

One Consult - Order to Consult – Admin Key Reporting

Software Version 1.0.03

Technical Training Guide



December 2018

Department of Veterans Affairs

Office of Information and Technology (OI&T)

Revision History

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Revision	Description	Author
12/07/2018	1.0	Initial Document Release	AbleVets

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1. Introduction

This guide provides instructions on how to set up OR ADMIN RBP TO CC CPRS users so that they can use the Administratively Released by Policy functionality for COMMUNITY CARE -ADMIN and -DS consults. Setup requires assignment of the OR ADMIN RBP TO CC security key to CPRS users as well as assigning the ADMINISTRATIVE UPDATE USER role to applicable COMMUNITY CARE -ADMIN and -DS consults as determined by the users role. The OR ADMIN RBP TO CC key is not exclusive and may be assigned as the sole key for a user or in conjunction with another security key (usually the OREMAS key).

CPRS users who hold the security key OR ADMIN RBP TO CC are able to create and release a Community Care direct schedule or administrative consult orders without possessing the ORES provider security key. The consults service order will start with Community Care (case-insensitive), and contain either -DS or -ADMIN (case insensitive). The consult order will be auto-signed as "Administratively Released by Policy" and released to the service as soon as the order has been accepted. The consult order will appear on the Orders tab with status "pending".

1.1. Assigning the OR ADMIN RPB TO CC Key to a User

The following instructions are required for any CPRS user needing the Administratively Released by Policy functionality for Community Care administrative or direct schedule consults. The users need to have the OR ADMIN RBP TO CC security key assigned in order to create an administrative or direct schedule consult to be released to Community Care without the need to have a provider sign the order. In order to assign the OR ADMIN RPB TO CC key to a user, the user must update File #200 (New Person) with the key as follows:

1. At the **Select OPTION NAME:** prompt, enter **XUKEYMGMT**.

```
Select OPTION NAME: XUKEYMGMT      Key Management
```

```
Allocation of Security Keys
De-allocation of Security Keys
Enter/Edit of Security Keys
All the Keys a User Needs
Allocate/De-Allocate Exclusive Key(s)
Change user's allocated keys to delegated keys
Delegate keys
Keys For a Given Menu Tree
List users holding a certain key
Remove delegated keys
Show the keys of a particular user
```

2. At the **Select Key Management <Account> Option:** prompt, enter **ALL**.

```
Select Key Management <TEST ACCOUNT> Option: ALL
```

```
1 All the Keys a User Needs
2 Allocate/De-Allocate Exclusive Key(s)
3 Allocation of Security Keys
```

3. At the **CHOOSE 1-3:** prompt, enter **3**.

```
CHOOSE 1-3: 3 Allocation of Security Keys
```

4. At the **Allocate Key:** prompt, enter **OR ADMIN RBP TO CC**.

```
Allocate key: OR ADMIN RBP TO CC
```

Another key:

5. At the **Holder of key:** prompt, enter **<USER NAME>**.

Holder of key: TESTUSER,ADMINKEY TUAK

Another holder:

You've selected the following keys:

OR ADMIN RBP TO CC

You've selected the following holders:

TESTUSER,ADMINKEY

6. After confirming the Key and the User, at the **Do you wish to proceed?** prompt, enter **YES**.

You are allocating keys. Do you wish to proceed? YES//

OR ADMIN RBP TO CC being assigned to:
TESTUSER,ADMINKEY

NOTE: *The Admin Key is not an exclusive security key and may be assigned in conjunction with other security keys. It is expected that the Admin Key will often be required in conjunction with the OREMAS key.*

1.2. Provide Access to the Consult

In addition to assigning the OR ADMIN RBP TO CC key to the user, each user will need to be added as an ADMINISTRATIVE UPDATE USER for each applicable Community Care Admin and DS consult as required for their role. Note that applicable consult types meet both of the following criteria:

- The Consult title contains **Community Care** (not case sensitive) -and- the Consult title contains **-ADMIN** (case sensitive).
- The consult title contains **Community Care** (not case sensitive) -and- the consult title contains **-DS** (case sensitive).

The Administrative user must update each applicable consult as follows:

1. At the **OPTION NAME:** prompt, enter **GMRC MGR**.

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

```

You have PENDING ALERTS
 Enter "VA to jump to VIEW ALERTS option

You've got PRIORITY mail!

2. At the **Select Consult Management <ACCOUNT> Option:** prompt, enter **SS** (setup consult services).

```
Select Consult Management <TEST ACCOUNT> Option: SS Set up Consult
Services
```

3. At the **Select Service/Specialty:** prompt, enter **<CONSULT NAME>**.

```
Select Service/Specialty: COMMUNITY CARE-ADMIN-CARDIAC
```

```
SERVICE NAME: COMMUNITY CARE-ADMIN-CARDIAC Replace
ABBREVIATED PRINT NAME (Optional): CCAC//
INTERNAL NAME:
Select SYNONYM: ADMIN RELEASE TO CARDIAC//
SERVICE USAGE:
SERVICE PRINTER:
SECONDARY PRINTER:
NOTIFY SERVICE ON DC:
REPRINT 513 ON DC:
PREREQUISITE:
```

4. At the **Edit?** prompt, enter **NO**.

```
Edit? NO//
PROVISIONAL DX PROMPT:
PROVISIONAL DX INPUT:
DEFAULT REASON FOR REQUEST:
```

5. At the **Edit?** prompt, enter **NO**.

```
Edit? NO//
RESTRICT DEFAULT REASON EDIT:
```

```
Inter-facility information
IFC ROUTING SITE:
IFC REMOTE NAME:
Select IFC SENDING FACILITY:
```

```
SERVICE INDIVIDUAL TO NOTIFY:
Select SERVICE TEAM TO NOTIFY:
Select NOTIFICATION BY PT LOCATION:
PROCESS PARENTS FOR NOTIFS:
Select UPDATE USERS W/O NOTIFICATIONS:
Select ADMINISTRATIVE UPDATE USER:
```

6. At the Select ADMINISTRATIVE UPDATE USER: prompt, enter <User Name>.
Select ADMINISTRATIVE UPDATE USER: CPRSADMINUSER, ONE