## Revision History

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<th>Technical writer</th>
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<td>Changes for SOP compliance about displaying sensitive patient data.</td>
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<td>12/02</td>
<td>27-31</td>
<td>Added changes for event-delayed orders</td>
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<tr>
<td>12/2/01</td>
<td></td>
<td>Added information about the Copay prompts</td>
<td></td>
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<tr>
<td>9/11/01</td>
<td></td>
<td>Added information about medication changes that come about as a result of POE.</td>
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<td>6/29/00</td>
<td></td>
<td>Added to note about IV meds with more than one additive being saved as IV Fluids.</td>
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<td>6/29/00</td>
<td>Added note that outpatient med active status now displays as “active (susp)”.</td>
<td></td>
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<td>Added note about outpatient med orders requiring authorized provider signature prior to release.</td>
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</tr>
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Introduction

What is CPRS?

The Computerized Patient Record System V. 1.0 (CPRS) is a Veterans Health Information Systems and Technology Architecture (VISTA) computer application. CPRS enables you to enter, review, and continuously update all information connected with any patient. With CPRS, you can order lab tests, medications, diets, radiology tests and procedures, record a patient’s allergies or adverse reactions to medications, request and track consults, enter progress notes, diagnoses, and treatments for each encounter, and enter discharge summaries.

CPRS not only allows you to keep comprehensive patient records, it enables you to review and analyze the data gathered on any patient in a way that directly supports clinical decision-making.

Using CPRS Documentation

Related Manuals

Computerized Patient Record System V. 1.0 Installation Guide
Computerized Patient Record System V. 1.0 Setup Guide
Computerized Patient Record System V. 1.0 Technical Manual
Text Integration Utility (TIU) Clinical Coordinator and User Manual
Consult/Request Tracking User Manual

World Wide Web

CPRS documentation is also available on the VISTA Intranet. The Intranet version will be constantly updated, and thus might contain more current information than this print version.

Intranet address: vista.med.va.gov/cprs/

First Time VISTA Users

If you are unfamiliar with this package or other Veterans Health Information Systems and Technology Architecture (VISTA) software applications, we recommend that you study the User’s Guide to Computing. This orientation guide is a comprehensive handbook for first-time users of any VISTA application to help you become familiar with basic computer terms and the components of a computer. It is reproduced and distributed periodically by the Kernel Development Group. To request a copy, contact your local Information Resources Management Service (IRMS) staff.
Conventions in This Manual

Option examples: Menus and examples of computer dialogue that you see on the screen are shown in courier font in boxes:

Select Menu Option:

User responses: User responses are shown here in bold, but do not appear bold on the screen. The bold part of the entry is the letter or letters that must be typed so that the computer can identify the response. In most cases, you need only enter the first few letters. This increases speed and accuracy.

Select PATIENT NAME: Cprspatient,One

NOTE: Names and social security numbers used in the examples are fictitious.

<Enter> This indicates the Enter or Return key, which is pressed after every response you enter or when you wish to bypass a prompt, accept a default (/), or return to a previous action. In this manual, it is only shown in examples when it might be unclear that such a keystroke must be entered.

^, ^^, ^^^ Enter the Up-arrow (also known as a caret or circumflex) at a prompt to leave the current option, menu, sequence of prompts, or help. To get completely out of your current context and back to your original menu, you may need to enter two or three up-arrows. (You may see a message, “Press RETURN to continue or ^ or ^^ to exit:” after each screen in a series of screen displays; e.g., for reports or online help.)

?, ??, ??? Enter one, two, or three question marks at a prompt for help about the menu, option, or prompt you are at. One question mark elicits a brief statement of what information is appropriate for responding to the prompt; two question marks show a list (and sometimes descriptions) of more actions; and three question marks provide more detailed help, including a list of possible answers, if appropriate.

Defaults (/) Defaults are responses provided to speed up your entry process. They are either the most common responses, the safest responses, or the previous response.

Example: Select Action: Quit/
Conventions, cont’d

Replace..With  If the default entry is longer than 20 characters, you will see the “Replace...With” editor instead of the double slashes (//{{).
1. Enter @ after Replace if you want to replace the entire default entry, or
2. type one or two letters followed by three dots (...) to change part of the letters (e.g., to correct a misspelling),
3. press Return,
4. When the word With appears, type the correct name.

Example:
Provider: Clinical Coordinator  Replace Co... With Nurse

>>  Side-arrows (Greater-than/Less-than; shift-comma, shift.period) indicate that more information is available on the right side of the screen. Enter these arrows at any prompt. If the arrows appear in front of an order, it means that the order requires action by a clerk or nurse.

+, -  The plus symbol at the bottom left-hand side of a screen of information indicates that more than one screen of information exists. Use the plus and minus keys to navigate up and down. If the + is displayed in front of a lab order, it means that the lab test will be done multiple times, according to a selected schedule.

Shortcut  You can jump through a sequence of actions and screens by entering the names (or their abbreviations) separated by semi-colons.
Shortcut Example: CC;O;AD;L will take you through Chart Contents, Orders, Add Orders, and to Lab.

Icons  Icons used to highlight key points in this manual include:

_required security keys

+  Indicates important information that the user should take note of.
Notifications

Notifications are important messages that alert providers to certain clinical events (for example, a critical lab value). Some notifications are for information only; others allow you to take follow-up action to the event that triggered the notification. They may also notify providers of conditions such as unsigned orders. Notifications are automatically deleted after being displayed or when a follow-up action is taken.

Notifications are retained for a predetermined amount of time (up to 30 days), after which they may be sent to another destination, such as your MailMan surrogate or your supervisor. Confer with your clinical coordinator to establish and set up these options. You can also confer with your clinical coordinator to select what types of notifications you will receive. Some notifications are mandatory, however, and cannot be disabled. See the Personal Preferences section in this manual for further information about notifications.

CPRS and the List Manager User Interface

CPRS was built to run in both the Windows operating environment (usually referred to simply as Windows) and on terminals. The Windows version of CPRS is described in another manual. This manual describes the terminal, text-based version of CPRS.

If you are not already familiar with List Manager applications, this section will take you on a quick tour of the interface. If you are already familiar with the List Manager interface, you can skip to the next section, Using CPRS.

List Manager is designed to display a list of clinical items (based on criteria you set) that you perform various actions on. An example of a CPRS screen in List Manager format is shown here, with explanations of the various components on the screen.
List Manager Conventions

List Manager is a tool designed so that a list of items can be presented to the user to perform actions on.

### Descriptions of List Manager Screen Components

<table>
<thead>
<tr>
<th>Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen title</td>
<td>The screen title changes according to what type of information List Manager is displaying (e.g., Chart Contents, Cover Sheet, Active Orders, Lab Orders, etc.). Use this title as an identifier to confirm your location at any time.</td>
</tr>
<tr>
<td>Header area</td>
<td>The header area is a “fixed” (non-scrollable) area that displays patient information. It also tells if there is more than one page of information and which page you’re currently on (e.g., Page: 1 of 3).</td>
</tr>
<tr>
<td>List area</td>
<td>(scrolling region) This area scrolls and displays the information that you can take action on.</td>
</tr>
<tr>
<td>Message window</td>
<td>This section displays a plus (+) sign, minus (-) sign, &gt;&gt; symbols, or informational text (i.e., Enter ?? for more actions). A plus sign means more information is available; enter it at the action prompt to “jump” forward a page; a minus sign “jumps” back a screen.; &gt; moves you to more information on the right; and &lt; moves you back to the left or main screen. Other allowable actions may be displayed in the message window.</td>
</tr>
<tr>
<td>Action area</td>
<td>A list of actions display in this area of the screen. If you enter double question marks (??) at the “Select Action(s)” prompt, you are shown a “hidden” list of additional actions that are available to you.</td>
</tr>
</tbody>
</table>
Entering CPRS

You can take several routes to get into CPRS to enter orders and progress notes, review them, and display reports and results for individual patients. The route you choose depends on how your site has set up your menus, what your primary purpose is, and what seems most convenient to you.

- The CPRS Clinician Menu on the main Clinician’s Menu.
- One of the following menus or options on the Clinician’s Menu
  - Add New Orders
  - Act on Existing Orders
  - Results Reporting

This Guide describes going through the CPRS Clinician Menu, which provides a multi-faceted view of a patient’s medical record.

When you enter the CPRS Clinician Menu, you will see this screen:

```
Provider    Mar 00, 1997 00:00:00    Page: 1 of 1
Current patient: ** No patient selected **

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>ID</th>
<th>DOB</th>
<th>Room-Bed</th>
</tr>
</thead>
<tbody>
<tr>
<td>No patients found.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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//
```

Selecting a Patient

The Patient Selection screen offers three methods for finding your patient:

- Entering a name from a list (if you have one defined and set as your default,
- Entering a patient’s name (or last initial + last 4 letters of SSN) at the Select Patient prompt, or
- Entering FD (Find Patient), entering a ward or clinic name, then selecting a patient name from the list that appears.
The Cover Sheet

The Cover Sheet of the selected patient chart displays the patient’s name, SSN, date of birth, age, unit/location, allergies/adverse reactions, patient postings, vitals, immunizations, and service connection.

+ NOTES:
- You may only have one patient chart open at any given time
- Two users may not simultaneously take actions on orders for the same patient

If a patient has CWAD (Cautions, Warnings, Allergies, or Directives), they are displayed here.

Actions
Enter the display numbers of the items you wish to change or act on. A menu of available actions is then presented for selection. You can also choose the action first and then the item.
- Enter NW to document a new allergy.
- Enter AD to add new orders for this patient from any page in the chart.
- Enter CC to see a list of the other “pages” of the chart.
- Enter SP to select a different patient.
- Enter ?? to see a list of other actions available.
More Actions

When you enter two question marks (??) at the prompt, the following (hidden) actions are displayed. They can also be used at any prompt.

| +    | Next Screen          | UP   | Up a Line            | AD   | Add New Orders |
| -    | Previous Screen      | DN   | Down a Line          | RV   | Review New Orders |
| FS   | First Screen         | >    | Shift View to Right  | CWAD Display CWAD Info |
| LS   | Last Screen          | <    | Shift View to Left   | PI   | Patient Inquiry |
| GO   | Go to Page           | PS   | Print Screen         | SL   | Search List     |
| RD   | Redisplay Screen     | PT   | Print List           | EX   | Exit            |
| ADPL | Auto Display On/Off  |      |                      |      |                 |

Alerts, Allergies, and Patient Postings

You can access some patient information directly from the Cover Sheet, without going to other tabs.

- Allergies
- Patient Postings
- Recent Vitals
- Immunizations
- Eligibility

From this screen, you can view a detailed display of any of these items, or you can record new allergies.

Cover Sheet

Mar 00, 1997 00:02:00          Page: 1 of 2
CPRSPATIENT,ONE   00-00-0001  2B       JAN 00,1951 (46)  <CW>
Attend: CPRSPROVIDER,TEN     PrimCare: CPRSPROV,     PCTeam: CURTTEAM

Item                                        Entered

| 1    | Moderate reaction to STRAWBERRIES (rash) | 10/00/95 |
| 2    | Severe reaction to PENICILLIN              | 11/00/95 |
| 3    | CRISIS NOTE                                | 02/00/97 08:00 |
| Recent Vitals                              |
| B/P: 120/80                                 | 02/00/97 11:45 |
| Pulse: 80                                  | 02/00/97 11:45 |
| Resp: 27                                   | 02/00/97 11:45 |
| Immunizations                              |
| Tuberculosis.                              | 102/00/97 12:00 |

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

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Allergies/Alerts Detailed Display

CODEINE

Signs/Symptoms: NAUSEA, VOMITING, DIARRHEA

Type: DRUG

Status: NOT VERIFIED

Observed/Historical: OBSERVED

04/00/95 (SEVERE)

Originator: CPRSPROVIDER,TEN

PHYSICIAN

04/00/95 14:00

PATIENT EXHIBITS SEVERE GASTRIC PAIN WHEN GIVEN CODEINE.

Select Action: Close//
Chart Contents

The Patient Chart is composed of screens that represent the pages of a traditional paper patient chart. The Chart Contents screen provides easy, logical access to other screens that show specialized patient information.

When you choose most of these, the first thing you see is a list of current items for this patient (active problems, progress notes, lab results, orders, or meds). You can then review any of the items in greater detail, edit or cancel them if appropriate, or order new ones.

HINT: To quickly jump through a series of screens, enter the names or abbreviations of the actions, separated by semi-colons. Example: CC;Orders;Meds.

Cover Sheet
Mar 00, 1997 00:02:00
CPRSPATIENT,ONE 00-00-0001 2B JAN 00,1951 (46) <CW>
Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTTEAM

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Adverse Reactions</td>
<td></td>
</tr>
<tr>
<td>1 Moderate reaction to STRAWBERRIES (rash)</td>
<td>10/00/95</td>
</tr>
<tr>
<td>2 Severe reaction to PENICILLIN</td>
<td>11/00/95</td>
</tr>
<tr>
<td>(nausea,vomiting, diarrhea)</td>
<td></td>
</tr>
<tr>
<td>3 ERYTHROMYCINS/MACROLIDES (itching, watering eyes)</td>
<td>03/00/97</td>
</tr>
<tr>
<td>Patient Postings</td>
<td></td>
</tr>
<tr>
<td>4 CRISIS NOTE</td>
<td>02/00/97 08:00</td>
</tr>
<tr>
<td>5 CLINICAL WARNING</td>
<td>01/00/97</td>
</tr>
<tr>
<td>Recent Vitals</td>
<td></td>
</tr>
<tr>
<td>B/P: 120/80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Ht: 70</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Pulse: 80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Resp: 27</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td></td>
</tr>
</tbody>
</table>

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

Cover Sheet
Orders
Imaging
Reports
Problems
Meds
Consults
Notes
Labs
D/C Summaries
Select chart component:
**Problems**

The Problems tab is used to document and track a patient’s health care problems. It provides you with a current and historical view of the patient’s problems across clinical specialties and it allows you to trace each identified problem through the VISTA system in terms of treatment, test results, and outcome. To go to the Problems screen, select the Problems tab at the bottom of the Chart Contents screen.

In the Problems tab, you can change the display to see customized lists of problems, edit a problem to reflect changes, and add a new problem.

To enter the Problems screen:

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you’ve created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC); the Chart Contents tabs appear at the bottom of the screen.

**Hint:** Enter CC:P for a shortcut

6. Choose Problems from the Chart Contents list.
Problems, cont’d

7. The Problem List appears. The default is to show Active Problems (status is listed on the far right of the screen).

**Problem List Example**

<table>
<thead>
<tr>
<th>Problem Description</th>
<th>Onset</th>
<th>Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Hypertension (401.9)</td>
<td>10/00/97</td>
<td>active</td>
<td></td>
</tr>
<tr>
<td>Hypertension (401.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>rich test #4 (799.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>Benign Hypertension (401.1)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>Muscle hernia (553.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active *</td>
</tr>
</tbody>
</table>

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

8. If you select one of the listed problems to review, you can choose one of the actions displayed below: Inactivate, Remove, Add Comment, or Detailed Display.

**Active Problems**

<table>
<thead>
<tr>
<th>Problem Description</th>
<th>Onset</th>
<th>Updated</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential Hypertension (401.9)</td>
<td>10/00/97</td>
<td>active</td>
<td></td>
</tr>
<tr>
<td>Hypertension (401.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>rich test #4 (799.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>Benign Hypertension (401.1)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active</td>
</tr>
<tr>
<td>Muscle hernia (553.9)</td>
<td>09/00/97</td>
<td>09/00/97</td>
<td>active *</td>
</tr>
</tbody>
</table>

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

9. To add a new problem, enter NW at the Select: Chart Contents: prompt, and then answer the prompts as shown in the example below:

**Select: Chart Contents**: NW Write New Problem

**PROBLEM**: CFS

2 matches found

1. CFS * (ICD-9-CM 780.7)
2. Fatigue Syndrome, Chronic * (ICD-9-CM 780.7)

Type *** to STOP or Select 1-2:  2

**COMMENT**: <Enter>.

**DATE OF ONSET**: 6/97 (JUN 1997)

**STATUS**: ACTIVE

(A)cute or (C)hronic? CHRONIC
Problems, cont’d

>>> Currently known service-connection data for CPRSPATIENT,ONE:
SC Percent: 30%
Disabilities:
OSTEITIS DEFORMANS 30% - SERVICE CONNECTED
BONES, CAISSON DISEASE OF 40% - SERVICE CONNECTED
Is this problem related to a service-connected condition? NO

Problem: Fatigue Syndrome, Chronic
Onset: 6/97 SC Condition: NO
Status: ACTIVE/CHRONIC Exposure: <none>
Provider: CPRSPROVIDER,FIFTEEN Service: MEDICINE
Recorded: 8/00/97 by CPRSPROVIDER,FIFTEEN

(S)ave this data, (E)dit it, or (Q)uit w/o saving? SAVE/<Enter>
Saving ... done.

>>> Please enter another problem, or press <return> to exit.
PROBLEM: <Enter>

Note: When you enter a new problem, CPRS will check to see if the code for that problem is active as of the date entered as part of Code Set Versioning (CSV). If not, it will ask you change the code for the problem before allowing the user to enter the problem.

Change View

If you select Change View here, you can change the display to a different status; i.e., inactive problems or both inactive and active problems.

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

Status       Save as Preferred View Remove Preferred View
Select attribute(s) to change: STATUS
Select Problem Status: active//?
Enter the status of the problems you wish to see listed here. Choose from:
active
inactive
both active & inactive
Select Problem Status: active// B Both active & inactive
You can review, enter, sign, or edit progress notes for one patient at a time through the CPRS. To review, edit, or sign progress notes for multiple patients, use the Text Integration Utilities menu.

**To enter a Progress Note:**

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you’ve created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.
5. Choose Chart Contents (CC).

**Shortcut:** Enter CC:N

---

**Cover Sheet**

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Adverse Reactions</td>
<td></td>
</tr>
<tr>
<td>1 Moderate reaction to STRAWBERRIES (rash)</td>
<td>10/00/95</td>
</tr>
<tr>
<td>2 Severe reaction to PENICILLIN</td>
<td>11/00/95</td>
</tr>
<tr>
<td>(nausea, vomiting, diarrhea)</td>
<td></td>
</tr>
<tr>
<td>3 ERYTHROMYCIN/MACROLIDES (itching, watering eyes)</td>
<td>03/00/97</td>
</tr>
<tr>
<td>Patient Postings</td>
<td></td>
</tr>
<tr>
<td>4 CRISIS NOTE</td>
<td>02/00/97 08:00</td>
</tr>
<tr>
<td>5 CLINICAL WARNING</td>
<td>01/00/97</td>
</tr>
<tr>
<td>Recent Vitals</td>
<td></td>
</tr>
<tr>
<td>B/P: 120/80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Ht: 70</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Pulse: 80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Resp: 27</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>02/00/97 12:00</td>
</tr>
</tbody>
</table>

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

Cover Sheet  Orders  Imaging  Reports
Problems  Meds  Consults
Notes  Labs  D/C Summaries

Search for the patient’s chart ...

6. Choose Notes from the Chart Contents list.
Notes, cont’d

7. A list of notes appears (the default is to show Signed Notes).

<table>
<thead>
<tr>
<th>Signed Notes</th>
<th>Mar 00, 1997 00:00:00</th>
<th>CPRSPATIENT,ONE 00-00-0001</th>
<th>2B JAN 00,1951</th>
<th>&lt;CMA&gt;</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend: CPRS</td>
<td>PrimCare: CPRSPROV,</td>
<td>PCTeam: CURTTEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provider,TEN</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Written</th>
<th>Author</th>
<th>SigSt</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Adverse React/Allergy</td>
<td>03/00 00:00</td>
<td>CPRSPROVIDER,O</td>
<td>compl</td>
</tr>
<tr>
<td>2 CLINICAL WARNING</td>
<td>02/00 00:00</td>
<td>CPRSPROVIDER,O</td>
<td>compl</td>
</tr>
<tr>
<td>3 General Note</td>
<td>01/00 00:00</td>
<td>CPRSPROVIDER,T</td>
<td>compl</td>
</tr>
<tr>
<td>4 SOAP - GENERAL NOTE</td>
<td>12/00 00:00</td>
<td>CPRSPROVIDER,O</td>
<td>compl</td>
</tr>
</tbody>
</table>

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//

8. Enter NW for Write New Note. Respond to the following prompts as appropriate.

Select: Chart Contents// NW Write New Note
Available note(s): 11/00/96 thru 02/00/97 (9)
Do you wish to see any of these notes? NO// <Enter>

Personal PROGRESS NOTES Title List for TWO CPRSPROVIDER

1 Crisis Note
2 Advance Directive
3 Adverse Reactions
4 Other Title

TITLE: (1-4): 3// <Enter>

Creating new progress note...

Patient Location: 2B
Date/time of Admission: 09/00/95 10:00
Date/time of Note: NOW
Author of Note: CPRSPROVIDER,TEN

...OK? YES// <Enter>

SUBJECT (OPTIONAL description): <Enter>

Calling text editor, please wait...

Getting more tests today.
2> <Enter>

EDIT Option:
Save changes? YES// <Enter>

Saving Adverse React/Allergy with changes...

Enter your Current Signature Code: <Enter>

NOT SIGNED.

Press RETURN to continue...

Print this note? No// YES
Do you want WORK copies or CHART copies? CHART// WORK
DEVICE: HOME// <Enter> VAX
Notes, cont’d

---

**CPRSPATIENT,ONE 000-00-0001**  Progress Notes
---

**NOTE DATED:** 03/00/97 00:00  ADVERSE REACT/ALLERGY

**ADMITTED:** 09/00/95 00:00 2B

**GETTING MORE TESTS TODAY.**

---

**ONE CPRSPROVIDER 03/00/97 00:00**

Enter RETURN to continue or ^ to exit:

Searching for the patient’s chart ...

---

**To sign a Progress Note:**

9. Select Notes from the Chart Components screen.

Select chart component: N  Notes

Searching for the patients chart ...

**Completed Progress Notes**

Mar 00, 1997 00:00:00  Page: 1 of 1

CPRSPATIENT,ONE 000-00-0001  2B  JAN 00,1951  <CWA>

Attend: CPRSPROVIDER,TEN  PrimCare: CPRSPROV,  FCTeam: CURTTEAM

Title                                    Written    Sig Status
1  Adverse React/Allergy                | 03/00 15:00  CPRSP,O unsig
2  Adverse React/Allergy                | 03/00 18:00 unsig
3  CRISIS NOTE                          | 02/00/97 08:00 completed
4  CLINICAL WARNING                     | 02/00/97 09:00 completed
5  General Note                         | 01/00/97 14:00 completed
6  CLINICAL WARNING                     | 01/00/97 completed

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

10. Select CV for Change View, to see all your unsigned notes.

1  all signed          4  signed/author    Save as Preferred View
2  my unsigned         5  signed/dates    Remove Preferred View
3  my unsignned

Select context: 2

11. Enter the number of the note to be signed.

**Unsigned Progress Notes**

Mar 00, 1997 00:00:00  Page: 1 of 1

CPRSPATIENT,ONE 000-00-0001  2B  JAN 00,1951  <CWA>

Attend: CPRSPROVIDER,TEN  PrimCare: CPRSPROV,  FCTeam: CURTTEAM

Title                                    Written    Author    SigSt
1  Adverse React/Allergy                | 03/00 15:00  CPRSP,O unsig
2  Nursing Education Note               | 03/00 09:00  CPRSP,T 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
12. The selected unsigned note and actions appear. Select Sign

<table>
<thead>
<tr>
<th>Title</th>
<th>Written</th>
<th>Author</th>
<th>SigSt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adverse React/Allergy</td>
<td>03/00</td>
<td>CPRSP,O unsig</td>
<td></td>
</tr>
</tbody>
</table>

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: B SIGN
Orders

From the Orders tab, you can review current orders for a patient and place new orders for consults, medications, lab tests, radiology procedures, diets, consults, and procedures, as well as nursing and activity orders.

**Reviewing orders**

1. After selecting a patient, select the Chart Contents (CC) action.

   
<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Adverse Reactions</td>
<td></td>
</tr>
<tr>
<td>1 Moderate reaction to STRAWBERRIES (rash)</td>
<td>10/00/95</td>
</tr>
<tr>
<td>2 Severe reaction to PENICILLIN</td>
<td>11/00/95</td>
</tr>
<tr>
<td>(nausea, vomiting, diarrhea)</td>
<td></td>
</tr>
<tr>
<td>3 ERYTHROMYCINS/MACROLIDES (itching, watering eyes)</td>
<td>03/00/97</td>
</tr>
<tr>
<td>Patient Postings</td>
<td></td>
</tr>
<tr>
<td>4 CRISIS NOTE</td>
<td>02/00/97 08:00</td>
</tr>
<tr>
<td>5 CLINICAL WARNING</td>
<td>01/00/97</td>
</tr>
<tr>
<td>Recent Vitals</td>
<td></td>
</tr>
<tr>
<td>B/P: 120/80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Ht: 70</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Pulse: 80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Resp: 27</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>02/00/97 12:00</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Cover Sheet</th>
<th>Orders</th>
<th>Imaging</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Problems</td>
<td>Meds</td>
<td>Consults</td>
<td></td>
</tr>
<tr>
<td>Notes</td>
<td>Labs</td>
<td>D/C Summaries</td>
<td></td>
</tr>
</tbody>
</table>

   Select chart component: O Orders
   Searching for the patient's chart

2. Select the Orders tab.

   Shortcut: You can enter AD here to skip the next screen (if you don’t want to review orders).
Orders, cont’d

3. The Active Orders screen for your patient is displayed.

<table>
<thead>
<tr>
<th>Item Ordered</th>
<th>Start Date</th>
<th>Order Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LITHIUM SERUM LC LB #876</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
</tr>
<tr>
<td>MAGNESIUM SERUM LC LB #876</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
</tr>
<tr>
<td>CHEM 7 SERUM LC LB #876</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
</tr>
<tr>
<td>CBC BLOOD LC LB #876 Q4D</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
</tr>
<tr>
<td>Consult to Surgery Bedside</td>
<td>CPRSPROVIDER,O</td>
<td>03/00/97</td>
</tr>
<tr>
<td>Change Treating Specialty to</td>
<td>CPRSPROVIDER,O</td>
<td>03/00/97</td>
</tr>
<tr>
<td>ATTENDING: CPRSPROVID,E Prim: 17:39</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TPR B/P Ht Wt q2h</td>
<td>CPRSPROVIDER,O</td>
<td>unr</td>
</tr>
<tr>
<td>NPO Diet Effective MIDNIGHT</td>
<td>CPRSPROVIDER,O</td>
<td>unr</td>
</tr>
</tbody>
</table>

NOTE: + in front of a Lab order indicates that this order will be done multiple times according to a selected schedule.

Change View

You can change the way orders are displayed by selecting Change View at the Active Orders screen and choosing one of the criteria listed. You can save a view to be your default view; i.e., the view that displays whenever you go into the orders screen.

Short Format Example

This format doesn’t list the requestor or stop date.
Orders, cont’d

Order Screen Actions

When you select an order (by entering the number of the order at the Select Action prompt), a list of actions appears that you can perform on that order.

+ NOTE: This is a significant change from OE/RR, where the actions were visible at the bottom of the review screen before you selected an order.

Select: Next Screen// 2

Active Orders

<table>
<thead>
<tr>
<th>Item Ordered</th>
<th>Requestor</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrocardiogram Bedside</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>pend</td>
</tr>
<tr>
<td>CHEM 7 SERUM WC LB #1535</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>pend</td>
</tr>
<tr>
<td>CBC &amp; MORPHOLOGY (WITH DIFF) BLOOD SP LB</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
<tr>
<td>SODIUM, SODIUM SERUM, SERUM WC, WC</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
<tr>
<td>GLUCOSE SERUM WC LB #1525</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
<tr>
<td>CBC BLOOD WC LB #1522 Q4D</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
<tr>
<td>WESTERGREN* BLOOD WC LB #1522</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
<tr>
<td>DIFF &amp; RBC MORPHOLOGY BLOOD WC LB #1522</td>
<td>CPRSPROVIDER,T</td>
<td>03/00/97</td>
<td>actv</td>
</tr>
</tbody>
</table>

These actions are described on the next page.
### Order Actions

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td>Inpatient Medications allows editing of orders while they are still pending. Other service/sections require the old order to be “DC’d” (cancelled) and a new order to be added, if the original was incorrect. Changed orders appear on the Review Screen as DC’d orders, along with the new order.</td>
</tr>
<tr>
<td>Renew</td>
<td>If allowed by the service (usually only Pharmacy), you can renew/reinstate order(s) that have been discontinued.</td>
</tr>
<tr>
<td>Discontinue</td>
<td>Lets you discontinue orders that haven’t been released to the service yet or that hasn’t expired yet. After you request that an order be discontinued, you must electronically sign it or indicate that it’s been signed on the chart. It will then show up on the “New/Unsigned Orders” screen as a discontinued order. If an order is discontinued by the service, a notification will be triggered that the order (for discontinuation) requires a chart signature.</td>
</tr>
<tr>
<td>Sign</td>
<td>This lets you sign an order electronically by entering your electronic signature code, or indicate that the order was signed on-chart.</td>
</tr>
<tr>
<td>Hold</td>
<td>You can place an Order on hold, preventing further processing until &quot;unhold&quot; action or expiration of order. Not all packages may allow their orders to be placed on hold; Pharmacy orders may be placed on hold, but Lab orders can’t.</td>
</tr>
<tr>
<td>Release Hold</td>
<td>This action allows an order to continue its processing.</td>
</tr>
<tr>
<td>Flag</td>
<td>This action lets you place a notice that the order needs clarification or further instructions.</td>
</tr>
<tr>
<td>Unflag</td>
<td>Takes the flag off after clarification or instructions are received.</td>
</tr>
<tr>
<td>Ward Comments</td>
<td>You can add ward comments about an order; these will be displayed on the Details screen.</td>
</tr>
<tr>
<td>Details</td>
<td>More information about the selected order is displayed.</td>
</tr>
<tr>
<td>Results</td>
<td>Allows you to (enter or view) results for an order.</td>
</tr>
<tr>
<td>Alert Results</td>
<td>Allows you to (enter or view) alert results for an order.</td>
</tr>
<tr>
<td>Copy</td>
<td>This is a shortcut that allows you to copy an order, rather than having to completely write a new order. This action is useful for when hospital policy requires that new orders be written periodically, or when orders are discontinued for ward transfers.</td>
</tr>
<tr>
<td>Print</td>
<td>When you select the Print action, it presents the types of printing allowed. You can print Labels or Requisitions. You can print a copy of all current orders, by service or Ward, using a pre-defined format. Each hospital can only have one format for Service Copies or Work Copies. These copies will normally be printed on a service printer. You can print a copy of all current orders that would appear on a patient’s chart, using a pre-defined format. Each hospital can only have one format for Chart Copies.</td>
</tr>
</tbody>
</table>

---

*3/15/05 CPRS V. 1.0 Clinician Guide*
Add New Orders

The Add New Orders action leads to the Add Orders screen. The Add Orders screen varies widely from user to user, based on how your local coordinators have set it up to best fit your needs. You can order from many services, by individual order, by several selections separated by commas, or by a range of numbers separated by a hyphen. After completing one order, you proceed automatically to the next.

When you have finished placing orders, enter Q. You will then be prompted to sign these new orders. When the order(s) are signed, service copies print to the appropriate area(s) for action. Chart copies may print at the nurses’ station/patient location.

Items with ellipses (…) after them bring up menus of available items within that category. Other orders are “quick orders.” These are commonly ordered items that have been set up with pre-defined defaults, reducing the number of prompts.

Add Orders Screen Example

<table>
<thead>
<tr>
<th>Add Orders</th>
<th>Mar 00, 1997 00:00:00</th>
<th>Page: 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,ONE 00-00-0001</td>
<td>2B JAN 00,1951 &lt;CWA&gt;</td>
<td></td>
</tr>
<tr>
<td>Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, FCTeam: CURTEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 ORDER SETS...</td>
<td>30 PATIENT CARE...</td>
<td>70 LABORATORY...</td>
</tr>
<tr>
<td>1 Patient Movement</td>
<td>31 Condom Catheter</td>
<td>71 Chem 7</td>
</tr>
<tr>
<td>2 Diagnosis</td>
<td>32 Guaiac Stools</td>
<td>72 T&amp;A</td>
</tr>
<tr>
<td>3 Condition</td>
<td>33 Incentive Spirometer</td>
<td>73 Glucose</td>
</tr>
<tr>
<td>4 Allergies</td>
<td>34 Dressing Change</td>
<td>74 CBC w/Diff</td>
</tr>
<tr>
<td>10 PARAMETERS...</td>
<td>40 DIETETICS...</td>
<td>75 FT</td>
</tr>
<tr>
<td>11 TPR B/P</td>
<td>41 Regular Diet</td>
<td>76 PTT</td>
</tr>
<tr>
<td>12 Weight</td>
<td>42 Tubefeeding</td>
<td>77 CPK</td>
</tr>
<tr>
<td>13 I &amp; O</td>
<td>43 NPO at Midnight</td>
<td>78 CPK</td>
</tr>
<tr>
<td>14 Call NO on</td>
<td>50 IV FLUIDS...</td>
<td>80 Urinalysis</td>
</tr>
<tr>
<td>20 ACTIVITY...</td>
<td>51 OUTPATIENT MEDS...</td>
<td>81 Culture &amp; Suscept</td>
</tr>
<tr>
<td>21 Ad Lib</td>
<td>55 INPATIENT MEDS...</td>
<td>90 OTHER ORDERS...</td>
</tr>
<tr>
<td>23 Bed Rest / BPR</td>
<td>60 IMAGING...</td>
<td>91 EKG: Portable</td>
</tr>
<tr>
<td>24 Ambulate TID</td>
<td>61 Chest 2 views PA&amp;LAT</td>
<td>99 Text Only Order</td>
</tr>
<tr>
<td>35 Up in Chair TID</td>
<td>63 Chest 2 views AP&amp;LAT</td>
<td></td>
</tr>
</tbody>
</table>

Enter the number of each item you wish to order. >>>

* Next Screen + Set Delay... g Previous Screen
Q Done

Select Item(s): Done/

Set Delay

An event-delayed order is an order that is executed only after a predefined event (known as a release event) occurs. A release event can be an event such as an admission, discharge, or transfer. For example, you could write an event-delayed diet order that would not execute until a patient is transferred to a specific ward.

A CAC defines the release events at your site. (For more information on defining release events, see Appendix G of the CPRS List Manager Technical Manual or the Event-Delayed Orders topic in the CPRS GUI Technical Manual.) Once a CAC has defined a release event, you can write an order that will not execute until that release event occurs.
Placing an Event-Delayed Order

To place an event-delayed order, follow these steps:

1. From the Orders tab, select Delayed Orders by typing **TD**.
2. Enter the name or number of the release event at the **Select RELEASE EVENT** prompt.
   
   CPRS will return to the Orders tab screen. The name of the release event that you selected will appear at the top of the screen. If there are existing orders for that release event, they will appear on the tab.

3. Add a new order by typing **NW**.
4. Enter the order as you normally would.

Changing the Release Event of an Existing Order

To change the release event of an existing order, follow these steps:

1. From the Orders tab, select Delayed Orders by typing **TD**.
2. At the **Select RELEASE EVENT** prompt, select the release event currently associated with the existing order.
   
   The orders associated with that release event will appear.

3. Type the number of the order that you would like to change.

Delayed Admit To General Surgery

Delayed Surgery Event Orders

<table>
<thead>
<tr>
<th>Item Ordered</th>
<th>Provider</th>
<th>Start</th>
<th>Stop</th>
<th>Sts</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPO none</td>
<td>CPRSPROV,T</td>
<td>03/00</td>
<td>01/00</td>
<td>dc</td>
</tr>
<tr>
<td>URETHERA...</td>
<td>CPRSPROV,T</td>
<td>03/00</td>
<td>pend</td>
<td></td>
</tr>
<tr>
<td>Bedside</td>
<td></td>
<td>11:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaction to BEER</td>
<td>CPRSPROV,T</td>
<td>pend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.3NS INJ 250 ml 250 ml/hr</td>
<td>CPRSPROV,T</td>
<td>pend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPO <em>UNSIGNED</em></td>
<td>CPRSPROV,T</td>
<td>pend</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tubefeeding: MAGNACAL FULL strength 2000</td>
<td>CPRSPROV,T</td>
<td>03/00/02 actv</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECAL/QD</td>
<td></td>
<td>08/00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. Select Edit Release Event by typing **Edit Release** at the **Select Action** prompt.
5. Type **No** at the **Remove the release event from these orders?** prompt.
6. Select a new release event at the **Select RELEASE EVENT** prompt.

Removing the Release Event from an Existing Order

**To remove the release event from an existing order, follow these steps:**

1. From the Orders tab, select Delayed Orders by typing **TD**.
2. At the **Select RELEASE EVENT** prompt, select the release event currently associated with the order.

   The orders associated with that release event will appear.

3. Type the number of the order that you would like to change.

   **Delayed Surgery Event Orders Mar 00**
   
<table>
<thead>
<tr>
<th>Item Ordered</th>
<th>Provider</th>
<th>Start</th>
<th>Stop</th>
<th>Sts</th>
</tr>
</thead>
<tbody>
<tr>
<td>NPO none</td>
<td>CPRSPROV,T</td>
<td>03/00</td>
<td>03/02</td>
<td>dc</td>
</tr>
<tr>
<td>Replaced with new diet orders</td>
<td>CPRSPROV,T</td>
<td>03/00</td>
<td>12:00</td>
<td></td>
</tr>
<tr>
<td>CATHETERIZATION CARDIOLOGY (DEX) Proc</td>
<td>CPRSPROV,T</td>
<td>03/00</td>
<td>pend</td>
<td></td>
</tr>
<tr>
<td>Bedside</td>
<td>CPRSPROV,T</td>
<td>11:00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reaction to BURR</td>
<td>CPRSPROV,T</td>
<td></td>
<td></td>
<td>day</td>
</tr>
<tr>
<td>NPO &quot;UNSIGNED&quot;</td>
<td>CPRSPROV,T</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tubefeeding: MAGNICAL FULL strength 2000</td>
<td>CPRSPROV,T</td>
<td>03/28/02</td>
<td>actv</td>
<td>8</td>
</tr>
</tbody>
</table>

4. Select Edit Release Event by typing **Edit Release** at the **Select Action** prompt.
5. Type **Yes** at the **Remove the release event from these orders?** prompt.

Manually Releasing Event-Delayed Orders

**To release an event-delayed order manually (before the delay event occurs) follow these steps:**

**Note:** You must sign an order before it can be released.

1. From the Orders tab, select Delayed Orders by typing **TD**.
2. At the **Select RELEASE EVENT** prompt, select the release event currently associated with the order.

   The orders that are associated with the release event will appear in a numbered list.
3. Type the number of the order that you would like to release. The order that you selected will be highlighted.

4. Select Release Orders by typing R.
5. If the Patient Location prompt appears, enter a location.
6. If the Enter your Current Signature Code prompt appears, enter your signature code.
7. Enter the appropriate response at the Should the orders be printed using the new location? prompt.
8. Enter the appropriate response at the Print CHART COPY for the orders? prompt.
9. Enter the appropriate response at the Print LABELS? for the orders prompt.
Viewing Event Delayed Orders After they are Released

1. From the Orders tab, select Change View by typing CV.
2. Select Auto DC/Release Event by typing A.
3. At the Select Patient Event prompt, enter the release event associated with the orders you would like to view.

The appropriate orders will appear on the Orders tab.

Quick Orders

Quick Orders allow you to enter diets, labs, meds, etc. without going through as many steps. These are types of orders that clinicians have determined to be their most commonly ordered items, with standard collection times, routes, and other conditions. To select a quick order from the AD order screen, simply enter the number shown on your Add Orders menu (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.), then the conditions for the order are displayed for you to accept, edit, or cancel.

Order Sets

Order sets are comprised of a group of related quick orders. The purpose is to minimize the number of prompts to answer for a common protocol or set of orders. See your coordinator or the CPRS Set-Up Guide for instructions about creating order sets. If your site has created order sets (e.g., for admission orders, pre-op orders, etc.), you can select one from the Add Orders screen.
Reviewing and Signing New Orders

After you have entered all of your orders for a patient and you accept the default of DONE at the Select Action Prompt, you are returned to the Cover Sheet. If you enter Q to exit the patient chart, the New Orders screen is displayed and you are prompted to sign all orders you have just placed.

You can also enter RV from other screens where Review New Orders doesn’t appear as an action (it’s on the hidden menu). You can then sign all orders, if you wish.

<table>
<thead>
<tr>
<th>Item Ordered</th>
<th>Requestor</th>
<th>Start</th>
<th>Stop</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>TPR B/P QD <em>UNSIGNED</em></td>
<td>CPRSPROV,T</td>
<td>unr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ambulate TID <em>UNSIGNED</em></td>
<td>CPRSPROV,T</td>
<td>unr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NPO Diet <em>UNSIGNED</em></td>
<td>CPRSPROV,T</td>
<td>unr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>COAGULATION (PT &amp; PTT) BLOOD PLAS LC</td>
<td>CPRSPROV,T</td>
<td>unr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consult to CARDI Bedside <em>UNSIGNED</em></td>
<td>CPRSPROV,T</td>
<td>unr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Select: Sign All Orders/ <Enter> Sign All Orders
Enter your Current Signature Code: (XXXX) SIGNATURE VERIFIED

- Next Screen  %  Sign All Orders  Q  Close
- Previous Screen  AD  Add New Orders

If the current patient has outpatient medication orders that need to be signed and certain additional conditions are met, the Copay prompts may appear. The Copay prompts are used in order to sign some medication orders, you may need to indicate whether an outpatient medication order is related to some (or all) of the conditions below.

- The criteria used to determine if the Copay prompts appear are explained below.
- Of these exemptions then CPRS displays the appropriate Copay prompt(s).
- Radiation
- Persian Gulf War
- Head or Neck Cancer
Adding New Orders

Sequence of Screens and Actions

Clinician Menu
Select Clinician Menu Option: OE (CPRS Clinician Menu)

CPRS Clinician Menu
Select Patient: Doe, John

Cover Sheet
Select: Next Screen// Chart Contents
Select: Chart Contents// AD (Add New Orders)

Add New Orders Menu
Select Item(s): (Choose the items to order)

Various prompts, menus, etc. related to the items selected will be displayed, unless you choose a "Quick Order"

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

Add New Orders Screen
Select Item(s): DONE// <Enter>

Sign and Release Orders
Select Action: Q
There are new orders for this patient!
Searching the patient's chart ...
Select: Sign all orders// <Enter>
Enter your Current Electronic Signature Code:
Ordering, by Service/Category

Patient Movement

You can order patient movements—Admit, Transfer, Discharge, and Treating Specialty changes—with this order type.

Example

Add Patient Movement Orders  Sep 00, 1997 00:00:00  Page: 1 of 1
CPRS PATIENT, TWELVE 666-00-0012 2B 11/00/66(38)
PrimCare: UNKNOWN  PCTeam: <A>
1  Admit Patient
2  Transfer Patient
3  Discharge Patient
4  Change Treating Specialty

Ordering Parameters/Activity/Patient Care Orders/Free Text

Parameters, Activity, Patient Care, and Free Text orders are different kinds of orders that are placed for nursing and ward staff to take action on. They print only at the patient’s ward/location, and are not transmitted electronically to other Services for completion.

Examples of these various kinds of nursing orders are:

<table>
<thead>
<tr>
<th>Order type</th>
<th>Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parameters</td>
<td>vital signs</td>
</tr>
<tr>
<td>Activity</td>
<td>bed rest, ambulate, up in chair</td>
</tr>
<tr>
<td>Patient Care</td>
<td>skin and wound care, drains, hemodynamics</td>
</tr>
<tr>
<td>Free text</td>
<td>immunizations</td>
</tr>
</tbody>
</table>

Pre-defined nursing orders (quick orders) may be available under various sub-menus. Nursing orders may also be composed by selecting the Text Only option from the Order Screen. These orders require the ward staff to take action to complete the request.
Ordering Diets

1. Select 40, Dietetics, from the Add Orders screen.
2. Enter the number (1) from the list of diet options.
3. At the Diet prompt, type in the specific diet. A Diet prompt appears which provides for combination diets. Each combination is entered separately, e.g. Low Sodium <Enter> High protein <Enter>. If additional types are not desired, press <Enter>.
4. Enter the Effective date/time. (Automatically defaults to NOW.)
5. Enter the Expiration date/time. (Usually +28D for Med. and Psych. and +84D for EC)
6. Indicate the Delivery type. (Defaults to the unit’s specific policy.)
7. The order displays. Select Edit, Cancel, or Place.

NOTE: If you enter a diet request after routine meal times, you will automatically be prompted for a late tray. If needed, select the time of delivery.
Overview of New CPRS/POE Functionality

To make it easier for providers to enter medication orders and have fewer orders that needed to be changed by pharmacy and sent back for provider signature, the Pharmacy Ordering Enhancement (POE) project was undertaken. The aim of this project was to make it easier for clinicians to enter medication orders and have the computer do the work in the background to also get pharmacists the information they need to fill the orders appropriately.

In doing this, the ORDER DIALOG file was changed to alter how CPRS prompts clinicians for the information needed in a way that is more natural for them and will hopefully reduce the number of orders that need to be edited and sent back for signature again. Changes include removing the Dispense drug prompt and instead request a dose, using an API to ensure that the VA policy that a provider ordering a controlled substance must have a DEA or VA number, autocalculation of the quantity if a common dispense drug and a standard schedule are entered, and the availability of standard schedules to name a few.

For the List Manager interface, the changes will be seen in the dialogs that you normally use. In addition, another Medications item called Medications may have been added to your ordering menu. The Medications item can be used in addition to the existing dialogs for INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS. The only difference between this new dialog and the Inpatient and Outpatient dialogs is that Medications will automatically assign the ordering context (Inpatient vs. Outpatient) based on the selected patient's current admission/visit status. The Medications item provides a single dialog for medication orders instead of forcing the provider to pick among the INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS order dialogs. If the provider wants to use those specific dialogs, they are still available.

Note: With the new Medications item, the provider will not be able to write a prescription if the patient is currently admitted, or order an inpatient IV med for a patient in an outpatient clinic (i.e. you won’t be able to write an order for the opposite context). Therefore, the old INPATIENT MEDS, OUTPATIENT MEDS, and IV FLUIDS items should still be available for the provider to use.

There are several other changes that are explained in the POE Release Notes.
Ordering Outpatient Medications with a Simple Dose

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a Schedule II (i.e., narcotics) drug that requires a wet signature (rather than an electronic one). For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. For a Schedule II (i.e., narcotics), the message is “This order will require a wet signature!”

4. For a simple dose, type N and press <Enter>.
5. Select the dose, if one is displayed, or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.
   A message may display indicating what the normal fill for the selected medication is.
8. Enter a Days Supply. (The default fill is usually displayed.)
9. Enter the Quantity needed.
10. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
11. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
12. Enter a priority.
13. Enter comments if needed or desired.
14. The prescription displays. Select Edit, Cancel, or Place.
15. Enter another medication if desired. If you are finished and want to exit, press <Enter>.

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see

ASPIRIN SUPP,RTL (non-formulary)

if you type in aspirin as the medication.
**Example: Ordering an Outpatient Medication with a Simple Dose**

```
Order Checks:
>>> Duplicate order: ASPIRIN TAB,EC 325MG [PENDING]
(P)lace, (E)dit, or (C)ancel this order? PLACE/
```
Ordering Outpatient Medications with Complex Doses

1. Select Medications or your normal outpatient medications menu item from your Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   
   **Note:** CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number or a Schedule II (i.e., narcotics) that requires a wet signature (rather than an electronic one). **For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!”** Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog. **For a Schedule II (i.e., narcotics), the message is “This order will require a wet signature!”**

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see

**ASPIRIN SUPP,RTL (non-formulary)**

if you type in aspirin as the medication.

4. For a complex dose, type *Y* and press <Enter>.
5. Select the first dose, if one is displayed, or enter a first dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter a Schedule.
   
   A message may display indicating what the normal fill for the selected medication is.

8. Enter How Long the patient should take this dose.
9. If you want to enter another dose, select a conjunction (the choices are and, then, or except). When you are through entering additional doses, press <Enter> at this prompt.
10. Repeat steps 5-9 as needed to create the complex dose.
11. Enter a Days Supply. (The default fill is usually displayed.)
12. Enter the Quantity needed. If a common dispense drug can be found, the application will try to calculate the quantity using this formula: schedule x days supply = quantity.
13. Enter Refills. This prompt must be answered. Enter 0 if no refills are desired.
14. Enter the method of delivery (WINDOW (automatic default), clinic or mail).
15. Enter a priority.
16. Enter comments if needed or desired.
17. The prescription displays. Select Edit, Cancel, or Place.
18. Enter another medication if desired. If you are finished and want to exit, press <Enter>.
Example: Entering an Outpatient Order with a Complex Dose

Cover Sheet
Sep 00, 2001
Page: 1 of 4
PrimCare: UNKNOWN
PCTeam: <CWAD>

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Moderate reaction to CHILDREN (hives, itching, watering eyes, nausea, vomiting, diarrhea, anxiety, dry mouth, dry nose, rash, hair loss)</td>
</tr>
<tr>
<td>2</td>
<td>DUST (rash)</td>
</tr>
<tr>
<td>3</td>
<td>TREES (itching, watering eyes)</td>
</tr>
<tr>
<td>4</td>
<td>ASPIRIN (anxiety, dry mouth)</td>
</tr>
<tr>
<td>5</td>
<td>Mild reaction to PENICILLIN (rash)</td>
</tr>
<tr>
<td>6</td>
<td>IBUPROFEN (drowsiness)</td>
</tr>
<tr>
<td>7</td>
<td>CRISIS NOTE</td>
</tr>
</tbody>
</table>
+ Enter the numbers of the items you wish to act on.

Select: Next Screen// AD Add New Orders

<Orders for CPRSPATIENT,TWO>

0 ORDER SETS... 30 PATIENT CARE... 70 LABORATORY...
1 Patient Movement 31 Condom Catheter 71 Chem 7
2 Diagnosis 32 Guaiac Stools 72 Tab
3 Condition 33 Incentive Spirometer 73 Glucose
4 Allergies 34 Dressing Change 74 Glucose in 15 minutes
SUPPLY 35 IVPB QO 75 CBC
10 PARAMETERS... 40 DIETETICS... 76 PTT
11 TPR B/P 41 Regular Diet 77 CPR
12 Weight 42 Tubefeeding 78 CPR
13 I & O 43 NPO at Midnight 79 LDM
14 Call NO on 44 High Mineral at Evening 80 Urinalysis
50 IV FLUIDS... 81 Culture & Suscept
20 ACTIVITY... 51 OUTPATIENT MEDS... 89 Word Processing Order
21 Ad Lib 55 INPATIENT MEDS... 90 OTHER ORDERS...
23 Bed Rest / BRP 56 New Meds 91 EKG: Portable
24 Ambulate TID 60 IMAGING ... 98 Cardiology
25 Up in chair TID 61 ECHOCARD THYROID B SCAN 99 Text Only Order
+ Enter the number of each item you wish to order. >>>
+ Next Screen TD Set Delay ... Q Done

Select Item(s): Next Screen// 56 56

-- Medications --

Medication: WA
1 WARFARIN TAB
2 WATER SOLN,IRRG (non-formulary)

CHOOSE 1-2: 1 WARFARIN TAB

Complex dose? NO// YES
Choose from (or enter another):
1 2MG $0.27
2 2.5MG $0.028
3 4MG $0.54
4 5MG $0.266
5 7.5MG $0.417
6 10MG $0.622
7 15MG $0.834
8 20MG $1.244

Dose: 8 20MG $1.244
Example: Entering an Outpatient Order with a Complex Dose (cont’d.)

Route: ORAL
Schedule: Q8H
How long: 30
And/then/except: THEN
Another Dose: 10MG $0.622
Schedule: Q12H
How long: 30
And/then/except: THEN
Another Dose: 4 5MG $0.266
...OK? YES/
Schedule: Q12H
How long: 30
And/then/except:
TAB
Days Supply: 90/
Quantity (TAB): 540/
Refills (0-3): 0
Pick Up: WINDOW/
Priority: ROUTINE/

Add New Orders Sep 00, 2001@00:00:00 Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002 GM 4/00/66(35)

Comments:
No existing text
Edit? No/ (No)

-------------------------------------------------------------------------------
Medication: WARFARIN TAB 5MG
Instructions: 20MG ORAL Q8H FOR 30 DAYS THEN
10MG ORAL Q12H FOR 30 DAYS THEN
5MG ORAL Q12H FOR 30 DAYS
Sig: TAKE 4 TABLETS BY MOUTH EVERY 8 HOURS FO ...
Days Supply: 90
Quantity (TAB): 540
Refills (0-3): 0
Pick Up: WINDOW
Priority: ROUTINE

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

Medication: //
Ordering Inpatient Medications with a Simple Dose

1. Select Medications or your normal inpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   Note: CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to assign a different provider for the encounter.

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see

ASPIRIN SUPP,RTL (non-formulary)

if you type in aspirin as the medication.

4. For a simple dose, type N and press <Enter>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.
8. CPRS shows you the next scheduled administration time. Indicate whether you want to give the first dose now.
   Note: Be careful when using “Give First Dose Now” that you do not overmedicate the patient. If you select yes to the prompt “Give First Dose Now?!”, a separate order will be created for the “Now” dose and another order will be created for the other dose. Check that the combination of the Now dose and the original schedule does not overmedicate the patient.

9. Type in provider comments, if any, e.g., X 7 days, or special instructions.
10. The order displays. Select Edit, Cancel, or Place.
11. Enter another medication if desired or at the Medication prompt, press <Enter>.
Example: Entering an Inpatient Medication with a Simple Dose

```
<Orders for CPRSPATIENT,ONE>

0  ORDER SETS...  30  PATIENT CARE...  70  LABORATORY...
1  Patient Movement  31  Condom Catheter  71  Chem 7
2  Diagnosis  32  Guaiac Stools  72  T4S
3  Condition  33  Incentive Spirometer  73  Glucose
4  Allergies  34  Dressing Change  74  Glucose in 15 minutes
  SUPPLIES  35  IVFQ QO  75  CBC
10  PARAMETERS...  40  DIETETICS...  76  PTT
11  TPR B/P  41  Regular Diet  77  CPK
12  Weight  42  Tubefeeding  78  CPK
13  Input & Output  43  NPO at Midnight  79  LDH
14  Call MD on  44  High Mineral at Evening Q8  80  Urinalysis
  SUPPLY  45  IVPB QO  81  Culture & Suscept
10  PARAMETERS...  50  IV FLUIDS...  82  Culture & Suscept
20  ACTIVITY...  51  OUTPATIENT MEDS...  89  Word Processing Order
21  Bed Rest / BRP  52  INPATIENT MEDS...  90  OTHER ORDERS...
22  Ad Lib  53  New Meds  91  ERG: Portable
23  Ambulate TID  54  IMAGING...  92  Cardiology
24  Up in Chair TID  55  ECHOGRAM THYROID B SCAN
25  Up in Chair TID  56  ECHOGRAM THYROID B SCAN

Select Item(s): Next Screen/ 56  56

--- Medications ---

Medication: I
  1  IBERET-POLIC-500 TAB,SA  (non-formulary)
  2  IBUPROFEN  LIQUID SUSP
  3  LLETIN NPH ILETIN NPH INSULIN INJ  (non-formulary)
  4  LLETIN NPH INSULIN INJ  (non-formulary)
  5  IMFERON  IRON DEXTRAN INJ,SOLN  (non-formulary)

Press <RETURN> to see more, '*' to exit this list, OR

CHOOSE 1-5: 2  IBUPROFEN  LIQUID SUSP

Complex dose? NO/ NO

Choose from (or enter another):
  1  100MG/5ML  $1.56
  2  200MG/10ML  $3.12

Dose: 1  100MG/5ML  $1.56

Add New Orders Sep 00, 2001@00:00:00  Page: 1 of 2

CPRSPATIENT,ONE  000-00-0001  QM  4/00/66(35)

Route: ORAL/

Schedule: Q6H
  1  Q6H
  2  Q6H
  3  Q6H

CHOOSE 1-3: 2

Next scheduled administration time: Sep 00, 2001@03:00

Give First Dose NOW? NO/ NO

Priority: ROUTINE/

Comments:
No existing text

Edit? No/ (No)

-------------------------------------------------------------------------------

Medication: IBUPROFEN  LIQUID SUSP

Instructions: 100MG/5ML ORAL Q6H
Text: 100MG/5ML PO Q6H

-------------------------------------------------------------------------------

(P)lace, (E)dit, or (C)ancel this order? PLACE//
```
Ordering Inpatient Medications with a Complex Dose

1. Select Medications or your normal outpatient medications menu item from the Add Order Screen (AD).
2. Type in the medication name.
3. Select the medication formulation.
   **Note:** CPRS now uses a look up from Pharmacy to check if the selected medication is a controlled substance that will require the signature of a provider with a DEA or VA number. For controlled substances, CPRS displays the message “Provider must have DEA# or VA# to order this drug!” Before an order for a controlled substance can be entered, the provider selected for the encounter must be able to sign the order. You may need to exit the dialog, change the provider, and then reenter the dialog.

Non-formulary medications are identified by the words “non-formulary” in parenthesis to the right of the medication. For example, you might see

```
ASPIRIN SUPP,RTL  (non-formulary)
```

if you type in aspirin as the medication.

4. For a simple dose, type Y and press <Enter>.
5. If possible doses have been entered, CPRS provides a list of possible doses. Select a listed dose or enter a dose.
6. Enter Route. (Automatically defaults to the common route for this drug).
7. Enter schedule, e.g., QID. Use caution when entering schedule. **Use ALL uppercase, Use H for hour(s), and leave a space between time and PRN, e.g., Q4-6H PRN.**
8. Enter for how long (the number of days).
9. Select a conjunction (and or then) if you want to enter another dose, or when finished with dosing information, press <Enter> to go to the next prompt.
10. Repeat steps 5-9 until you have the dose as you want it.
11. Indicate whether you want to give the first dose now.
   **Note:** Be careful when using “Give First Dose Now” that you do not overmedicate the patient. If you select yes to the prompt “Give First Dose Now?”, a separate order will be created for the “Now” dose and another order will be created for the other dose. CPRS also display a message: “First Dose NOW is in addition to those already entered. Please adjust the duration of the first one, if necessary.” Check that the combination of the Now dose and the original schedule does not overmedicate the patient.
12. Type in provider comments, if any, e.g., X 7 days, or special instructions.
13. The order displays. Select Edit, Cancel, or Place.
14. Enter another medication if desired or at the Medication prompt, press <Enter>. 
Example: Entering an Inpatient Order with Complex Dosing

Medication: tet
1 TETANUS TETANUS & DIPHTHERIA TOXOID INJ
2 TETANUS & DIPHTHERIA TOXOID INJ
3 TETRACYCLINE LIQUID SUSP
4 TETRACYCLINE CAP, ORAL
5 TETRACYCLINE INJ
Press <RETURN> to see more, '"' to exit this list, OR
CHOOSE 1-5: 4 TETRACYCLINE CAP, ORAL TETRACYCLINE CAP, ORAL
Complex dose? NO// y YES
Choose from (or enter another):
1 250MG $0.036
2 500MG $0.072
Dose: 2 500MG $0.072
Route: ORAL//
Schedule: q8h
How long: 7
And/then: t THEN
Another Dose: 1 250MG $0.036
Add New Orders
Sep 00, 2001@00:00:00 Page: 1 of 2
CPRSPATIENT,ONE 000-00-0001 1A(1&2)/9-B 6/00/66(35)
Schedule: q8h
How long: 7
And/then:
Next scheduled administration time: Sep 00, 2001@05:00
Give First Dose NOW? NO// y YES
>> First Dose NOW is in addition to those already entered. <<
>> Please adjust the duration of the first one, if necessary. <<
Comments:
No existing text
Edit? No// (No)
-------------------------------------------------------------------
Medication: TETRACYCLINE CAP, ORAL
Instructions: 500MG ORAL Q8H FOR 7 DAYS THEN
250MG ORAL Q8H FOR 7 DAYS
Text: 500MG PO Q8H FOR 7 DAYS, THEN...
First Dose: NOW
Priority: ROUTINE
-------------------------------------------------------------------
(Place, (E)dit, or (C)ancel this order? PLACE//
Ordering IV Fluids

1. Select IVs from the Add Order Screen (AD).
2. Available options are displayed; for example:
   - IV FLUIDS (WITH ADMIXTURE)...
   - IV MEDS...
   - [others, e.g., IV FLUIDS (NO ADDITIVES)...]
3. A fluid with NO ADDITIVE leads to the free text/word-processing screen for order entry.
4. A fluid with an ADMIXTURE leads to the IV pharmacy package.
   a. Type in fluid desired (Use ?? for available selections). Entering a BASE fluid, i.e., D5, produces a fluid selection list containing that base.
   b. Enter Volume of fluid if different from default.
   c. Enter Additive by typing in the name of the additive.
   d. Additive will again be prompted for to allow for additional additives. Bypass by pressing <Enter> if no other additives are desired.
   e. Enter infusion rate in number(s) only. The numeric indicates the rate in cc/hr. Pharmacy uses ML/HR.
   f. Enter provider comments if desired, e.g. -- # of days or special instructions, e.g. MVI in one bag per day. **NOTE**-Placing the name of an additive as a comment **DOES NOT** constitute a valid order unless it is also entered at the Additive prompt.
   g. The order displays. Select Edit, Cancel, or Place.
   h. Respond Y or N to the prompt for another request.

**Note:** An IV MEDICATION leads to the Inpatient Medication package. Answer these prompts like any other inpatient medication. If you enter an IV MEDICATION with more than one additive, it will be saved as an IV FLUID so that all additives can be saved and displayed.
Ordering Imaging or Radiology Exams

1. Select the radiology procedure from the Common Radiology Procedure List by entering the appropriate number. This list automatically displays (enter ?? for additional choices).
2. Enter Modifier(s) if appropriate, e.g., Right, Portable (enter ?? for a complete list of choices).
3. Enter a Reason for the Request.
4. The order displays. Select Edit, Cancel, or Place.
5. Respond Y or N to the prompt for Another Request.

Ordering Labs

1. Enter the name of the lab tests desired.
2. Choose the method of collection — Send to Lab, Ward Collect and Deliver, Lab Blood Team, or Immediate Collect by Lab Team.
3. Enter the collection date and time, e.g., T+3@0500, or Now.
4. Enter the Urgency.
5. Enter how often. (NOTE: If you select that this order will be done multiple times, a + will appear in front of the Lab order on the Orders screen).
6. The choices you have made are displayed.
7. Choose place, edit, or cancel.

NOTE: An Order Check notice such as the following might appear. This notice states that an order is a duplicate of a previously placed order for this patient. You have the option to place, edit, or cancel the order, based on this information.

Order Checks:
>>> Duplicate order: GLUCOSE TOLERANCE (URINE) URINE WC [UNRELEASED]

(P)lace, (E)dit, or (C)ancel this order? PLACE// e CANCEL
... order cancelled.

Ordering Consults & Procedures

1. Select 90, Other Orders, from the Add Orders screen.
2. Enter the service/specialty you’re requesting the consultation from.
3. Enter the reason for the request.
4. Specify whether the service rendered will be on an inpatient or outpatient basis.
5. Enter the urgency for the consultation (stat, routine, within 48 hours, or within 72 hours).
6. Enter the place of Consultation (bedside or consultant’s choice).
7. Enter the provisional diagnosis.

Note: CPRS checks if the diagnosis code is active as of the entry date as specified in Code Set Versioning (CSV). If the code is inactive, the user must change the code before proceeding. The check would occur on copy and change as well.
8. A list of the categories and their responses is displayed; verify or edit these by selecting Place, Edit, or Cancel.
9. You can now add another consult order or exit.
You can review and order Meds either through the Meds tab in Chart Contents or through the Add New Orders option on the Orders tab.

Example

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Adverse Reactions</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>STRAWBERRIES (hives)</td>
</tr>
<tr>
<td>2</td>
<td>Severe reaction to CODEINE (nausea, vomiting, diarrhea)</td>
</tr>
<tr>
<td>3</td>
<td>DUST (rash)</td>
</tr>
<tr>
<td>4</td>
<td>PENNTUSS (itching, watering eyes, nausea, vomiting, diarrhea, drowsiness, hypotension)</td>
</tr>
<tr>
<td>5</td>
<td>RADIOLOGICAL/CONTRAST MEDIA (nausea, vomiting)</td>
</tr>
</tbody>
</table>

Recent Vitals

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

Active Inpatient Medications

<table>
<thead>
<tr>
<th>Medication</th>
<th>Stop Date/Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUINIDINE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 200MG PO ONCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMETIDINE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 300MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WARFARIN TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 10MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLIPIZEIDE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 5MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PENICILLIN TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 250MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.9% NaCl 250 ML 50 ml/hr</td>
<td></td>
<td>pending</td>
</tr>
</tbody>
</table>

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

Select: Next Screen // cc

Select chart component: M

Searching for the patient’s chart...
### Active Inpatient Medications

<table>
<thead>
<tr>
<th>Medication</th>
<th>Stop Date/Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUINIDINE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 200MG PO ONCE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CIMETIDINE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 300MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WARFARIN TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 10MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLIPIZIDE TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 5MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PENICILLIN TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 250MG PO BID</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.9% NaCl 250 ML 50 ml/hr</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>ASPIRIN TAB</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Give: 325MG PO PRN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEFTRIAXONE 2 GM in DEXTROSE 20% 1666 ML 70</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>ml/hr</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Select Action:** det Detailed Display

### IV Fluid

- **Solution:** DEXTROSE 20% 1666 ML
- **Additive:** CEFTRIAXONE 2 GM
- **Infusion Rate:** 70 ml/hr
- **Start Date:**
- **Stop Date:**
- **Status:** PENDING

Order #8740

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

**Select Action:** Close//
Meds, cont’d

Meds Change View

Change View in Meds lets you change your view from Inpatient to Outpatient or to change the date range.

Select: Next Screen// CV  Change View ...
       Date range  Save as Preferred View
       List Outpatient Meds  Remove Preferred View
Select attribute(s) to change: L  List Outpatient Meds

Outpatient Medications  Apr 00, 1997 00:00:00  Exp:  1 of  1
CPRSPATIENT,TWO  666-00-0002  J8  MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T  PrimCare: CPRSPROV,E  FCTeam: CURTTEAM

Medication          Expires     Status    #Rem
1  WARFARIN 2.5MG   04/00/98 active  4
   Sig: TAKE 1 TABLET(S) 2-3 TIMES A DAY AS |
   | NEEDED |
2  AMINOPHYLLINE 100MG 03/00/98 suspended  0
   Sig: TAKE 2 TABLETS FOUR TIMES A DAY FOR |
   | 60 DAYS |

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

NW  Order New Medications CV  Change View ...
SP  Select New Patient
IV  Order New IV Fluids  CC  Chart Contents ...
Q   Close Patient Chart
+  Next Screen
Select: Chart Contents//

Note: The Active status for outpatient meds will display as “active (susp)” to improve clarity.
You can review and order Labs either through the Labs tab in Chart Contents or through the Add New Orders option on the Orders tab.

--- CHEM PROFILE ----

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allergies/Adverse Reactions</td>
<td>10/00/95</td>
</tr>
<tr>
<td>Patient Postings</td>
<td></td>
</tr>
<tr>
<td>CRISIS NOTE</td>
<td>02/00/97 08:00</td>
</tr>
<tr>
<td>CLINICAL WARNING</td>
<td>01/00/97</td>
</tr>
<tr>
<td>Recent Vitals</td>
<td></td>
</tr>
<tr>
<td>B/P: 120/80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Ht: 70</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Pulse: 80</td>
<td>02/00/97 11:00</td>
</tr>
<tr>
<td>Immunizations</td>
<td></td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>02/00/97 12:00</td>
</tr>
</tbody>
</table>

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

--- CHEM PROFILE ----

<table>
<thead>
<tr>
<th>Item</th>
<th>Units</th>
<th>Ranges</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREAT</td>
<td>mg/dL</td>
<td>9-1.4</td>
</tr>
<tr>
<td>BUN</td>
<td>mg/dL</td>
<td>11-24</td>
</tr>
<tr>
<td>GLUCOSE</td>
<td>mg/dL</td>
<td>60-123</td>
</tr>
<tr>
<td>NA</td>
<td>meq/L</td>
<td>135-145</td>
</tr>
<tr>
<td>K</td>
<td>meq/L</td>
<td>3.8-5.3</td>
</tr>
<tr>
<td>CL</td>
<td>meq/L</td>
<td>100-108</td>
</tr>
<tr>
<td>CO2</td>
<td>meq/L</td>
<td>23-31</td>
</tr>
<tr>
<td>CA</td>
<td>mg/dL</td>
<td>9-11</td>
</tr>
<tr>
<td>PO4</td>
<td>mg/dL</td>
<td>2.2-3.9</td>
</tr>
<tr>
<td>URIC AC</td>
<td>mg/dL</td>
<td>4.2-8.5</td>
</tr>
</tbody>
</table>

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

NW Order New Lab Tests CV Change View ...  SP Select New Patient  
+ Next Screen  CC Chart Contents ...  Q Close Patient Chart  
Select: Next Screen//
Lab Change View

Change View in Lab lets you change the date range to be displayed, to go to a specific section of Lab to see results, or to use a list format for display. Examples of the Go To a Section and List Format are shown here.

<table>
<thead>
<tr>
<th>SERUM</th>
<th>04/00/97</th>
<th>04/00/97</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>CREAT</td>
<td>mg/dL</td>
<td>0.9-1.4</td>
<td></td>
</tr>
<tr>
<td>BUN</td>
<td>mg/dL</td>
<td>11-24</td>
<td></td>
</tr>
<tr>
<td>GLUCOSE</td>
<td>1666 H*</td>
<td>mg/dL</td>
<td>60-123</td>
</tr>
<tr>
<td>NA</td>
<td>meq/L</td>
<td>135-145</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>meq/L</td>
<td>3.8-5.3</td>
<td></td>
</tr>
<tr>
<td>CL</td>
<td>meq/L</td>
<td>100-108</td>
<td></td>
</tr>
<tr>
<td>CO2</td>
<td>meq/L</td>
<td>23-31</td>
<td></td>
</tr>
<tr>
<td>CA</td>
<td>mg/dL</td>
<td>9-11</td>
<td></td>
</tr>
<tr>
<td>PO4</td>
<td>mg/dL</td>
<td>2.2-3.9</td>
<td></td>
</tr>
<tr>
<td>URIC AC</td>
<td></td>
<td>mg/dL</td>
<td>4.2-8.5</td>
</tr>
</tbody>
</table>

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

NW Order New Lab Tests  CV Change View ... EP Select New Patient
AD Add New Orders        CC Chart Contents ... Q Close Patient Chart

Select: Next Screen// CV

Go To a Section Example:

Select: Next Screen// CV Change View ...
Date range Go to Section Remove Preferred View
Use list format Save as Preferred View

Select attribute(s) to change: G Goto a Section
Select Lab Section: ?
Enter the lab section from which to wish to see results; the display will scroll to the top of the selected section.

Select Lab Section: ??

Choose from:
  BLOOD BANK
  CHEM PROFILE
  MICROBIOLOGY

Select Lab Section: B BLOOD BANK
Go To a Section Example, cont'd:

<table>
<thead>
<tr>
<th>Lab Cumulative Display</th>
<th>Apr 00, 1997 00:00:00</th>
<th>Page: 3 of 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,TWO 666-00-0002</td>
<td>2B MAR 00,1949 (48)</td>
<td>&lt;A&gt;</td>
</tr>
<tr>
<td>Attend: CPRSPROV,T PrimCare: CPRSPROV,E FCTeam: CURTTEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---- BLOOD BANK ----</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Rh: A POS</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unit assigned/xmatched:</td>
<td>Exp date</td>
<td>Loc</td>
</tr>
<tr>
<td>1) VIII11 CPDA-1 RED BLOOD CEL A POS APR 00, 1995 Blood Bank</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Component requests

<table>
<thead>
<tr>
<th>Units Request date</th>
<th>Date wanted</th>
<th>Requestor</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPDA-1 RED BLOOD CELLS</td>
<td>4</td>
<td>03/00/95 16:00</td>
<td></td>
</tr>
<tr>
<td>ACC-A RED BLOOD CELLS</td>
<td>2</td>
<td>02/00/95 01:00</td>
<td></td>
</tr>
</tbody>
</table>

Date/time ABO Rh POLY IgG C3 Interpretation (Antibody screen)

<table>
<thead>
<tr>
<th>Date/time</th>
<th>ABO Rh</th>
<th>POLY IgG</th>
<th>C3</th>
<th>Interpretation</th>
<th>(Antibody screen)</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td></td>
<td></td>
<td></td>
<td>COMMENT</td>
<td></td>
</tr>
</tbody>
</table>

Use List Format Example:

<table>
<thead>
<tr>
<th>Lab Tests</th>
<th>Apr 00, 1997 00:00:00</th>
<th>Page: 1 of 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,TWO 666-00-0002</td>
<td>2B MAR 00,1949 (48)</td>
<td>&lt;A&gt;</td>
</tr>
<tr>
<td>Attend: CPRSPROV,T PrimCare: CPRSPROV,E FCTeam: CURTTEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEMISTRY/HEMATOLOGY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test</td>
<td>Result Units</td>
<td>Range</td>
</tr>
<tr>
<td>------</td>
<td>---------------</td>
<td>-------</td>
</tr>
<tr>
<td>GLUC</td>
<td>1666 H* mg/dL</td>
<td>60-123</td>
</tr>
<tr>
<td>Comment: ~FOR Test: GLUCOSE ~COMMENT ON</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GLUC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 MG</td>
<td>33 H mg/dL</td>
<td>2-2.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

NW Order New Lab Tests CV Change View ... SP Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart
Select: Chart Contents// CV

Select attribute(s) to change: U Use list format
Searching for the patient’s chart ...
Consults

You can enter, edit, and review consult and procedure requests through CPRS.

1. Go into the Clinician Menu and select OE for CPRS Clinician Menu.
2. The patient selection screen appears, with your personal patient list if you’ve created one (through Personal Preferences).
3. Select a patient from the list, or enter another one.
4. The Cover Sheet for this patient appears.

Example

Consults/Requests

Page 1 of 2

<table>
<thead>
<tr>
<th>Item</th>
<th>Enter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PULMONARY Consult</td>
<td></td>
<td>active</td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td></td>
<td>complete</td>
</tr>
<tr>
<td>NEUROLOGY Consult</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td></td>
<td>complete</td>
</tr>
<tr>
<td>CARDIOLOGY Consult</td>
<td></td>
<td>complete</td>
</tr>
</tbody>
</table>

1. Moderate reaction to STRAWBERRIES (rash) | 10/00/95 |
2. Severe reaction to PENICILLIN           | 11/00/95 |
3. (nausea, vomiting, diarrhea)            |          |
4. Patient Postings                        |          |
5. CRISIS NOTE                             | 02/00/97 08:00 |
6. Recent Vitals                           |          |
7. B/P: 120/80                              | 02/00/97 11:00 |
8. Ht: 70                                  | 02/00/97 11:00 |
9. Immunizations                           |          |
10. Tuberculosis                           | 02/00/97 12:00 |

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

Select: Next Screen///

5. Choose Chart Contents and then Consults (Shortcut: CC;CONS).
6. The Consults screen appears with a list of consults for this patient, and possible actions you can perform at this time (e.g., order a new consult or procedure).

Page 1 of 2

<table>
<thead>
<tr>
<th>Item</th>
<th>Enter</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PULMONARY Consult</td>
<td></td>
<td>active</td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td></td>
<td>complete</td>
</tr>
<tr>
<td>NEUROLOGY Consult</td>
<td></td>
<td>pending</td>
</tr>
<tr>
<td>Electrocardiogram</td>
<td></td>
<td>complete</td>
</tr>
<tr>
<td>CARDIOLOGY Consult</td>
<td></td>
<td>complete</td>
</tr>
</tbody>
</table>

1. Order New Consult                       |       |              |
2. Order New Procedure                     |       |              |
3. Select New Patient                      |       |              |
4. Next Screen                             |       |              |

Select: Next Screen///
Consults, cont’d

7. You can also see more details about any of the consults listed, view results for completed consults, or you can print the Consult Form 513, by entering the number of one of the consults and then the appropriate action’s initial.

<table>
<thead>
<tr>
<th>Select: Chart Contents//</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Display</td>
<td>Results Display</td>
</tr>
<tr>
<td>Select Action: D</td>
<td>---</td>
</tr>
</tbody>
</table>

**Consult/Procedure Display**  
Aug 00, 1997 00:00:00  Page: 1 of 2

CPRS PATIENT, TWO 666-00-0002  2B MAR 00,1949 (48)  <A>

Attend: CPRSPROV, T  PrimCare: CPRSPROV, E  PCTeam: CURTTEAM

**PULMONARY Consult**

- Current Inpatient/Outpatient: Inpatient
- Ward: 2B
- Eligibility: SC VETERAN
- To Service: PULMONARY
- From Service: 
- Provisional Diagnosis: R/O ASTHMA/COPD
- Reason For Request: Test Patient’s lung capacity
- Status: ACTIVE
- ATTENTION: CPRSPROVIDER, THIRTEEN
- Urgency: Routine

Select: Chart Contents// | 1 |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Detailed Display</td>
<td>Results Display</td>
</tr>
<tr>
<td>Select Action: D</td>
<td>---</td>
</tr>
</tbody>
</table>

**Consult/Procedure Display**  
Aug 00, 1997 00:00:00  Page: 2 of 2

CPRS PATIENT, TWO 666-00-0002  2B MAR 00,1949 (48)  <A>

Attend: CPRSPROV, T  PrimCare: CPRSPROV, E  PCTeam: CURTTEAM

- Request Activity Date/Time Ordering Clinician Entered By
- ENTERED IN OE/RR 08/00/97 10:00 CPRSPROVIDER, T  CPRSPROVIDER, T
- RECEIVED 08/00/97 11:00 CPRSPROVIDER, E  CPRSPROVIDER, E

Select Action: Close//
Consults, cont’d

Results Display

Consult/Procedure Display  Aug 00, 1997 00:00:00  Page: 1 of 2
CPRS PATIENT, TWO 666-00-0002  1B  MAR 00,1949 (48)  <A>
Attend: CPRSPROV, T PrimCare: CPRSPROV, E PCTeam: CURTTEAM

PULMONARY Consult

At the time I went to examine Mr. Patient, he was acutely broncho-
spasitic 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).

Mr. Patient regimen is lacking in inhaled corticosteroids. Recognizing
that asthma is an inflammatory process, inhaled steroids are important

+ Enter ? for more help.

8. You can now print a 513, order new consults or procedures, return to Chart Contents,
select a new patient, or exit from the patient’s chart.

+ NOTE: Occasionally a consult result is linked to the wrong consult. Information on how to
make corrections is contained in the Consult/Request Tracking documentation.
Imaging

You can review Radiology results by choosing the Imaging tab in Chart Contents or by selecting Results Reporting from the Clinician menu. You can also order new tests through the Imaging tab or by going through the Add New Orders option on the Orders tab.

To review Radiology Results:

1. After selecting a patient, select Chart Contents and then the Imaging tab.
2. The following screen appears:

<table>
<thead>
<tr>
<th>Item</th>
<th>Entered</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Moderate reaction to STRAWBERRIES (rash)</td>
<td>10/00/95</td>
</tr>
<tr>
<td>2 Severe reaction to PENCILLIN (nausea, vomiting, diarrhea)</td>
<td>11/00/95</td>
</tr>
<tr>
<td>Patient Postings</td>
<td></td>
</tr>
<tr>
<td>3 CRISIS NOTE</td>
<td>02/00/97 08:00</td>
</tr>
<tr>
<td>4 CLINICAL WARNING</td>
<td>01/00/97</td>
</tr>
</tbody>
</table>

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

3. The Imaging Procedures screen appears:

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Exam Date</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEST &amp; ABDOMEN CT</td>
<td>07/00/96 11:00</td>
<td>No Report</td>
</tr>
<tr>
<td>CA ULTRA</td>
<td>06/00/96 14:00</td>
<td>No Report</td>
</tr>
<tr>
<td>UPPER GI + SMALL BOWEL <em>ABNORMAL</em></td>
<td>05/00/96 13:00</td>
<td>Verified</td>
</tr>
</tbody>
</table>

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

NW Order New Procedures CV Change View ... SP Select New Patient + Next Screen CC Chart Contents ... Q Close Patient Chart Select: Chart Contents//
Imaging, cont’d

Change View

The Change View action in Imaging lets you change your view to a different date range or a smaller number of items.

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

Date range

Maximum # of items

Select attribute(s) to change: M Minimum # of items

Maximum # of items to display: 5

Searching for the patient's chart ...

Imaging Procedures

<table>
<thead>
<tr>
<th>Procedure</th>
<th>Exam Date</th>
<th>Report Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CHEST &amp; ABDOMEN CT</td>
<td>07/00/96 11:00</td>
<td>No Report</td>
</tr>
<tr>
<td>2 CA ULTRA</td>
<td>06/00/96 14:00</td>
<td>No Report</td>
</tr>
<tr>
<td>3 FOOT 3 OR MORE VIEWS</td>
<td>06/00/96 14:00</td>
<td>No Report</td>
</tr>
<tr>
<td>4 ABDOMEN &amp; FELVIS W &amp; WO IV CONTRAST</td>
<td>06/00/96 10:00</td>
<td>Verified</td>
</tr>
<tr>
<td>5 HAND 1 OR 2 VIEWS <em>ABNORMAL</em></td>
<td>06/00/96 13:00</td>
<td>Verified</td>
</tr>
</tbody>
</table>

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

NW Order New Procedures CV Change View ... SF Select New Patient
+ Next Screen CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents//
D/C Summaries

You can review, edit, and write new Discharge Summaries through CPRS.

1. Select D/C Summaries from Chart Contents.
2. If one or more Discharge Summaries are listed, select a number of one you wish to review or take action on. If you pick Detailed Display, the entire Discharge Summary is displayed (screen-by-screen) in the List Manager list area.

3. New actions are displayed on the screen; select one of these.

---

Enter the numbers of the items you wish to act on

---

Select Action: det
D/C Summaries, cont’d

**Discharge Summary Detailed Display Example**

<table>
<thead>
<tr>
<th>Discharge Summary Display</th>
<th>Apr 00, 1997 00:00:00</th>
<th>Page: 1 of 33</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,TWO 666-05-0002</td>
<td>2B MAR 00,1949 (48)</td>
<td>A&gt;</td>
</tr>
<tr>
<td>Attend: CPRSPROV,T  PrimCare: CPRSPROV,E  PCTeam: CURTTEAM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DICT DATE: APR 00, 1997</td>
<td>ENTRY DATE: APR 00, 1997 (10:00:00)</td>
<td></td>
</tr>
<tr>
<td>DICTATED BY: CPRSPROVIDER,TEN</td>
<td>ATTENDING: CPRSPROVIDER,TWENTY</td>
<td></td>
</tr>
<tr>
<td>URGENCY: routine</td>
<td>STATUS: COMPLETED</td>
<td></td>
</tr>
</tbody>
</table>

**DIAGNOSIS:**
1. Status post head trauma with brain contusion.
2. Status post cerebrovascular accident.
3. End stage renal disease on hemodialysis.
5. Congestive heart failure.
6. Hypertension.
7. Non insulin dependent diabetes mellitus.
8. Peripheral vascular disease, status post thrombectomies.
11. Chronic anemia.

**OPERATIONS/PROCEDURES:** None.

**HISTORY OF PRESENT ILLNESS:**
Patient is a 49-year-old, white male with past medical history of end stage renal disease, peripheral vascular disease, status post BKA, coronary artery disease, hypertension, non insulin dependent diabetes mellitus, diabetic retinopathy, congestive heart failure, status post CVA, status post thrombectomy admitted from Anytown VA after a fall from his wheelchair in the hospital. He had questionable short lasting loss of consciousness but patient is not very sure what has happened. He denies headache, vomiting, vertigo. On admission patient had CT scan which showed a small area of parenchymal hemorrhage in the right temporal lobe which is most likely consistent with hemorrhagic contusion without mid line shift or incoordination.

**ACTIVE MEDICATIONS:**
- Isordil 20 mgs p.o. t.i.d., Coumadin 2.5 mgs p.o. qd,
- Ferrous sulfate 325 mgs p.o. b.i.d., Ativan 0.5 mgs p.o. b.i.d., Lactulose 15 ccs p.o. b.i.d., Calcium carbonate 650 mgs p.o. b.i.d. with food,
- Betoptic 0.5% ophthalmologic solution gtt OU b.i.d., Nephrocaps 1 tablet p.o. qd,
- Pilocarpine 4% solution 1 gtt OU b.i.d., Compazine 10 mgs p.o. t.i.d. prn nausea,
- Tylenol 650 mgs p.o. q4 hours prn.

Patient is on hemodialysis, no known drug allergies.

**PHYSICAL EXAMINATION:**
Patient had stable vital signs, his blood pressure was...
Reports

You can view or print reports and results from either the Results Reporting option on the Clinician Menu or from the Reports tab on the Chart Contents screen. The Reports tab only lets you print for individual patients. The RR option lets you select more than one patient at a time.

Reports Tab Example:
Shortcut: Select CC;R

Cover Sheet
Mar 00, 1997 00:00:00 Page: 1 of 2
CPRSPATIENT, TWO 666-00-0002 2B MAR 00, 1949 (48) <A>
Attend: CPRSPROV, T PrimCare: CPRSPROV, E FCTeam: CURTTEAM

Enter the numbers of the items you wish to act on >>>
Reports
Jun 00, 1997 00:00:00 Page: 1 of 2
CPRSPATIENT, TWO 666-00-0002 2B MAR 00, 1949 (48) <A>
Attend: CPRSPROV, T PrimCare: CPRSPROV, E FCTeam: CURTTEAM

Select chart component: R

Searching for the patient's chart ..
Reports, cont’d

<table>
<thead>
<tr>
<th>Reports</th>
<th>Jun 00, 1997 00:00:00</th>
<th>Page: 2 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,TWO</td>
<td>666-00-0002</td>
<td>2B</td>
</tr>
<tr>
<td>Attend: CPRSPROV,T</td>
<td>PrimCare: CPRSPROV,E</td>
<td>PCTeam: CURTTEAM</td>
</tr>
<tr>
<td>+ Report</td>
<td>Date</td>
<td>Status</td>
</tr>
<tr>
<td>12 Order Summary for Date Range</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13 Custom Order Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14 Chart Copy Summary</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15 Outpatient RX Profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16 Dietetic Profile</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Imaging (08/00/96 to 08/00/97, LIMIT 10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary of Patient Procedures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

OR Other Reports ... CV Change View ... SF Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents// 2

Lab Cumulative Example

<table>
<thead>
<tr>
<th>Report Display</th>
<th>Mar 00, 1997 00:00:00</th>
<th>Page: 1 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPRSPATIENT,TWO</td>
<td>666-00-0002</td>
<td>2B</td>
</tr>
<tr>
<td>Attend: CPRSPROV,T</td>
<td>PrimCare: CPRSPROV,E</td>
<td>PCTeam: CURTTEAM</td>
</tr>
</tbody>
</table>

Lab Cumulative

---- BLOOD BANK ----

ABO Rh: A POS

Unit assigned/xmatched: Exp date Loc
1) V11111 CFDA-1 RED BLOOD CELLS A POS APR 00, 1995 Blood Bank
Component requests Units Request date Date wanted Requestor By
CFDA-1 RED BLOOD CELLS 4 03/00/95 16:00 03/00/95 16:00 KIL DM
ACD-A RED BLOOD CELLS 2 02/00/95 01:00 02/00/95 08:00 BGB DM

<table>
<thead>
<tr>
<th>ABO Rh</th>
<th>POLY IgG</th>
<th>C3</th>
<th>Interpretation (Antibody screen)</th>
</tr>
</thead>
</table>

Select Action: Next Screen/ <Enter>
Reports, cont’d

Dietetic Profile Example

Dietetic Profile
No Food Preferences on file
Current Diet: REGULAR
Service: Tray

Tubefeed Ordered: 00-Sep-96 2:00pm
Product: ENSURE PLUS, Full Str., 8 OZ Three times a Day
Total Quantity: 708 cc  Total KCAL: 1062

No future Diet Orders exist
No future Early or Late Trays ordered
No Active Standing Orders
No Active Consultations for this Admission

Enter ? for more help. >>>

Select Action: Close://
### Reports, cont’d

#### Health Summary Example

03/00/97 00:00

```
***************  CONFIDENTIAL HEALTH SUMMARY  ***************
CPRS PATIENT, TWO  666-00-0002  2B  MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T  PrimCare: CPRSPROV,E  FCTeam: CURTTEAM

----------------------------
DEM - Demographics
----------------------------
Address: 123 ANY ST
Phone: 801 000 1234
ANYTOWN, UTAH 80101
County: SALT LAKE

Marital Status: MARRIED
Age: 48
Religion: PROTESTANT, NO DENOMINATION
Sex: MALE
Occupation: Computer Technician

2/C %:

----------------------------
PLL - Active/Inactive
----------------------------
ST PROBLEM                                            LAST MOD  PROVIDER
A  250.41-DIABETES W RENAL MANIFES TYP I; Type I      07/00/95  CPRSPROVIDER,T
  diabetes mellitus with renal manifestations, Onset 07/00/95
A  411.1-INTERMED CORONARY SYND; Angina, Unstable,   06/00/96  CPRSPROVIDER,T
  Onset 06/00/96
A  305.00-ALCOHOL ABUSE-UNSPEC; ALCOHOL ABUSE         06/00/96  CPRSPROVIDER,T
A  305.00-ALCOHOL ABUSE-UNSPEC; Alcohol Abuse         06/00/96  CPRSPROVIDER,T
A  079.99-UNSPEC VIRAL INFE; Four Corner Virus, Onset   07/00/96  CPRSPROVIDER,T
  07/00/96
A  424.1-AORTIC VALVE DISORD; AORTIC STENOSIS,        07/00/96  CPRSPROVIDER,T
  Onset 07/00/96
A  250.00-DIABETES MELLITUS W/O COMP TYP II; DIABETES  07/00/96  CPRSPROVIDER,T
ST PROBLEM                                            LAST MOD  PROVIDER
MELLITUS, Onset 07/00/96
A  414.00-COR ATHEROSCL UNSP TYF-VES; 414.00, Onset    08/00/96  CPRSPROVIDER,T
  08/00/96
A  886.0-AMPUTATION FINGER; Amputation of two digits    01/00/97  CPRSPROVIDER,T
  of one hand including the index and little fingers, Onset 01/00/97
A  730.00-AC OSTEO MYELITIS-UNSPEC; Acute             01/00/97  CPRSPROVIDER,T
  osteomyelitis, Onset 01/00/97
A  401.9-HYPERTENSION NOS; Systolic hypertension,      02/00/97  CPRSPROVIDER,T
  Onset 02/00/97

**DRAFT COPY - DRAFT COPY -- ABOVE ADDENDUM IS UNSIGNED --
END**
Press <RET> to continue, ^ to exit, or select component:
```
Results Reporting

You can print reports for multiple patients (e.g., all of the patients in a ward, or all of a patients on a Personal or Team List) through the Results Reporting option on the Clinician Menu.

Order Summary for Date/Time Range Example

```plaintext
Select Clinician Menu Option: Results Reporting Menu

1A ward list

1  CPRSPATIENT,EL (0008) A-2  9  CPRSPATIENT,SE (0007) B-2
2  CPRSPATIENT,EL (0011) - 10  CPRSPATIENT,SI (0006) -
3  CPRSPATIENT,FI (0005) - 11  CPRSPATIENT,SI (0006) A-5
4  CPRSPATIENT,FI (0015) - 12  CPRSPATIENT,SE (0007) A-6
5  CPRSPATIENT,FO (0004) B-5 13  CPRSPATIENT,TE (0010) B-1
6  CPRSPATIENT,FO (0014) B-4 14  CPRSPATIENT,TEW (0002) -
7  CPRSPATIENT,FO (0040) - 15  CPRSPATIENT,TEW (0020) B-3
8  CPRSPATIENT,SE (0007) -

Select Patient(s): 12-13  CPRSPATIENT,SE (0007) A-6
                      CPRSPATIENT,TE (0010) B-1

RESULTS REPORTING

--- Main Results Menu ---

1  Health Summary            8  Daily Order Summary
2  Lab Results (Interim)     9  Order Summary for Date/time Range
3  Graph Lab Tests            10 Customized Order Summary
4  Blood Bank Report         11 Print Chart Copy Summary
5  Anatomic Pathology Report 12  Work Copy Summary
6  Vitals SF511 Report        13 Outpatient RX Profile
7  Vitals Cumulative Report  14 Inpatient Medications Profile

Select Item(s): 9  Order Summary for Date/time Range

--- Order Summary for Date/time Range ---

Start Date [Time]: T// t=30  (OCT 00, 1997)
Ending Date [Time] (inclusive): OCT 00, 1997 00:00// t (NOV 00, 1997)

DEVICE: HOME// ALPHA
```
### Order Summary for Date/Time Range Example, cont’d

<table>
<thead>
<tr>
<th>Ord’d</th>
<th>St</th>
<th>Item Ordered</th>
<th>Requestor</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/00/97</td>
<td>dc</td>
<td>CHEST 4 VIEWS LEFT</td>
<td>PHYSICIAN</td>
<td>08:00</td>
<td>08:00</td>
</tr>
<tr>
<td>11/00/97</td>
<td>09:00</td>
<td>Discontinue CHEST 4 VIEWS LEFT</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 09:00</td>
</tr>
<tr>
<td>11/00/97</td>
<td>09:15</td>
<td>Consult to PULMONARY Bedside</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 09:15 09:30</td>
</tr>
<tr>
<td>11/00/97</td>
<td>10:15</td>
<td>ECHO Bedside</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11:30</td>
</tr>
<tr>
<td>11/00/97</td>
<td>11:15</td>
<td>ERCP Bedside</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 11:30 11:45</td>
</tr>
<tr>
<td>11/00/97</td>
<td>13:00</td>
<td>Consult to PULMONARY Bedside</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 13:15 13:30</td>
</tr>
<tr>
<td>11/00/97</td>
<td>16:45</td>
<td>CHEST &amp; ABDOMEN CT <em>UNSIGNED</em></td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 16:45 16:45</td>
</tr>
<tr>
<td>11/00/97</td>
<td>16:45</td>
<td>NPO Diet <em>UNSIGNED</em></td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>16:45 16:45</td>
</tr>
</tbody>
</table>

* END OF ORDERS *

---

<table>
<thead>
<tr>
<th>Ord’d</th>
<th>St</th>
<th>Item Ordered</th>
<th>Requestor</th>
<th>Start</th>
<th>Stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/00/97</td>
<td>p</td>
<td>Consult to Pulmonary Bedside</td>
<td>PHYSICIAN</td>
<td>07:45</td>
<td>08:00</td>
</tr>
<tr>
<td>11/00/97</td>
<td>09:00</td>
<td>Consult to PULMONARY Bedside <em>UNSIGNED</em></td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 09:00</td>
</tr>
<tr>
<td>11/00/97</td>
<td>10:15</td>
<td>Discontinue Consult to Cardiology Bedside</td>
<td>PHYSICIAN</td>
<td>11/00</td>
<td>11/00 10:15 10:30</td>
</tr>
</tbody>
</table>

* END OF ORDERS *
Personal Preferences

You can change many of the parameters that control the way CPRS works for you. The Personal Preferences Menu on your Clinician Menu contains sub-menus that may allow you to change which notifications and order checking messages you get, the team or personal lists you will use, and the default patients you’ll have.

### Personal Preferences Menu

<table>
<thead>
<tr>
<th>Option or Menu</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>GUI Cover Sheet Display Parameters</td>
<td>This option lets you modify the default number of days to display on the cover sheet.</td>
</tr>
<tr>
<td>Notification Mgmt Menu</td>
<td>This menu contains an option that allows you to review the notifications you should be currently receiving. You may also have an option for adding or removing notifications to those you are scheduled to receive (whether you have this depends on local site set-up). Use this option to turn notifications on or off. You may also be able to remove all of your existing notifications via a purge option.</td>
</tr>
<tr>
<td>Order Checking Management Menu</td>
<td>This menu contains one or two options (depending on local set-up) which allow you to check which order checks you get and possibly to set parameters for order checking.</td>
</tr>
<tr>
<td>Personal Patient List Menu</td>
<td>Options on this menu allow clinicians to create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or remove patients from lists, or inquire to a file of patient lists.</td>
</tr>
<tr>
<td>Patient Selection Preference Mgmt</td>
<td>This menu allows you to set default parameters for patient lists.</td>
</tr>
<tr>
<td>Display Patients Linked to Me via Teams</td>
<td>This option displays patients linked to the current user via teams from the OE/RR LIST file [#100.21].</td>
</tr>
<tr>
<td>Display My Teams</td>
<td>This option displays teams linked to the current user.</td>
</tr>
</tbody>
</table>

To access the Personal Preferences Menu:

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

Select Clinician Menu Option: PP Personal Preferences

- CS GUI Cover Sheet Display Parameters
- NO Notification Mgmt Menu ...
- OC Order Checking Mgmt Menu ...
- PL Personal Patient List Mgmt ...
- PT Patient Selection Preference Mgmt ...
- PT Display Patients Linked to Me via Teams
- TM Display My Teams

Select Personal Preferences Option:
Personal Preferences, cont’d

GUI Cover Sheet Display Parameters

Example

Select Personal Preferences Option: cs  GUI Cover Sheet Display Parameters

GUI Cover Sheet - User for User: CPRSPROVIDER,TEN

---------------------------------------------------------------------------
| Inpatient Lab Number of Days to Display | 60 |
| Outpatient Lab Number of Days to Display | 120 |
| Appt Search Start Date | T-30 |
| Appt Search Stop Date | T+60 |
| Visit Search Start Date | T-30 |
| Visit Search Stop Date | T+60 |
| Clinical Reminders for Search | 10 | VA-INFLUENZA VACCINE |

---------------------------------------------------------------------------

Inpatient Lab Number of Days to Display: 60/
Outpatient Lab Number of Days to Display: 120/
Appt Search Start Date: T-30/
Appt Search Stop Date: T+60/
Visit Search Start Date: T-30/
Visit Search Stop Date: T+60/

For Clinical Reminders for Search -

Select Display Sequence: 

<table>
<thead>
<tr>
<th>Display Sequence</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>VA-INFLUENZA VACCINE</td>
</tr>
</tbody>
</table>

Select Display Sequence: 12
Are you adding 12 as a new Display Sequence? Yes/<Enter> YES

Display Sequence: 12/ <Enter> 12
Clinical Reminder: Tetanus Diptheria (TD-Adult) VA-*TETANUS DIPHTHERIA IMMUNIZATION

For Clinical Reminders for Search -

Select Display Sequence: <Enter>
Notification Mgmt Menu Options

The following options may be available on your Personal Preference Menu, depending on how your local coordinators have set up your menus.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable/Disable My Notifications</td>
<td>If you have this option, you can indicate that a notification should not be processed for you.</td>
</tr>
<tr>
<td>Erase All of My Notifications</td>
<td>Use this option to erase all of your own notifications.</td>
</tr>
<tr>
<td>Send me a MailMan bulletin for Flagged Orders</td>
<td>Enter Yes to send a bulletin to the order’s Current Provider (usually the Ordering Provider) when an order is flagged for clarification. This parameter has no effect on the Flagged Orders notification which is also triggered when an order is flagged for clarification.</td>
</tr>
<tr>
<td>Set Notification Display Sort Method (GUI)</td>
<td>Method for sorting notifications when displayed in the GUI, including by Patient, Type (Notification name), and Urgency. Within these sort methods notifications are presented in reverse chronological order.</td>
</tr>
<tr>
<td>Send me a MailMan bulletin for Flagged Orders</td>
<td>If this is turned on, a MailMan bulletin is sent to the order’s Current Provider (usually the Ordering Provider) when the order is flagged for clarification. This parameter has no effect on the Flagged Orders notification, which is also triggered when an order is flagged for clarification.</td>
</tr>
<tr>
<td>Show Me the Notifications I Can Receive</td>
<td>This option displays if and why you are a recipient for each notification.</td>
</tr>
<tr>
<td>Set Surrogate to Receive My Notifications</td>
<td>Sets up a surrogate to receive all notifications (OE/RR alerts) for you.</td>
</tr>
</tbody>
</table>

Show Me the Notifications I Can Receive

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

Would you like help understanding the list of notifications? No//  (No)

This will take a moment or two, please stand by.......................

DEVICE: HOME// ALPHA

Notification List for CPRSPROVIDER,EIGHT

Page:  1

<table>
<thead>
<tr>
<th>Notification</th>
<th>ON/OFF For This User and Why</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABNORMAL IMAGING RESULTS</td>
<td>ON System value is Mandatory</td>
</tr>
<tr>
<td>ABNORMAL LAB RESULT (INFO)</td>
<td>OFF OERR value is Disabled</td>
</tr>
<tr>
<td>ABNORMAL LAB RESULTS (ACTION)</td>
<td>OFF OERR value is Disabled</td>
</tr>
<tr>
<td>ADMISSION</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>CONSULT/REQUEST CANCEL/HOLD</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>CONSULT/REQUEST RESOLUTION</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>CRITICAL LAB RESULT (INFO)</td>
<td>ON User value is Enabled</td>
</tr>
<tr>
<td>CRITICAL LAB RESULTS (ACTION)</td>
<td>OFF OERR value is Disabled</td>
</tr>
<tr>
<td>DECEASED PATIENT</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>DNR EXPIRING</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>ERROR MESSAGE</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>FLAGGED ORDERS</td>
<td>ON No Disabled values found</td>
</tr>
<tr>
<td>FOOD/DRUG INTERACTION</td>
<td>ON No Disabled values found</td>
</tr>
</tbody>
</table>

Press RETURN to continue or ‘‘ to exit:
Show Me the Notifications I Can Receive, cont’d

<table>
<thead>
<tr>
<th>Notification List for CPRSPROVIDER,EIGHT</th>
<th>Page: 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>FREE TEXT</td>
<td>ON</td>
</tr>
<tr>
<td>IMAGING PATIENT EXAMINED</td>
<td>ON</td>
</tr>
<tr>
<td>IMAGING RESULTS</td>
<td>ON</td>
</tr>
<tr>
<td>IMAGING RESULTS AMENDED</td>
<td>ON</td>
</tr>
<tr>
<td>LAB RESULTS</td>
<td>OFF</td>
</tr>
<tr>
<td>MEDICATIONS EXPIRING</td>
<td>OFF</td>
</tr>
<tr>
<td>NEW ORDER</td>
<td>OFF</td>
</tr>
<tr>
<td>NEW SERVICE CONSULT/REQUEST</td>
<td>OFF</td>
</tr>
<tr>
<td>NPO DIET MORE THAN 72 HRS</td>
<td>OFF</td>
</tr>
<tr>
<td>ORDER CHECK</td>
<td>OFF</td>
</tr>
<tr>
<td>ORDER REQUIRES CHART SIGNATURE</td>
<td>OFF</td>
</tr>
<tr>
<td>ORDER REQUIRES CO-SIGNATURE</td>
<td>OFF</td>
</tr>
<tr>
<td>ORDER REQUIRES ELEC SIGNATURE</td>
<td>OFF</td>
</tr>
<tr>
<td>ORDERER-FLAGGED RESULTS</td>
<td>OFF</td>
</tr>
<tr>
<td>SERVICE ORDER REQ CHART SIGN</td>
<td>OFF</td>
</tr>
<tr>
<td>SITE-FLAGGED ORDER</td>
<td>OFF</td>
</tr>
<tr>
<td>SITE-FLAGGED RESULTS</td>
<td>OFF</td>
</tr>
<tr>
<td>STAT IMAGING REQUEST</td>
<td>OFF</td>
</tr>
<tr>
<td>STAT ORDER</td>
<td>OFF</td>
</tr>
<tr>
<td>STAT RESULTS</td>
<td>ON</td>
</tr>
<tr>
<td>TRANSFER FROM PSYCHIATRY</td>
<td>OFF</td>
</tr>
<tr>
<td>UNSCHEDULED VISIT</td>
<td>OFF</td>
</tr>
<tr>
<td>UNVERIFIED MEDICATION ORDER</td>
<td>OFF</td>
</tr>
<tr>
<td>URGENT IMAGING REQUEST</td>
<td>OFF</td>
</tr>
</tbody>
</table>

- End of Report -

Explanations of ON/OFF For This User and Why

<table>
<thead>
<tr>
<th>Reason</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/System value is Mandatory</td>
<td>Either the site or the CPRS package determined that a notification is mandatory for either a division or a hospital.</td>
</tr>
<tr>
<td>OERR value is Mandatory</td>
<td>The notification is exported as mandatory.</td>
</tr>
<tr>
<td>OERR value is Disabled</td>
<td>The site disabled the mandatory status of an exported notification.</td>
</tr>
<tr>
<td>No Disabled values found</td>
<td>No one (a manager, coordinator, or user) has disabled this notification.</td>
</tr>
<tr>
<td>User value is Disabled</td>
<td>A manager, coordinator, or user disabled this notification for this user.</td>
</tr>
</tbody>
</table>

Disabling a Notification Example

The process for disabling a notification seems counter-intuitive. When the program asks if you want to add a new Notification, logically you’d want to say “No,” but the program is really asking if you want to add a new notification to a temporary list for consideration about enabling or disabling. The program is using a generic FileMan call—we hope that in the near future a more user-friendly utility will be written for this option.
Notifications, cont’d

Select Personal Preferences Option: NO  NOTIFICATIONS MGMT MENU
Select Notification Mgmt Menu Option: 1   Enable/Disable Notifications

Enable/Disable My Notifications

----------------------------------- Setting for User: CPRS PROVIDER,EIGHT----------

Select Notification: ?

<table>
<thead>
<tr>
<th>Notification</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAB RESULTS</td>
<td>Disabled</td>
</tr>
<tr>
<td>ORDER REQUIRES ELEC SIGNATURE</td>
<td>Mandatory</td>
</tr>
<tr>
<td>CRITICAL LAB RESULT (INFO)</td>
<td>Mandatory</td>
</tr>
<tr>
<td>STAT RESULTS</td>
<td>Mandatory</td>
</tr>
<tr>
<td>FREE TEXT</td>
<td>Disabled</td>
</tr>
</tbody>
</table>

Answer with OE/RR NOTIFICATIONS NUMBER, or NAME, or PACKAGE ID, or MESSAGE TEXT, or RECIPIENT USERS.
Do you want the entire 41-Entry OE/RR NOTIFICATIONS List? N (NO)

Select Notification: ADMISSION
Are you adding ADMISSION as a new Notification? Yes// <Enter>  YES

Notification: ADMISSION// <Enter>  ADMISSION  ADMISSION

Value: Disabled
Select Notification: <Enter>
Personal Preferences, cont’d

Order Checking Mgmt Menu

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Me the Order Checks I Can Receive</td>
<td>This option processes each order check to determine if and why you receive an order check message during the ordering process.</td>
</tr>
<tr>
<td>Enable/Disable an Order Check for Yourself</td>
<td>A list of available order checks is displayed when you enter a question mark. You can then select order checks to enable or disable.</td>
</tr>
</tbody>
</table>

Enable/Disable an Order Check for Yourself Example

Select Clinician Menu Option: PF  Personal Preferences

CS     GUI Cover Sheet Display Parameters
NO     Notification Mgmt Menu ...
OC     Order Checking Mgmt Menu ...
PL     Personal Patient List Menu ...
PS     Patient Selection Preference Mgmt ...
PT     Display Patients Linked to Me via Teams
TM     Display My Teams

Select Personal Preferences Option; Order Checking Mgmt Menu
Select Order Checking Management Option: 1  Enable/Disable an Order Check for Yourself

-------------------------------------------------------------------------
---
Setting PROCESSING FLAG for User: GRIN,JON ---------

Select Order Check: ?
Answer with ORDER CHECKS NAME
Do you want the entire 18-Entry ORDER CHECKS List? y  (Yes)
Choose from:
ALLERGY-CONTRAST MEDIA INTERACTION
AMINOGLYCOSIDE ORDERED
BIOCHEM ABNORMALITY FOR CONTRA
CLOzapine APPROPRIATENESS
CT & MRI PHYSICAL LIMITATIONS
DRUG-DRUG INTERACTION
DUPLICATE DRUG CLASS ORDER
DUPLICATE DRUG ORDER
DUPLICATE ORDER
ERROR MESSAGE
ESTIMATED CREATININE CLEARANCE
GLUCOPHAGE-CONTRAST MEDIA
LAB ORDER FREQ RESTRICTIONS
MISSING LAB TESTS FOR ANGIODRA
ORDER CHECKING NOT AVAILABLE
POLYPHARMACY
RECENT BARIUM STUDY
RECENT ORAL CHOLECYSTOGRAM
RECENT ORAL URSODEOXYCHOLIC Acid
RENAL FUNCTIONS OVER AGE 65

Select Order Check: DUPLICATE DRUG ORDER
Are you adding DUPLICATE DRUG ORDER as a new Order Check? Yes/<Enter>YES

Order Check: DUPLICATE DRUG ORDER/<Enter> DUPLICATE DRUG ORDER
Value: Enabled/<Enter> Enabled
Order Check Value: Enabled

You’re not really adding a new Order Check, but a new Order Check Value: Enabled.
Personal Preferences, cont’d

Personal Patient List Menu

Clinical Coordinators (CACs) can help set up team lists for groups of clinicians and related hospital personnel. Clinicians can create patient lists by ward, clinic, or by patient to use for displaying results or creating reports. You can build lists, delete lists, merge lists, add or delete patients from lists, or inquire to a file of patient lists.

If you have a list defined and loaded (as determined in the Personal Preferences options), the list will be available every time you select the CPRS Clinician Menu. You then select a patient from the list. This list can also be used for printing reports.

The team lists also help determine who receives notifications for patients defined on the lists.

<table>
<thead>
<tr>
<th>Name</th>
<th>Synonym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Build Patient List Menu</td>
<td>AD</td>
<td>Options on this menu allow you to create patient lists by patient, ward, or clinic. These lists can then be used to display results or to print reports, or can be merged with other lists.</td>
</tr>
<tr>
<td>Delete Existing List(s)</td>
<td>DE</td>
<td>When you no longer need a patient list that you have built, you can use this option to delete the list.</td>
</tr>
<tr>
<td>Examine/Print Existing List(s)</td>
<td>EX</td>
<td>This option allows you to examine or print an existing patient list.</td>
</tr>
<tr>
<td>Load Primary Patient List</td>
<td>LO</td>
<td>This option loads into the current session the user’s primary patient list.</td>
</tr>
<tr>
<td>Merge Existing Lists</td>
<td>ME</td>
<td>This option lets you merge the patients from one or several lists together to create a bigger or more comprehensive list.</td>
</tr>
</tbody>
</table>
**Personal Preferences, cont’d**

**Build Patient List Menu Example**

Select Personal Preferences Option: **pl** Personal Patient List Menu

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Build Patient List Menu</td>
</tr>
<tr>
<td>ME</td>
<td>Merge</td>
</tr>
<tr>
<td>EX</td>
<td>Examine/Print Existing List(s)</td>
</tr>
<tr>
<td>DE</td>
<td>Delete Existing List(s)</td>
</tr>
<tr>
<td>LO</td>
<td>Load Primary Patient List</td>
</tr>
</tbody>
</table>

Select Personal Patient List Menu Option: **ad** Build Patient List Menu

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ON</td>
<td>Patient (Add to list)</td>
</tr>
<tr>
<td>WA</td>
<td>Ward (Add to list)</td>
</tr>
<tr>
<td>CL</td>
<td>Clinic (Add to list)</td>
</tr>
<tr>
<td>PV</td>
<td>Provider (Add to list)</td>
</tr>
<tr>
<td>AL</td>
<td>Existing Lists (Add to list)</td>
</tr>
<tr>
<td>CR</td>
<td>Clear Current Patient List</td>
</tr>
<tr>
<td>LI</td>
<td>Show Current Patient List</td>
</tr>
</tbody>
</table>

**Select Build Patient List Menu Option: PV Provider (Add to list)**

No existing list found, continuing with an EMPTY list.

Select PROVIDER: CPRSPROVIDER,EIGHT TR

Select one of the following:
- P PRIMARY CARE PHYSICIAN
- A ATTENDING PHYSICIAN
- B BOTH

Select: BOTH//<Enter>

Working...

Show your current PATIENT list? No//Y (Yes)

CURRENT PATIENT LIST

10/00/97 PAGE: 001

<table>
<thead>
<tr>
<th>No.</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CPRSPROVIDER,ELEVEN</td>
</tr>
<tr>
<td>2</td>
<td>CPRSPROVIDER,EIGHT</td>
</tr>
<tr>
<td>3</td>
<td>CPRSPROVIDER,FIFTY</td>
</tr>
<tr>
<td>4</td>
<td>CPRSPROVIDER,FIVE</td>
</tr>
<tr>
<td>5</td>
<td>CPRSPROVIDER,FOUR</td>
</tr>
<tr>
<td>6</td>
<td>CPRSPROVIDER,FOUR</td>
</tr>
<tr>
<td>7</td>
<td>CPRSPROVIDER,NINE</td>
</tr>
<tr>
<td>8</td>
<td>CPRSPROVIDER,NINETY</td>
</tr>
</tbody>
</table>

Press RETURN to continue **^** to Quit

Do you want to remove patients from this list? No//<Enter> (No)

Store list for future reference? Yes//<Enter> (Yes)

Enter a name for this list: GREENLIST

Are you adding 'GREENLIST' as a new OE/RR LIST? No//Y (Yes)

List has been stored.
### Patient Selection Preference Menu

This menu contains options that let you set default parameters for patient lists.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Display Your Patient List Source</td>
<td>This option lets you display a user's default patient list source.</td>
</tr>
<tr>
<td>2. Set My Preferred Clinic Friday</td>
<td>This option lets you specify the clinic that will be the default source of Friday's patient list.</td>
</tr>
<tr>
<td>3. Set My Preferred Clinic Monday</td>
<td>This option lets you specify the clinic that will be the default source of Monday's patient list.</td>
</tr>
<tr>
<td>4. Set My Preferred Clinic Saturday</td>
<td>This option lets you specify the clinic that will be the default source of Saturday's patient list.</td>
</tr>
<tr>
<td>5. Set My Preferred Clinic Start Date</td>
<td>Patients with appointment dates as early as this date will be added to the Clinic List. Patients will be added with appointment dates between START DATE and STOP DATE.</td>
</tr>
<tr>
<td>6. Set My Preferred Clinic Stop Date</td>
<td>Patients with appointment dates as recent as this date will be added to the Clinic List. Patients will be added with appointment dates between START DATE and STOP DATE.</td>
</tr>
<tr>
<td>7. Set My Preferred Clinic Sundays</td>
<td>This option lets you specify the clinic that will be the default source of Sunday's patient list.</td>
</tr>
<tr>
<td>8. Set My Preferred Clinic Thursday</td>
<td>This option lets you specify the clinic that will be the default source of Thursday's patient list.</td>
</tr>
<tr>
<td>9. Set My Preferred Clinic Tuesday</td>
<td>This option lets you specify the clinic that will be the default of Tuesday's patient list.</td>
</tr>
<tr>
<td>10. Set My Preferred Clinic Wednesday</td>
<td>This option lets you specify the clinic that will be the default source of Wednesday's patient list.</td>
</tr>
<tr>
<td>11. Set My Preferred List Source</td>
<td>This option lets you specify the default preference for patient list source.</td>
</tr>
<tr>
<td>12. Set My Preferred Provider</td>
<td>Provider who is basis for building the Provider List of patients.</td>
</tr>
<tr>
<td>13. Set My Preferred Sort Order for Patient List</td>
<td>This option lets you specify the default sort order for the patient list. Room/Bed is valid only for inpatients list (Ward, Team/Personal, Provider, Specialty). Appointment Date is valid only for outpatient lists (Clinic)</td>
</tr>
<tr>
<td>14. Set My Preferred Team List</td>
<td>This option lets you specify the Team/Personal list to be the default source of patients.</td>
</tr>
<tr>
<td>15. Set My Preferred Treating Specialty</td>
<td>This option lets you specify the Treating Specialty used as a source for patients on the Specialty List.</td>
</tr>
<tr>
<td>16. Set My Preferred Ward</td>
<td>This option lets you specify the Ward that will be the default list of patients.</td>
</tr>
</tbody>
</table>
Personal Preferences, cont’d

Display Your Patient List Source Example

Select Patient Selection Preference Menu Option: 1 Display Your Patient List Source
Your default list of patients is based on: Ward 2B

<RETURN> to continue: <Enter>
Select Patient Selection Preference Menu Option: 13 Set Default Provider

Set Default Provider

-------------------------------------------------------------------------
----------------------
Setting for User: CPRSPROVIDER,TEN----------------------

Value: CPRSPROVIDER,TEN // CPRSPROVIDER,FOUR

Display Patients Linked to Me via Teams

This option lets you see what patients are on teams that you are currently on.

Example

CS GUI Cover Sheet Display Parameters
NO Notification Mgmt Menu ...
OC Order Checking Mgmt Menu ...
PL Personal Patient List Menu ...
PS Patient Selection Preference Mgmt ...
PT Display Patients Linked to Me via Teams
TM Display My Teams

Select Personal Preferences Option: pt Display Patients Linked to Me via Teams

CPRSPROVIDER,TEN IS LINKED TO THE FOLLOWING PATIENTS VIA TEAMS:

01/00/98 PAGE: 001
-------------------------------------------------------------------------
1 CPRSPROVIDER,ELEVEN
2 CPRSPROVIDER,EIGHT
3 CPRSPROVIDER,FIFTY
4 CPRSPROVIDER,FIVE
5 CPRSPROVIDER,FOURTY
6 CPRSPROVIDER,FOUR
7 CPRSPROVIDER,NINE
8 CPRSPROVIDER,NINETY

Press RETURN to continue "^" to Quit
Display My Teams

This option lets you see what teams you are currently on.

Example

Select Clinician Menu Option: PP  Personal Preferences

CS GUI Cover Sheet Display Parameters
MO Notification Mgmt Menu ...
OC Order Checking Mgmt Menu ...
FL Personal Patient List Menu ...
PS Patient Selection Preference Mgmt ...
PT Display Patients Linked to Me via Teams
TM Display My Teams

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

Select Personal Preferences Option: TM  Display My Teams

CPRSPROVIDER,TEN IS ON THE FOLLOWING TEAMS:

01/00/98 PAGE: 001

1 AUTOLINKED TEAM--
2 GREENLIST
3 House IC
4 Assist

Press RETURN to continue  "^" to Quit
Helpful Hints

• ACTIONS
Actions (also known as protocols) are the items listed on the bottom part of the list manager screens. Sometimes these are processes that you can perform on screen items (processes such as sign, print, discontinue, renew, etc.), and sometimes they are the names of other screens (chart tabs) that you can go to.

NOTE: Order actions in CPRS work differently from OE/RR. In CPRS, you must pick an order from the review screen before the available actions appear at the bottom of the screen. In OE/RR the actions were visible at the bottom of the review screen before you selected an order.

• CHART TABS
Chart Tabs are another name for the Chart Contents actions or pages. They allow you the following choices: Orders, Notes, Meds, Lab, D/C Summaries, and Problem Lists. (They are called Tabs to be consistent with the GUI version of CPRS, which uses the Windows convention of having tab-like graphic images for selecting options.) If you select one of these tabs, you will be given the option of NW. This allows you to write new notes, meds, labs, and problems without going through the order screen. You may also view results relating to these tabs by using the following steps: (1) Select CC; (2) Select a tab; e.g., consults, lab, (3) Select the number of the item you want information on, (4) Select Detailed Display.

• CONSULTS
Consults may be ordered via CPRS by selecting Other from the Add Orders screen or by selecting the Consults tab. You can also see Consults results through CPRS.

• DETAILED DISPLAY
When you select the action Detailed Display (DD) you can see additional information about an order, including Who entered the order, what physician or nurse initiated the order, and the date the order was entered or discontinued. You may view this information by selecting the number of the order in question, and then choosing Detailed Display.

• ELECTRONIC SIGNATURE
An Electronic signature must accompany all orders entered by a physician, nurse practitioner, or physician’s assistant. These orders are not released to the services until signed (except for verbal orders). For outpatient medications, the order must be signed by an authorized provider. Verbal, telephoned, and written orders cannot be released to the pharmacy until they are signed.

Note: The purpose of this is to comply with VHA policy. You can read the policy on the intranet at http://vaww.va.gov/pub/direc/health/manual/020704.htm.

• EXPIRED MED ORDERS
Expired Med orders remain on the order screen for a time designated by your site.
Helpful Hints, cont’d

- **INDICATORS**
  The “greater-than” symbols (>>) beside an order indicates that this order needs to be completed or have action taken by a nurse or ward clerk.
  When >> is shown in the black bar of the List Manager screen, it means that more information is available to the right of the screen; enter one or more of these symbols to see this information.

- **INORDERABLE ITEM IN PHARMACY**
  This is a notation that is seen when the pharmacy has changed its dispense drugs. An inorderable item can’t be renewed. The med in question can be continued by choosing the Change option, which automatically DCs the original and creates a new order that will be renewable thereafter. The Change option takes you through each field of the medication and allows you to edit as needed.

- **LAB TIP**
  To change a lab urgency “on-the-fly”: When you select a quick order from the menu, enter the number of the item followed by *=.

- **MEDICATION ENTRY TIPS**
  1) Always use upper case when entering the schedule. The approved abbreviation for hours is H. If other letters are listed, such as hr or hrs, the pharmacy package doesn’t read the schedule accurately, and incorrect times will appear on your MARS. Currently administration times can be edited under the Unit Dose option only.
  2) Enter the Schedules for these orders as follows:
     - Insulin BID  BID-INSULIN
     - ISMO  BID-ISMO
     - PRN  Q4-6H PRN
  3) Multiple Meds may be renewed or discontinued by selecting the order numbers, pressing enter, and choosing Renew or DC.
  4) Hard copies of orders automatically print to the service(s).
  5) Meds for discharge or pass can be selected and converted to outpatient status. This prevents the need for carbon copies of orders with original signatures. To place Meds on hold, enter a free-text order. Pharmacy considers orders to be either active or discontinued. They do not act on Hold orders. This is an action taken only by a unit’s nursing staff.
  6) If an order is questioned by pharmacy, it will be flagged, stating the reason for the flag, and the physician receives a View Alert. A Med can be unflagged if you choose the Med in question and then select UNFLAG.
  7) Verbal orders cause a View Alert to be automatically generated for the physician who needs to electronically sign the order.
**Helpful Hints, cont’d**

- **NOTES**
  Progress Notes can be accessed directly from the patient’s chart or through TIU as a separate menu option.

- **PATIENT LISTS**
  You can set up a specific list as your default. To enter a list, choose CHANGE VIEW (CV), then select WARD, CLINIC, or PROVIDER, etc., enter the name of the group (e.g., 2 west), then choose SV to save the list. This list must be saved after its selection for it to become your default. To change from one chart to another, the SP (Select Patient) choice returns the screen to your default list where you can select another patient. You may also enter a patient from another area of the unit by choosing FD (Find Patient) and entering the patient’s name. FD can be used even if you already have another unit loaded as your default list.

- **QUICK ORDERS**
  Quick Orders allow you to enter labs and meds without going through as many steps. They are selected from the AD order screen by simply selecting a number (other than the #s for the categories LABORATORY, MEDICATIONS, IMAGING, DIETETICS, etc.). Quick Orders are ones that physicians have determined to be their most commonly ordered items and have standard collection times, routes, and other conditions.

- **REPORTS**
  Reports for individual patients are available from the Reports tab. Reports for a ward/clinic can be found under the Results Reporting menu option. To print a Ward Summary, follow these steps:
  1) Select Results Reporting
  2) Select patient or patients
  3) Enter the range of numbers you want
  4) Choose #8 to print Daily Order Summary, or #11 for Chart Copies of orders
  5) Enter date range
  6) Answer Yes to Display only those orders placed on this day: NO/
  7) Enter a printer name or hit ENTER at the DEVICE: HOME/ prompt (This can also be queued)
# Glossary

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>A plus sign (+) in front of a Progress Note indicates that the note has addenda. A + in front of a lab order indicates that this lab test will be done multiple times according to a selected schedule.</td>
</tr>
<tr>
<td>&gt;&gt;</td>
<td>These arrows (displayed in the center black bar) indicate that more information can be seen by scrolling to the left. If they are displayed beside an order, it means that a nurse or clerk needs to take action on the order.</td>
</tr>
<tr>
<td>CPRS</td>
<td>Computerized Patient Record System, the VISTA package (in both GUI and character-based formats) that provides access to most components of the patient chart.</td>
</tr>
<tr>
<td>ASU</td>
<td>Authorization/Subscription Utility, a VISTA application (initially released with TIU) that allows VAMCs to assign privileges such as who can do what in ordering, signing, releasing orders, etc.</td>
</tr>
<tr>
<td>Chart Contents</td>
<td>The various components of the Patient Record, equivalent to the major categories of a paper record; for example, Problem List, Progress Notes, Orders, Labs, Meds, Reports, etc. In CPRS, these components are listed at the bottom of the screen, to be selected individually for performing actions.</td>
</tr>
<tr>
<td>Consults</td>
<td>Consult/Request Tracking, a VISTA product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It’s used to request and track consultations or procedures from one clinician to another clinician or service.</td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>A screen of the CPRS patient chart that displays an overview of the patient’s record.</td>
</tr>
<tr>
<td>CWAD</td>
<td>Crises, Warnings, Allergies/Adverse Reactions, and Directives. These are displayed on the Cover Sheet of a patient’s computerized record, and can be edited, displayed in greater detail, or added to. See Patient Postings.</td>
</tr>
<tr>
<td>D/C Summary</td>
<td>Discharge Summary; see below.</td>
</tr>
<tr>
<td>Discharge Summary</td>
<td>A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient’s course of care while in the hospital.</td>
</tr>
<tr>
<td>GUI</td>
<td>Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.</td>
</tr>
<tr>
<td>Health Summary</td>
<td>A VISTA product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other VISTA applications.</td>
</tr>
<tr>
<td><strong>Imaging</strong></td>
<td>A VISTA product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.</td>
</tr>
<tr>
<td><strong>Notifications</strong></td>
<td>Alerts regarding specific patients that appear on the CPRS patient chart. They can be responded to through “VA View Alerts.”</td>
</tr>
<tr>
<td><strong>OE/RR</strong></td>
<td>Order Entry/Results Reporting, a VISTA product that evolved into the more comprehensive CPRS.</td>
</tr>
<tr>
<td><strong>Order Checking</strong></td>
<td>A component of CPRS that reviews orders as they are placed to see if they meet certain defined criteria that might cause the clinician placing the order to change or cancel the order (e.g., duplicate orders, drug-drug/diet/lab test interactions, etc.).</td>
</tr>
<tr>
<td><strong>PCMM</strong></td>
<td>Patient Care Management Module, a VISTA product that manages patient/provider lists.</td>
</tr>
<tr>
<td><strong>Patient Postings</strong></td>
<td>A component of CPRS that includes messages about patients; an expanded version of CWAD (see above).</td>
</tr>
<tr>
<td><strong>Progress Notes</strong></td>
<td>A component of TIU that can function as part of CPRS.</td>
</tr>
<tr>
<td><strong>Quick Orders</strong></td>
<td>Quick Orders allow you to enter many kinds of orders without going through as many steps. They are types of orders that physicians have determined to be their most commonly ordered items and that have standard collection times, routes, and other conditions.</td>
</tr>
<tr>
<td><strong>Reports</strong></td>
<td>A component of CPRS that includes Health Summary, Action Profile, and other summarized reports of patient care.</td>
</tr>
<tr>
<td><strong>TIU</strong></td>
<td>Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.</td>
</tr>
<tr>
<td><strong>VISN</strong></td>
<td>Veterans Information System Network, the regional organizations for managing computerization within a region.</td>
</tr>
<tr>
<td><strong>VISTA</strong></td>
<td>Veterans Information Systems Technology Architecture, the new name for DHCP.</td>
</tr>
</tbody>
</table>
**Appendix: Screen Actions**

### Actions available, by tab

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

#### Chart Contents
- Cover Sheet
- Orders
- Imaging
- Reports
- Problems
- Meds
- Consults
- Notes
- Labs
- D/C Summaries

#### Problems
- Inactivate
- Add Comment
- Detailed Display
- Remove
- Verify

#### Change View
- Status
- Save as Preferred View
- Remove Preferred View

#### Progress Notes
- Edit
- Make Addendum
- Sign
- Detailed Display
- Browse
- Print
- Copy
- Identify signers
- Remove Preferred View
- Signed
- Signed/author
- Signed/dates
- Saved/author
- Saved/dates

#### Add Orders
- AD  Add New Orders
- CG  Change View ...
- SP  Select New Patient
- Q  Close Patient Chart

#### Change View
- Date range
- Status
- Service/Section
- Short Format

#### Order Actions
- Change
- Sign
- Flag
- Details
- Rewrite
- Renew
- Hold
- Unflag
- Results
- Print ...
- Discontinue
- Release Hold
- Ward Comments
- Alert Results

#### Meds
- NW  Order New Meds ...
- CV  Change View ...
- SP  Select New Patient
- AD  Add New Orders
- CC  Chart Contents ...
- Q  Close Patient Chart

#### Order Actions
- Change
- Discontinue
- Transfer to Outpt
- Detailed Display
- Renew
- Hold
- Copy
- List Outpatient Meds
- Save as Preferred View
- Remove Preferred View
### Actions available, by tab

#### Labs

<table>
<thead>
<tr>
<th>Action</th>
<th>Tab</th>
<th>Change View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW Order New Lab Tests ...</td>
<td>CV</td>
<td>Change View ...</td>
<td>SF</td>
</tr>
<tr>
<td>AD Add New Orders</td>
<td>CC</td>
<td>Chart Contents ...</td>
<td>Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Close</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient Chart</td>
<td></td>
</tr>
</tbody>
</table>

#### Change View

<table>
<thead>
<tr>
<th>Date range</th>
<th>Go to Section</th>
<th>Remove Preferred View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use list format</td>
<td>Save as Preferred View</td>
<td></td>
</tr>
</tbody>
</table>

#### Imaging

<table>
<thead>
<tr>
<th>Action</th>
<th>Tab</th>
<th>Change View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW Order New Procedures</td>
<td>CV</td>
<td>Change View ...</td>
<td>SF</td>
</tr>
<tr>
<td>AD Add New Orders</td>
<td>CC</td>
<td>Chart Contents ...</td>
<td>Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Close</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient Chart</td>
<td></td>
</tr>
</tbody>
</table>

#### Consults

<table>
<thead>
<tr>
<th>Action</th>
<th>Tab</th>
<th>Change View</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>NW Order New Consult ...</td>
<td>CV</td>
<td>Change View ...</td>
<td>SF</td>
</tr>
<tr>
<td>AD Add New Orders</td>
<td>CC</td>
<td>Chart Contents ...</td>
<td>Q</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Close</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Patient Chart</td>
<td></td>
</tr>
</tbody>
</table>

#### Change View

<table>
<thead>
<tr>
<th>Date range</th>
<th>Service</th>
<th>Remove Preferred View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>Save as Preferred View</td>
<td></td>
</tr>
</tbody>
</table>

#### Actions

| Detailed Display        | Print SF 513 | |

#### D/C Summaries

| NW Write New Summary ... | CV        | Change View ...      | SF      |
| AD Add New Orders        | CC        | Chart Contents ...   | Q       |
|                         |           |                      | Close   |
|                         |           | Patient Chart        |         |

#### Change View

| 1 all signed            | 4 signed/author | Save as Preferred View |
| 2 my unsigned           | 5 signed/dates  | Remove Preferred View  |
| 3 my uncosigned         |                  |                       |

#### Actions

<table>
<thead>
<tr>
<th>Edit</th>
<th>Detailed Display</th>
<th>Identify signers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make Addendum</td>
<td>Browse</td>
<td>Copy</td>
</tr>
<tr>
<td>Sign</td>
<td>Print</td>
<td>Delete</td>
</tr>
</tbody>
</table>

#### Reports

| NW Other Reports ...     | CV        | Change View ...      | SF      |
| AD Add New Orders        | CC        | Chart Contents ...   | Q       |
|                         |           |                      | Close   |
|                         |           | Patient Chart        |         |

#### Change View

<table>
<thead>
<tr>
<th>Date Range for Radiology reports</th>
<th>Save as Preferred View</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum # of Radiology reports</td>
<td>Remove Preferred View</td>
</tr>
</tbody>
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<

<Enter>, 6

>

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