

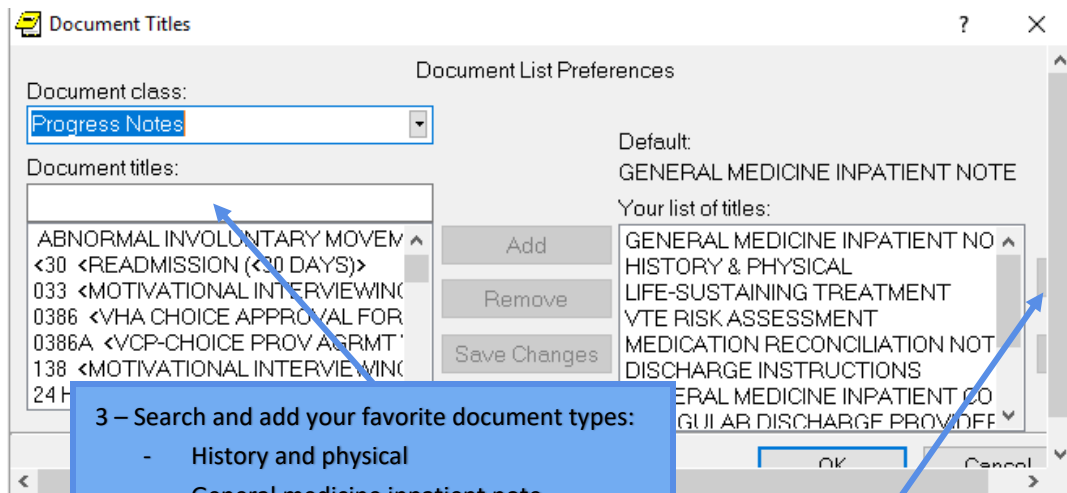
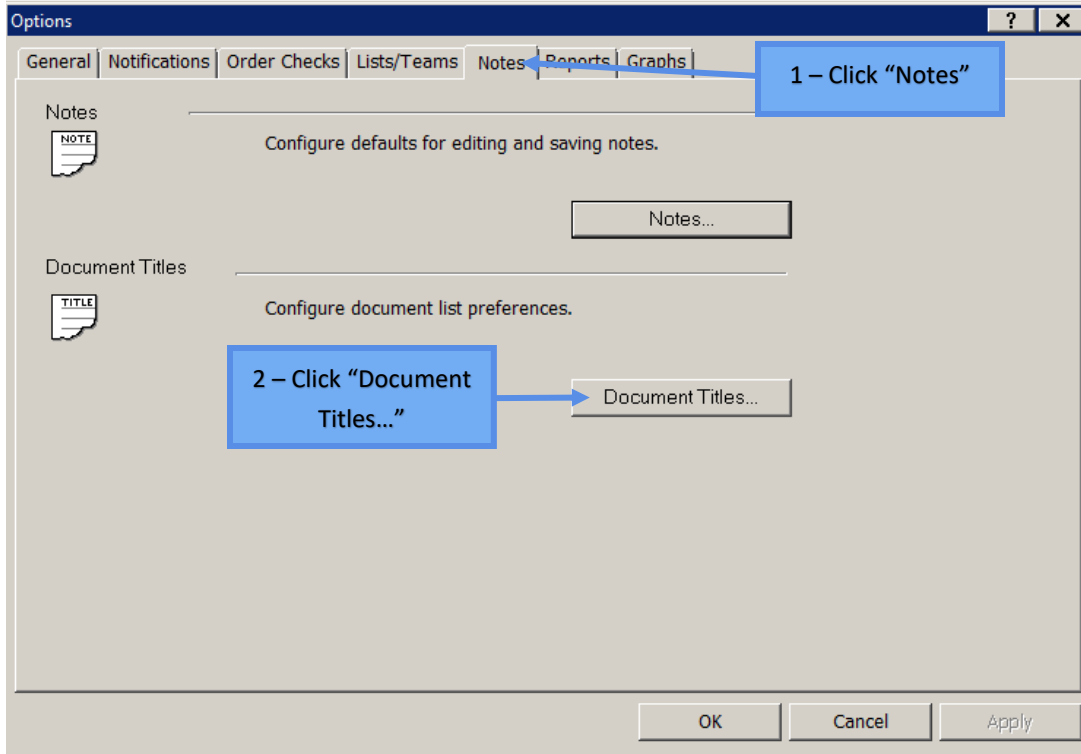
CPRS EMR Set Up and Tips

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10. Other
 - a. iMedConsent is found under “Tools”. It is how you can consent for blood/procedures/CT scans
 - b. Joint Legacy View (JLV) is in the top right corner. It connects the patient’s profile to all VA health care files in the nation
11. Link to CPRS Access From Home: https://citrixaccess.va.gov/vpn/index_citrix_splash.html

1. Documentation

- a. Create a list of your favorite document types
 - i. On the menu bar, click “Tools” then “Options”

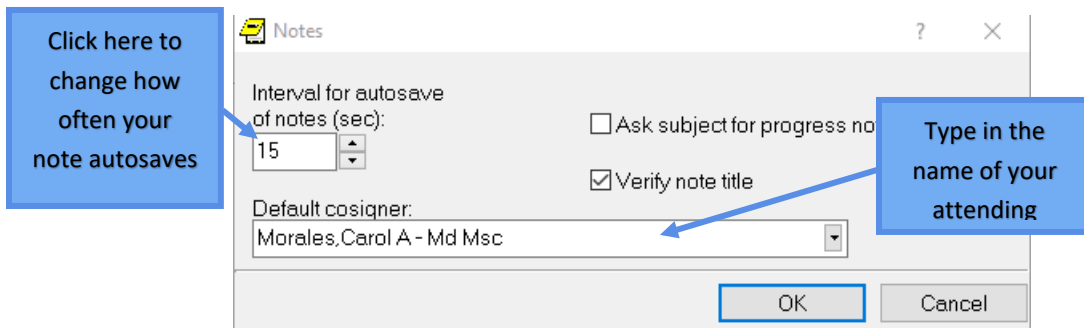
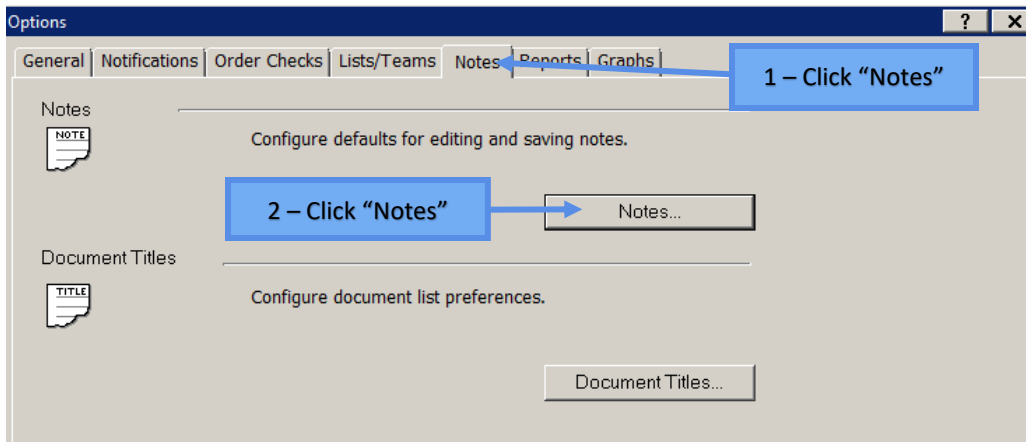


3 - Search and add your favorite document types:

- History and physical
- General medicine inpatient note
- Life-sustaining treatment note
- Medication reconciliation note
- General medicine inpatient consult note
- Discharge instructions
- Irregular discharge provider note
- Death note
- Primary care provider note
- Letter to patient

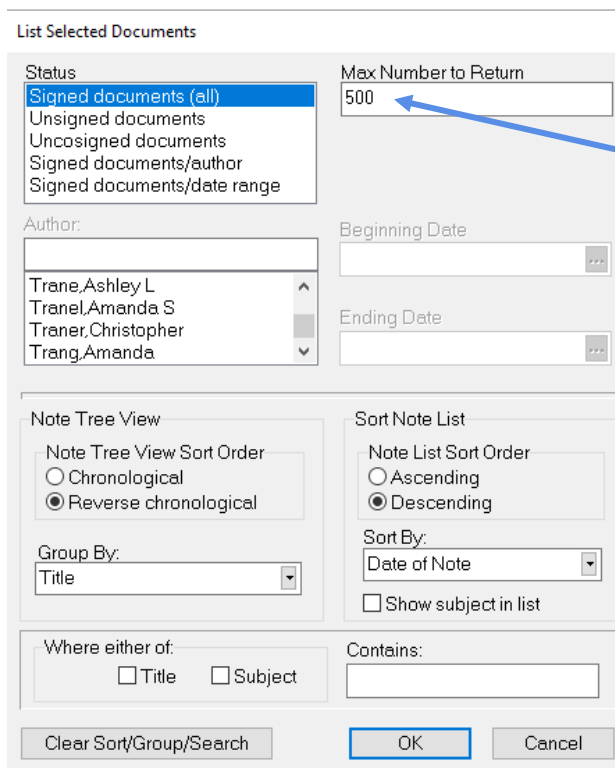
4 - Click on the arrows to reorder your documents

b. Assign a default attending cosigner



c. Changing the view of your documents

i. On the menu bar, click "View" then "Custom View"



Click here to change the number of documents to display; the more you pick the slower CPRS will run

You can change the chronological order, how to sort the documents, and how to group them

f. Templates

- i. On the menu bar, click “Options” then “Edit Templates”
- ii. There are two main types of templates. The first one is a simple template. The second one is called a “Dialog” template and allows you to add options into your template to click on and add into your notes.
- iii. Of note, there are sample CPRS templates on the UNM Chief Website: <https://imchiefs.unm.edu/>
- iv. Simple template

1 – Name your template

2 – Make sure template type is “Template”

Click here so your template does not force automatic breaks in your template

Click here to organize your templates

Click here to add in patient data such as lab values (e.g., TSH), patient demographics, medications, etc.

Click here to add a template fields such as calendar dates or text boxes to tab through when using your template

Template: Hypothyroidism

Collection DT	Specimen	Test Name	Result	Units	Ref Range
03/24/2017 03:30	SERUM	TSH	2.66	uIU/mL	0.465 - 4.680
08/26/2016 13:17	SERUM	TSH	2.49	uIU/mL	0.465 - 4.680

- Continue levothyroxine [] mcg daily

*Indicates a Required Field

Preview OK

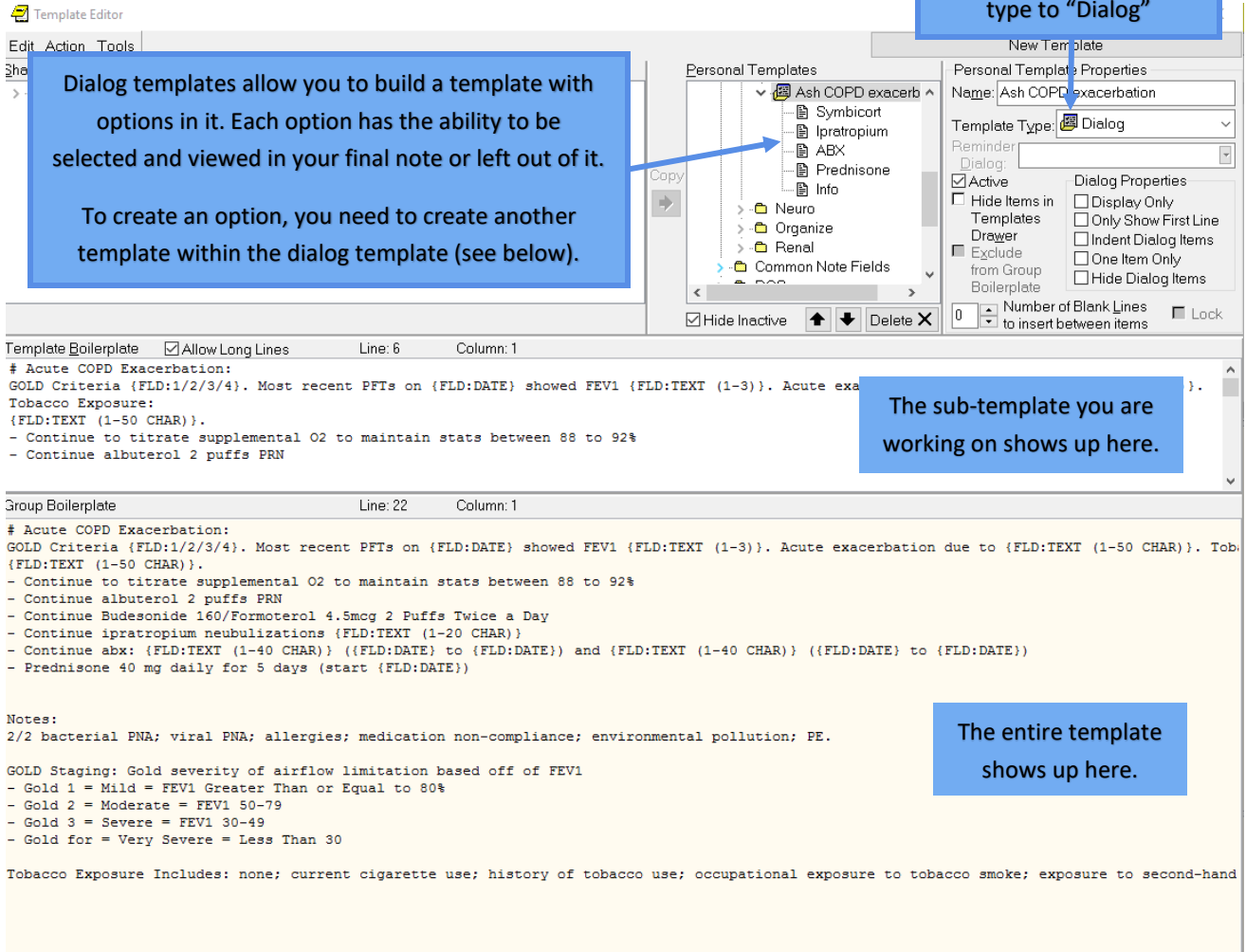
You can right-click on your templates then click “Preview/Print Template” to sample how it will look

v. Dialog template

1 – Change the template type to “Dialog”

Dialog templates allow you to build a template with options in it. Each option has the ability to be selected and viewed in your final note or left out of it.

To create an option, you need to create another template within the dialog template (see below).



The sub-template you are working on shows up here.

```
Template Boilerplate Allow Long Lines Line: 6 Column: 1
# Acute COPD Exacerbation:
GOLD Criteria {FLD:1/2/3/4}. Most recent PFTs on {FLD:DATE} showed FEV1 {FLD:TEXT (1-3)}. Acute exa
Tobacco Exposure:
{FLD:TEXT (1-50 CHAR)}.
- Continue to titrate supplemental O2 to maintain stats between 88 to 92%
- Continue albuterol 2 puffs PRN

Group Boilerplate Line: 22 Column: 1
# Acute COPD Exacerbation:
GOLD Criteria {FLD:1/2/3/4}. Most recent PFTs on {FLD:DATE} showed FEV1 {FLD:TEXT (1-3)}. Acute exacerbation due to {FLD:TEXT (1-50 CHAR)}. Tob
{FLD:TEXT (1-50 CHAR)}.
- Continue to titrate supplemental O2 to maintain stats between 88 to 92%
- Continue albuterol 2 puffs PRN
- Continue Budesonide 160/Formoterol 4.5mcg 2 Puffs Twice a Day
- Continue ipratropium nebulizations {FLD:TEXT (1-20 CHAR)}
- Continue abx: {FLD:TEXT (1-40 CHAR)} ({FLD:DATE} to {FLD:DATE}) and {FLD:TEXT (1-40 CHAR)} ({FLD:DATE} to {FLD:DATE})
- Prednisone 40 mg daily for 5 days (start {FLD:DATE})

Notes:
2/2 bacterial PNA; viral PNA; allergies; medication non-compliance; environmental pollution; PE.

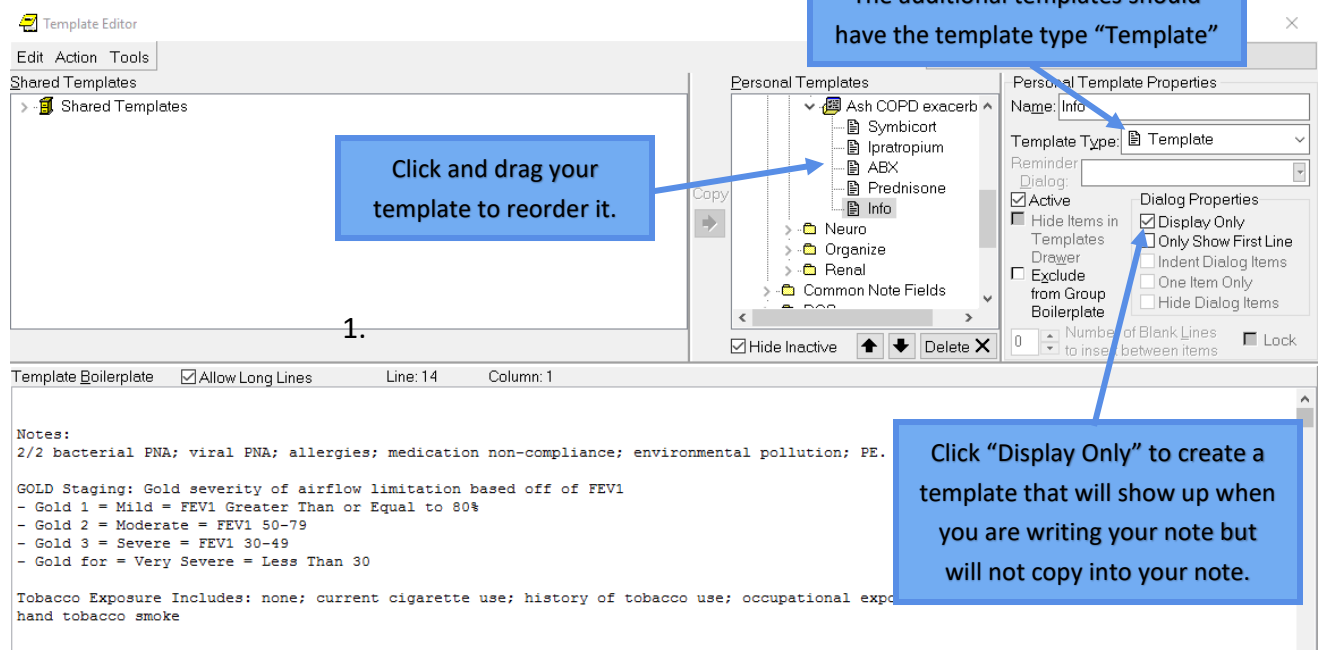
GOLD Staging: Gold severity of airflow limitation based off of FEV1
- Gold 1 = Mild = FEV1 Greater Than or Equal to 80%
- Gold 2 = Moderate = FEV1 50-79
- Gold 3 = Severe = FEV1 30-49
- Gold for = Very Severe = Less Than 30

Tobacco Exposure Includes: none; current cigarette use; history of tobacco use; occupational exposure to tobacco smoke; exposure to second-hand
```

The entire template shows up here.

The additional templates should have the template type “Template”

Click and drag your template to reorder it.



1.

Click “Display Only” to create a template that will show up when you are writing your note but will not copy into your note.

```
Template Boilerplate Allow Long Lines Line: 14 Column: 1
Notes:
2/2 bacterial PNA; viral PNA; allergies; medication non-compliance; environmental pollution; PE.

GOLD Staging: Gold severity of airflow limitation based off of FEV1
- Gold 1 = Mild = FEV1 Greater Than or Equal to 80%
- Gold 2 = Moderate = FEV1 50-79
- Gold 3 = Severe = FEV1 30-49
- Gold for = Very Severe = Less Than 30

Tobacco Exposure Includes: none; current cigarette use; history of tobacco use; occupational expo
hand tobacco smoke
```

For example, the above COPD dialog template will look like this when done. You click on the lines you want added into your note. The below "Notes" part of the template is a "display only" template that will just show in this section but not in your final note.

 Template: Ash COPD exacerbation

Acute COPD Exacerbation:
GOLD Criteria 1 2 3 4 . Most recent PFTs on Jul 27,2019 ... showed FEV1 38% . Acute exacerbation due to bacterial pneumonia . Tobacco Exposure: current tobacco use .
- Continue to titrate supplemental O2 to maintain stats between 88 to 92%
- Continue albuterol 2 puffs PRN
 - Continue Budesonide 160/Formoterol 4.5mcg 2 Puffs Twice a Day
 - Continue ipratropium nebulizations QID
 - Continue abx: ceftriaxone 2 grams (Jun 14,2020 ... to Jun 18,2020 ...) and azithromycin (Jun 14,2020 ... to Jun 16,2020 ...)
 - Prednisone 40 mg daily for 5 days (start Jun 14,2020 ...)

Notes:
2/2 bacterial PNA; viral PNA; allergies; medication non-compliance; environmental pollution; PE.

GOLD Staging: Gold severity of airflow limitation based off of FEV1
- Gold 1 = Mild = FEV1 Greater Than or Equal to 80%
- Gold 2 = Moderate = FEV1 50-79
- Gold 3 = Severe = FEV1 30-49
- Gold for = Very Severe = Less Than 30

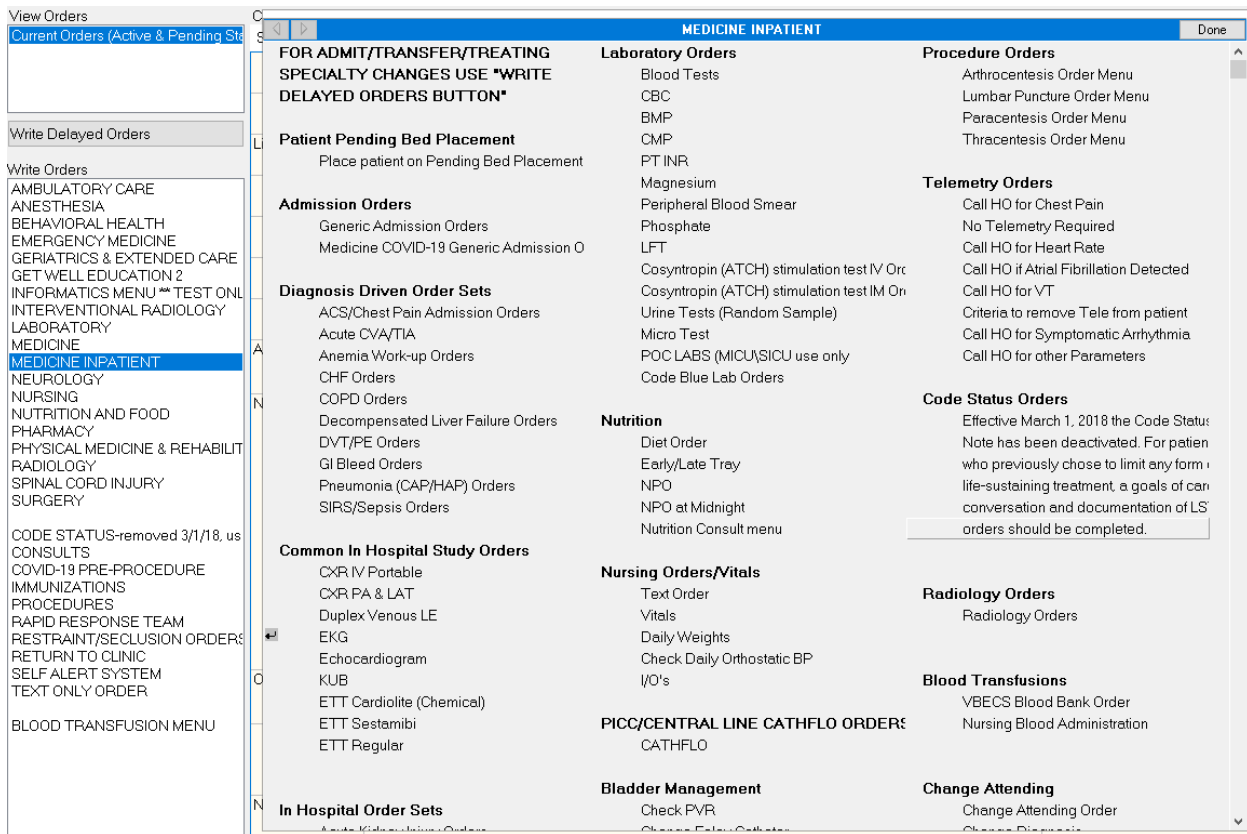
Tobacco Exposure Includes: none; current cigarette use; history of tobacco use; occupational exposure to tobacco smoke; exposure to second-hand tobacco smoke

See below for what the final note will look like if you select the above.

Acute COPD Exacerbation:
GOLD Criteria 3. Most recent PFTs on Jul 27,2019 showed FEV1 38%. Acute exacerbation due to bacterial pneumonia. Tobacco Exposure: current tobacco use.
- Continue to titrate supplemental O2 to maintain stats between 88 to 92%
- Continue albuterol 2 puffs PRN
- Continue ipratropium nebulizations QID
- Continue abx: ceftriaxone 2 grams (Jun 14,2020 to Jun 18,2020) and azithromycin (Jun 14,2020 to Jun 16,2020)
- Prednisone 40 mg daily for 5 days (start Jun 14,2020)

2. Orders

- a. On the left-hand screen of the orders tab, are a list of pre-made order sets. For example, “Medicine Inpatient” as below.



- b. Order sets to know about

- i. Under “Medicine Inpatient”

1. “Place patient on Pending Bed Placement”: This requests a bed on a floor
2. “Generic Admission Orders”: Basic order set for internal medicine
3. Under the “Pharmacy Orders” section, you will find IV fluids and insulin. This is also where you will find glucose monitoring orders.

- ii. Click “Medicine” then “Patient Care” to find drain care orders, incentive spirometer, nursing orders such as neuro checks, and wound care orders.

- iii. Under “Pharmacy”

1. Click on “IV Fluids/IVPBs” to find IV electrolyte replacements

- iv. Under “Well Education2”: These are short videos that you can assign to your hospitalized patient. They have to watch the educational video before watching other TV.

v. Saving your favorite orders

1 – After you have created your order with all of your favorite presets such as collection time, click “Options” then “Save as Quick Order”

c. Write Delayed Orders

3. Labs

- a. You can create worksheets to view labs. You can either take another provider's worksheet or create one yourself.

To take another provider's worksheet: search for any provider's lab worksheets by typing in their name here.

Select the worksheet (aka test group) you want to copy. Then select "New" to save it to your favorite worksheets.

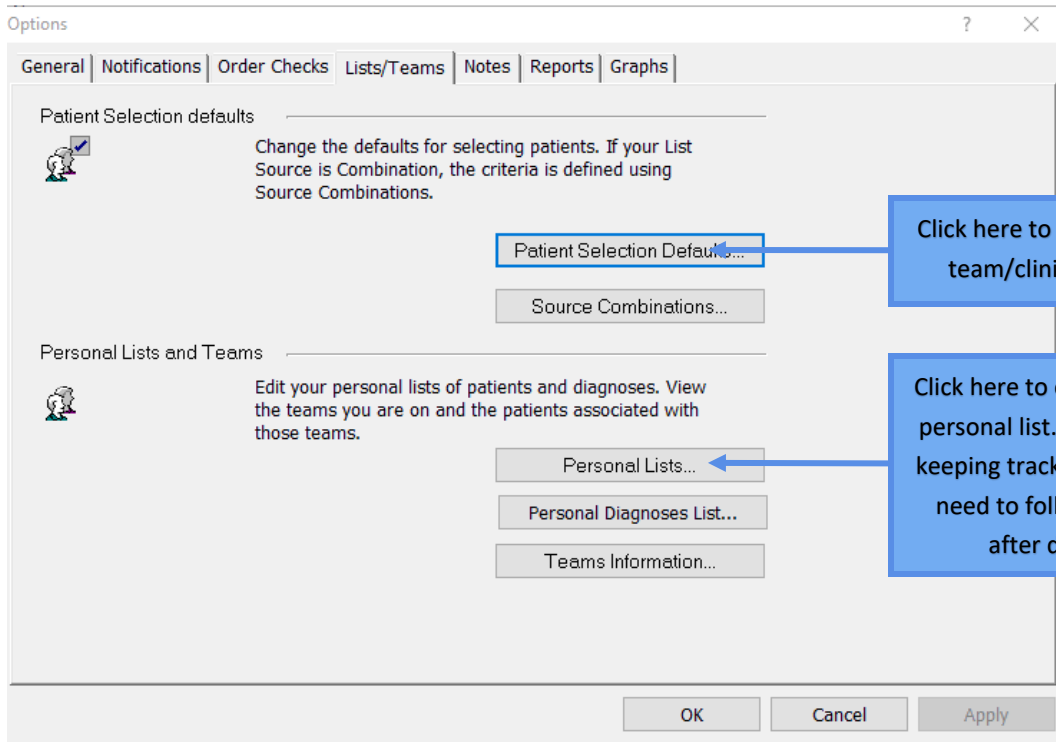
To create your own worksheet, search for the desired lab here. Then click "Add" and organize them how you want to view them.

For example, the above cholesterol worksheet will look like the below when done.

Date/Time	Specimen	Cholest	Trigly	dHDL	LDL Cal
01/07/19 03:30	Plasma ^{**}	92	93	11 L	63
01/03/19 03:30	Plasma ^{**}	68	84	11 L	40

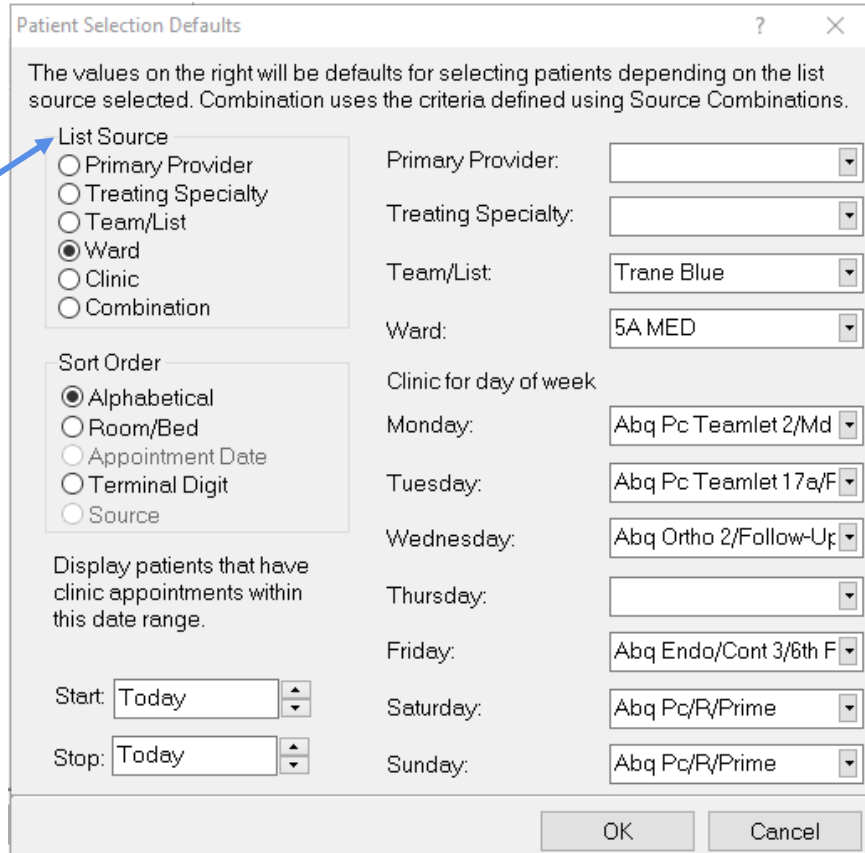
5. Set Up Team Lists

a. On the menu bar, click “Tools” then “Options”



Click here to set your default team/clinic patient list.

Click here to create your own personal list. This is good for keeping track of patients you need to follow up on labs after discharge.



Once you have your default teams/ward/clinic selected on the right, select which one you want to display when you open CPRS.

Click here for your default team list, preferred ward, or clinic based on the day of the week.

6. Cache

- On the menu bar, click “Tools” then “Options” then click “CLINICAL APPS-VISTA GIU”. From there select “Shift Handoff Tool”

7. Viewing Medication Compliance

- You can view all medications the patient has been ordered, when they started the prescription, when it was last filled. This helps with checking for medication compliance and searching prior medication history.

Under “Reports”, click on “Pharmacy” then “All Medications”

Medication	Status	In/O...	Type...	Start Date/Ti...	Stop Date/Ti...	Last Fill Date	Provi...	Instructions	[*]
ROSUVASTATIN CALCIUM 5MG TAB	ACTIVE/...	OUT	RX	08/20/2019	08/20/2020	08/21/2019	GRU...	Sig: TAKE ONE...	[*]
ACETAMINOPHEN 160MG/5ML LIQUID...	ACTIVE	OUT	RX	07/26/2019	07/26/2020	09/12/2019	MAJL...	Sig: TAKE 2 TE...	[*]
MARIJUANA MISCELLANEOUS	ACTIVE	OUT	Non...					1 EDIBLE AS DI...	[*]
METFORMIN (ANTIDIABETIC) TAB.SA	ACTIVE	OUT	Non...					MOUTH TWIC...	[*]
ACETAMINOPHEN 500MG TAB	DISCON...	OUT	RX	10/12/2017	10/12/2017 1...	10/12/2017	MCN...	Sig: TAKE ONE...	[*]
ALBUTEROL HFA 90MCG/200D ORAL I...	DISCON...	OUT	RX	09/13/2017	10/12/2017 1...	09/13/2017	BER...	Sig: INHALE 2 ...	[*]
AMLODIPINE TAB	DISCON...	IN	RX	09/13/2017 1...	09/13/2017 1...		BER...	Give: 10MG...	[*]
AMOXICILLIN 500MG CAP	DISCON...	OUT	RX	03/23/2018	04/06/2018	03/23/2018	MCC...	Sig: TAKE ONE...	[*]
ASPIRIN TAB	DISCON...	IN	RX	10/02/2018 1...	10/02/2018 1...		HAR...	Give: 325MG...	[*]
ATENOLOL 50MG TAB	DISCON...	OUT	RX	07/26/2019	11/01/2019 0...	07/26/2019	MAJL...	Sig: TAKE ONE...	[*]
ATENOLOL TAB	DISCON...	IN	RX	10/02/2018 1...	10/02/2018 1...		HAR...	Give: 50MG...	[*]
ATENOLOL TAB	DISCON...	IN	RX	10/02/2018 1...	10/02/2018 1...		HAR...	Give: 25MG...	[*]

8. Viewing Vaccination Records

Under “Reports”, click on “Health Summary” then “Immunization”

Immunization	Series	Date	Facility	Reaction	Info
INFLUENZA, SEASONAL, INJECTABLE,*		07/13/2017	RAYMOND G.*		
INFLUENZA, UNSPECIFIED FORMULATIO*		10/09/2017	SLEDGEHAMM*		
PNEUMOCOCCAL POLYSACCHARIDE PPV23		01/02/2020	RAYMOND G.*		
VARICELLA ZOSTER (Zostavax) (HIST*		10/09/2018	CVS MINUTE*		
		10/01/2018	WALGREENS *		
ZOSTER RECOMBINANT		07/05/2019	Unm		

9. Clinical Reminders

On the "Cover Page", there are a list of clinical reminders and their due dates.

Clinical Reminders	Due Date
Barriers to Learning Assessment	Mar 08,20
Diabetes A1C (annual) is DUE	DUE NOW
Diabetes Foot Exam	DUE NOW
Diabetes Nephropathy Screening	DUE NOW
Homelessness/Food Insecurity Screen	May 21,19
Move! Weight Mgt Counseling (F)	DUE NOW
Patient Education Documentation	Mar 09,19

When writing a note, a list of clinical reminders that are due will appear on the left. Click on them to add them to your note and to complete your clinical reminders.

10. Notifications

- a. On the menu bar, click "Tools" then "Options" then click "Notifications".

You can click on "Surrogate Settings" to have your notifications go to someone else while on vacation.

You can click change what alerts get sent to you.

Notification	On/Off	Comment
<input checked="" type="checkbox"/> Abnl Imaging Reslt, Needs Attn	On	Mandatory
<input type="checkbox"/> Abnormal Lab Result (info)	Off	
<input checked="" type="checkbox"/> Abnormal Lab Results (action)	On	
<input checked="" type="checkbox"/> Admission	On	
<input checked="" type="checkbox"/> Anatomic Pathology Results	On	Mandatory
<input type="checkbox"/> Appointment Request Cancelled	Off	
<input type="checkbox"/> Consult/Proc Interpretation	Off	
<input checked="" type="checkbox"/> Consult/Request Cancel/Hold	On	Mandatory