



# Computerized Patient Record System (CPRS)

## Clinician's Getting Started Guide

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List Manager Version

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Department of Veterans Affairs  
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## Revision History

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Date	Page	Change	Project Manager	Technical writer
3/15/05	various	Changes for SOP compliance about displaying sensitive patient data.	M. Hendry	T. Robinson
8/15/2003	,	<a href="#">Added note about Code Set Versioning changes in entering new problems.</a> <a href="#">Added a note about CSV for Consults Ordering.</a>		
12/02	27-31	Added changes for event-delayed orders		
12/2/01		Added information about the Copay prompts.		
9/11/01		Added information about medication changes that come about as a result of POE.		
6/29/00		Added to note about IV meds with more than one additive being saved as IV Fluids.		
6/29/00		Added note that outpatient med active status now displays as "active (susp)".		
6/29/00		Added note about outpatient med orders requiring authorized provider signature prior to release.		

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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/](http://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 CAC to establish and set up these options. You can also confer with your CAC 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.

The screenshot shows a window titled "Allergies and Alerts" with a header area containing patient information (CPRSPATIENT, ONE, 000-00-0001, 2B, MAR 00, 1932 (64)) and a list area with sections for Allergies/Adverse Reactions, Patient Postings, and Immunizations. A message window at the bottom contains a plus sign and the text "Enter the numbers of the items you wish to act on. >>>". The action area at the bottom lists various actions like "NW Enter New Allergy/ADR", "CG (Change View...)", "SP Select New Patient", "+ Next Screen", "CC Chart Contents ...Q", and "Close Patient Chart".

### Descriptions of List Manager Screen Components

Component	Description
Screen title	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.
Header area	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).
List area	(scrolling region) This area scrolls and displays the information that you can take action on.
Message window	This section displays a plus (+) sign, minus (-) sign, >> 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.; > moves you to more information on the right; and < moves you back to the left or main screen. Other allowable actions may be displayed in the message window.
Action area	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.

# Using CPRS

## 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:

<b>Provider</b>	Mar 00, 1997 00:00:00	Page:	1 of 1
Current patient: ** No patient selected **			
Patient Name	ID	DOB	Room-Bed
No patients found.			
<b>Enter the number of the patient chart to be opened</b>			
+ 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**

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: CURTEAM
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2	Severe reaction to PENICILLIN	11/00/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/00/97 08:00	
<u>Recent Vitals</u>			
	B/P: 120/80	02/00/97 11:00	
	Pulse: 80	02/00/97 11:00	
	Resp: 27	02/00/97 11:00	
<u>Immunizations</u>			
	Tuberculosis.	02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW	Enter New Allergy/ADR	CV (Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Next Screen//			

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: CURTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2	Severe reaction to PENICILLIN	11/00/95	
Patient Postings			
3	CRISIS NOTE	02/00/97 08:00	
<u>Recent Vitals</u>			
	B/P: 120/80	02/00/97 11:45	
	Pulse: 80	02/00/97 11:45	
	Resp: 27	02/00/97 11:45	
<u>Immunizations</u>			
	Tuberculosis.	02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW	Enter New Allergy/ADR	CV (Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Next Screen//			

## Allergies/Alerts Detailed Display

<b>Allergies/Alerts Display</b>		Mar 00, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT,ONE	00-00-0001	2B	JAN 00,1951 (46) <CW>
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.			
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
+ Next Screen	UP Up a Line	PS Print Screen	
- Previous Screen	DN Down a Line	PL Print Data	
FS First Screen	GO Go to Page	Q Close	
LS Last Screen	SL Search List		
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.

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

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.

<b>Cover Sheet</b>	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: CURTEAM
<u>Item</u>	<u>Entered</u>	
<u>Allergies/Adverse Reactions</u>		
1 Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2 Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/00/95	
3 ERYTHROMYCINS/MACROLIDES (itching, watering eyes)	03/00/97	
<u>Patient Postings</u>		
4 CRISIS NOTE	02/00/97 08:00	
5 CLINICAL WARNING	01/00/97	
<u>Recent Vitals</u>		
B/P: 120/80	02/00/97 11:00	
Ht: 70	02/00/97 11:00	
Pulse: 80	02/00/97 11:00	
Resp: 27	02/00/97 11:00	
<u>Immunizations</u>		
Tuberculosis.	02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>		
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

Cover Sheet		Mar 00, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT,ONE	00-00-0001	2B	JAN 00,1951 <CWA>
Attend: CPRSPROVIDER,TEN	PrimCare: CPRSPROV,		PCTeam: CURTEAM
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2	Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/00/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/00/97 08:00	
<u>Recent Vitals</u>			
	B/P: 120/80	02/00/97 11:00	
	Pulse: 80	02/00/97 11:00	
	Resp: 27	02/00/97 11:00	
<u>Immunizations</u>			
	Tuberculosis.	02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: <b>Problems</b>			
Searching for the patient's chart ...			

6. Choose Problems from the Chart Contents list.

*Problems, cont'd*

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

**Problem List Example**

Active Problems		Oct 08, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002		1A	APR 00,1931 (66) <CWAD>
Attend: CPRSPROVIDER,TEN		PrimCare: CPRSPROV,	PCTeam: CURTEAM
Selected date range: None Selected			
Problem	Onset	Updated	Status
1 Essential Hypertension (401.9)		10/00/97	active
2 Hypertension (401.9)	09/00/97	09/00/97	active
3 rich test #4 (799.9)	09/00/97	09/00/97	active
4 Benign Hypertension (401.1)	09/00/97	09/00/97	active
5 Muscle hernia (553.9)	09/00/97	09/00/97	active *
<b>Enter the numbers of the items you wish to act on.</b>			<b>&gt;&gt;&gt;</b>
NW Write New Problem	CV Change View ...	SP Select New Patient	
AD Add New Orders	CC Chart Contents ...	Q Close Patient Chart	
Select: Chart Contents// <b>NW</b> WRITE NEW PROBLEM			

- 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		Oct 00, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002		1A	APR 00,1931 (66) <CWAD>
Attend: CPRSPROVIDER,TEN		PrimCare: CPRSPROV,	PCTeam: CURTEAM
Selected date range: None Selected			
Problem	Onset	Updated	Status
1 Essential Hypertension (401.9)		10/00/97	active
2 Hypertension (401.9)	09/00/97	09/00/97	active
3 rich test #4 (799.9)	09/00/97	09/00/97	active
4 Benign Hypertension (401.1)	09/00/97	09/00/97	active
5 Muscle hernia (553.9)	09/00/97	09/00/97	active *
<b>+ Enter the numbers of the items you wish to act on.</b>			<b>&gt;&gt;&gt;</b>
Inactivate	Add Comment	Detailed Display	
Remove	Verify		
Select Action:			

- 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 (<60 char): <Enter>
DATE OF ONSET: 6/97 (JUN 1997)
STATUS: ACTIVE// <Enter> 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
```

# Notes

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		Mar 00, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT, ONE	00-00-0001	2B	JAN 00, 1951 <CWA>
Attend: CPRSPROVIDER, TEN	PrimCare: CPRSPROV,	PCTeam: CURTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2	Severe reaction to PENICILLIN (nausea, vomiting, diarrhea)	11/00/95	
3	ERYTHROMYCINS/MACROLIDES (itching, watering eyes)	03/00/97	
<u>Patient Postings</u>			
4	CRISIS NOTE	02/00/97 08:00	
5	CLINICAL WARNING	01/00/97	
<u>Recent Vitals</u>			
B/P:	120/80	02/00/97 11:00	
Ht:	70	02/00/97 11:00	
Pulse:	80	02/00/97 11:00	
Resp:	27	02/00/97 11:00	
<u>Immunizations</u>			
Tuberculosis.		02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: <b>notes</b>			
Searching 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).

```
Signed Notes          Mar 00, 1997 00:00:00          Page: 1 of 1
CPRSPATIENT,ONE     00-00-0001          2B          JAN 00,1951          <CWA>
Attend: CPRSPROVIDER,TEN          PrimCare: CPRSPROV,          PCTeam: CURTEAM

      Title                               Written          Author          SigSt
1      Adverse React/Allergy             | 03/00 00:00    CPRSPROVIDER,O compl
2      CLINICAL WARNING                   | 02/00 00:00    CPRSPROVIDER,S compl
3      General Note                       | 01/00 00:00    CPRSPROVIDER,T compl
4      SOAP - GENERAL NOTE                | 12/00 00:00    CPRSPROVIDER,O compl

Enter the numbers of the items you wish to act on. >>>
NW Write New Note      CV Change View ...  SP Select New Patient
AD Add New Orders      CC Chart Contents ...Q  Close Patient Chart
Select: Chart Contents//
```

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>
      Adverse React/Allergy

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//
SUBJECT (OPTIONAL description): <Enter>

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

You can define a Title List like this in Personal Preferences.

Your site can set a parameter to turn this prompt off.

*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 00-00-0001 2B JAN 00,1951 <CWA>  
Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTEAM  
Title Written Sig Status  
1 Adverse React/Allergy 03/00 00:00 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 uncossigned  
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 00-00-0001 2B JAN 00,1951 <CWA>  
Attend: CPRSPROVIDER,TEN PrimCare: CPRSPROV, PCTeam: CURTEAM  
  
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

Unsigned Notes		Mar 00, 1997 00:00:00	Page:	1 of 1
CPRSPATIENT,ONE	00-00-0001	2B	JAN 00,1951	<CWA>
	Title	Written	Author	SigSt
1	Adverse React/Allergy	03/00 15:00	CPRSP,O	unsig
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>				
	Edit	Detailed Display	Identify signers	
	Make Addendum	Browse	Copy	
	Sign	Print	Delete	
Select Action: <b>S</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.

<b>Cover Sheet</b>	Mar 00, 1997 00:00:00	Page: 1 of 2
CPRSPATIENT,ONE 00-00-0001 2B	JAN 00,1951	<CWA>
Attend: CPRSPROVIDER,TEN	PrimCare: CPRSPROV,	PCTeam: CURTEAM
<u>Item</u>	<u>Entered</u>	
<u>Allergies/Adverse Reactions</u>		
1 Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2 Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/00/95	
3 ERYTHROMYCINS/MACROLIDES (itching,watering eyes)	03/00/97	
<u>Patient Postings</u>		
4 CRISIS NOTE	02/00/97 08:00	
5 CLINICAL WARNING	01/00/97	
<u>Recent Vitals</u>		
B/P: 120/80	02/00/97 11:00	
Ht: 70	02/00/97 11:00	
Pulse: 80	02/00/97 11:00	
Resp: 27	02/00/97 11:00	
<u>Immunizations</u>		
Tuberculosis.	02/00/97 12:00	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>		
Cover Sheet	Orders	Imaging Reports
Problems	Meds	Consults
Notes	Labs	D/C Summaries
Select chart component: <input type="radio"/> 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.

Active Orders		Mar 00, 1997 00:00:00	Page: 1 of 13
CPRSPATIENT,ONE 00-00-0001 2B		JAN 00,1951	<CWA>
Attend: CPRSPROVIDER,TEN		PrimCare: CPRSPROV,	PCTeam: CURTEAM
Item Ordered	Requestor	Start	Stop Sts
1 LITHIUM SERUM LC LB #876	CPRSPROVIDER,T	03/00/97	actv
2 MAGNESIUM SERUM LC LB #876	CPRSPROVIDER,T	03/00/97	actv
3 CHEM 7 SERUM LC LB #876	CPRSPROVIDER,T	03/00/97	actv
4 + CBC BLOOD LC LB #876 Q4D	CPRSPROVIDER,T	03/00/97	actv
5 Consult to Surgery Bedside	CPRSPROVIDER,O		pend
7 >> Change Treating Specialty to SURGERY	CPRSPROVIDER,O	03/00/97	unr
Attending: CPRSPROVID,E Primary:		17:39	
8 >> TPR B/P Ht Wt q2h	CPRSPROVIDER,O		unr
9 NPO Diet Effective MIDNIGHT	CPRSPROVIDER,O		unr
<b>+ Enter the numbers of the items you wish to act on.</b>			
AD	Add New Orders	CV Change View ...	SP Select New Patient
RV	Review New Orders	CC Chart Contents ...	Q Close Patient Chart
TD	Delayed Orders		
+ Next Screen Select: Next Screen// <b>AD</b>			

**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.

Select: Next Screen//	<b>CV</b> Change View ...	
Status	Date range	Save as Preferred View
Service/Section	Short Format	Remove Preferred View
Select attribute(s) to change: <b>SH</b> Short Format		
Searching for the patient's chart ...		

### Short Format Example

This format doesn't list the requestor or stop date.

Active Orders		Apr 00, 1997 00:00:00	Page: 1 of 10
CPRSPATIENT,ONE 00-00-0001 2B		JAN 00,1951	<CWA>
Attend: CPRSPROVIDER,TEN		PrimCare: CPRSPROV,	PCTeam: CURTEAM
Item Ordered	Start Date	Order Status	
1 >> TPR B/P q1d *UNSIGNED*		unreleased	
2 >> Diagnosis SIKOCIS	03/00/97 17:00	active	
3 >> Condition FARFRMGROVIN	03/00/97 10:00	active	
4 Reaction to BEESWAX Mar 00, 1997	03/00/97	active	
6 >> Condom Catheter CONVERTABLE	03/00/97 09:00	active	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
AD	Add New Orders	CV Change View ...	SP Select New Patient
RV	Review New Orders	CC Chart Contents ...	Q Close Patient Chart
TD	Delayed Orders		
+ Next Screen Select: Next Screen//			

*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		Jul 00, 1997 00:00:00	Page: 1 of 17
CPRSPATIENT,ONE	00-00-0001	2B	JAN 00,1951 <CWA>
Attend: CPRSPROVIDER,TEN	PrimCare: CPRSPROV,	PCTeam: CURTEAM	
Selected date range: Not Applicable (active orders being viewed)			
Item Ordered	Requestor	Start	Stop Sts
1 Electrocardiogram Bedside	CPRSPROVIDER,T	03/00/97	pend
2 CHEM 7 SERUM WC LB #1535	CPRSPROVIDER,T	03/00/97	pend
3 CBC & MORPHOLOGY (WITH DIFF) BLOOD SP LB #1534	CPRSPROVIDER,T	03/00/97	actv
4 Consult to Neurology Bedside	CPRSPROVIDER,T	03/00/97	pend
5 SODIUM, SODIUM SERUM, SERUM WC, WC	CPRSPROVIDER,T	03/00/97	actv
6 GLUCOSE SERUM WC LB #1525	CPRSPROVIDER,T	03/00/97	actv
7 + CBC BLOOD WC LB #1522 Q4D	CPRSPROVIDER,T	03/00/97	actv
8 WESTERGREN* BLOOD WC LB #1522	CPRSPROVIDER,T	03/00/97	actv
9 DIFF & RBC MORPHOLOGY BLOOD WC LB #1522	CPRSPROVIDER,T	03/00/97	actv
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Change	Sign	Flag	Details Copy
Renew	Hold	Unflag	Results Print ...
Discontinue	Release Hold	Ward Comments	Alert Results
Select Action:			

These actions are described on the next page.

## Order Actions

Action	Description
Change	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.
Renew	If allowed by the service (usually only Pharmacy), you can renew/reinstate order(s) that have been discontinued.
Discontinue	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.
Sign	This lets you sign an order electronically by entering your electronic signature code, or indicate that the order was signed on-chart.
Hold	You can place an Order on hold, preventing further processing until "unhold" 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.
Release Hold	This action allows an order to continue its processing.
Flag	This action lets you place a notice that the order needs clarification or further instructions.
Unflag	Takes the flag off after clarification or instructions are received.
Ward Comments	You can add ward comments about an order; these will be displayed on the Details screen.
Details	More information about the selected order is displayed.
Results	Allows you to (enter or view) results for an order.
Alert Results	Allows you to (enter or view) alert results for an order.
Copy	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.
Print Labels Work Copies Service Copies Requisitions Chart Copies	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. <b><i>Each hospital can only have one format for Chart Copies.</i></b>

## 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

```

Add Orders                               Mar 00, 1997 00:00:00                Page: 1 of 1
CPRSPATIENT,ONE 00-00-0001                2B                JAN 00,1951        <CWA>
Attend: CPRSPROVIDER,TEN                PrimCare: CPRSPROV,                PCTeam: CURTEAM
0 ORDER SETS...                          30 PATIENT CARE...                70 LABORATORY...
1 Patient Movement                       31 Condom Catheter                71 Chem 7
2 Diagnosis                               32 Guaiac Stools                  72 T&S
3 Condition                               33 Incentive Spirometer           73 Glucose
4 Allergies                               34 Dressing Change                74 CBC w/Diff
                                           75 PT
10 PARAMETERS...                         40 DIETETICS...                  76 PTT
11 TPR B/P                               41 Regular Diet                   77 CPK
12 Weight                                 42 Tubefeeding                    78 CPK
13 I & O                                  43 NPO at Midnight                79 LDH
14 Call HO on                             50 IV FLUIDS...                  80 Urinalysis
                                           51 OUTPATIENT MEDS...            81 Culture & Suscept
20 ACTIVITY...                            55 INPATIENT MEDS...              90 OTHER ORDERS...
21 Ad Lib                                 60 IMAGING ...                    91 EKG: Portable
23 Bed Rest / BRP
24 Ambulate TID                           61 Chest 2 views PA&LAT           99 Text Only Order
25 Up in Chair TID
Enter the number of each item you wish to order. >>>
+ Next Screen                            - Previous Screen                Q Done
Select Item(s): Done//
```

**NOTE:**  
This screen can be customized for a user, specialty, or team by the Clinical Coordinator.

## Event-Delayed Orders

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.

Delayed Admit To General Surge				Mar 00, 2005@12:03:32	Page: 1 of 1
CPRSPATIENT, TWELVE		666-00-0012	W-6AS0	11/00/66(38)	
PrimCare: UNKNOWN		PCTeam:		<A>	
Item Ordered	Provider	Start	Stop	Sts	
1 VANCOMYCIN INJ 1GM/1VIAL IV Q8H	CPRSPROV,T				dlay
2 NPO Diet	CPRSPROV,T				dlay
Enter the numbers of the items you wish to act on. >>>					
NW	Add New Orders	CV	Change View ...	SP	Select New Patient
RV	Review New Orders	CC	Chart Contents ...	Q	Close Patient Chart
TD	Delayed Orders				
Select: Chart Contents// Event-delayed orders for the Admit to Medicine release event appear on the Orders 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 Surgery Event Orders				Mar 00, 2002 00:00:00	Page: 1 of 1
CPRSPATIENT, TWELVE		666-00-0012	W-6AS0	11/00/66(38)	
PrimCare: UNKNOWN		PCTeam:		<A>	
Item Ordered	Provider	Start	Stop	Sts	<CWAD>
1 NPO none <Replaced with new diet order>	CPRSPROV,T	03/00	03/00/02	dc	
2 CATHETERIZATION CARDIOLOGY (OEX) Proc Bedside	CPRSPROV,T	03/00	11:00	12:00	pend
3 Reaction to BEER	CPRSPROV,T				dlay
4 0.9NS INJ 250 ml 200 ml/hr	CPRSPROV,T				pend
5 NPO *UNSIGNED*	CPRSPROV,T				dlay
6 Tubefeeding: MAGNACAL FULL strength 2000 KCAL/QD	CPRSPROV,T	03/00/02	08:00		actv
Enter the numbers of the items you wish to act on. >>>					
NW	Add New Orders	CV	Change View ...	SP	Select New Patient
RV	Review New Orders	CC	Chart Contents ...	Q	Close Patient Chart
TD	Delayed Orders				
Select: Chart Contents//					

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, 2002 00:00:00				Page: 1 of 1	
CPRSPATIENT, TWELVE		666-00-0012	W-6AS0	11/00/66(38)	
PrimCare: UNKNOWN		PCTeam:		<A>	
				<CWAD>	
Item Ordered	Provider	Start	Stop	Sts	
1 NPO none	CPRSPROV,T	03/00	03/00/02	dc	
<Replaced with new diet order>		11:00	12:00		
2 CATHETERIZATION CARDIOLOGY (OEX) Proc Bedside	CPRSPROV,T	03/00		pend	
3 Reaction to BEER	CPRSPROV,T			dlay	
4 0.9NS INJ 250 ml 200 ml/hr	CPRSPROV,T			pend	
5 NPO *UNSIGNED*	CPRSPROV,T			dlay	
6 Tubefeeding: MAGNACAL FULL strength 2000 KCAL/QD	CPRSPROV,T	03/28/02	08:00	actv	
Enter the numbers of the items you wish to act on. >>>					
NW Add New Orders	CV Change View ...	SP Select New Patient			
RV Review New Orders	CC Chart Contents ...	Q Close Patient Chart			
TD Delayed Orders					
Select: Chart Contents//					

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.

Delayed Surgery Event Orders Mar 00, 2002 00:00:00				Page: 1 of 1
CPRSPATIENT,TWELVE		666-00-0012	W-6AS0	11/00/66(38)
PrimCare: UNKNOWN		PCTeam:		<A>
				<CWAD>
Item Ordered	Provider	Start/Event	Sts	
1 D5W INJ,SOLN 1000 ml 300 ml/hr	CPRSPROV,T	Adm to medicine	pend	
2 GENTAMICIN INJ,SOLN 1000 ML in	CPRSPROV,T	Adm to medicine	pend	
D5W INJ,SOLN 1000 ml,				
0.9NS INJ 250 ml 300 ml/hr				
3 NPO *UNSIGNED*	CPRSPROV,F	Adm to medicine	dlay	
Release to service	Edit Release Event			
Cancel	Detailed Display			
Select action:				

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.

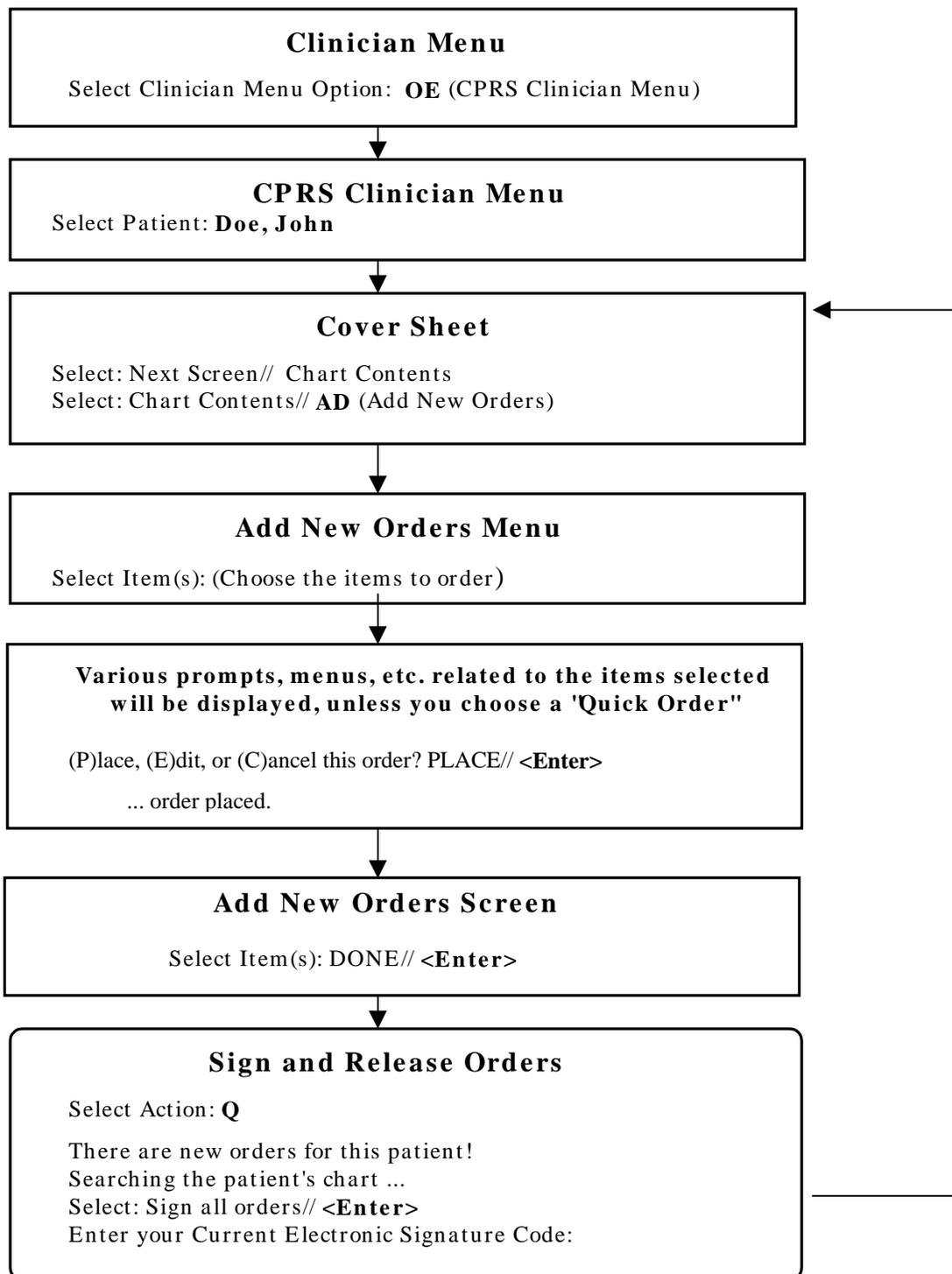
New Orders		Mar 00, 2002 00:00:00	Page: 1 of 1
CPRSPATIENT, TWELVE	666-00-0012	W-6AS0	11/00/66(38)
PrimCare: UNKNOWN	PCTeam:		<A>
Selected date range: None Selected			
Item Ordered	Requestor	Start	Stop
1 >> TPR B/P QD *UNSIGNED*	CPRSPROV,T		unr
2 >> Ambulate TID *UNSIGNED*	CPRSPROV,T		unr
3 NPO Diet *UNSIGNED*	CPRSPROV,T		unr
4 COAGULATION (PT & PTT) BLOOD PLAS LC QD *UNSIGNED*	CPRSPROV,T		unr
5 Consult to CARDI Bedside *UNSIGNED*	CPRSPROV,T		unr
Enter the numbers of the items you wish to act on. >>>			
+ Next Screen	\$ Sign All Orders	Q	Close
- Previous Screen	AD Add New Orders		
Select: Sign All Orders// <Enter> Sign All Orders			
Enter your Current Signature Code: (XXXX) SIGNATURE VERIFIED			
Processing orders ...			
Bed Rest / BRP active.			
CHEM 7 BLOOD SERUM LC pending...			

In order to sign some medication orders, you may need to indicate whether the order is related to the some or all of following conditions

- Military Sexual Trauma
- Vietnam-Era Herbicide
- Radiation
- Persian Gulf War
- Head or Neck Cancer

## Adding New Orders

### Sequence of Screens and Actions



## 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
CPRSPATIENT,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

Enter the number of each item you wish to order. >>>
+ Next Screen TD Set Delay ... Q Done
- Previous Screen RV Review New Orders ...
Select Item(s): Done//
```

## 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:

Order type	Order
Parameters	vital signs
Activity	bed rest, ambulate, up in chair
Patient Care	skin and wound care, drains, hemodynamics
Free text	immunizations

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.

## Patient Care Orders Example

Add Orders		Apr 00, 1997 00:00:00	Page: 1 of 1
CPRSPATIENT,TWO	666-00-0002	AMCL	1/00/57(48)
0 NURSING...	30 HEMODYNAMICS...	60 RESPIRATORY...	
1 Chest Tube	31 Arterial Line	61 TCDB	
2 Push Fluids	32 Arterial Sheath	62 Chest PT	
3 Neuro Check	33 Venous Sheath	63 Suction	
4 Glasgow Coma	34 Swan Ganz Catheter	64 Trach Care	
5 Guaiac Aspirate	35 Cardiac Output		
6 Guaiac Emesis		70 OXYGEN THERAPY...	
7 Urine pH	40 DRAINS...	71 O2 3lt nasal cannula	
8 Urine Spec Grav	41 Colostomy	72 O2 4lt nasal cannula	
	42 Indwelling Urinary	73 Mask 35 per cent	
20 SKIN & WOUND...	43 Hemovac	74 Mask 40 per cent	
21 Cold Packs	44 Ileostomy	75 Mask 50 per cent	
22 Warm Packs	45 Jackson Pratt	76 Ventilator	
23 Warm Soaks	46 Nasogastric		
24 Air Mattress	47 Penrose		
25 Water Mattress	48 Rectal Tube		
26 Sheepskin	49 Urostomy	99 Text Only Order	
<b>Enter the number of each item you wish to order. &gt;&gt;&gt;</b>			
+ Next Screen	TD Set Delay ...	Q Done	
Select Item(s): Done//			

## Ordering Diets

**NOTE:**  
Press <Enter>  
after you enter  
each response.

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!”

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. 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>.

## Example: Ordering an Outpatient Medication with a Simple Dose

```

0 ORDER SETS...          30 PATIENT CARE...      70 LABORATORY...
1 Patient Movement      31 Condom Catheter      71 Chem 7
2 Diagnosis             32 Guaiac Stools        72 T&S
3 Condition             33 Incentive Spirometer 73 Glucose
4 Allergies            34 Dressing Change      74 Glucose in 15 minutes
  SUPPLY               35 IVPB QO              75 CBC
10 PARAMETERS...       40 DIETETICS...         76 PTT
11 TPR B/P             41 Regular Diet         77 CPK
12 Weight              42 Tube Feeding         78 CPK
13 I & O               43 NPO at Midnight      79 LDH
14 Call HO on         44 High Mineral at Evening80 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 ECHOGRAM THYROID B SCAN99 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: as
  1 ASCORBIC ACID TAB
  2 ASPIRIN SUPP,RTL (non-formulary)
  3 ASPIRIN TAB,CHEWABLE
  4 ASPIRIN TAB,EC
  5 ASPIRIN/BUTALBITAL/CAFFEINE TAB (non-formulary)
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5: 4 ASPIRIN TAB,EC ASPIRIN TAB,EC
Complex dose? NO// n NO
Choose from (or enter another):
  1 325MG $0.006
  2 650MG $0.012
  3 975MG (non-formulary)
  4 1950MG (non-formulary)
Dose: 1 325MG $0.006
Route: ORAL//
Schedule: qam

*90-DAY FILL*

Days Supply: 90//
Quantity (TAB): 90//
Add New Orders Sep 00, 2001@00:00:00 Page: 1 of 2
CPRSPATIENT,TWO 666-00-0002 GM 4/00/66 (35)

Refills (0-3): 3
Pick Up: WINDOW//
Priority: ROUTINE//
Comments:
  No existing text
  Edit? No// (No)

-----
Medication: ASPIRIN TAB,EC 325MG
Instructions: 325MG ORAL QAM
Sig: TAKE 1 TABLET BY MOUTH EVERY MORNING
Days Supply: 90
Quantity (TAB): 90
Refills (0-3): 3
Pick Up: WINDOW
Priority: ROUTINE
-----

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@00:00:00          Page: 1 of 4
CPRSPATIENT,TWO    666-00-0002          GM          4/00/66(35)
PrimCare: UNKNOWN          PCTeam:
                                     <CWAD>
-----
Item                               Entered
-----
1 Allergies/Adverse Reactions      03/00/98
  Moderate reaction to CHILDREN (hives,
  itching,watering eyes, nausea,vomiting,
  diarrhea, anxiety, dry mouth, dry nose,
  rash, hair loss)
2 DUST (rash)                       06/00/98
3 TREES (itching,watering eyes)     03/00/99
4 ASPIRIN (anxiety, dry             01/00/00
  mouth)
5 Mild reaction to PENICILLIN (rash) 01/00/00
6 IBUPROFEN (drowsiness)           01/00/00
-----
Patient Postings
7 CRISIS NOTE                       05/00/99 13:24
+ 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 T&S
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 CPK
12 Weight                          42 Tubefeeding                    78 CPK
13 I & O                            43 NPO at Midnight                79 LDH
14 Call HO on                      44 High Mineral at Evening80 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 ECHOGRAM THYROID B SCAN99 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	T&S
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	CPK
12	Weight	42	Tube Feeding	78	CPK
13	I & O	43	NPO at Midnight	79	LDH
14	Call HO 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	ECHOGRAM 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: I

- 1 IBERET-FOLIC-500 TAB,SA (non-formulary)
- 2 IBUPROFEN LIQUID SUSP
- 3 ILETIN NPH ILETIN NPH INSULIN INJ (non-formulary)
- 4 ILETIN 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 GM 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  
Priority: ROUTINE  
-----

(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
-----

(P)lace, (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// c 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.

# Meds

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

Cover Sheet		Apr 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	PCTeam: CURTTEAM	
Item	Entered		
1	Allergies/Adverse Reactions		
	STRAWBERRIES (hives)	03/00/95	
2	Severe reaction to CODEINE (nausea,vomiting, diarrhea)	04/00/95	
3	DUST (rash)	01/00/96	
4	PENNTUSS (itching,watering eyes, nausea,vomiting, diarrhea, drowsiness, hypotension)	01/00/97	
5	RADIOLOGICAL/CONTRAST MEDIA (nausea,vomiting)	04/00/97	
Patient Postings			
<None>			
Recent Vitals			
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW	Document New Allergy	CV (Change View ...)	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
Select: Next Screen// <b>cc</b>			
	Cover Sheet	Orders	Imaging Reports
	Problems	Meds	Consults
	Notes	Labs	D/C Summaries
Select chart component: <b>M</b>			
Searching for the patient's chart ...			

Active Inpatient Medications		Apr 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	PCTeam: CURTTEAM	
Medication	Stop Date/Time	Status	
1	QUINIDINE TAB	pending	
	Give: 200MG PO ONCE		
2	CIMETIDINE TAB	pending	
	Give: 300MG PO BID		
3	WARFARIN TAB	pending	
	Give: 10MG PO BID		
4	GLIPIZIDE TAB	pending	
	Give: 5MG PO BID		
5	PENICILLIN TAB	pending	
	Give: 250MG PO BID		
6	0.9% NaCl 250 ML 50 ml/hr	pending	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
NW	Order New Meds	CV Change View ...	SP Select New Patient
AD	Add New Orders	CC Chart Contents ...	Q Close Patient Chart
+ Next Screen			
Select: Next Screen// <b>1</b>			

*Meds, cont'd*

Active Inpatient Medications				Apr 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	PCTeam: CURTTEAM		
Medication	Stop Date/Time	Status			
1 QUINIDINE TAB Give: 200MG PO ONCE		pending			
2 CIMETIDINE TAB Give: 300MG PO BID		pending			
3 WARFARIN TAB Give: 10MG PO BID		pending			
4 GLIPIZIDE TAB Give: 5MG PO BID		pending			
5 PENICILLIN TAB Give: 250MG PO BID		pending			
6 0.9% NaCl 250 ML 50 ml/hr		pending			
7 ASPIRIN TAB Give: 325MG PO PRN		pending			
8 CEFTRIAXONE 2 GM in DEXTROSE 20% 1666 ML 70 ml/hr		pending			
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
Change	Discontinue	Transfer to Outpt	Detailed Display		
Renew	Hold	Copy			
Select Action: <b>det</b> Detailed Display					

**Meds Detailed Display**

Medication Display				Apr 00, 1997 00:00:00	Page: 1 of 1
CPRSPATIENT,TWO		666-00-0002	2B	MAR 00,1949 (48)	<A>
<b>IV Fluid</b>					
Solution:	DEXTROSE 20% 1666 ML				
Additive:	CEFTRIAXONE 2 GM				
Infusion Rate:	70 ml/hr				
Start Date:					
Stop Date:					
Status:	PENDING				
Order #8740					
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
+ Next Screen	UP	Up a Line	ADPL Auto Display(On/Off)		
- Previous Screen	DN	Down a Line	PS Print Screen		
FS First Screen	GO	Go to Page	PL Print Data		
LS Last Screen	SL	Search List	Q Close		
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      Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: 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.

# Labs

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.

<b>Cover Sheet</b>		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		PCTeam: CURTTEAM

	Item	Entered
	<u>Allergies/Adverse Reactions</u>	
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95
	<u>Patient Postings</u>	
2	CRISIS NOTE	02/00/97 08:00
3	CLINICAL WARNING	01/00/97
	<u>Recent Vitals</u>	
	B/P: 120/80	02/00/97 11:00
	Ht: 70	02/00/97 11:00
	Pulse: 80	02/00/97 11:00
	<u>Immunizations</u>	
	Tuberculosis.	02/00/97 12:00

**+ 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: **L** Labs  
 Searching for the patient's chart ...

<b>Lab Cumulative Display</b>		Apr 00, 1997 00:00:00	Page: 1 of 3
CPRSPATIENT,TWO	666-00-0002	2B	MAR 00,1949 (48) <A>
Attend: CPRSPROV,T	PrimCare: CPRSPROV,E		PCTeam: CURTTEAM

---- CHEM PROFILE ----

	SERUM	04/00/97	04/00/97	Units	Reference Ranges
		17:00	16:58		
	CREAT			mg/dL	.9-1.4
	BUN			mg/dL	11-24
	GLUCOSE	1666 H*		mg/dL	60-123
	NA			meq/L	135-145
	K			meq/L	3.8-5.3
	CL			meq/L	100-108
	CO2			meq/L	23-31
	CA			mg/dL	9-11
	PO4			mg/dL	2.2-3.9
	URIC AC			mg/dL	4.2-8.5

**+ 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.

Lab Cumulative Display		Apr 00, 1997 00:00:00		Page: 1 of 3	
CPRSPATIENT,TWO	666-00-0002	2B	MAR 00,1949 (48)	<A>	
Attend: CPRSPROV,T	PrimCare: CPRSPROV,E		PCTeam: CURTEAM		
---- CHEM PROFILE ----					
SERUM	04/00/97	04/00/97		Reference	
	17:00	17:15	Units	Ranges	
-----					
CREAT			mg/dL	.9-1.4	
BUN			mg/dL	11-24	
GLUCOSE	1666 H*		mg/dL	60-123	
NA			meq/L	135-145	
K			meq/L	3.8-5.3	
CL			meq/L	100-108	
CO2			meq/L	23-31	
CA			mg/dL	9-11	
PO4			mg/dL	2.2-3.9	
URIC AC			mg/dL	4.2-8.5	
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>					
NW	Order New Lab Tests	CV	Change View ...	SP	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
```

*Labs, cont'd*

**Go To a Section Example, cont'd:**

```

Lab Cumulative Display           Apr 00, 1997 00:00:00           Page:    3 of    3
CPRSPATIENT,TWO  666-00-0002           2B           MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T           PrimCare: CPRSPROV,E           PCTeam: CURTTEAM

+
                                ----- BLOOD BANK -----
ABO Rh:  A POS

      Unit assigned/xmatched:           Exp date           Loc
-----
1)  V11111           CPDA-1 RED BLOOD CE  A POS  APR 00, 1995           Blood Bank

Component requests           Units Request date   Date wanted   Requestor   By
CPDA-1 RED BLOOD CELLS      4   03/00/95 16:00  03/00/95 16:00  CPRSPROV,T   DM
ACD-A RED BLOOD CELLS      2   02/00/95 01:00  02/00/95 08:00  CPRSPROV,T   DM

      Date/time           ABO Rh           |--- AHG(direct)   ---|   |---AHG(indirect)-  |
                        POLY IgG C3   Interpretation   (Antibody screen)
      -----
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
Date range           Go To a Section           Use list format

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

**Use List Format Example:**

```

Lab Tests           Apr 00, 1997 00:00:00           Page:    1 of    1
CPRSPATIENT,TWO  666-00-0002           2B           MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T           PrimCare: CPRSPROV,E           PCTeam: CURTTEAM

Test           Result           Units           Range           Collected           Accession           Sts
CHEMISTRY/HEMATOLOGY
1  GLUCOSE           1666 H* mg/dL           60-123           2970002.1703 CH 0402 14           F
  Comment: ~For Test: GLUCOSE ~COMMENT ON
  GLUC
2  MG           33 H mg/dL           2-2.6           2970002.16582 CH 0402 13           F

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//
  
```

# 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

Item	Entered
<u>Allergies/Adverse Reactions</u>	
1 Moderate reaction to STRAWBERRIES (rash)	10/00/95
2 Severe reaction to PENICILLIN (nausea, vomiting, diarrhea)	11/00/95
<u>Patient Postings</u>	
3 CRISIS NOTE	02/00/97 08:00
<u>Recent Vitals</u>	
B/P: 120/80	02/00/97 11:00
Ht: 70	02/00/97 11:00
<u>Immunizations</u>	
Tuberculosis.	02/00/97 12:00

+ Enter the numbers of the items you wish to act on.  
 NW Document New Allergy CV (Change View ...) SP Select New Patient  
 + Next Screen CC Chart Contents ... Q Close Patient Chart  
 AD Add New Orders  
 Select: Next Screen// CC

Page 1 of 2 tells you that another screen of information is available. Press Enter to see it.

<CW> means this patient has Cautions and Warning. CWAD are displayed here in these brackets.

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).

Consult/Procedure	Requested	Status
1 PULMONARY Consult	08/00/97 10:00	active
2 Electrocardiogram	07/00/97 14:00	complete
3 NEUROLOGY Consult	07/00/97 09:00	pending
4 Electrocardiogram	06/00/97 04:00	complete
5 CARDIOLOGY Consult	06/00/97 15:00	complete

+ Enter the numbers of the items you wish to act on. >>>  
 NW Order New Consult CV Change View ... SP Select New Patient  
 NP Order New Procedure CC Chart Contents ..Q Close Patient Chart  
 + 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.

```
Select: Chart Contents// 1
      Detailed Display      Results Display      Print Consult Form 513
Select Action: D
```

```
Consult/Procedure Display      Aug 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      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
```

```
+      Enter ? for more help.      >>>
+      Next Screen      UP      Up a Line      ADPL Auto Display(On/Off)
-      Previous Screen  DN      Down a Line    PS      Print Screen
FS     First Screen     GO      Go to Page    PL      Print Data
LS     Last Screen     SL      Search List   Q      Close
```

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

```
Consult/Procedure Display      Aug 00, 1997 00:00:00      Page: 2 of 2
CPRSPATIENT,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
===== END =====
```

```
Enter ? for more help.      >>>
+      Next Screen      UP      Up a Line      ADPL Auto Display(On/Off)
-      Previous Screen  DN      Down a Line    PS      Print Screen
FS     First Screen     GO      Go to Page    PL      Print Data
LS     Last Screen     SL      Search List   Q      Close
```

```
Select Action: Close//
```

*Consults, cont'd*

**Results Display**

```
Consult/Procedure Display Aug 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 PCTeam: CURTEAM

PULMONARY Consult
-----
At the time I went to examine Mr. Patient, he was acutely broncho-
spastic and in moderately severe respiratory distress. I had him
deliver a puff of albuterol with an Aerochamber; his technique was
poor. I then instructed him and delivered an additional four puffs,
which he did with good technique. He was improved and with a clear
lung exam within a few seconds (though wheezes were still present
on forced expiration).

Mr. Patient regimen is lacking in inhaled corticosteroids. Recognizing
that asthma is an inflammatory process, inhaled steroids are important
+ Enter ? for more help.
+ Next Screen UP Up a Line ADPL Auto Display(On/Off)
- Previous Screen DN Down a Line PS Print Screen
FS First Screen GO Go to Page PT Print Data
LS Last Screen SL Search List Q Close

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

```
Consult/Procedure Display Aug 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 PCTeam: CURTEAM

PULMONARY Consult
-----
in controlling the inflammtory response. My practice for severely
out-of-control asthmatics is to use high-dose inhaled steroids,
typically vanceril, 16 puffs qid, with a spacing device such as the
Aerochamber. I would institute such a regimen while he is here.

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

/es/CPRSPROVIDER,FIFTEEN, MD Date: SEP 00, 1997
=====
+ Enter ? for more help.
+ Next Screen UP Up a Line ADPL Auto Display(On/Off)
- Previous Screen DN Down a Line PS Print Screen
FS First Screen GO Go to Page PT Print Data
LS Last Screen SL Search List Q Close

Select action: Next Screen//
```

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:

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	PCTeam: CURTTEAM	
Item	Entered		
<u>Allergies/Adverse Reactions</u>			
1	Moderate reaction to STRAWBERRIES (rash)	10/00/95	
2	Severe reaction to PENICILLIN (nausea,vomiting, diarrhea)	11/00/95	
<u>Patient Postings</u>			
3	CRISIS NOTE	02/00/97 08:00	
4	CLINICAL WARNING	01/00/97	
<u>Recent Vitals</u>			
B/P:	120/80	02/00/97 11:00	
Ht:	70	02/00/97 11:00	
Pulse:	80	02/00/97 11:00	
<u>Immunizations</u>			
Tuberculosis.	02/00/97 12:00		
<b>+ Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
Cover Sheet	Orders	Imaging	Reports
Problems	Meds	Consults	
Notes	Labs	D/C Summaries	
Select chart component: I IMAGING			

3. The Imaging Procedures screen appears:

Imaging Procedures		Apr 00, 1997 00:00:00	Page: 1 of 1
CPRSPATIENT,TWO	666-00-0002	2B	MAR 00,1949 (48) <A>
Attend: CPRSPROV,T	PrimCare: CPRSPROV,E	PCTeam: CURTTEAM	
Procedure	Exam Date	Report Status	
1 CHEST & ABDOMEN CT	07/00/96 11:00	No Report	
2 CA ULTRA	06/00/96 14:00	No Report	
10 UPPER GI + SMALL BOWEL *ABNORMAL*	05/00/96 13:00	Verified	
<b>Enter the numbers of the items you wish to act on. &gt;&gt;&gt;</b>			
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 Maximum # of items
Maximum # of items to display: 5
Searching for the patient's chart ...
```

```
Imaging Procedures Apr 00, 1997 00:00:00 Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

Procedure Exam Date Report Status
1 CHEST & ABDOMEN CT 07/00/96 11:00 No Report
2 CA ULTRA 06/00/96 14:00 No Report
3 FOOT 3 OR MORE VIEWS 06/00/96 14:00 No Report
4 ABDOMEN & PELVIS W & WO IV CONTRAST 06/00/96 10:00 Verified
  *ABNORMAL*
5 HAND 1 OR 2 VIEWS *ABNORMAL* 06/00/96 13:00 Verified

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//
```

# 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.

```

Completed Discharge Summaries Mar 00, 1997 00:00:00      Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTTEAM
Title      Date      Sig Status
1      Discharge Summary      | 01/00/97      completed

Enter the numbers of the items you wish to act on

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

Select: Chart Contents// 1
  
```

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

```

Discharge Summaries Apr 00, 1997 00:00:00      Page: 1 of 1
CPRSPATIENT,TWO 666-00-0002      2B      MAR 00,1949 (48) <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: CURTTEAM

Title      Date      Author      SigSt
1 Discharge Summary      | 04/00/97      CPRSPROV,S      compl

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: det
  
```

## D/C Summaries, cont'd

### Discharge Summary Detailed Display Example

**Discharge Summary Display** Apr 00, 1997 00:00:00 Page: 1 of 33  
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>  
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTEAM

      DICT DATE: APR 00, 1997                  ENTRY DATE: APR 00, 1997@10:00:00  
      DICTATED BY: CPRSPROVIDER,TEN          ATTENDING: CPRSPROVIDER,TWENTY  
      URGENCY: routine                       STATUS: COMPLETED

DIAGNOSIS:

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

+ Enter ? for more help. >>>

+ Next Screen	UP Up a Line	PS Print Screen
- Previous Screen	DN Down a Line	PL Print Data
FS First Screen	GO Go to Page	Q Close
LS Last Screen	SL Search List	

Select Action: Next Screen// <Enter>

**Discharge Summary Display** Apr 00, 1997 00:00:00 Page: 1 of 33  
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>

- +  
9. Diabetic retinopathy.  
10. Below knee amputation.  
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

+ Enter ? for more help. >>>

+ Next Screen	UP Up a Line	PS Print Screen
- Previous Screen	DN Down a Line	PL Print Data
FS First Screen	GO Go to Page	Q Close
LS Last Screen	SL Search List	

Select Action: Next Screen//Q

# 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

<b>Cover Sheet</b>	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	PCTeam: CURTEAM	

Item	Entered
<u>Allergies/Adverse Reactions</u>	
1 Moderate reaction to STRAWBERRIES (rash)	10/00/95
<u>Patient Postings</u>	
4 CRISIS NOTE	02/00/97 08:00
<u>Recent Vitals</u>	
B/P: 120/80	02/00/97 11:00
Pulse: 80	02/00/97 11:00
<u>Immunizations</u>	
Tuberculosis.	02/00/97 12:00

**+ 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: **R**  
Searching for the patient's chart ..

<b>Reports</b>	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	PCTeam: CURTEAM	

Selected date range: 06/00/96 thru 06/00/97

Report	Date	Status
1 Health Summary		
2 Adhoc Health Summary		
3 Vitals Cumulative		
<u>Lab</u>		
4 Lab Cumulative		
5 Lab Results by Day		
6 Lab Results by Test		
7 Lab Test Status		
8 Lab Graph		
9 Blood Bank Report		
10 Anatomic Path Report		
<u>Orders</u>		
11 Daily Order Summary		

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

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

Select: Next Screen//<Enter>

*Reports, cont'd*

```

Reports Jun 00, 1997 00:00:00 Page: 2 of 2
CPRSPATIENT,TWO 666-00-0002 2B MAR 00,1949 (48) <A>
Attend: CPRSPROV,T PrimCare: CPRSPROV,E PCTeam: CURTTEAM
Selected date range: 06/00/96 thru 06/00/97
+ Report Date Status
12 Order Summary for Date Range
13 Custom Order Summary
14 Chart Copy Summary
15 Outpatient RX Profile

Dietetics
16 Dietetic Profile

Imaging (08/00/96 to 08/00/97, LIMIT 10)

Summary of Patient Procedures

Enter the numbers of the items you wish to act on. >>>
OR Other Reports ... CV Change View ... SP Select New Patient
AD Add New Orders CC Chart Contents ... Q Close Patient Chart

Select: Chart Contents// 2
    
```

**Lab Cumulative Example**

```

Report Display 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 PCTeam: CURTTEAM

Lab Cumulative

----- BLOOD BANK -----
ABO Rh: A POS

Unit assigned/xmatched: Exp date Loc
1) V11111 CPDA-1 RED BLOOD CE A POS APR 00, 1995 Blood Bank
Component requests Units Request date Date wanted Requestor By
CPDA-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 BOB DM

|--- AHG(direct) ---| |-
AHG(indirect)-|
Date/time ABO Rh POLY IgG C3 Interpretation (Antibody screen)

+ Enter ? for more help. >>>
- Next Screen UP Up a Line PS Print Screen
- Previous Screen DN Down a Line PL Print Data
FS First Screen GO Go to Page Q Close
LS Last Screen SL Search List

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

*Reports, cont'd*

**Dietetic Profile Example**

<b>Report Display</b>	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	PCTeam: CURTEAM	
<b>Dietetic Profile</b>			
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	
Supplemental Feeding: No Order			
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. >>>			
+ Next Screen	UP Up a Line	PS Print Screen	
- Previous Screen	DN Down a Line	PL Print Data	
FS First Screen	GO Go to Page	Q Close	
LS Last Screen	SL Search List		
Select Action: Close//			

*Reports, cont'd*

**Health Summary Example**

```
                                03/00/97 00:00
***** CONFIDENTIAL HEALTH SUMMARY SUMMARY *****
CPRSPATIENT,TWO 666-00-0002          2B      MAR 00,1949 (48)  <A>
Attend: CPRSPROV,T      PrimCare: CPRSPROV,E      PCTeam: 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
S/C %:

----- PLL - Active/Inactive -----

                                                    11 Problems
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 DISORDER; AORTIC STENOSIS,         07/00/96  CPRSPROVIDER,T
  Onset 07/00/96
A 250.00-DIABETES MELLI 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 TYP-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 OSTEOMYELITIS-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

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

Select Clinician Menu Option:  Results Reporting Menu

                                1A ward list

1  CPRSPATIENT,EI   (0008) A-2          9  CPRSPATIENT,SE   (0070) B-2
2  CPRSPATIENT,EL   (0011) ~           10  CPRSPATIENT,SI   (0006) ~
3  CPRSPATIENT,FI   (0005) ~           11  CPRSPATIENT,SI   (0060) 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,TW   (0002) ~
7  CPRSPATIENT,FO   (0040) ~           15  CPRSPATIENT,TW   (0020) B-3
8  CPRSPATIENT,SE   (0007) ~

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

                                R E S U L T S   R E P O R T I N G
-----
                                --- 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**

ORDER SUMMARY				Page 1			
Ord'd	St	Item Ordered	Requestor	Start	Stop	Wt (lb): NF	
CPRSPATIENT,SEVEN 000-00-0007				1A/A-6	MAR 00,1933 (64)		
11/00/97	dc	CHEST 4 VIEWS LEFT	CPRSPROV,E	11/00	11/00		
08:00			PHYSICIAN		08:00		
11/00/97		Discontinue CHEST 4 VIEWS LEFT	CPRSPROV,T	11/00	11/00		
09:00					09:00		
11/00/97	c	Consult to PULMONARY Bedside	CPRSPROV,E	11/00	11/00		
09:15				09:15	09:30		
11/00/97	a	ECHO Bedside	"	11/00			
10:15			"	11:30			
11/00/97	c	ERCP Bedside	"	11/00	11/00		
11:15			"	11:30	11:45		
11/00/97	c	Consult to PULMONARY Bedside	CPRSPROV,E	11/00	11/00		
13:00				13:15	13:30		
11/00/97	u	CHEST & ABDOMEN CT *UNSIGNED*	CPRSPROV,E				
16:45							
11/00/97	u	NPO Diet *UNSIGNED*	"				
16:45			"				
* END OF ORDERS *						*UNRELEASED*	
=====							
Press RETURN to continue, '^' to exit:							
ORDER SUMMARY				Page 1			
CPRSPROVIDER,TEN 666-00-0010				1A/B-1	FEB 00,1923 (74)		Wt (lb): NF
Ord'd	St	Item Ordered	Requestor	Start	Stop		
=====							
11/00/97	p	Consult to Pulmonary Bedside	CPRSPROV,E	11/00			
07:45				08:00			
11/00/97	u	Consult to PULMONARY Bedside *UNSIGNED*	"				
09:00			"			*UNRELEASED*	
11/00/97	dce	Consult to PULMONARY Bedside	"	11/00	11/00		
10:15			"	10:15	10:30		
11/00/97		Discontinue Consult to Cardiology Bedside	CPRSPROV,E		11/00		
18:00					18:00		
* 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

Option or Menu	Description
GUI Cover Sheet Display Parameters	This option lets you modify the default number of days to display on the cover sheet.
Notification Mgmt Menu	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.
Order Checking Management Menu	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.
Personal Patient List Menu	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.
Patient Selection Preference Mgmt	This menu allows you to set default parameters for patient lists.
Display Patients Linked to Me via Teams	This option displays patients linked to the current user via teams from the OE/RR LIST file [#100.21].
Display My Teams	This option displays teams linked to the current user.

### 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 Menu ...
PS	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: ?

      Display Sequence          Value
      -----
      10                       VA-INFLUENZA VACCINE

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.

Option	Description
Enable/Disable My Notifications	If you have this option, you can indicate that a notification should not be processed for you.
Erase All of My Notifications	Use this option to erase all of your own notifications.
Send me a MailMan bulletin for Flagged Orders	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.
Set Notification Display Sort Method (GUI)	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.
Send me a MailMan Bulletin for Flagged Orders	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.
Show Me the Notifications I Can Receive	This option displays if and why you are a recipient for each notification.
Set Surrogate to Receive My Notifications	Sets up a surrogate to receive all notifications (OE/RR alerts) for you.

### 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

Notification ON/OFF For This User and Why
-----
ABNORMAL IMAGING RESULTS ON System value is Mandatory
ABNORMAL LAB RESULT (INFO) OFF OERR value is Disabled
ABNORMAL LAB RESULTS (ACTION) ON No Disabled values found
ADMISSION ON No Disabled values found
CONSULT/REQUEST CANCEL/HOLD ON No Disabled values found
CONSULT/REQUEST RESOLUTION ON No Disabled values found
CRITICAL LAB RESULT (INFO) ON User value is Enabled
CRITICAL LAB RESULTS (ACTION) OFF OERR value is Disabled
DECEASED PATIENT ON No Disabled values found
DISCHARGE ON No Disabled values found
DNR EXPIRING OFF OERR value is Disabled
ERROR MESSAGE ON No Disabled values found
FLAGGED ORDERS ON No Disabled values found
FOOD/DRUG INTERACTION ON No Disabled values found
Press RETURN to continue or '^' to exit:
```

## Show Me the Notifications I Can Receive, cont'd

Notification List for CPRSPROVIDER,EIGHT		Page: 2
FREE TEXT	ON	No Disabled values found
IMAGING PATIENT EXAMINED	ON	No Disabled values found
IMAGING REQUEST CANCEL/HELD	ON	No Disabled values found
IMAGING RESULTS	ON	No Disabled values found
IMAGING RESULTS AMENDED	ON	No Disabled values found
LAB ORDER CANCELED	ON	Division value is Mandatory
LAB RESULTS	OFF	System value is Disabled
MEDICATIONS EXPIRING	OFF	OERR value is Disabled
NEW ORDER	ON	No Disabled values found
NEW SERVICE CONSULT/REQUEST	ON	No Disabled values found
NPO DIET MORE THAN 72 HRS	OFF	OERR value is Disabled
ORDER CHECK	OFF	OERR value is Disabled
ORDER REQUIRES CHART SIGNATURE	OFF	Division value is Disabled
ORDER REQUIRES CO-SIGNATURE	ON	No Disabled values found
ORDER REQUIRES ELEC SIGNATURE	ON	User value is Enabled
ORDERER-FLAGGED RESULTS	OFF	OERR value is Disabled
SERVICE ORDER REQ CHART SIGN	ON	No Disabled values found
SITE-FLAGGED ORDER	OFF	OERR value is Disabled
SITE-FLAGGED RESULTS	OFF	OERR value is Disabled
STAT IMAGING REQUEST	OFF	Division value is Disabled
STAT ORDER	OFF	OERR value is Disabled
STAT RESULTS	ON	User value is Enabled
TRANSFER FROM PSYCHIATRY	OFF	System value is Disabled
UNSCHEDULED VISIT	ON	No Disabled values found
UNVERIFIED MEDICATION ORDER	OFF	Division value is Disabled
URGENT IMAGING REQUEST	OFF	OERR value is Disabled
- End of Report -		

## Explanations of ON/OFF For This User and Why

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

## 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: CPRSPROVIDER,EIGHT-----
Select Notification: ?

Notification          Value
-----
LAB RESULTS           Disabled
ORDER REQUIRES ELEC SIGNATURE Mandatory
CRITICAL LAB RESULT (INFO) Mandatory
STAT RESULTS         Mandatory
FREE TEXT            Disabled

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>
```

## Order Checking Mgmt Menu

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

### Enable/Disable an Order Check for Yourself Example

```

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 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 INTERAC
  ALLERGY-DRUG 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 ANGIOGRA
  ORDER CHECKING NOT AVAILABLE
  POLYPHARMACY
  RECENT BARIUM STUDY
  RECENT ORAL CHOLECYSTOGRAM
  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
-----
DUPLICATE DRUG ORDER      Enabled
  
```

You're not really adding a new Order Check, but a new Order Check Value: Enabled.

## Personal Patient List Menu

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.

Name	Synonym	Description
Build Patient List Menu	AD	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.
Delete Existing List(s)	DE	When you no longer need a patient list that you have built, you can use this option to delete the list.
Examine/ Print Existing List(s)	EX	This option allows you to examine or print an existing patient list.
Load Primary Patient List	LO	This option loads into the current session the user's primary patient list.
Merge Existing Lists	ME	This option lets you merge the patients from one or several lists together to create a bigger or more comprehensive list.

*Personal Preferences, cont'd*

**Build Patient List Menu Example**

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

AD      Build Patient List Menu ...
ME      Merge Existing Lists
EX      Examine/Print Existing List(s)
DE      Delete Existing List(s)
LO      Load Primary Patient List

Select Personal Patient List Menu Option: ad Build Patient List Menu
ON      Patient (Add to list)
WA      Ward (Add to list)
CL      Clinic (Add to list)
PV      Provider (Add to list)
TS      Specialty (Add to list)
AL      Existing Lists (Add to list)
CR      Clear Current Patient List
LI      Show Current Patient List
DE    Remove Patient(s) from Patient List

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
-----

1  CPRSPROVIDER,ELEVEN
2  CPRSPROVIDER,EIGHT
3  CPRSPROVIDER,FIFTY
4  CPRSPROVIDER,FIVE
5  CPRSPROVIDER,FORTY
6  CPRSPROVIDER,FOUR
7  CPRSPROVIDER,NINE
8  CPRSPROVIDER,NINETY

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.

Option	Description
1. Display Your Patient List Source	This option lets you display a user's default patient list source.
2. Set My Preferred Clinic Friday	This option lets you specify the clinic that will be the default source of Friday's patient list.
3. Set My Preferred Clinic Monday	This option lets you specify the clinic that will be the default source of Monday's patient list.
4. Set My Preferred Clinic Saturday	This option lets you specify the clinic that will be the default source of Saturday's patient list.
5. Set My Preferred Clinic Start Date	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.
6. Set My Preferred Clinic Stop Date	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.
7. Set My Preferred Clinic Sundays	This option lets you specify the clinic that will be the default source of Sunday's patient list.
8. Set My Preferred Clinic Thursday	This option lets you specify the clinic that will be the default source of Thursday's patient list.
9. Set My Preferred Clinic Tuesday	This option lets you specify the clinic that will be the default of Tuesday's patient list.
10. Set My Preferred Clinic Wednesday	This option lets you specify the clinic that will be the default source of Wednesday's patient list.
11. Set My Preferred List Source	This option lets you specify the default preference for patient list source.
12. Set My Preferred Provider	Provider who is basis for building the Provider List of patients.
13. Set My Preferred Sort Order for Patient List	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)
14. Set My Preferred Team List	This option lets you specify the Team/Personal list to be the default source of patients.
15. Set My Preferred Treating Specialty	This option lets you specify the Treating Specialty used as a source for patients on the Specialty List.
16. Set My Preferred Ward	This option lets you specify the Ward that will be the default list of patients.

## 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,FORTY
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
  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

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 1C
  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

+	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.
>>	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.
CPRS	Computerized Patient Record System, the <b>VISTA</b> package (in both GUI and character-based formats) that provides access to most components of the patient chart.
ASU	Authorization/Subscription Utility, a <b>VISTA</b> application (initially released with TIU) that allows VAMCs to assign privileges such as who can do what in ordering, signing, releasing orders, etc.
Chart Contents	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.
Consults	Consult/Request Tracking, a <b>VISTA</b> 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.
Cover Sheet	A screen of the CPRS patient chart that displays an overview of the patient's record.
CWAD	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. <i>See Patient Postings.</i>
D/C Summary	Discharge Summary; see below.
Discharge Summary	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.
GUI	Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.
Health Summary	A <b>VISTA</b> product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other <b>VISTA</b> applications.

*Glossary, cont'd*

Imaging	A <b>VISTA</b> product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.
Notifications	Alerts regarding specific patients that appear on the CPRS patient chart. They can be responded to through “VA View Alerts.”
OE/RR	Order Entry/Results Reporting, a <b>VISTA</b> product that evolved into the more comprehensive CPRS.
Order Checking	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.).
PCMM	Patient Care Management Module, a <b>VISTA</b> product that manages patient/provider lists.
Patient Postings	A component of CPRS that includes messages about patients; an expanded version of CWAD (see above).
Progress Notes	A component of TIU that can function as part of CPRS.
Quick Orders	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.
Reports	A component of CPRS that includes Health Summary, Action Profile, and other summarized reports of patient care.
TIU	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.
VISN	Veterans Information System Network, the regional organizations for managing computerization within a region.
<b>VISTA</b>	Veterans Information Systems Technology Architecture, the new name for DHCP.

# Appendix: Screen Actions

## Actions available, by tab

### Cover Sheet

NW	Enter New Allergy/ADR CV	(Change View ...)	SP	Select New Patient	
AD	Add New Orders	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	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete

### Change View

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

### Add Orders

AD	Add New Orders	CG	Change View ...	SP	Select New Patient
+	Next Screen	CC	Chart Contents ...	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	

### Change View

Date range	Save as Preferred View
List Outpatient Meds	Remove Preferred View

## Actions available, by tab

### Labs

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

### Change View

Date range	Go to Section	Remove Preferred View
Use list format	Save as Preferred View	

### Imaging

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

### Change View

Date range	Save as Preferred View
Maximum # of items	Remove Preferred View

### Consults

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

### Change View

Date range	Service	Remove Preferred View
Status	Save as Preferred View	

### Actions

Detailed Display	Print SF 513
------------------	--------------

### D/C Summaries

NW	Write New Summary ...	CV	Change View ...	SP	Select New Patient
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 unclosed			

### Actions

Edit	Detailed Display	Identify signers
Make Addendum	Browse	Copy
Sign	Print	Delete

### Reports

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

### Change View

Date Range for Radiology reports	Save as Preferred View
Maximum # of Radiology reports	Remove Preferred View

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