/99	c	1290	*CARDIOLOGY Cons			
8	12/18/98	c	1252	CARDIOLOGY Cons			
9	12/14/98	c	1234	CARDIOLOGY Cons			
Enter ?? for more actions							
SP	Select Patient	FR	Forward	CT	Complete/Update	RT	Results Display
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum	PF	Print Form 513
RC	Receive	DC	Discontinue	SF	Sig Findings	RM	Remove Med Rslt
SC	Schedule	CM	Add Comment	DD	Detailed Display	ER	Edit/Resubmit
Select: Quit//							

Select New Patient (SP) Action

This option allows you to change patients at any time.

Example:

CONSULT TRACKING		Jun 20, 1997 14:44:26		Page: 1 of 1			
CPRSPATIENT, FOUR 666-43-8796		2B M		DEC 4, 1949 (50) <CAD>			
				Wt. (lb): 184			
	Requested	St	No.	Consult/Procedure Request			
1	08/18/99	a	1586	PULMONARY Cons			
2	08/18/99	a	1585	PULMONARY Cons			
3	06/23/99	c	1545	PULMONARY Cons			
Enter ?? for more actions							
SP	Select Patient	FR	Forward	CT	Complete/Update	RT	Results Display
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum	PF	Print Form 513
RC	Receive	DC	Discontinue	SF	Sig Findings	RM	Remove Med Rslt
SC	Schedule	CM	Add Comment	DD	Detailed Display	ER	Edit/Resubmit
Select: Quit//		SP	New Patient				

Select Patient:	CPRSPATIENT, THREE	01-01-51	666123456	YES	SC VETERAN
Select Service/Specialty:	ALL SERVICES// PULMONARY				
List From Starting Date:	ALL DATES // <Enter> ALL DATES				

(Continued on the next page.)

Package Reference

CONSULT TRACKING	Jun 20, 1997 14:44:38	Page: 1 of 1
CPRSPATIENT,THREE	666-12-3456 2B	MAR 3,1960 (40) <AD>
		Wt.(lb): 184
Requested St	No.	Consult/Procedure Request
1 09/14/98 c	1163	PULMONARY Cons
2 09/09/98 dc	1162	PULMONARY Cons
3 07/14/98 dc	1116	PULMONARY Cons
4 07/14/98 c	1114	*CARDIOLOGY PULMONARY Cons
Enter ?? for more actions		
SP Select Patient	FR Forward	CT Complete/Update
CV Change View ...	CX Cancel (Deny)	MA Make Addendum
RC Receive	DC Discontinue	SF Sig Findings
SC Schedule	CM Add Comment	DD Detailed Display
Select: Quit//		ER Edit/Resubmit
RT Results Display	PF Print Form 513	RM Remove Med Rslt

Significant Findings (SF) Action

The Significant Findings action allows a clinic or service to append a significant findings flag onto a consult (whether completed or not). The action prompts you to enter a comment and sends an alert either at the time the SF action is taken or when the consult is complete. An asterisk is placed next to the consults that have a Significant Findings value of Y.

In this example we add a significant finding to an already completed consult:

CONSULT TRACKING		May 01, 1998 14:51:35		Page: 1 of 2	
CPRSPATIENT,THREE		666-12-3456 2B		MAR 3,1960 (40) <AD>	
				Wt. (lb): 184	
	Requested	St	No.	Consult/Procedure Request	
1	09/21/00	p	1764	Electrocardiogram CARDIOLOGY Proc	
2	04/25/00	c	1713	CARDIOLOGY Cons	
3	01/26/00	c	1665	CARDIOLOGY Cons	
4	06/02/99	c	1483	VENTRICAL LEAD IMPLANT CARDIOLOGY Proc	
5	04/29/99	c	1455	CARDIOLOGY (oex) CARDIOLOGY Cons	
6	02/18/99	x	1395	CARDIOLOGY Cons	
7	01/05/99	c	1310	*GASTROENTEROLOGY CARDIOLOGY Cons	
8	01/04/99	c	1287	CARDIOLOGY Cons	
9	12/18/98	c	1249	CARDIOLOGY Cons	
10	10/09/98	c	1184	CARDIOLOGY Cons	
11	08/24/98	dc	1144	CARDIOLOGY Cons	
12	07/13/98	c	1113	*CARDIOLOGY Cons	
+ Enter ?? for more actions					
SP	Select Patient	FR	Forward	CT	Complete/Update
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum
RC	Receive	DC	Discontinue	SF	Sig Findings
SC	Schedule	CM	Add Comment	DD	Detailed Display
				ER	Edit/Resubmit
Select: Next Screen// SF Sig Findings					

```

CHOOSE No. 1-17: 1

Current Significant Findings = not entered yet

Are there significant findings? (Y/N/U): unknown// yes
Enter COMMENT:
  1>Pt experiencing 60% loss of breathing efficiency.
  2>
EDIT Option:
Alert will be sent to Requesting Provider: CPRSPROVIDER,TWO
Send Alert to: CPRSPROVIDER,TWO added to the list.
And Send Alert to: CPRSPROVIDER,THREE already in the list.
And Send Alert to:
Processing Alerts...
    
```

(Continued on the next page.)

Package Reference

CONSULT TRACKING		May 01, 1998 14:52:28		Page: 1 of 2	
CPRSPATIENT,THREE		666-12-3456 2B		MAR 3,1960 (40) <AD>	
				Wt.(lb): 184	
	Requested	St	No.	Consult/Procedure Request	
1	09/21/00	p	1764	*Electrocardiogram CARDIOLOGY Proc	
2	04/25/00	c	1713	CARDIOLOGY Cons	
3	01/26/00	c	1665	CARDIOLOGY Cons	
4	06/02/99	c	1483	VENTRICAL LEAD IMPLANT CARDIOLOGY Proc	
5	04/29/99	c	1455	CARDIOLOGY (oex) CARDIOLOGY Cons	
6	02/18/99	x	1395	CARDIOLOGY Cons	
7	01/05/99	c	1310	*GASTROENTEROLOGY CARDIOLOGY Cons	
8	01/04/99	c	1287	CARDIOLOGY Cons	
9	12/18/98	c	1249	CARDIOLOGY Cons	
10	10/09/98	c	1184	CARDIOLOGY Cons	
11	08/24/98	dc	1144	CARDIOLOGY Cons	
12	07/13/98	c	1113	*CARDIOLOGY Cons	
+ Enter ?? for more actions					
SP	Select Patient	FR	Forward	CT	Complete/Update
CV	Change View ...	CX	Cancel (Deny)	MA	Make Addendum
RC	Receive	DC	Discontinue	SF	Sig Findings
SC	Schedule	CM	Add Comment	DD	Detailed Display
				ER	Edit/Resubmit
Select: Next Screen//					

Notifications about Consults and Requests

During your session, you may notice:

```

You have PENDING ALERTS
      Enter "VA VIEW ALERTS" to review alerts

Select Clinician Menu Option:
    
```

This appears on the screen before each prompt. You may enter VA at any menu prompt in which this message appears to view patient information related to pending notifications.

There are six notifications relating to consults:

OE/RR Notifications	Notification Number	Recipients
New Service Consult/Request	27	Service Users plus Attention
Consult/Request Resolution	23	Ordering Provider on Complete
Consult/Request Cancel/Hold	30	Ordering Provider and others as determined by who is taking the action. The NOTIFY ON DC field in file 123.5 affects who gets the alert on DC.
Consult/Request Update	63	Determined by the individual taking the associated action.*
Order(s) Require Electronic Signature	5	Determined by CPRS
Prosthetics Consult Updated	89	Determined by the individual taking the associated action. See the Add Prosthetics Consult Updated section for more details.

The purpose of these notifications is to allow you to take appropriate follow-up action. This might involve merely reading new information, or it might involve several actions on your part such as scheduling an appointment, signing a consult, resubmission, etc.

***NOTE:**

- When a comment is added by an UPDATE USER, the alert will only go to the ordering provider (unless additional alert recipients are added).

Package Reference

- When a comment is added by a SERVICE TEAM member, the alert will only go to the ordering provider (unless additional alert recipients are added).
- Any additional recipients added during the Add Comment Action will receive the alert, even if a selected recipient has the alert Disabled.

Package Reference

To initiate the follow-up action, enter VA at the prompt after the view alerts message. In the following example, a user follows up a notification by signing an order:

```
You have PENDING ALERTS
      Enter "VA VIEW ALERTS to review alerts

Select CPRS Manager Menu Option: VA View Alerts

1. CPRSPATIENT,ONE (C4723): New order(s) placed.
2. CPRSPATIENT,THREE (C3456): Consult/Request DENIED To Service: PODIATRY
3. CPRSPATIENT,ONE (C4723): Order requires electronic signature.
Select from 1 to 3

      or enter ?, A I, F, P, M, R, or ^ to exit
      or RETURN to continue: 3
Processing alert: CPRSPATIENT,ONE (C4723): Order requires electronic signature.
Searching the patient's chart ...
```

Package Reference

```

Unsigned Orders          Sep 24, 1997 09:22:04          Page: 1 of 1
CPRSPATIENT,THREE      666-12-3456  2B          MAR 3,1960 (40)  <AD>
                          Selected date range: None Selected

Item Ordered              Requestor      Start   Stop    ts
1  >> Weight *UNSIGNED*   | CPRSPROVIDER,0
2  Consult to CARDIOLOGY Consultant's Choice | CPRSPROVIDER,0
   *UNSIGNED*             |
3  Consult to CARDIOLOGY Consultant's Choice | CPRSPROVIDER,0
   *UNSIGNED*             |
Enter the numbers of the items you wish to act on.

Enter the numbers of the items you wish to act on.      >>>
+  Next Screen          - Previous Screen          Q Quit

Select: Quit// 2
    
```

```

Unsigned Orders          Sep 24, 1997 09:22:04          Page: 1 of 1
CPRSPATIENT,THREE      666-12-3456  2B          MAR 3,1960 (40)  <AD>
                          Selected date range: None Selected

Item Ordered              Requestor      Start   Stop    Sts
1  >> Weight *UNSIGNED*   | CPRSPROVIDER,0
2  Consult to CARDIOLOGY Consultant's Choice | CPRSPROVIDER,0
   *UNSIGNED*             |
3  Consult to CARDIOLOGY Consultant's Choice | CPRSPROVIDER,0
   *UNSIGNED*             |
Enter the numbers of the items you wish to act on.

Enter the numbers of the items you wish to act on.      >>>
Change                   Sign
Discontinue              Detailed Display

Select: Quit// S
    
```

```

Consult to CARDIOLOGY Consultant's Choice -

Enter your Current Signature Code:      SIGNATURE VERIFIED
Consult to CARDIOLOGY Consultant's Choice signed.
Searching the patient's chart ...
    
```

Enter your
electroni

(Continued on the next page.)

Package Reference

Unsigned Orders	Sep 24, 1997 09:22:04	Page: 1 of 1
CPRSPATIENT,THREE	666-12-3456 2B	MAR 3,1960 (40) <AD>
Selected date range: None Selected		
Item Ordered	Requestor	Start Stop ts
1 >> Weight *UNSIGNED*	CPRSPROVIDER,0	unr
3 Consult to CARDIOLOGY Consultant's Choice *UNSIGNED*	CPRSPROVIDER,0 	unr
Enter the numbers of the items you wish to act on.		
Enter the numbers of the items you wish to act on. >>>		
+ Next Screen	- Previous Screen	Q Quit
Select: Quit//		

Enabling Notifications

In many cases Notifications will not come to you automatically. To find out what Notifications you should be getting, you can run the Show Me the Notifications I Can Receive option from the Notifications Management Menu. If this report shows any notifications you want to receive that are disabled, you may enable them with the Enable/Disable My Notifications option.

In this example we run the Show Me the Notifications I Can Receive report and then enable Consult/Request Cancel/Hold, Consult/Request Resolution, and New Service Consult/Request (Notice that Order(s) Require Electronic Signature is already on):

```
Select Notification Mgmt Menu Option: ?

1      Enable/Disable My Notifications
2      Erase All of My Notifications
3      Set Notification Display Sort Method (GUI)
4      Send me a MailMan bulletin for Flagged Orders
5      Show Me the Notifications I Can Receive
6      Set Surrogate to Receive My Notifications

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Notification Mgmt Menu Option: 5 Show Me the Notifications I Can Receive

Would you like help understanding the list of notifications? No// Y (Yes)
DEVICE: HOME// <Enter> VAX

Notification List Help Message                                Page: 1

The delivery of notifications as alerts is determined from values set for:
Users, OE/RR Teams, Service/Sections, Inpatient Locations,
Hospital Divisions, Computer System and Order Entry/Results Reporting.
Possible values include 'Enabled', 'Disabled' and 'Mandatory'. These values
indicate a User's, OE/RR Team's, Service's, Location's, Division's, System's
and OERR's desire for the notification to be 'Enabled' (sent under most
conditions), 'Disabled' (not sent), or 'Mandatory' (almost always sent.)

All values, except the OERR (Order Entry) value, can be set by IRM
or Clinical Coordinators. Individual users can set 'Enabled/Disabled/Mandatory'
values for each specific notification via the 'Enable/Disable My Notifications'
option under the Personal Preferences and Notification Mgmt Menu option menus.
'ON' indicates the user will receive the notification under normal conditions.
'OFF' indicates the user normally will not receive the notification.
Notification recipient determination can also be influenced by patient
location (inpatients only.) This list does not consider patient location
when calculating the ON/OFF value for a notification.

- End of Report -

Press RETURN to continue: <Enter>

This will take a moment or two, please stand by.....
.....
DEVICE: HOME// <Enter> VAX

Notification List for CPRSPROVIDER,ONE                        Page: 1
```

Package Reference

Notification	ON/OFF For This User and Why
ABNORMAL IMAGING RESULTS	ON OERR value is Mandatory
ABNORMAL LAB RESULT (INFO)	ON User value is Mandatory
ABNORMAL LAB RESULTS (ACTION)	OFF OERR value is Disabled
ADMISSION	ON OERR value is Enabled
CONSULT/REQUEST CANCEL/HOLD	ON User value is Mandatory
CONSULT/REQUEST RESOLUTION	ON User value is Mandatory
CONSULT/REQUEST UPDATED	OFF OERR value is Disabled
CRITICAL LAB RESULT (INFO)	ON OERR value is Mandatory
CRITICAL LAB RESULTS (ACTION)	ON OERR value is Mandatory
DC ORDER	OFF OERR value is Disabled
DECEASED PATIENT	ON OERR value is Enabled
DISCHARGE	OFF OERR value is Disabled
DNR EXPIRING	OFF OERR value is Disabled
ERROR MESSAGE	OFF OERR value is Disabled
FLAG ORDER FOR CLARIFICATION	ON OERR value is Enabled
FLAGGED OI EXPIRING - INPT	OFF OERR value is Disabled
FLAGGED OI EXPIRING - OUTPT	OFF OERR value is Disabled
FLAGGED OI ORDER - INPT	OFF OERR value is Disabled
FLAGGED OI ORDER - OUTPT	ON System value is Enabled
FLAGGED OI RESULTS - INPT	OFF OERR value is Disabled
FLAGGED OI RESULTS - OUTPT	OFF OERR value is Disabled
FOOD/DRUG INTERACTION	OFF OERR value is Disabled
FREE TEXT	OFF OERR value is Disabled
IMAGING PATIENT EXAMINED	OFF User value is Disabled
IMAGING REQUEST CANCEL/HELD	ON OERR value is Enabled
IMAGING RESULTS	OFF User value is Disabled
IMAGING RESULTS AMENDED	OFF OERR value is Disabled
LAB ORDER CANCELED	OFF OERR value is Disabled
LAB RESULTS	OFF OERR value is Disabled
MEDICATIONS EXPIRING	OFF OERR value is Disabled
NEW ORDER	OFF OERR value is Disabled
NEW SERVICE CONSULT/REQUEST	ON User value is Mandatory
NPO DIET MORE THAN 72 HRS	OFF OERR value is Disabled
ORDER CHECK	OFF OERR value is Disabled
ORDER REQUIRES CHART SIGNATURE	ON OERR value is Mandatory
ORDER REQUIRES CO-SIGNATURE	OFF OERR value is Disabled
ORDER REQUIRES ELEC SIGNATURE	ON OERR value is Mandatory
ORDERER-FLAGGED RESULTS	OFF OERR value is Disabled
SERVICE ORDER REQ CHART SIGN	ON OERR value is Mandatory
STAT IMAGING REQUEST	OFF OERR value is Disabled
STAT ORDER	OFF OERR value is Disabled
STAT RESULTS	OFF OERR value is Disabled
TRANSFER FROM PSYCHIATRY	OFF OERR value is Disabled
UNSCHEDULED VISIT	ON OERR value is Enabled
UNVERIFIED MEDICATION ORDER	OFF OERR value is Disabled
UNVERIFIED ORDER	OFF OERR value is Disabled
URGENT IMAGING REQUEST	OFF OERR value is Disabled
- End of Report -	

Package Reference

```
Select Notification Mgmt Menu Option: 1  Enable/Disable My Notifications

                                Enable/Disable My Notifications
-----
----- Setting    for User: CPRSPROVIDER,ONE -----
Select Notification: cons
    1  CONSULT/REQUEST CANCEL/HOLD
    2  CONSULT/REQUEST RESOLUTION
    3  CONSULT/REQUEST UPDATED
CHOOSE 1-3: 3  CONSULT/REQUEST UPDATED
Are you adding CONSULT/REQUEST UPDATED as a new Notification? Yes// <Enter> YES

Notification: CONSULT/REQUEST UPDATED// <Enter> CONSULT/REQUEST UPDATED
CONSULT/REQUEST UPDATED
Value: ?

Code indicating processing flag for the entity and notification.

    Select one of the following:

        M          Mandatory
        E          Enabled
        D          Disabled

Value: Enabled
Select Notification: <Enter>

Select Notification Mgmt Menu Option:
```

New Service Consult/Request

This notification is triggered by the Consults package when a new consult has been requested by a user.

In the following example, the system displays three notifications for new Consults:

```
CPRSPATIE (C5377): New consult Neuro (Stat)
CPRSPATIE (C3456): New consult CAR (Routine)
CPRSPATIE (C6572): New consult PLM (Routine)
      Enter "VA VIEW ALERTS to review alerts

Select Systems Manager Menu Option:
```

As a follow-up action, the system displays the consult in a Consult/Tracking screen so that the recipient can take appropriate action. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After selecting this notification from the View Alerts menu, the system deletes the notification.

In the following example, a new consult is first examined and then a receive action is performed:

```
1.  CPRSPATIE (C2342): NEW consult CAR (Routine)
2.  CPRSPATIE (C2432): Consult COMPLETED: CAR
      Select from 1 to 3
      or enter ?, A I, F, P, M, R, or ^ to exit
      or RETURN to continue: A

Processing alert: CPRSPATIENT,NINE (C2342): NEW consult (Routine)
```

```
Consult/Request Alerts      Feb 13, 1998 13:43:55      Page: 1 of 1
CPRSPATIENT,NINE          666-24-2342  1A          MAR 3,1960 (40) <AD>
                                          Wt.(lb): 184

Number      Date      St  Service      Procedure
1           12/16/97  p   CARDIOLOGY   EKG Portable

Enter ?? for more actions
SP Select Patient  FR Forward      CT Complete/Update  RT Results Display
CV Change View ... CX Cancel (Deny) MA Make Addendum    PF Print Form 513
RC Receive        DC Discontinue  SF Sig Findings     RM Remove Med Rslt
SC Schedule       CM Add Comment  DD Detailed Display  ER Edit/Resubmit
Select Action: Quit// DD Detailed Display
```

```
Compiling Report...
```

```
CONSULTS DETAILED DISPLAY      Dec 19, 1997 08:12:04      Page: 1 of 5
CONSULT DETAILED DISPLAY                                Consult No.: 731
CPRSPATIENT,FORTY          000-00-0040      DOB: (74)  Wt. (lb): No Entry
```


Package Reference

□

Current Inpatient/Outpatient: Inpatient
 Ward: 1A
 To Service: CARDIOLOGY
 From Service: 1A
 Consult Type: EKG Portable
 Provisional Diagnosis: Cardiomyopathy
 Reason For Request: Rule out alternate diagnosis
 Status: PENDING

Service is to be rendered on an INPATIENT basis
 ATTENTION: CPRSPROVIDER,SEVEN
 Place: Bedside
 Urgency: Stat

Request Activity	Date/Time	Ordering Clinician	Entered By
CPRS RELEASED ORDER	12/16/97 15:52	CPRSPROVIDER,SEVEN	CPRSPROVIDER,SEVEN

+ Enter ?? for more actions

Select Action: Next Screen// **Q** Q

Consult/Request Alerts	Feb 13, 1998 13:44:53	Page: 1 of 1	□
CPRSPATIENT,NINE	666-24-2342 1A	MAR 3,1960 (40)	<AD>
		Wt. (lb): 184	Number

Date	St	Service	Procedure	□
1		12/16/97 p	CARDIOLOGY	EKG Portable

+ Enter ?? for more actions

SP Select Patient	FR Forward	CT Complete/Update	RT Results Display
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513
RC Receive	DC Discontinue	SF Sig Findings	RM Remove Med Rslt
SC Schedule	CM Add Comment	DD Detailed Display	ER Edit/Resubmit

Select Action: Quit// **RC** Receive

Who received it?: **CPRSPROVIDER, SEVEN** SC

Date/Time Actually Received: NOW// (DEC 19, 1997 @ 08:12)

(Continued on the next page.)

Package Reference

Consult/Request Alerts	Dec 19, 1997 08:13:01	Page: 1 of 1		
CPRSPATIENT,NINE	666-24-2342 1A	MAR 3,1960 (40) <AD>		
		Wt.(lb): 184 Number		
<u>Date</u>	<u>St</u>	<u>Service</u>	<u>Procedure</u>	
1		12/16/97 a	CARDIOLOGY	EKG Portable
Enter ?? for more actions				
SP Select Patient	FR Forward	CT Complete/Update	RT Results Display	
CV Change View ...	CX Cancel (Deny)	MA Make Addendum	PF Print Form 513	
RC Receive	DC Discontinue	SF Sig Findings	ER Edit/Resubmit	
SC Schedule	CM Add Comment	DD Detailed Display		
Select Action: Quit// <Enter> QUIT				

Continue Processing ALERTS ? Y//

Consult/Request Resolution

NOTE: This notification is typically triggered by the Consults package when it determines that a consult is complete but may also be triggered when an associated result has been amended or removed.

In the following example, the originating provider receives notifications that consults are complete:

```
CPRSPATIE (C3456): Completed Consult CAR HOLTER
CPRSPATIE (C1996): *Completed Consult CAR
CPRSPATIE (C8910): Completed Consult PSURG
                   Enter "VA  VIEW ALERTS      to review alerts

Select Systems Manager Menu Option:
```

As a follow-up action, the system displays the Consult/Request and results/report. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After viewing, the system deletes the notification.

Notice the asterisk on the second notification. This means that there are significant findings for that consult.

The less common usage for the Consult/Request Resolution notification applies to amending or reassigning results. In the following example, the signed result was amended, and the originating provider received notification that the consult has been reactivated, followed immediately by another notification that the consult has been completed. The two back-to-back notifications are a result of the software processing the amendment action on the document, which essentially translates into a disassociate result activity for the consult, followed immediately by the signature (completion) action for the document. In this scenario, the consult would not have any other linked documents already in a completed status.

If, during the result removal, the consult does not change status, but does have significant findings, the alert text will appear as: “*Removed consult note for”

```
CPRSPATIE (C3456): Reactivated consult, removed note for VASCULAR SURGERY
CPRSPATIE (C3456): Completed Consult VASCULAR SURGERY
CPRSPATIE (C7890): *Removed consult note for AUDIOLOGY OUTPT
CPRSPATIE (C1996): *Completed Consult CAR
CPRSPATIE (C8910): Completed Consult PSURG
                   Enter "VA  VIEW ALERTS      to review alerts
```

Consult/Request Updated

This alert is triggered when a comment is added to consult, or the consult is scheduled. Comments may be added either with the Add Comment (CM) action or the Schedule (SC) action. The text of the alert is altered depending on which one of these actions initiated the alert as follows:

Adding a Comment #63 "Comment Added to Consult: . . ."

Scheduling #63 "Scheduled Consult: . . ."

As a follow-up action, the system displays the consult with comments. If appropriate, the clinician may write an additional comment or take other actions as needed.

- When a comment is added by an UPDATE USER, the alert will only go to the ordering provider (unless additional alert recipients are added).
- When a comment is added by a SERVICE TEAM member, the alert will only go to the ordering provider (unless additional alert recipients are added).
- Any additional recipients added during the Add Comment action will receive the alert, even if a selected recipient has the alert Disabled.

This alert is also used by the Healthcare Claims Processing System (HCPS) to notify VA providers the status of a patient who has been referred to a Non-VA Care provider or facility. When an HCPS user enters a comment in RAS, CPRS is updated. The HCPS user might not be a user in VistA; a proxy user will display for 'Responsible Person' and 'Entered By' in the CPRS, as shown below:

Facility			
Activity	Date/Time/Zone	Responsible Person	Entered By
-----	-----	-----	-----
ADDED COMMENT	08/08/14 22:31	HCPS,APPLICATION	HCPS,APPLICATION
(entered)	08/08/14 22:40		
Author: CPRSPROVIDER, TEN			

Consult/Request Cancel/Hold

This notification is triggered from the Consults package when a Consult request is cancelled, discontinued, or put on hold.

In the following example, a user receives notification of a discontinued and a denied consult:

```
CPRSPATIE (C2342): Cancelled consult CAR
CPRSPATIE (C9876): Discontinued Consult MEDICINE
CPRSPATIE (C3456): Cancelled consult POD
      Enter "VA  VIEW ALERTS      to review alerts
```

Select Systems Manager Menu Option:

As a follow-up action, the system displays consult with comments. If appropriate, the submitter may resubmit the consult based on this new information. To initiate the follow-up action, enter VA at the prompt and select the notification you want to follow-up on. After viewing, the notification is deleted by the system.

In the following example, a cancelled order is edited and resubmitted:

```
You have PENDING ALERTS
      Enter "VA  VIEW ALERTS      to review alerts
```

Select Consult Service Tracking Option: **VA** View Alerts

1. CPRSPATIE (C2342): Cancelled consult to PLM
 2. CPRSPATIE (C3456): Discontinued consult to CAR
 3. CPRSPATIE (C2432): Completed Consult CAR
- Select from 1 to 3
or enter ?, A I, F, P, M, R, or ^ to exit
or RETURN to continue: **1**

```
Processing alert: CPRSPROVIDER,EI (E8840): Cancelled consult PLM
```

(Continued on next page.)

Package Reference

```
Edit Consult Order          Feb 26, 1999 15:58:08          Page:    1 of    2
Edit Consult for Patient CPRSPATIENT,EIGHT  Consult Number: 1336
Sending Provider: CPRSPROVIDER,SEVEN
  Field Name                Current Field Contents                □
  CURRENT STATUS: (Not Editable): CANCELLED
  CANCELLED BY (Not Editable): CPRSPROVIDER,SEVEN
  CANCELLED COMMENT (Not Editable):
Testing edit.
-----
  CANCELLED BY (Not Editable): CPRSPROVIDER,SEVEN
  CANCELLED COMMENT (Not Editable):
Testing edit/resubmit.
-----
SENDING PROVIDER (Not Editable): CPRSPROVIDER,SEVEN
REQUEST TYPE (Not Editable): Consult
-----
1 TO SERVICE: PULMONARY
2 PROCEDURE:
3 Performed as INPT OR OUTPT: Outpatient
+   Enter ?? for more actions
ED Edit A Field            RS ReSubmit Consult
Select Action: Next Screen// <Enter>
```

```
Edit Consult Order          Feb 26, 1999 16:01:18          Page:    2 of    2
Edit Consult for Patient CPRSPATIENT,EIGHT  Consult Number: 1336
Sending Provider: CPRSPROVIDER,SEVEN
+ Field Name                Current Field Contents                □
4 URGENCY: Routine
5 PLACE OF CONSULTATION:
6 ATTENTION (CONSULTANT):
7 PROVISIONAL DIAGNOSIS:
8 REASON FOR REQUEST:
Pt has trouble breathing.

9 COMMENT(S): (Add Only)

ADDED COMMENT (Not Editable) Entered: Jan 11, 1999 BY: CPRSPROVIDER,SEVEN
Testing, more testing.

Enter ?? for more actions
ED Edit A Field            RS ReSubmit Consult
Select Item/Action:Quit// 7
```

(Continued on the next page.)

Package Reference

Edit Consult Order	Feb 02, 1999 10:44:38	Page:	2 of	2 <input type="checkbox"/>
Edit Consult for Patient CPRSPATIENT,NINE Consult Number: 1366				
Sending Provider: CPRSPROVIDER,SEVEN				
+ Field Name	Current Field Contents			<input type="checkbox"/>
8 REASON FOR REQUEST:				
Pt is having chest pains.				
9 COMMENT(S): (Add Only)				
Enter ?? for more actions				
ED Edit A Field	RS ReSubmit Consult			
Select Item/Action:Quit// ED Edit A Field				

Select the fields to edit: 7
Provisional Diagnosis: Angina

Edit Consult Order	Feb 26, 1999 16:06:16	Page:	2 of	2 <input type="checkbox"/>
Edit Consult for Patient CPRSPATIENT,EIGHT Consult Number: 1336				
Sending Provider: CPRSPROVIDER,SEVEN				
+ Field Name	Current Field Contents			<input type="checkbox"/>
4 URGENCY: Routine				
5 PLACE OF CONSULTATION:				
6 ATTENTION (CONSULTANT):				
7 PROVISIONAL DIAGNOSIS: Angina				
8 REASON FOR REQUEST:				
Pt has trouble breathing.				
9 COMMENT(S): (Add Only)				
ADDED COMMENT (Not Editable) Entered: Jan 11, 1999 BY: CPRSPROVIDER,TWO				
Testing, more testing.				
Enter ?? for more actions				
ED Edit A Field	RS ReSubmit Consult			
Select Action: Quit// <Enter> QUIT				

(Continued on the next page.)

```
This Consult Has Not Been Resubmitted!!
Resubmit Or All Edits Will Be Lost!!

Do you wish to resubmit now? ? YES// Y YES
Resubmitting Consult ... One moment please ...
Filing Tracking Data...

1. CPRSPATIE (C3456): Discontinued consult to CAR
2. CPRSPATIE (C2432): Completed Consult CAR
   Select from 1 to 2
   or enter ?, A I, F, P, M, R, or ^ to exit
   or RETURN to continue:
```

Special Considerations for Discontinued Orders

When an order is Discontinued, who gets the notification depends on the source of the discontinuation. This is dependent on the NOTIFY ON DC field in file 123.5 for the service to which the consult was directed. This field is set by the Set up Consult Services (SS) command of the Consult Management Option.

Consult/Request Has an Added Comment

If a comment is added to a consult by someone in the receiving service, that person is prompted to send notification to the originator of the consult and to any other persons. Other recipients of this notification are controlled as a New Service Consult. In the following example, a clinician in the Surgery service has added a comment:

```
SIMPSON,H (S9999): Comment Added to Consult CARDIOLOGY
Enter "VA VIEW ALERTS to review alerts

Select Consult Management Option:
```

The follow-up action is to display the orders containing the comments so that you can read them.

- When a comment is added by an UPDATE USER, the alert will only go to the ordering provider (unless additional alert recipients are added).
- When a comment is added by a SERVICE TEAM member, the alert will only go to the ordering provider (unless additional alert recipients are added).

Order(s) Require Electronic Signature

If you do not sign a consult at the time you initiate it, the CPRS triggers a notification reminding you of the need for an electronic signature.

In the following example, three notifications are presented for Consults that need an electronic signature:

```
CPRSPATIE (C3456): Order requires electronic signature.  
CPRSPATIE (C4723): Order requires electronic signature.  
CPRSPATIE (C3234): Order requires electronic signature.  
          Enter "VA VIEW ALERTS          to review alerts
```

```
Select Systems Manager Menu Option:
```

The follow-up action is to display the orders requiring electronic signature in a CPRS screen so that you can use the Sign action. The system deletes the notification after you have signed the order.

Significant Findings for a Consult

If the status of the Significant Findings Flag is changed in any way, an alert is sent by the Consults package. As far as the recipients and delivery, this notification is treated like a Consult/ Request Resolution.

This alert may be delayed, at the user's option, until the consult is complete.

In the example that follows, three significant findings notifications are present. One for a completed consult, one for a pending consult, and one for the Significant Findings Flag being turned off on a completed consult:

```
CPRSPATIE (C3456): Sig Findings for consult CAR
CPRSPATIE (C6572): Sig Findings for consult CAR
CPRSPATIE (C1432): No Sig Findings for consult PLM
                  Enter "VA VIEW ALERTS      to review alerts

Select Systems Manager Menu Option:
```

The follow-up action is to display the orders that have had a change in the Significant Findings Flag in the CPRS screen so that you can examine them.

Prosthetics Consult Updated

This alert is essentially a copy of the Consult/Request Updated alert and is intended to separate the update alert traffic between prosthetics consults and all other consults. Users not interested in updates to prosthetics requests may turn this alert off.

The Prosthetics Consult Updated alert is triggered by the Add Comment (CM) or Schedule action (SC) when those actions are taken on a consult request to a prosthetics service.

The text of the alert is altered depending on which one of these actions initiated the alert as follows:

Adding a Comment #89 "Comment Added to consult: . . ."

Scheduling #89 "Scheduled Consult: . . ."

As a follow-up action, the system displays the consult with comments. If appropriate, the clinician may write an additional comment or take other actions as needed.

- When a comment is added by an UPDATE USER, the alert will only go to the ordering provider (unless additional alert recipients are added).
- When a comment is added by a SERVICE TEAM member, the alert will only go to the ordering provider (unless additional alert recipients are added).

ADMIN KEY Reports

A new GRMC Patch for "Admin Key Reporting" has been created to generate 3 new GRMC Reports.

Package Reference

- GMRC RPT ADMIN RELEASE CONSULT
- GMRC RPT ADMIN REL CONS USER
- GMRC RPT ADMIN REL CONS GROUPR

These reports allow local GMRC users to generate reports that will show the overall usage of the “Administratively Released by Policy” consults.

The user steps required to access and to display these reports are:

VISTAS1:VISTA>D ^XUP

Select OPTION NAME: GMRC MGR Consult Management

RPT Consult Tracking Reports ...
SS Set up Consult Services
SU Service User Management
CS Consult Service Tracking
RX Pharmacy TPN Consults
GU Group update of consult/procedure requests
UA Determine users' update authority
UN Determine if user is notification recipient
NR Determine notification recipients for a service
TD Test Default Reason for Request
LH List Consult Service Hierarchy
PR Setup procedures
CP Copy Prosthetics services
CCT Menu for Closure Tools ...
DS Duplicate Sub-Service
FS Define Fee Services
IFC IFC Management Menu ...
TP Print Test Page

Select Consult Management <TEST ACCOUNT> Option: RPT Consult Tracking Reports

TI Administratively Released Consults by Title
GR Administratively Released Consults by Group
US Administratively Released Consults by User
ST Completion Time Statistics
PC Service Consults Pending Resolution
SH Service Consults Schedule-Management Report
CC Service Consults Completed
CP Service Consults Completed or Pending Resolution

IFC IFC Requests
IP IFC Requests By Patient
IR IFC Requests by Remote Ordering Provider
LCR Consults Local Completion Rate
NU Service Consults with Consults Numbers
PI Print IFC Requests
PL Print Consults by Provider, Location, or Procedure
PM Consult Performance Monitor Report
PR Print Service Consults by Status
SC Service Consults By Status
TS Print Completion Time Statistics Report

Select Consult Tracking Reports <TEST ACCOUNT> Option: ???

'Administratively Released Consults by Title' Option name: GMRC RPT ADMIN RELEASE CONSULT Synonym: TI

The ADMINISTRATIVELY RELEASED CONSULTS BY TITLE report displays counts of the number of consults created by the OR ADMIN RBP TO CC security key (ADMIN key) and ADMINISTRATIVELY RELEASED BY POLICY. The user will enter a date range, and the report will be sorted by Consult Title (Request Service name).

'Administratively Released Consults by Group' Option name: GMRC RPT ADMIN REL CONS GROUPR Synonym: GR

The ADMINISTRATIVELY RELEASED CONSULTS BY GROUP report displays counts of the number of consults created by the OR ADMIN RBP TO CC security key (ADMIN key) and ADMINISTRATIVELY RELEASED BY POLICY. The user will enter a date range, and the report will be sorted by Consult Group (DS or ADMIN).

'Administratively Released Consults by User' Option name: GMRC RPT ADMIN REL CONS USER Synonym: US

The ADMINISTRATIVELY RELEASED CONSULTS BY USER report displays counts of the number of consults created by the OR ADMIN RBP TO CC security key (ADMIN key) and ADMINISTRATIVELY RELEASED BY POLICY. The user will enter a date range, and the report will be sorted by User.

Select Consult Management <TEST ACCOUNT> Option: RPT Consult Tracking Reports

TI Administratively Released Consults by Title

Package Reference

- GR Administratively Released Consults by Group
- US Administratively Released Consults by User
- ST Completion Time Statistics
- PC Service Consults Pending Resolution
- SH Service Consults Schedule-Management Report
- CC Service Consults Completed
- CP Service Consults Completed or Pending Resolution
- IFC IFC Requests
- IP IFC Requests By Patient
- IR IFC Requests by Remote Ordering Provider
- LCR Consults Local Completion Rate
- NU Service Consults with Consults Numbers
- PI Print IFC Requests
- PL Print Consults by Provider, Location, or Procedure
- PM Consult Performance Monitor Report
- PR Print Service Consults by Status
- SC Service Consults By Status
- TS Print Completion Time Statistics Report

Select Consult Tracking Reports <TEST ACCOUNT> Option: TI Administratively Released Consults by Title

Enter Consult Released Starting Date: T-90

Enter Consult Released Ending Date: T

Admin Released Consults-Title Oct 12, 2018@08:17:12 Page: 1 of 1
VAMC: FACILITY VAMC
From: Jul 14, 2018 To: Oct 12, 2018

Releasing Person	Number	
COMMUNITY CARE-ADMIN-CARDIAC		58
CPRSADMINUSER,ONE	48	
CPRSPROVIDER,ONE	10	
COMMUNITY CARE-DS-CARDIAC		42
CPRSADMINUSER,ONE	34	
CPRSPROVIDER,ONE	8	

GRAND TOTAL 100

Enter ?? for more actions

Select Action:Quit//

TI Administratively Released Consults by Title

Package Reference

- GR Administratively Released Consults by Group
- US Administratively Released Consults by User
- ST Completion Time Statistics
- PC Service Consults Pending Resolution
- SH Service Consults Schedule-Management Report
- CC Service Consults Completed
- CP Service Consults Completed or Pending Resolution
- IFC IFC Requests
- IP IFC Requests By Patient
- IR IFC Requests by Remote Ordering Provider
- LCR Consults Local Completion Rate
- NU Service Consults with Consults Numbers
- PI Print IFC Requests
- PL Print Consults by Provider, Location, or Procedure
- PM Consult Performance Monitor Report
- PR Print Service Consults by Status
- SC Service Consults By Status
- TS Print Completion Time Statistics Report

Select Consult Tracking Reports <TEST ACCOUNT> Option: GR Administratively
Released Consults by Group
Enter Consult Released Starting Date: T-90
Enter Consult Released Ending Date: T

Admin Released Consults-User Oct 12, 2018@08:15:21 Page: 1 of 1
VAMC: FACILITY VAMC
From: Jul 14, 2018 To: Oct 12, 2018

Admin & DS	Number	
ADMIN	58	
COMMUNITY CARE-ADMIN-CARDIAC		58
CPRSADMINUSER,ONE	48	
CPRSPROVIDER,ONE	10	
DS	42	
COMMUNITY CARE-DS-CARDIAC		42
CPRSADMINUSER,ONE	34	
CPRSPROVIDER,ONE	8	

GRAND TOTAL 100

Enter ?? for more actions

Select Action:Quit//

- TI Administratively Released Consults by Title
- GR Administratively Released Consults by Group
- US Administratively Released Consults by User
- ST Completion Time Statistics
- PC Service Consults Pending Resolution
- SH Service Consults Schedule-Management Report
- CC Service Consults Completed
- CP Service Consults Completed or Pending Resolution
- IFC IFC Requests
- IP IFC Requests By Patient
- IR IFC Requests by Remote Ordering Provider
- LCR Consults Local Completion Rate
- NU Service Consults with Consults Numbers
- PI Print IFC Requests
- PL Print Consults by Provider, Location, or Procedure
- PM Consult Performance Monitor Report
- PR Print Service Consults by Status
- SC Service Consults By Status
- TS Print Completion Time Statistics Report

Select Consult Tracking Reports <TEST ACCOUNT> Option: US Administratively
Rele

ased Consults by User

Enter Consult Released Starting Date: T-90

Enter Consult Released Ending Date: T

On the GR report above, it is possible that a consult was originally made with the Admin Key, but then forwarded to a consult service that is neither -DS or -ADMIN. In this event the consult should still show and be counted under the DS or ADMIN group heading wherever it was first created. The screen shot below is an example of that:

Admin Released Consults-Group Feb 01, 2019@09:56:59		Page: 1 of 1
VAMC: VAMC		
From: Feb 01, 2019 To: Feb 01, 2019		
Admin & DS		Number
ADMIN		2
CARDIOLOGY DENVER		1
CPRSADMINUSER, ONE		1
COMMUNITY CARE-ADMIN-CARDIAC		1
CPRSADMINUSER, ONE		1

Package Reference

GRAND TOTAL 2

Enter ?? for more actions

Select Action:Quit//

Admin Released Consults-User Oct 12, 2018@08:15:21 Page: 1 of 1
VAMC: FACILITY VAMC
From: Jul 14, 2018 To: Oct 12, 2018

Orderable Item	Number	
CPRSADMINUSER,ONE	82	
COMMUNITY CARE-ADMIN-CARDIAC		48
COMMUNITY CARE-DS-CARDIAC		34
CPRSPROVIDER,ONE	18	
COMMUNITY CARE-ADMIN-CARDIAC		10
COMMUNITY CARE-DS-CARDIAC		8

GRAND TOTAL 100

Enter ?? for more actions

Select Action:Quit//

UCID Display

In patch 96 a new field was created to track Community Care Consults. The field is #80 (UNIQUE CONSULT ID aka UCID) in file #123 (REQUEST/CONSULTATION). Patch 110 displays the UCID in the Consult Details at the top:

Current Pat. Status:	Outpatient
UCID:	442_883875
Primary Eligibility:	SERVICE CONNECTED 50% to 100%(VERIFIED)
Patient Type:	SC VETERAN
OEF/OIF:	NO

Cancelled to Discontinued Consults

After the installation of the GMRC*3.0*113 patch, the CSLT CANCELLED TO DISCONTINUED parameter will be set as follows:

Is the overnight cancel to discontinue job active? = NO

How many days back to start with? = 31

How many days back to end with? = 365

This parameter steers the overnight job, GMRC CHANGE STATUS X TO DC, by the date range specified in fields 2 and 3 of the multi-valued parameter. By default, upon installation, the **Is the overnight cancel to discontinue job active?** field is set to **NO** which means that it is disabled. The site is responsible for deciding if the overnight job should run and setting it to “YES” to enable it.

The overnight job then looks for consults that have been cancelled during this period. Each consult fitting the parameter criteria is evaluated as to whether the consult was resubmitted and then cancelled again on a later date. If there is no later cancellation date, the consult is discontinued by calling the \$\$DC^GMRCGUIA API. It is possible for specific users on a VistA site to change the date range prescribed by these parameters by adjusting the “**How many days back to start with?**” and the “**How many days back to end with?**” parameters with the following. However, if the **Is the overnight cancelled to discontinued job active?** parameter is set to **NO** the other two questions will not be asked.

Select OPTION NAME: GMRC CX TO DC PARAMETER EDIT GMRC CX TO DC PARAMETER EDIT
GMRC CX TO DC PARAMETER EDIT

Is the overnight cancelled to discontinued job active? YES//

How many days back to start with: (0-99999): 31// 15 09/12/2018

How many days back to end with: (15-999999): 365// 420 08/03/2017

New contents of parameter:

Is the overnight cancelled to discontinued job active? = Y

Package Reference

How many days back to start with? = 15 09/12/2018

How many days back to end with? = 420 08/03/2017

Glossary

Action	An action in Consults can be selected throughout processing to 1) control screen movement, 2) add new consult orders, or 3) process existing orders.
Consult	Referral of a patient by the primary care physician to another hospital service/ specialty, to obtain a medical opinion based on patient evaluation and completion of any procedures, modalities, or treatments the consulting specialist deems necessary to render a medical opinion.
Consulting Site	In the case of Inter-Facility Consults (IFC, see below) the VA facility that originates the consult.
Discontinued Orders	Orders that are discontinued or cancelled.
HCPS	The Healthcare Claims Processing System is a centralized, automated system that will support the management of purchased care referrals/authorizations.
IFC	Inter-Facility Consults permits the transmitting of consults and related information between Department of Veterans Affairs facilities. Consult requests are made to remote facilities because the needed service is not locally available or for patient convenience. Although the Consult Package is utilized in the hospital settings, Consult requests between facilities have been done manually in the past.
Order	A request for a consult (service/sub-specialty evaluation) or procedure (Electrocardiogram) to be completed for a patient.
Order Cancellation	A request to stop performance of a consult/procedure request; the order may be edited and reactivated
Order Discontinuation	A request to stop (discontinue) performance of a consult/procedure request.

Procedure Request	Any procedure (EKG, Stress Test, etc.) which may be ordered from another service/ specialty without first requiring formal consultation.
RAS	Referral and Authorization System; see HCPS.
Request	See Procedure Request.
Requestor	This is the health care provider (e. g., the physician/clinician) who requests the order to be done.
Result	A consequence of an order. Refers to evaluation or status results. When you use the Complete Request (CT) action on a consult or request, you are transferred to TIU to enter the results.
Resulting Site	In the case of Inter-Facility Consults (IFC, see above) the remote site that performs the consult and enters the results.
Screen Context	This term refers to the particular selection of orders displayed on the screen (e. g., Medicine consults for the patient Ralph Jones).
Service	A clinical or administrative specialty (or department) within a Medical Center.
Status Result	A result that indicates the processing state of an order; for example, a Pharmacy TPN Consult order may be discontinued (dc) or completed (c).
Status Symbols	Codes used in order entry and Consults displays to designate the status of the order.

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