Update _2_0_186

Clinical Reminders

**VA-COVID PREVENTIVE HEALTH INVENTORY
Install Guide**

February 2021

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

DESCRIPTION:

COVID-19 Preventive Health Inventory
Background: During the pandemic, VA has seen a decline in the performance of preventive health measures for many reasons, most notably due a shift to virtual care to minimize risk of infectious exposure. As part of the Moving Forward Initiative, a note template and note title "COVID-19 Preventive Health Inventory" has been developed as a tool to be used by PACT teams to facilitate population outreach and assist Veterans in receiving needed preventive health services.

Primary Care teams regularly review patient panels and identify Veterans who are overdue for preventive health care. Patients identified by the team will be contacted virtually by a PACT RN or PACT LPN and use this template to address multiple preventive health needs, to assist in initiating orders and to coordinate needed services.   Teams are encouraged to assist Veterans in coordinating services preferably during one visit to a medical center or CBOC to minimize infectious risk.

This template does not replace or add to current processes of addressing preventive health through established clinical reminders or as clinically determined by the primary care provider.

UPDATE_2_0_186 contains 1 Reminder Exchange entry:
UPDATE_2_0_186 VA-COVID PREVENTIVE HEALTH INVENTORY
The exchange file contains the following components:

REMINDER GENERAL FINDINGS
> VIEW PROGRESS NOTE TEXT

REMINDER DIALOG LINK TYPE
> VA-COVID-19 INVENTORY-SUICIDE SCREEN POS HAND OFF
> VA-CSSRS RN WARM HANDOFF CHECK

TIU TEMPLATE FIELD
> VA-WORD
> OTHER NON-VA
> OTHER TEXT
> VA-LOCATIONS
> VA-COVID PHI SITE

HEALTH FACTORS
> VA-REMINDER UPDATES
> VA-UPDATE_2_0_186
> VA-COVID-19

VA-COVID-19 PHI VVC
VA-COVID-19 PHI TELEPHONE
VA-CRC HF CATEGORY
VA-CRC FOLLOW UP DECLINED
VA-CRC AVG RISK ORDER COLONOSCOPY
VA-CRC AVG RISK ORDER FOBT/FIT
INCORRECT DIAGNOSES
VA-INCORRECT DIABETES DIAGNOSIS-PROVIDER
VA-DIABETIC FOOT EXAM
VA-COVID-19 PHI DM FOOT UNBL TO INSP
VA-COVID-19 PHI DM FOOT INSP DECL
VA-COVID-19 PHI DM FOOT INSP ABN
VA-COVID 19 PHI DM FOOT INSP NO ABN
VA-COVID-19 PHI PT DENIES DIABETES
WH MAMMOGRAM
WH MAMMOGRAM DECLINED
WH ORDER MAMMOGRAM SCREEN HF
HYPERTENSION
HTN SELF-RECORDED BP
MENTAL HEALTH
VA-CSSRS DECLINED
WH PAP SMEAR
WH OUTSIDE NORMAL PAP
WH OUTSIDE ABNORMAL (OTHER) PAP
WH OUTSIDE ABNORMAL (ASCUS) PAP
WH PAP SMEAR DECLINED
WH ORDER PAP SMEAR SCREEN HF
IMMUNIZATION
VA-INFLUENZA IMM NONE CURRENT SEASON
VA-FLU EDUCATION VIRTUAL/TELEHEALTH VST
VA-INFLUENZA IMM REFUSED

REMINDER SPONSOR
VHA ONCOLOGY
Office of Nursing Service
Office of Patient Care Services
NATIONAL CENTER FOR HEALTH PROMOTION AND DISEASE PREVENTION
(NCP)
Office of Mental Health Services
VA National Center for Health Promotion and Disease Prevention (NCP)

REMINDER TAXONOMY
VA-DIABETES

REMINDER TERM
VA-REMINDER UPDATE_2_0_186

VA-BL CRC DIAGNOSTIC REMINDER DUE
VA-BL CRC FOLLOW UP REMINDER DUE
VA-BL CRC AVERAGE RISK REMINDER DUE
VA-BL CRC REMINDERS DUE TERM
VA-BL CRC AVERAGE RISK REMINDER DUE DIALOG
VA-INCORRECT DIABETES DIAGNOSIS
VA-DIABETES DIAGNOSIS
VA-BL DIABETES
VA-BL TELERETINAL REMINDER DUE
VA-BL DIABETES/FOOT EXAM DONE
VA-BL DIABETES/KIDNEY DONE
VA-BL HGB A1C > 7.9
VA-BL DIABETES/A1C DONE
VA-BL WH MAMMOGRAM N/A
VA-BL WH MAMMOGRAM DONE
VA-BLOOD PRESSURE READING WITHIN PAST YEAR
VA-BL SUICIDE SCREEN N/A
VA-BL SUICIDE SCREEN DONE
VA-BL WH PAP N/A
VA-BL WH PAP DONE
VA-INFLUENZA IMM SEASON STOP DATE
VA-BL INFLUENZA DONE

REMINDER DEFINITION
VA-REPLACE DEFINITION
VA-BL CRC REMINDERS DUE
VA-BL DIABETES

HEALTH SUMMARY TYPE
FUTURE CLINIC VISITS (ALL)
VA-CRC REM STATUS
VA-MICROALBUMIN
VA-LAST A1C
VA-LAST MAMMOGRAM
VA-BLOOD PRESSURE
VA-SUICIDE SCREEN
LAST PAP SMEAR
VA-OBJ FLU VACCINE DATE

HEALTH SUMMARY OBJECTS
FUTURE CLINIC VISITS (TIU)
VA-CRC REM STATUS (TIU)
VA-MICROALBUMIN (TIU)
VA-A1C LAST (TIU)
VA-LAST MAMMOGRAM (TIU)
VA-BLOOD PRESSURE (TIU)

VA-SUICIDE SCREEN (TIU)
        LAST PAP SMEAR (TIU)
        VA-FLU VACCINE DATE (TIU)

TIU DOCUMENT DEFINITION
        FUTURE CLINIC VISITS
        VA-CRC REM STATUS
        VA-MICROALBUMIN
        VA-A1C LAST
        VA-LAST MAMMOGRAM
        VA-BLOOD PRESSURE
        VA-SUICIDE SCREEN
        LAST PAP SMEAR
        VA-FLU VACCINE DATE

REMINDER DIALOG
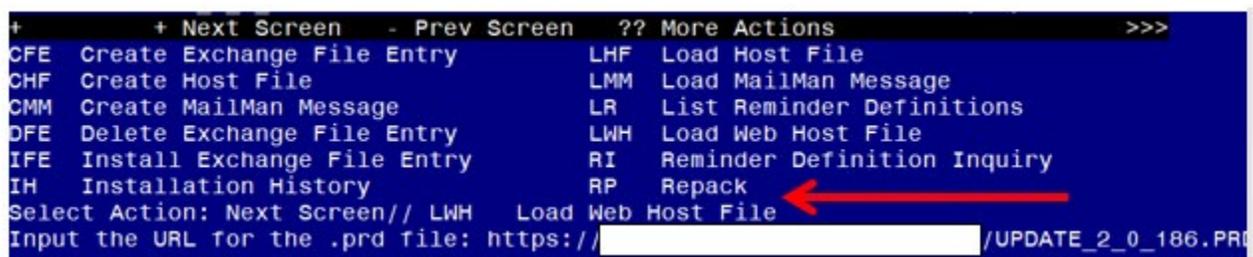   VA-COVID-19 PREVENTIVE HEALTH INVENTORY

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED /UPDATE_2_0_186.PRD

The file will be installed using Reminder Exchange, programmer access is not required.

This update can be loaded with users on the system. Installation will take less than 15 minutes. Please allow up to an hour for post installation setup tasks.

Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

At the **Select Action:** prompt, enter **LWH** for Load Web Host File
At the **Input the url for the .prd file:** prompt, type the following web address:
https://REDACTED /UPDATE_2_0_186.PRD

You should see a message at the top of your screen that the file loaded successfully

```
https://                              /UPDATE_2_0_186.PRD successfully loaded.
```

Search and locate an entry titled **UPDATE_2_0_186 VA-COVID PREVENTIVE HEALTH INVENTORY**

```
+Item   Entry                         Source              Date Packed
  149   UPDATE_2_0_186 VA-COVID-19                        02/09/2021@09:57
        PREVENTIVE HEALTH INVENTORY
  150   UPDATE_2_0_19 VA-CSC INITIAL                      01/31/2017@12:14
        CAREGIVER ASSESSMENT
  151   UPDATE_2_0_2 CAREGIVER ELIG                       02/18/2016@13:10
  152   UPDATE_2_0_20 BREAST CANCER                       02/06/2017@12:19
        DIALOGS
  153   UPDATE_2_0_20 COLON CANCER                        02/07/2017@09:19
        DIALOGS
  154   UPDATE_2_0_20 LUNG CANCER                         02/06/2017@12:23
+           + Next Screen   - Prev Screen    ?? More Actions              >>>
CFE   Create Exchange File Entry        LHF   Load Host File
CHF   Create Host File                  LMM   Load MailMan Message
CMM   Create MailMan Message            LR    List Reminder Definitions
DFE   Delete Exchange File Entry        LWH   Load Web Host File
IFE   Install Exchange File Entry       RI    Reminder Definition Inquiry
IH    Installation History              RP    Repack
Select Action: Next Screen// IFE    Install Exchange File Entry
Enter a list or range of numbers (1-377): 149  <---
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
Enter the number that corresponds with your entry **UPDATE_2_0_186 VA-COVID PREVENTIVE HEALTH INVENTORY.** *(in this example it is entry 149 it will vary by site).*
The date of the exchange file should be 02/09/2021.

```
        Component                              Category      Exists
Source:
Date Packed: 02/09/2021@09:57:45
Package Version: 2.0P46

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
   VA-COVID-19 PREVENTIVE HEALTH INVENTORY

REMINDER TERM
   VA-REMINDER UPDATE_2_0_186

Keywords:

Components:

+          Enter ?? for more actions                                   >>>
IA    Install all Components            IS    Install Selected Component
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.
Select Action: Next Screen// IA   Install all Components
You will see several prompts, for all new entries you will choose **I to Install**

If you are prompted to overwrite any items, <mark>choose S to SKIP</mark>.

You will be prompted to install the reminder dialog component – You will choose to install all even though some components may have an X to indicate that they exist.

```
Packed reminder dialog: VA-COVID-19 PREVENTIVE HEALTH INVENTORY [NATIONAL DIALOG

 Item  Seq. Dialog Findings                                    Type      Exists
   1      VA-COVID-19 PREVENTIVE HEALTH INVENTORY              dialog

   2    10 VA-GP PACT COVID-19 PREVENTIVE HEALTH INVENTORY     group
           Finding: *NONE*
   3    10.5 VA-GP PACT COVID-19 PHI TYPE OF CONTACT           group
           Finding: *NONE*
   4    10.5.5 VA-GP PACT COVID-19 PHI TYPE OF CONTACT         group
        TELEPHONE
           Finding: VA-COVID-19 PHI TELEPHONE (HEALTH FACTOR)            X
   5    10.5.5.5 VA-GP TH VVC TELEPHONE TRIAGE CONTACT         group      X
           Finding: *NONE*
   6    10.5.5.5.5 VA-GP TH VVC TELEPHONE TRIAGE CONTACT       group      X
        NUMBER
           Finding: *NONE*
   7    10.5.5.5.5.5 VAL-TH VVC TELEPHONE TRIAGE CONTACT       element    X
+       + Next Screen   - Prev Screen   ?? More Actions
DD    Dialog Details       DT   Dialog Text         IS   Install Selected
DF    Dialog Findings      DU   Dialog Usage        QU   Quit
DS    Dialog Summary       IA   Install All
Select Action: Next Screen// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-COVID-19 PREVENTIVE HEALTH INVENTORY**
Select Action: Next Screen// <mark>IA   Install All</mark>
Install reminder dialog and all components with no further changes: Y// <mark>Yes</mark>

```
Packed reminder dialog: VA-COVID-19 PREVENTIVE HEALTH INVENTORY [NATIONAL DIALOG
VA-COVID-19 PREVENTIVE HEALTH INVENTORY (reminder dialog) installed from exchang
 Item  Seq. Dialog Findings                                    Type      Exists
   1      VA-COVID-19 PREVENTIVE HEALTH INVENTORY              dialog     X

   2    10 VA-GP PACT COVID-19 PREVENTIVE HEALTH INVENTORY     group      X
           Finding: *NONE*
   3    10.5 VA-GP PACT COVID-19 PHI TYPE OF CONTACT           group      X
           Finding: *NONE*
   4    10.5.5 VA-GP PACT COVID-19 PHI TYPE OF CONTACT         group      X
        TELEPHONE
           Finding: VA-COVID-19 PHI TELEPHONE (HEALTH FACTOR)            X
   5    10.5.5.5 VA-GP TH VVC TELEPHONE TRIAGE CONTACT         group      X
           Finding: *NONE*
   6    10.5.5.5.5 VA-GP TH VVC TELEPHONE TRIAGE CONTACT       group      X
        NUMBER
           Finding: *NONE*
   7    10.5.5.5.5.5 VAL-TH VVC TELEPHONE TRIAGE CONTACT       element    X
+       + Next Screen   - Prev Screen   ?? More Actions
DD    Dialog Details       DT   Dialog Text         IS   Install Selected
DF    Dialog Findings      DU   Dialog Usage        QU   Quit
DS    Dialog Summary       IA   Install All
Select Action: Next Screen// Q
```

After completing this dialog install, you will type Q.

```
      Component                                     Category      Exists
Source:
Date Packed: 02/09/2021@09:57:45
Package Version: 2.0P46

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 PREVENTIVE HEALTH INVENTORY

REMINDER TERM
  VA-REMINDER UPDATE_2_0_186

Keywords:

Components:

+              + Next Screen    - Prev Screen    ?? More Actions          >>>
IA    Install all Components          IS    Install Selected Component
Select Action: Next Screen// Q
```

You will then be returned to this screen. At the **<u>Select Action</u>** prompt, type <mark>Q.</mark>
Install complete.

Post Installation

1. **Update the following REMINDER TERMS to edit the computed finding parameter field in the existing finding item VA-REMINDER DEFINITION.** No other fields will need to be edited. Example step by step instructions are available after the list:

   <u>List of Reminder Terms:</u>
   Edit reminder term VA-BL INFLUENZA DONE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-INFLUENZA SEASONAL IMMUNIZATION

   Edit reminder term VA-BL CRC AVERAGE RISK REMINDER DUE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-CRC AVERAGE RISK.

   Edit reminder term VA-BL CRC AVERAGE RISK REMINDER DUE DIALOG in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-CRC AVERAGE RISK

   Edit reminder term VA-BL CRC FOLLOW UP REMINDER DUE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-CRC FOLLOW UP COLONOSCOPY

   Edit reminder term VA-BL CRC DIAGNOSTIC REMINDER DUE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-CRC DIAGNOSTIC COLONOSCOPY

Edit reminder term VA-BL WH MAMMOGRAM DONE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-WH MAMMOGRAM SCREENING

Edit reminder term VA-BL WH MAMMOGRAM N/A in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-WH MAMMOGRAM SCREENING

Edit reminder term VA-BL WH PAP DONE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-WH PAP SMEAR SCREENING

Edit reminder term VA-BL WH PAP N/A in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-WH PAP SMEAR SCREENING

Edit reminder term VA-BL SUICIDE SCREEN DONE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-PRIMARY SUICIDE SCREEN

Edit reminder term VA-BL SUICIDE SCREEN N/A in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-PRIMARY SUICIDE SCREEN

Edit reminder term VA-BL TELERETINAL REMINDER DUE in finding item 1 replace the current entry in the computed finding parameter field VA-REPLACE DEFINITION with VA-EYE CARE AT-RISK SCREEN (NURSE) if *you are using the national reminder, if you are not using the national reminder, add your local teleretinal eye reminder definition name*

If after completing the edit, you get an error like the one listed below, check that the computed finding parameter has the correct definition name with no spelling errors or additional spaces.

NOTICE THE EXTRA SPACE AFTER IMMUNIZATION NAME

FATAL: TERM FINDING NUMBER 1 USES COMPUTED FINDING VA-REMINDER DEFINITION. THE
PRESS ENTER TO CONTINUE OR '^' TO EXIT:
COMPUTED FINDING PARAMETER IS SET TO VA-INFLUENZA SEASONAL IMMUNIZATION , THAT
REMINDER DOES NOT EXIST.
THE TERM IS VA-BL INFLUENZA DONE (1861).

Here is one step by step example, you should follow the steps below for all of the reminder terms listed:

Select Reminder Term Management <TEST ACCOUNT> Option: TE Add/Edit Reminder Term

Select Reminder Term: VA-BL INFLUENZA DONE   NATIONAL
        ...OK? Yes//   (Yes)
NAME: VA-BL INFLUENZA DONE Replace
CLASS: NATIONAL//
SPONSOR: NATIONAL CENTER FOR HEALTH PROMOTION AND DISEASE PREVENTION (NCP)   //
REVIEW DATE:
DESCRIPTION:
This term will be used for branching logic
  Edit? NO//
Choose from:
CF VA-REMINDER DEFINITION   Finding #   1
Select Finding: `1 VA-REMINDER DEFINITION
Editing Finding Number: 1
FINDING ITEM: VA-REMINDER DEFINITION//
BEGINNING DATE/TIME:
ENDING DATE/TIME:
OCCURRENCE COUNT:
COMPUTED FINDING PARAMETER: VA-REPLACE DEFINITION
        Replace ... With VA-INFLUENZA SEASONAL IMMUNIZATION
Replace
   VA-INFLUENZA SEASONAL IMMUNIZATION
CONDITION: I V("STATUS")="RESOLVED" Replace
CONDITION CASE SENSITIVE:
USE STATUS/COND IN SEARCH:
Choose from:
CF VA-REMINDER DEFINITION   Finding #   1
Select Finding:

2. Edit the following reminder terms to add your local lab tests:

VA-BL DIABETES/A1C DONE – add all of your local Hemoglobin A1C lab tests as a finding item and add a beginning date and time of T-1Y. If you are not sure which lab tests to add, please contact your local Lab.

VA-BL HGB A1C > 7.9 - – add all of your local Hemoglobin A1C lab tests as a finding item and add a condition of I V>7.9. If you are not sure which lab tests to add, please contact your local Lab.

VA-BL DIABETES/KIDNEY DONE - add all of your local Microalbumin lab tests as a finding item and add a beginning date and time of T-1Y. If you are not sure which lab tests to add, please contact your local Lab.

3. **Edit the reminder term VA-BL DIABETES/FOOT EXAM DONE.**
   Add any local health factor(s) that indicate a diabetic foot exam has been completed. Add a beginning date and time of each finding to T-1Y.

4. **Edit the reminder term VA-INCORRECT DIABETES DIAGNOSIS**
   Add any local health factor(s) that indicate a diabetes diagnosis is incorrect.

5. **Add your quick local orders to the following dialog elements/groups:**
   a. Reminder Dialog Group: VAL-COVID-19 PHI CRC ORDER FOBT/FIT – add your local quick order that represents a FIT test
   b. Reminder Dialog Element: VAL-COVID-19 PHI CRC ORDER COLONOSCOPY – add your local quick order that represents a colonoscopy order
   c. Reminder Dialog Group: VAL-COVID-19 PHI MAMMOGRAM ORDER – add your local quick order for Mammogram Screening.
   d. Reminder Dialog Element: VA-COVID-19 PHI A1C ORDER – add your local quick order for a hemoglobin A1C lab test
   e. Reminder Dialog Element: VA-COVID-19 PHI MICROALBUMIN ORDER – add your local quick order for a microalbumin lab test
   f. Reminder Dialog Group: VA-COVID-19 PHI TELE-EYE ORDER – add your local quick order for tele-eye screening (teleretinal or TECS as applicable)
   g. Reminder Dialog Element: VAL-COVID-19 PHI RTC ORDER – add your local quick order or menu for return to clinic orders
   h. Reminder Dialog Element: VAL-COVID-19 PHI BLOOD PRESSURE UNABLE PROSTHETICS CONSULT – add your local prosthetics order for a blood pressure cuff

6. **Edit the HEALTH SUMMARY TYPE VA-LAST MAMMOGRAM**, select component CM and add VA-WH MAMMOGRAM SCREENING the selection prompt

   Create/Modify Health Summary Type
   Select Health Summary Type: <mark>VA-LAST MAMMOGRAM</mark>
    VA-Last Mammogram (Last Mammogram)
    OK? YES//
   WARNING: You are about to edit a Health Summary Type that is being used
   by a Health Summary Object. Changing the structure of this Health Summary
   Type will alter how the Object will display.

   Do want to continue? NO// <mark>YES</mark>
   NAME: VA-LAST MAMMOGRAM Replace

TITLE:
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:
SUPPRESS SENSITIVE PRINT DATA:
LOCK:
OWNER: OCONNOR,DAWN M//

Do you wish to review the Summary Type structure before continuing? NO// Y
Select COMPONENT: CM
    1 CM CLINICAL REMINDERS MAINTENANCE CM
    2 CMB CLINICAL REMINDERS BRIEF CMB
CHOOSE 1-2: 1 CLINICAL REMINDERS MAINTENANCE CM
CLINICAL REMINDERS MAINTENANCE is already a component of this
summary.
    Select one of the following:

        E   Edit component parameters
        D   Delete component from summary
Select Action: Edit component parameters
SUMMARY ORDER: 5// 5
HEADER NAME: Last Mammogram//

No selection items chosen.

Select new items one at a time in the sequence you want them displayed.
You may select any number of items.

Select SELECTION ITEM: VA-WH MAMMOGRAM SCREENING

    Searching for a REMINDER DEFINITION, (pointed-to by SELECTION ITEM)

    Searching for a REMINDER DEFINITION
 VA-WH MAMMOGRAM SCREENING NATIONAL
   ...OK? Yes// (Yes)
    Select SELECTION ITEM:
    Select COMPONENT:

    Do you wish to review the Summary Type structure before continuing?
    NO//
    Please hold on while I resequence the summary order.

7. **Edit the HEALTH SUMMARY TYPE VA-SUICIDE SCREEN** select component CM
and add VA-PRIMARY SUICIDE SCREEN the selection prompt

   Select Build Health Summary Type Menu <TEST ACCOUNT> Option: 1
   Create/Modify Health Summary Type
   Select Health Summary Type: VA-SUICIDE SCREEN
    VA-Suicide Screen (Suicide Screen)

OK? YES//
WARNING: You are about to edit a Health Summary Type that is being used
by a Health Summary Object. Changing the structure of this Health Summary
Type will alter how the Object will display.

Do want to continue? NO// YES
NAME: VA-SUICIDE SCREEN Replace
TITLE:
SUPPRESS PRINT OF COMPONENTS WITHOUT DATA:
SUPPRESS SENSITIVE PRINT DATA:
LOCK:
OWNER: OCONNOR,DAWN M//

Do you wish to review the Summary Type structure before continuing? NO// Y
Select COMPONENT: CM
     1 CM CLINICAL REMINDERS MAINTENANCE CM
     2 CMB CLINICAL REMINDERS BRIEF   CMB
CHOOSE 1-2: 1 CLINICAL REMINDERS MAINTENANCE CM
CLINICAL REMINDERS MAINTENANCE is already a component of this
summary.
     Select one of the following:

          E   Edit component parameters
          D   Delete component from summary
Select Action: Edit component parameters
SUMMARY ORDER: 5// 5
HEADER NAME: Suicide Screen//

No selection items chosen.

Select new items one at a time in the sequence you want them displayed.
You may select any number of items.

Select SELECTION ITEM: VA-PRIMARY SUICIDE SCREEN
     Searching for a REMINDER DEFINITION, (pointed-to by SELECTION ITEM)
     Searching for a REMINDER DEFINITION
 VA-PRIMARY SUICIDE SCREEN   NATIONAL
     ...OK? Yes//   (Yes)
        Select SELECTION ITEM:
        Select COMPONENT:

        Do you wish to review the Summary Type structure before continuing?
        NO//
        Please hold on while I resequence the summary order.

You should close and re-open CPRS to display the objects properly.

8. **Update the Health Summary Type VA-MICROALBUMIN and add your local lab tests for microalbumin. -** add all of your local Microalbumin lab tests as selection items to the Select Lab Test component. If you are not sure which lab tests to add, please contact your local Lab.

9. **Confirm your site allows patients to self-schedule mammograms.** Check with your local WH Coordinator and confirm that patients can self-schedule a mammogram. If they cannot, you will need to edit the reminder dialog element VAL-COVID-19 PHI MAMMOGRAM SELF SCHEDULE and set the disable prompt to 2. This will disable the option and make it not viewable in the template.

10. **Add your local data objects**
    a. Add your local data object for patient phone number to the dialog text of the reminder dialog element VAL-TH VVC TELEPHONE TRIAGE CONTACT PHONE OBJECT
    b. Add your local data object for patient address to the dialog text of the reminder dialog element VAL-TH VVC TELEPHONE TRIAGE PATIENT LOCATION HOME

11. **Setup of specific Note Title**
    The note title to create to associate with this template is:
    COVID-19 PREVENTIVE HEALTH INVENTORY

    You can add this to the document class that your PACT note titles are in.

    VHA Enterprise Standard Title: PACT NOTE

    Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the TIU/ASU Implementation Guide

12. **Link the new reminder dialog with the note title in CPRS**

    From the Reminder Manager Menu, choose CP CPRS Reminder Configuration, and then choose LINK Link Reminder Dialog to Template.

    Select CPRS Reminder Configuration <TEST ACCOUNT> Option: ==LINK L==ink Reminder Dialog to Template

    Select Dialog Definition: ==VA-COVID-19 PREVENTIVE HEALTH INVENTORY==
         reminder dialog   NATIONAL   ...OK? Yes//   (Yes)

    Enter template name: ==COVID-19 PREVENTIVE HEALTH INVENTORY==
       Link template to Document Title? ==YES==

    Select Document Definition: ==COVID-19 PREVENTIVE HEALTH INVENTORY==

13. Check notification settings for your facility.

For the workflow process to work correctly and providers to get the notification to sign orders, you should have the notification ORDER REQUIRES ELECTRONIC SIGNATURE set to On. If you do not have this alert set to On, your site will need to work out a method for the provider to be notified that there are orders waiting to be signed.

☐ Order Requires Chart Signature	Off	
☐ Order Requires Co-Signature	Off	
☑ Order Requires Elec Signature	On	Mandatory