One Consult - Order to Consult - Radiology Consult Solution

Community Care Imaging Orders to Consult Training Guide



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Revision History

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

Date	Revision	Description	Author
03/18/2019	1.0	Initial Release	AbleVets
February 2021		Page 12, 16-18 – New Justifications and the CDW tags they create. RA*5*170	Radiology Sustainment

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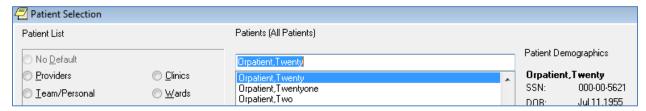
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1. Creating Community Care Consults as an Ordering Provider

To create a Community Care Consult as AUTO consults to be sent directly to Community Care from Radiology Orders, follow the steps listed below:

- 1. Log into CPRS as an Ordering Provider.
- 2. From the **File** menu, select **Patient**. The **Patient Selection** dialog box displays.

Figure 1: Patient Selection Dialog Box



- 3. From the **Patients (All Patients)** drop-down menu, select a patient.
- 4. Click **OK**. The patient file displays.

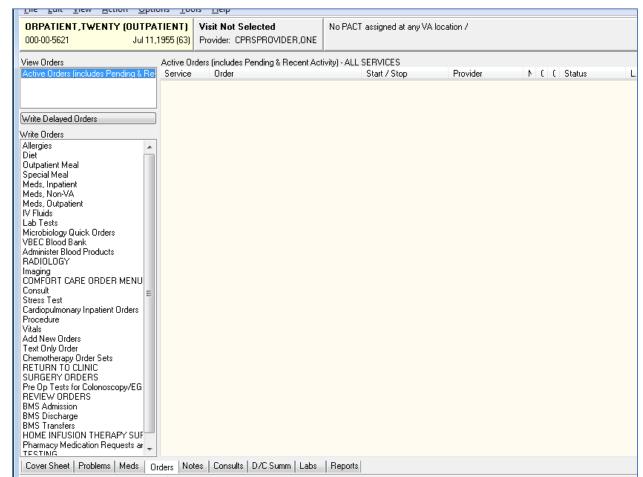


Figure 2: Patient File in CPRS

5. From the **Orders** tab, select **Imaging**. The **Location for Current Activities** dialog box displays.

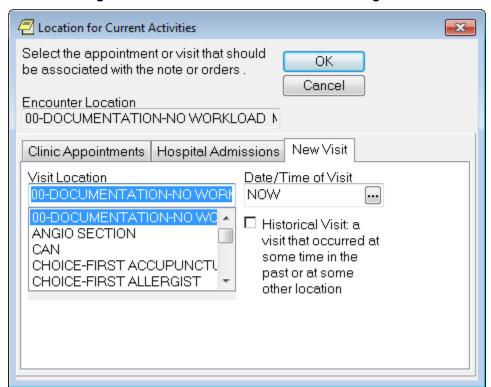


Figure 3: Location for Current Activities Dialog Box

- 6. In the **Visit Location** field, enter a location or select from the list.
- 7. Click **OK**. The **Order an Imaging Procedure** dialog box displays.

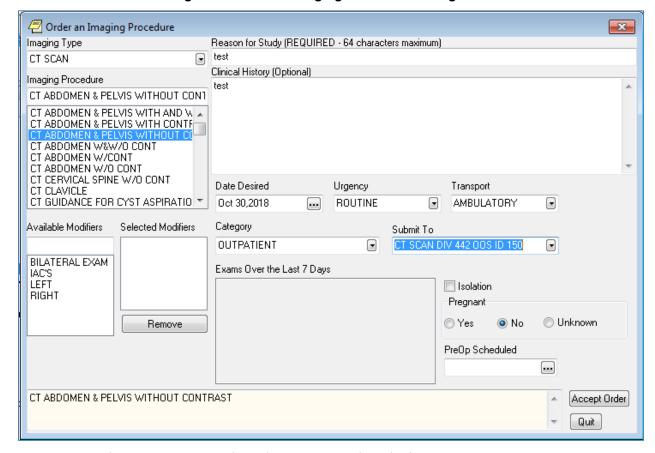


Figure 4: Order an Imaging Procedure Dialog Box

- 8. From the **Imaging Type** drop-down menu, select the image type.
- 9. Complete the remaining sections in the Imaging Procedure form.
- 10. Click **Accept Order** and **Quit**. The Unsigned Imaging Order displays in CPRS.

NOTE: Do not click **Quit** if you need to order additional Imaging Procedures that will be submitted to different locations. Enter each Imaging Procedure order and click Accept Order. Once you have entered all the Imaging Procedures, then you can click **Quit**.

Figure 5: Unsigned Imaging Order in CPRS



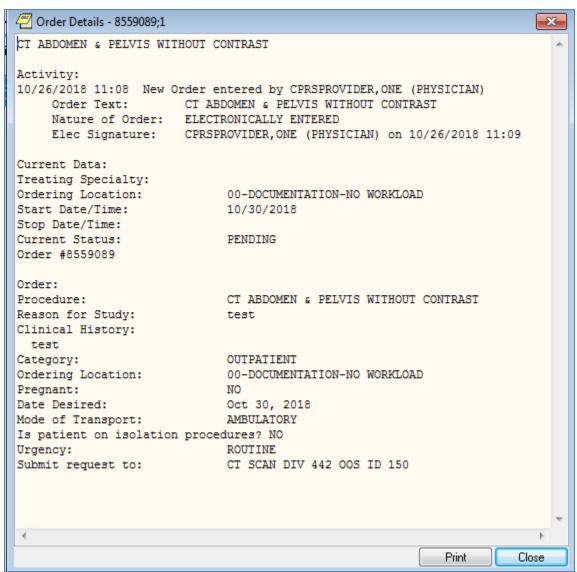
11. Right-click the imaging order(s) and sign the order(s).

Figure 6:

ORPATIENT, TWENTY (OUTPA 000-00-5621 Jul 11,		DNW Oct 26,18 11:06 Provider: CPRSPROVIDER,ONE	No PAC	T assigned at any VA I	ocation /			
View Orders Active Orders (includes Pending & Re-	1	ders (includes Pending & Recent Act Order CT ABDOMEN & PELVIS WITH CONTRAST		SERVICES Start / Stop Start: 10/30/18	Provider Cprsprovider,One	N	c c	Status pending

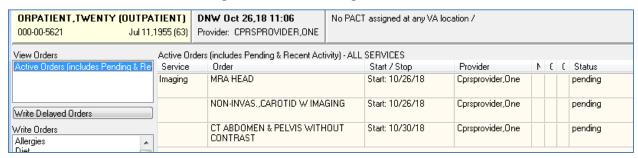
12. Double click on Order Details. The Order Details window displays.

Figure 7: Order Details Window



- 13. Click **Print** or **Close**.
- 14. Make two additional orders and sign them.

Figure 8: Additional Signed Orders



2. Placing Imaging Orders on Hold

1. From the main radiology menu, select **Hold a Request**.

Figure 9: Hold a Request Menu Option

REF Refer Selected Requests to COMMUNITY CARE Provider Cancel a Request Detailed Request Display Hold a Request Log of Scheduled Requests by Procedure Pending/Hold Rad/Nuc Med Request Log Print Rad/Nuc Med Requests by Date Print Selected Requests by Patient Rad/Nuc Med Procedure Information Look-Up Request an Exam Schedule a Request Update a Hold Request Ward/Clinic Scheduled Request Log You have PENDING ALERTS Enter "VA to jump to VIEW ALERTS option You've got PRIORITY mail! Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: HOLD a Requ est

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2. Select the patient that you are working on in CPRS.

Figure 10: Patient Information

Select PATIENT NAME: ORPATIENT, TWENTY 7-11-55 000005621 NO
NSC VETERAN CD
WARNING: You may have selected a test patient.
Enrollment Priority: Category: IN PROCESS End Date:

*** Patient Requires a Means Test ***

Primary Means Test Required from AUG 11,2010

Enter <RETURN> to continue.

3. Select one of the orders and select a reason.

Figure 11: Selected Order

```
**** Requested Exams for ORPATIENT, TWENTY ****
                                                                   3 Requests
 Height
 Weight
   St Urgency Procedure / (Img. Loc.)
                                                        Requester
                                            Desired
                                                                     Req'g Loc
       ROUTINE CT ABDOMEN & PELVIS WITHO
                                            10/30/2018
                                                        CPRSPROVIDE
                                                                     00-DOCUMENT
 1
   р
                 (CT SCAN DIV 442 00S ID )
                                                                     00-DOCUMENT
       ROUTINE MRA HEAD
                                            10/26/2018 CPRSPROVIDE
                 (MRI DIV 442 00S ID 151)
       ROUTINE NON-INVAS., CAROTID W IMAG
                                           10/26/2018 CPRSPROVIDE
                                                                     00-DOCUMENT
3 p
                 (ULTRASOUND DIV 442 00S )
Select Request(s) 1-3 to Hold or '^' to Exit: Exit// 2
Select HOLD REASON: TESTING ??
Select HOLD REASON: 22 NO SHOW
                                                            Synonym: CAN
   ...will now 'HOLD' selected request(s)...
          ...MRA HEAD held...
```

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4. In CPRS, refresh the patient to show the order is now on hold.

Figure 12: Order Hold Status Displayed



3. Placing Orders in Scheduled

1. From the main radiology menu, select Schedule a Request.

Figure 13: Schedule a Request Menu Option

REF Refer Selected Requests to COMMUNITY CARE Provider Cancel a Request Detailed Request Display Hold a Request Log of Scheduled Requests by Procedure Pending/Hold Rad/Nuc Med Request Log Print Rad/Nuc Med Requests by Date Print Selected Requests by Patient Rad/Nuc Med Procedure Information Look-Up Request an Exam Schedule a Request Update a Hold Request Ward/Clinic Scheduled Request Log You have PENDING ALERTS Enter "VA to jump to VIEW ALERTS option You've got PRIORITY mail! Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: SCHEdule a Request

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2. Select the patient that you are working on in CPRS.

Figure 14: Patient Information

Select PATIENT NAME: ORPATIENT, TWENTY 7-11-55 000005621 NO
NSC VETERAN CD
WARNING: You may have selected a test patient.
Enrollment Priority: Category: IN PROCESS End Date:

*** Patient Requires a Means Test ***

Primary Means Test Required from AUG 11,2010

Enter <RETURN> to continue.

3. Select the imaging order and enter a date (and time if required).

Figure 15: Selected Order

			**** Requested Exams for OR	PATIENT, TWEN	I TY **** 3	Requests
Н	leigh	it :	•			-
W	leigh	rt :				
	St	Urgency	Procedure / (Img. Loc.)	Desired	Requester	Req'g Loc
1	р	ROUTINE	CT ABDOMEN & PELVIS WITHO	10/30/2018	CPRSPROVIDE	00-DOCUMENT
			(CT SCAN DIV 442 00S ID)			
2	h	ROUTINE	MRA HEAD	10/26/2018	CPRSPROVIDE	00-DOCUMENT
			(MRI DIV 442 00S ID 151)			
3	р	ROUTINE	NON-INVAS.,CAROTID W IMAG	10/26/2018	CPRSPR0VIDE	00-DOCUMENT
			(ULTRASOUND DIV 442 00S)			
Sel	.ect	Request(s) 1-3 to Schedule or '^' to	Exit: Exit	:// 3	
Sch	edul	e Request	Date/Time: t+10 (NOV 05,	2018)		

4. In CPRS, refresh the patient to show the order is now in **Scheduled** status.

Figure 16: Scheduled Status

ORPATIENT, TWENTY (OUTPA	TIENT)	Visit Not Selected	No PACT assigned at any V	/A location /			
000-00-5621 Jul 11,	1955 (63)	Provider: CPRSPROVIDER,ONE					
View Orders		ders (includes Pending & Recent Act	ivity) - ALL SERVICES				
Active Orders (includes Pending & Re	Service	Order	Start / Stop	Provider	1	((Status
	Imaging	Hold MRA HEAD	Start: 10/26/18 1	1:25 Cprsprovider,One			hold
Write Delayed Orders		NON-INVAS.,CAROTID W IMA	GING Start: 11/05/18	Cprsprovider,One			scheduled
Write Orders Allergies		CT ABDOMEN & PELVIS WITH CONTRAST	10UT Start: 10/30/18	Cprsprovider,One			pending

4. Creating Community Care Consults as a Radiology Technician

1. Log into VistA as a Radiology Technician and, from the Radiology/Nuclear Med Order Entry Menu, select REF, and then select the patient:

Figure 17: REF Option

Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: ref Refer Selected Requests to COMMUNITY CARE Provider Select PATIENT NAME: ORPATIENT, TWENTY 000005621 NO 7-11-55 NSC VETERAN WARNING: You may have selected a test patient. Enrollment Priority: Category: IN PROCESS End Date: *** Patient Requires a Means Test *** Primary Means Test Required from AUG 11,2010 Enter <RETURN> to continue. MEANS TEST REQUIRED Means Test required for workload credit. Type <Enter> to continue or '^' to exit:

2. From the list of pending requests, select the correct procedure(s). Notice that all pending, hold, or scheduled requests, for this patient, display and are available to be referred to community care.

Figure 18: List of Pending Requests

SELECT FROM IMAGING ORDERS

PATIENT NAME SSN PROCEDURE

DATE DESIRED DATE ORDERED ORDERING PROVIDER

IMAGING LOCATION REQUEST STATUS

1. ORPATIENT, TWENTY *****5621 MRA HEAD

OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

MRI DIV 442 008 ID 151 HOLD

2. ORPATIENT, TWENTY *****5621 CT ABDOMEN & PELVIS WITH

OCT 30, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

CT SCAN DIV 442 00S ID 150 PENDING

3. ORPATIENT, TWENTY *****5621 NON-INVAS., CAROTID W IMA

OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

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ULTRASOUND DIV 442 00S ID 115 SCHEDULED

Select NUMBER of ORDER to be REFERRED to COMMUNITY CARE: (1-3): 2

You selected number 2

3. Select the Justification for Community Care.

Figure 19: Justification for Community Care

Select one	of the following:
1	VA appointment is greater than wait time standard
2	VA facility does not provide the required service
3	Veteran lives more than drive time standards
4	Grandfathered
5	Hardship
6	No Full Service VHA Facility
7	1703(e) Eligibility
8	Best medical interest of Veteran (per Licensed
Independent Pro	vider only)
Enter response:	

NOTE: If imaging type selected is mammography, you will be prompted to answer the following additional question:

Select one of the following

- 1. Diagnostic Mammography
- 2. Screening Mammography

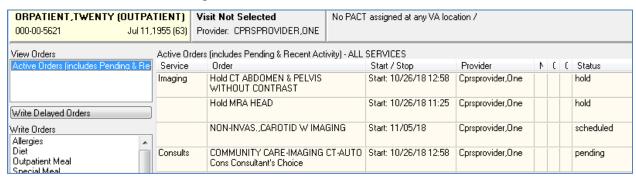
Figure 20: Medical Reason

Enter response: 2 VA facility does not provide the required service

Consult with UCID: 442_884085 has been created

4. From the File menu within CPRS, select Refresh Patient Information.

Figure 21: Refreshed Patient Information



NOTE: You can see that the imaging order that was just converted to a consult is now on hold, and a consult order has been created.

5. Navigate to the VistA roll-and-scroll and redisplay the imaging orders for the patient.

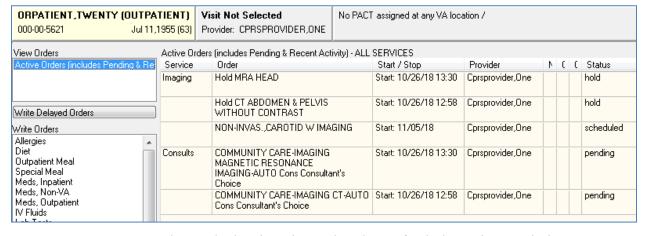
Figure 22: Imaging Orders

SELECT FROM IMAGING ORDERS PATIENT NAME SSN **PROCEDURE** DATE DESIRED DATE ORDERED ORDERING PROVIDER IMAGING LOCATION REQUEST STATUS ORPATIENT, TWENTY ****5621 MRA HEAD OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE MRI DIV 442 008 ID 151 HOLD 2. ORPATIENT, TWENTY NON-INVAS., CAROTID W IMA ****5621 OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE ULTRASOUND DIV 442 00S ID 115 **SCHEDULED** Select NUMBER of ORDER to be REFERRED to COMMUNITY CARE: (1-2):

NOTE: You can see that there are now only two orders left for conversion to consults, and the imaging order that was previously processed, and is on hold, does not show

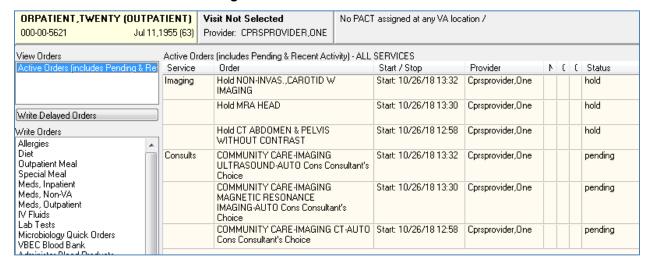
- 6. Select one of the above imaging orders, and enter any **Justification for Community** Care.
- 7. Go back to CPRS and refresh the patient.

Figure 23: Refreshed Patient Information



8. Repeat steps 6, 7, and 8 on the last imaging order, then refresh the patient again in CPRS.

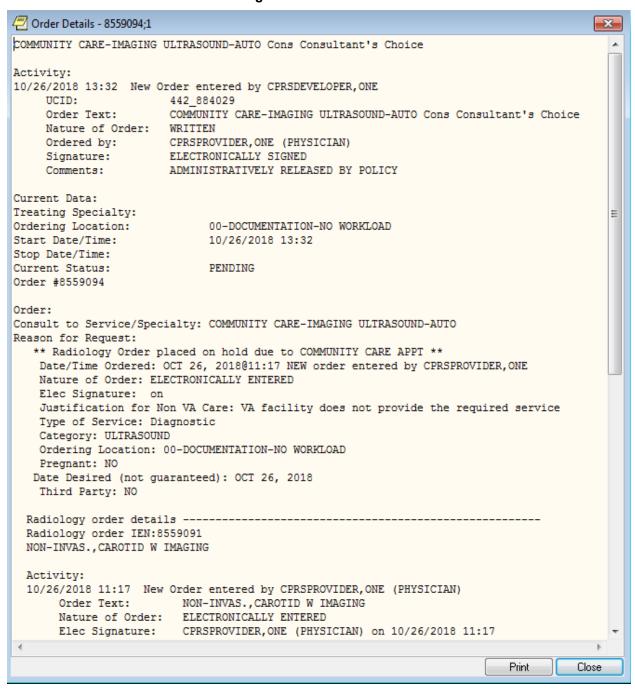
Figure 24: Refreshed Patient Data



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9. You can double-click on any one of the Consult orders to show details.

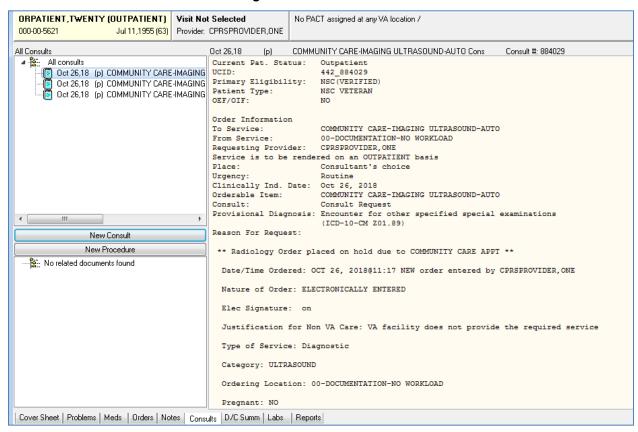
Figure 25: Order Details



NOTE: The original radiology order is embedded in the Consult order detail

10. Then go to the **Consults** tab and click on any consult in the left-hand panel to show the Consult Detail.

Figure 26: Consult Detail



11. At the bottom of the **Consult Detail** you will see that a comment has been added which contains tags that are headed by #COI#; these are tags that are used by CDW when importing data for use in national reports.

Figure 27: Tags Displayed

```
ADDED COMMENT 02/18/21
(entered) 01/19/21 09:34

#COI#
COI-Veteran OPT-IN for Community Care
Wait Time: VA appointment is greater than wait time standard
```

12. These CDW tags will vary depending upon the **Justification for Community Care** option chosen. The following show all possible tags:

Figure 28: Justification for Community Care: VA facility does not provide the required service:

Figure 29: Justification for Community Care: Veteran lives more than drive time standards

```
ADDED COMMENT 02/18/21
(entered) 01/19/21 09:44

#COI#
COI-Veteran OPT-IN for Community Care
Drive Time: Veteran lives more than drive time standards
```

Figure 30: Justification for Community Care: Grandfathered

```
ADDED COMMENT 02/18/21
(entered) 01/19/21 09:46

#COI#
COI-Veteran OPT-IN for Community Care
Grandfathered
```

Figure 31: Justification for Community Care: Hardship

```
ADDED COMMENT 02/18/21 (entered) 01/19/21 09:48

#COI#
COI-Veteran OPT-IN for Community Care
Hardship
```

13. If **Justification for Community Care: 1703(e) Eligibility** is chosen an EXPLAIN prompt appears.

Figure 32: Explain prompt

14. The following CDW tag will then be created.

Figure 33: 1703(e) Eligibility

```
ADDED COMMENT 02/18/21

(entered) 01/19/21 10:10

#COI#

COI-Veteran OPT-IN for Community Care
1703(e) Eligibility

This is an explanation for choosing justification 1703(e). If it's really long, the lines will wrap when displayed in CPRS. It can be up to 240 characters in length. Hope that is enough......
```

NOTE: On the options above where an explanation is entered, the field can be three (3) to 240 characters in length. If the length of the text is greater than 74 characters, for it to be readable in CPRS, the text will be broken down into two (2) or more lines. The text will be broken on a word, never in the middle of a word.

Figure 34: Best medical interest of Veteran (per Licensed Independent Provider only)

```
ADDED COMMENT 02/18/21

(entered) 01/19/21 09:55

#COI#

COI-Veteran OPT-IN for Community Care
Best medical interest of Veteran (per Licensed Independent Provider only)
```

Figure 35: Order Details



15. Click Print or Close.