##### March 2009

This distribution contains change pages for patch MD\*1.0\*19 of the Clinical Procedures 1.0 Hemodialysis Module User Manual.

Patch MD\*1.0\*19 pages:

Replace Pages: With Pages:

Title Page Title Page

Revision History Revision History

Table of Contents Table of Contents

4-3 to 4-6 4-3 to 4-6

5-3 to 5-4 5-3 to 5-6

Index Index



# CLINICAL PROCEDURES V. 1.0 HEMODIALYSIS MODULE

**USER MANUAL**

## Patch MD\*1.0\*6 May 2008

Revised March 2009 for MD\*1.0\*19

Department of Veterans Affairs Health Systems Design and Development

Provider Systems

## Revision History

|  |  |  |
| --- | --- | --- |
| **Description** | **Date** | **Author** |
| Patch MD\*1.0\*6 released. | May 2008 | REDACTED |
| 1Patch MD\*1.0\*19 released.Added notes regarding Recent Postings & Infectious Diseases (Chapter 4).Added list of lab tests that display on the Rx and Lab tab (Chapter 5). | March 2009 | REDACTED |
|  |  |  |
|  |  |  |
|  |  |  |

1 MD\*1.0\*19 March 2009 Patch 19 release added.

## Table of Contents

1. Introduction 1-1

Intended Audience 1-1

Related Manuals 1-1

Product Benefits 1-2

1. Ordering a Hemodialysis Procedure 2-1

Requirements for CP Manager 2-1

Ordering a Dialysis Procedure in CPRS 2-2

Checking in a New Study Using CP User 2-9

1. Working with Hemodialysis 3-1

Requirements for the User 3-1

Opening Hemodialysis 3-1

Selecting a Patient 3-2

Enabling/Disabling a Patient Record 3-5

Study List Right-Click Menu 3-6

Study List Command Buttons 3-7

Review (Read-Only) Study Viewing 3-7

Hemodialysis Patient Data Screen Areas 3-9

Title Bar 3-9

Menu Bar 3-9

Patient Info Bar 3-14

Patient Data Screen Buttons 3-15

Tabs/Options Screen 3-15

Status Line 3-16

Display Application Version 3-16

Defining the Tabs of the Hemodialysis Patient Data Screen 3-17

Cover Tab 3-18

Rx and Lab Tab 3-19

Pre-Treatment Tab 3-20

Access Tab 3-21

Flowsheet Tab 3-22

[Table of Contents](#_TOC_250006)

Post-Treatment Tab 3-23

Summary Tab 3-24

Submit Tab 3-25

1. Editing/Viewing Information on the Cover Tab 4-1

Current Treatment Information 4-1

[Recent Postings & Infectious Diseases 4-4](#_TOC_250005)

[Treatment History (Vascular Access Monitoring) 4-5](#_TOC_250004)

[Past Treatment Data 4-6](#_TOC_250003)

1. Entering Dialysis Prescription and Labs 5-1

Dialysis Rx 5-2

Lab Results 5-2

Displaying Lab Results 5-2

[Comments 5-5](#_TOC_250002)

[Comments Business Rules 5-6](#_TOC_250001)

1. Entering Pre-Treatment Information 6-1

Pre-Treatment Assessment 6-2

Pain Assessment 6-3

Comments 6-6

1. Entering Access Information 7-1

Access Sites 7-3

Adding a New Site 7-3

Assessing and Selecting a Site for Use 7-5

Removing a Site 7-6

Deleting a Site 7-8

Access Points Summary 7-8

Access Site Details 7-9

Current Site Status 7-9

Sites Detail 7-10

Comments 7-11

1. Entering Flowsheet Information 8-1

Flowsheet 8-2

Flowsheet Buttons 8-3

Flowsheet Right-Click Menu 8-4

Table of Contents

Adding a TIU Note 8-5

Creating TIU Note Templates 8-7

Performing the Falls Assessment 8-8

Reviewing TIU Note Text 8-9

Medication List 8-10

Medication List Columns 8-11

Comments 8-12

1. Entering Post-Treatment Information 9-1

Post-Treatment Assessment 9-2

Pain Assessment 9-2

Falls Risk Evaluation 9-2

Comments 9-2

1. Viewing Summary Information 10-1

Treatment Summary 10-2

Clinic/Location 10-2

Healthcare Providers 10-3

Procedures and Diagnoses (CPT/ICD Codes) 10-5

Diagnosis 10-5

Procedures 10-6

Service Connected Conditions 10-7

Confirming PCE Data Without Changing Anything 10-8

Comments 10-8

1. Submitting the Study 11-1

Treatment Status Report 11-2

Alternate Treatment Status Report Display 11-3

Viewing Additional Reports 11-4

Submitting the Study 11-5

Viewing Submitted Study Results 11-7

Viewing Study Results in CPRS 11-7

Viewing Study Results in CP User 11-9

1. Attaching Results/External Attachments to a Study Using CP User 12-1
2. Site Configurable Options 13-1

Displaying the Options Screen 13-1

Table of Contents

Exiting the Options Screen 13-1

Customizing Drop-down List Items 13-2

Adding a TIU Note Title 13-3

Verifying the TIU Note Title Addition 13-4

Adding a List Item 13-5

Deleting List Items 13-7

Saving Custom Lists 13-8

Loading Custom Lists 13-9

Preferences 13-9

Preferences (System vs. User) 13-10

Configuring System Preferences 13-10

Assigning System Preferences to Users 13-14

Editing User Preferences 13-16

ADMIN ONLY Rights 13-17

Report Templates 13-18

Editing a Report Template 13-18

Creating a New Report Template 13-24

Note Templates 13-26

Editing Data Fields 13-27

1. Data Tables 14-1

Administrators 14-1

Adding Administrators 14-2

Application Events 14-3

Study Events 14-3

Defining Application Events Screen Buttons 14-4

1. Troubleshooting 15-1

Preventing PCE “Data Loss” in the Hemodialysis Application 15-1

Reloading Flowsheet Data 15-3

Resolving “No Note Text” Error 15-5

Issue Description 15-5

Using More Than One Dialysis Device During a Treatment 15-6

1. Glossary 16-1
2. [Index 17-1](#_TOC_250000)

Editing/Viewing Information on the Cover Tab



**Figure 4-3**

 Select the **Find in VistA** radio button.

 Type the first letters of the provider‘s last name, then press **<Enter>** to populate the list.

 Click the provider‘s name from the list, then click **Select**. The Select Provider window closes, and the selected provider‘s name displays in the Attending Nephrologist field.

##### Method 2: Select from the Exception List (Custom Data List)

Use method 2 only if the desired provider‘s name is not obtainable from VistA.

 An ADMIN user must first add the desired provider‘s name to the Attending Nephrologists custom data list. (See ―Customizing Drop-down List Items.‖)

 At the Cover tab, unmark the **Read Only** checkbox.

 Click the **dropdown arrow** to the right of the Attending Nephrologist field.

The Select Provider window displays (Figure 4-3).

 Select the **Select from the Exception List** radio button. The large field displays the names added to the Attending Nephrologists custom data list.

 Click one of the **names** (besides ―- Other -‖) in the list, then click **Select.** The Select Provider window closes, and the selected provider‘s name displays in the Attending Nephrologist field.

Editing/Viewing Information on the Cover Tab

##### Method 3: Add a Name On the Fly

Use method 3 only if the desired provider‘s name is not obtainable from VistA and an ADMIN user is not available to add the provider‘s name to the site‘s custom data list..

 Unmark the **Read Only** checkbox.

 Click the **dropdown arrow** to the right of the Attending Nephrologist field.

The Select Provider window displays (Figure 4-3).

 Select the **Select from the Exception List** radio button.

 Click ―**- Other -**‖ from the name list, then click **Select.** The Select Provider popup displays (Figure 4-4)..

**Figure 4-4**

 Type the provider‘s name in the **Name** field, then click **OK.** The Select Provider popup closes, and the provider‘s name displays in the Attending Nephrologist field.

**Visit Schedule**: Check the checkboxes for the days that represent the patient‘s treatment schedule, such as Monday, Wednesday, Friday.

**Transplant Status**: Indicate if this patient is a candidate for transplant or not by selecting the appropriate radio button to the right of the **Transplant Status** label. If you select **Candidate**, indicate if a workup is in progress or if the patient has been referred to a transplant center.

### Recent Postings & Infectious Diseases

Allergies, Clinical Warnings, Advanced Directives, and Infectious Diseases are listed in the Recent Postings & Infectious Diseases area (Figure 4-1).

##### 1Notes:

**Clinical Warnings:** Only the date and time display, not the full text of the clinical warnings.

**Advanced Directives:** The display shows Yes or No to indicate whether advanced directives exist.

**Infectious Diseases:** This area does not provide data for the following three diseases: Hepatitis B Surface Antigen, Hepatitis B Surface Antibody, and Hepatitis C Surface Antibody. Check the Lab Results area on the Rx and Lab tab for data pertaining to these three diseases.

1 MD\*1.0\*19 March 2009 Added notes regarding Recent Postings & Infectious Diseases

Editing/Viewing Information on the Cover Tab

**Alternate Display of Recent Postings & Infectious Diseases**

An alternate display of Recent Postings & Infectious Diseases is available. Figure 4-1 shows what the Recent Postings & Infectious Diseases area looks like if the ―Show Infectious Diseases information as Tree‖ parameter is set to FALSE. If you set the ―Show Infectious Diseases

information as Tree‖ parameter to TRUE, it displays as shown in Figure 4-5.

When this parameter is set to TRUE, click the plus sign (+) next to the infectious disease to view data for that disease.

**Figure 4-5**

### Treatment History (Vascular Access Monitoring)

You can view the latest information on vascular access monitoring in the **Treatment History** section of the screen. This information is based on vascular access monitoring information entered into this Hemodialysis application, so if you are using this application for the first time, no vascular access monitoring information will display.

To change the maximum number of past treatments that will display in the list, change the **Study Load Limit** value at the Options screen. (See ―Configuring System Preferences.‖)

**Figure 4-6**

Editing/Viewing Information on the Cover Tab

### Past Treatment Data

You can view data for a past treatment by selecting its row in the **Treatment History** area. Data for the selected treatment displays in the view below the Treatment History area (Figure 4-7).

Information on past treatments is based on treatment information entered into this Hemodialysis application, so if you are using this application for the first time, no past treatment data displays.

The information listed below can appear in this area (each on its own tab), depending on what has been entered for the particular study. If a tab contains a TIU note, the TIU note number displays on the tab. Click a tab to view the record.

**Summary:** This section displays Pre- and Post- vitals, treatment duration, and dialysis totals and averages (Figure 4-7).

**TIU note** (yellow icon): The yellow icon indicates a comment saved as a separate TIU note.

**TIU note** (white icon): The white icon indicates a Falls Risk Evaluation that is saved as a separate TIU note.

**Results** (green icon): The Results tab, which displays the Summary Report, will only display for studies that have already been submitted.

**Figure 4-7**

Entering Dialysis Prescription and Labs



**Figure 5-3**

**Note:** The shorter the selected time period, the faster the display populates with data.

The selected date range displays in the toolbar, to the left of the Period drop-down list, and the lab data displays just below (Figure 5-4).

**Figure 5-4**

**Note:** When you leave the Rx and Lab tab, the lab results are cleared. To see the results again, reselect a time period from the Period drop-down list.

1Local tests mapped to the following National Lab Tests will display in this area:

|  |  |
| --- | --- |
| **National Lab Code** | **Lab Test** |
| 84520 | BUN (Blood Urea Nitrogen) |
| 82565 | CREATININE |
| 84295 | SODIUM |
| 84140 | POTASSIUM |
| 82435 | CHLORIDE |
| 82830 | CARBON DIOXIDE |
| 82310 | CALCIUM |
| 84100 | PHOSPHORUS |
| 82040 | ALBUMIN |
| 84455 | AST (Aspartate Aminotransferase) |
| 84465 | ALT (Alanine Aminotransferase) |
| 84075 | ALKALINE PHOSPHATASE |
| 82250 | BILIRUBIN |
| 83020 | HEMOGLOBIN |

1 MD\*1.0\*19 March 2009 Added list of Lab Results that display on the Rx and Lab tab.

Entering Dialysis Prescription and Labs

|  |  |
| --- | --- |
| 85055 | HEMATOCRIT |
| 85569 | WBC (White Blood Count) |
| 86806 | PLATELETS |
| 83057 | HEMOGLOBIN A1C |
| 82466 | CHOLESTEROL |
| 84480 | TRIGLYCERIDES |
| 82370 | FERRITIN |
| 83540 | IRON |
| 82060 | TRANSFERRIN |
| 84012 | PARATHYROID HORMONE |
| 81512 | ALUMINUM |
| 89068 | HEPATITIS B SURFACE ANTIGEN |
| 89065 | HEPATITIS B SURFACE ANTIBODY |
| 89067 | HEPATITIS B SURFACE ANTIBODY |
| 82013 | HEPATITIS B SURFACE ANTIBODY |
| 89095 | HEPATITIS B SURFACE ANTIBODY |
| 89127 | HEPATITIS B SURFACE ANTIBODY |
| 89128 | HEPATITIS B SURFACE ANTIBODY |
| 87398 | HEPATITIS B SURFACE ANTIBODY |
| 89699 | HEPATITIS B SURFACE ANTIBODY |
| 89070 | HEPATITIS C ANTIBODY |
| 87261 | FLU |

Entering Dialysis Prescription and Labs

### Comments

Add notes in the **Comments** section at the bottom of the screen. Comments can be locked so that no one (including the creator of the note) can modify them.

To add a Comment, do the following:

* 1. Click the **New** button on the Comments toolbar. The Comment window displays and cursor focus is in the Text field.
	2. Type your comment in the **Text** field, then click **Save**. The note is not yet locked. It may still be edited or deleted.
	3. To lock the note, do one of the following:

 **Click the *Save* button after you have typed your note:** This immediately saves and locks the note. The note becomes a permanent part of this treatment.

 **Select a different patient or exit Hemodialysis (without clicking Lock):** When you return to the current tab, the comment is locked. You may no longer edit the note, and the note becomes a permanent part of this treatment.

Entering Dialysis Prescription and Labs

### Comments Business Rules

The following rules govern the way comments work:

1. A new comment is initially UNLOCKED.
2. A comment remains UNLOCKED until one of the following happens:  User clicks the Save button

 User selects another patient

**Note:** Switching between tabs does not change the locked status of a comment.

1. Locking the comment prevents future updates for the comment.
2. A LOCKED comment has a special indicator (padlock icon). 
3. A LOCKED comment CANNOT be unlocked.
4. An UNLOCKED comment can be updated, but only by author of the note.
5. An UNLOCKED comment can be deleted.
6. Comments cannot be invalidated. If you entered a comment in error and then locked it, add an additional comment to describe the situation.

## 17. Index

#### A

Access Site Detail, 7-9 Access Sites, 7-3

Access tab, 3-21, 7-1 Adding a TIU Note, 8-5 Adding Administrators, 14-2

ADMIN ONLY Rights, 13-17

Administrators, 14-1

Alternate Treatment Status Report, 11-3 Application Events, 14-3

Assigning System Preferences to Users, 13-14 Attaching Results to a Study, 11-5, 12-1

#### B

benefits, 1-2

#### C

checking in

studies, 2-1, 2-9, 5-1

Clinic/Location, 10-2

Comments, 5-5

Comments Business Rules, 5-6 Configurable Options, 13-1 Configuring System Options, 13-10 Configuring User Options, 13-14 Confirming PCE Data, 10-1, 10-8 consult procedures

ordering, 2-2

Cover Tab, 4-1

CP process, 2-1, 6-1

CP User, 3-1

Icons, 3-15

opening, 3-1

selecting a patient, 3-2 CPRS

ordering a consult procedure, 2-1, 2-2 Current Treatment Information, 4-1 Customizing Dropdown List Items, 13-2

#### D

Data Tables, 14-1

defining the CP User window, 3-17 Diagnoses, 10-1, 10-5

Display Application Version, 3-16 Dropdown List Items

Customizing, 13-2

#### E

Editing Data Fields, 13-27 Enabling/Disabling a Patient Record, 3-5 Entering Flowsheet Information, 8-1

**F**

Falls Assessment, 8-8

Flowsheet, 8-2

Flowsheet tab, 3-22, 8-1

#### G

Glossary, 16-1

#### H

Healthcare Providers, 10-3

#### I

images

displaying, 7-1

Infectious Diseases, 4-4

intended audience, 1-1

introduction, 1-1

#### L

Lab Data

displaying, 5-2

Lab Results, 5-2

#### M

Medication List, 8-10

#### N

Note Templates, 13-26

#### O

Options Screen Displaying, 13-1

Options Screen Buttons, 14-4 ordering

consult procedures, 2-2

Overall Comments, 10-8

#### P

Past Treatment Parameters, 4-6 patient

selecting in CP User, 3-2 Patient Info Bar, 3-14

Post-Assessments, 9-2

Post-Pain Assessment, 9-2

Post-Treatment Information, 9-1

Post-Treatment tab, 3-23, 9-1

Index

Pre-Assessments, 6-2

Preferences, 13-9

Pre-Pain Assessment, 6-3

Pre-Treatment tab, 3-20, 6-1 Preventing PCE Data Loss, 15-1 Procedures, 10-1, 10-5

Providers, 10-3

#### R

Recent Postings, 4-4

related manuals, 1-1

Reloading Flowsheet Data, 15-3 Report Template, 13-18

Creating new, 13-24

Editing, 13-18

Requirements for CP Manager, 2-1 Requirements for the User, 3-1

Resolving ―No Note Text‖ Error, 15-5 Review (Read Only) Study Viewing, 3-7 Rx and Lab Tab, 3-19, 5-1

#### S

Saving Custom Lists, 13-8 Screen Areas

Patient Data, 3-9

Site Configuration, 3-16, 13-1

Status Line, 3-16 study

checking in, 2-1, 2-9

Study Events, 14-3

Study List Command Buttons, 3-7 Study List Menus, 3-6

Submit tab, 3-25, 11-1

Submitting the Study, 11-1, 11-5

Summary tab, 3-24, 10-1

#### T

Tabs, 3-1, 3-15, 3-17

TIU Note Templates creating, 8-7

TIU Note Text reviewing, 8-9

TIU Note Title adding, 13-3

verifying creation of, 13-4 Transplant Status, 4-4

Treatment History, 4-5 Treatment Status Report, 11-2 Treatment Summary, 10-2

Troubleshooting, 15-1

#### U

Update Diagnosis, 10-5

Update Procedures, 10-6

#### V

Vascular Access Monitoring, 4-5 Viewing Additional Reports, 11-4 viewing results, 7-1

Viewing Study Results, 11-7 Viewing Summary Information, 10-1

#### W

Working with Hemodialysis, 3-1