

## VA CPRS GUI POCKET GUIDE FOR MADIGAN USERS



See <http://vaww.pugetsound.med.va.gov/cprs> for the latest information on CPRS.

The VA Computerized Patient Record System (CPRS) is the electronic version of a patient's hard chart. The official patient chart consists of *both* the paper and electronic charts.

CPRS GUI follows standard Windows convention. Using a mouse, users can click/double-click to select items for detailed display. One can also place cursor between sections and, holding down left mouse button, resize boxes. CPRS GUI will retain changes for subsequent logins.

**Madigan users will be given VIEW ONLY capability.**

### STEPS TO LOG IN TO CPRS

In stepwise fashion, log on to One VA-VPN, VA Metaframe, and then CPRS:

**NOTE:** While you are logged in to One-VA VPN, you will be LOCKED OUT of your LOCAL MADIGAN APPLICATIONS. **Please be sure to disconnect/logoff One-VA VPN immediately after use in order to allow use of local Madigan software.**

### Inside the VA FOLDER: (if folder missing, contact AMO for assistance)

A - LOG ON TO ONE-VA VPN:

☞☞ On One-VA VPN (padlock) icon  
Enter your VA Local Area Network (LAN) codes:

Ex: John Smith 123-45-6789

1. USERNAME: vhapugsmithj
2. PASSWORD: (personal)
3. DOMAIN: VHA20.

You will get a dialog box indicating you have connected. Click on CONTINUE.

#### **B - LOG ON TO VA METAFRAME**

☞☞ On web link to VA MetaFrame  
In Log-in area, enter your VA LAN codes  
(same as One-VA VPN above)

You will then see the various icons/hyperlinks to VA resources.

RULE: Hyperlinks show a hand with one finger. ONE FINGER, ONE CLICK.

#### **C - LOG ON TO CPRS GUI**

☞☞ On the CPRS Live icon:

Type in Access Code, press TAB key, type Verify Code **OR** put semicolon between the access and verify code in Access box, press enter key.

Ex: John Smith 123-45-6789

1. ACCESS: JS456789
2. VERIFY: (confidential)

### SETTING DEFAULT MADIGAN LIST

1. Click on the Patient List radio button for **Team/Personal**
2. Scroll down or type in MADIGAN INPATIENT in appropriate box
3. See list of Current VA patient admitted to MAMC
4. Click on box to **Save Patient List Settings**

### SELECTING A PATIENT

1. ☞☞ name of desired patient, OR
2. Type in first initial of last name and last 4 SSN. WAIT for the name to appear, check patient info on right, then ☞☞ on pt name.

### **NOTIFICATIONS: (VIEW ALERTS)**

**This section displays alerts for providers who need to complete note-entry or order-entry processes. This does not pertain to Madigan users.**

### NAVIGATING AROUND CPRS

Once in a patient chart, click on the respective chart tab on the bottom to move to that part of the chart and view appropriate information.

### FINDING CRITICAL PATIENT INFO ON HEADER BAR:

1. Patient Inquiry – demographic info, NOK,
2. Primary Care Provider Info – name/phone#
3. Patient Record Flags (ex: Madigan flags)
4. Remote Data - CPRS data at other VAs
5. Postings
  - a. Crisis
  - b. Warnings
  - c. Allergies/Adverse Rxn
  - d. Directives

### FINDING APPROPRIATE OPTION ON MENU BAR:

1. File
  - a. Select New Patient
  - b. Refresh Patient Info
  - c. Exit
2. Edit
  - a. Copy
  - b. Preferences – enlarge fonts
3. View
  - a. Canned views for specific Tab
  - b. Custom Views
  - c. Save as Default View

### USING INDIVIDUAL CHART TABS COVER SHEET

1. ☞ on any Lab item for brief details or results
2. ☞ on any Vitals parameter to view graph
  - a. ☞ on Zoom or Values if desired

3. On Appointment/Visit to view associated notes.
4. On Postings to see Advance Directives and warnings.

### PROBLEM TAB

1. Default view is Active Problems
2. Some problems may have helpful **comments** regarding pertinent history/changes in problem
3. on appropriate View Option (top left box) to change view
4. on View in menu bar to **FILTER** view on desired category (outpatient vs. inpatient, then location)

### MEDS TAB

1. Two sections for Outpatient and Inpatient meds.
2. The appropriate box based on admit status will be bigger
3. on single item for Detailed Display, including Medication Administration History if appropriate (inpatient med).

### ORDERS TAB

1. Default view is reverse chronological order by Service Category
2. on item to see Detailed Display
3. Right- to see actual **results** if completed
4. on View menu to manipulate Custom Views
  - a. Remove check on “GROUP ORDERS BY SERVICE” to ungroup orders
  - b. on “ONLY LIST ORDERS PLACED DURING TIME PERIOD” if desired, and be sure to enter start/stop dates
  - c. to select ORDER STATUS and/or SERVICE/SECTION to drill down to specific custom views

### NOTES TAB

1. System default is Last Signed 50 notes
2. on View Menu, on Signed Notes (All) to increase list of notes

3. on View Menu, on Custom View, Under Note Tree View Group By:, on , on Visit Date, on
4. on View Menu, on Save as Default

### CONSULTS TAB

1. List of consults has status in parenthesis
  - a. p – pending
  - b. a – active
  - c. s – scheduled
  - d. x – cancelled
  - e. dc – discontinued
  - f. c – complete
2. On consult item to view Detailed Display of consult request, to include audit trail/activity.
3. If status is complete, on Related Document (lower left box) to view the consult result/report directly.

### D/C SUMM

1. Similar to Notes & Consult format
2. List on the left, detailed display on the right
3. Can also get custom views and save desired outcome as default view

### LABS

1. Most recent labs will appear as default
2. On  to see Previous or  to see Next or Newest.
3. On appropriate view of Lab Results (top left box).
  - a. **Cumulative and All Tests by Date** can be sorted by heading and/or date range.
  - b. **Graph and Worksheet** can be used to graph lab results
    - i. **Zoom**
    - ii. **Values**

\* Be sure to check date ranges when changing views

### REPORTS

1. On **IMAGING (local only)** to view imaging reports.
2. on + sign of Clinical Reports to view subcategories
  - a. Column headers are sortable when results are obtained
3. Remote Data from other VA facilities can be obtained/viewed for patient:
  - a. on Remote Data header box
  - b. on desired facilities
  - c. on desired clinical report category

### VIEWING ACTUAL IMAGES

1. on Tools menu and on Imaging
2. Log in using Vista access/verify code pair
3. on thumbnail item in abstract box
4. on individual item to open/maximize
5. on EKG button to view from MUSE system

### CHANGING VA LAN PASSWORD

NOTE: Best done before logging off as there is time delay to replicate and reset

1. Click on key (middle) icon on top right of MetaFrame.
2. Enter old password, new password, and confirm new password, then SUBMIT
3. Logout of MetaFrame

### REQUESTING ASSISTANCE

1. Seek help from CPRS SUPERUSER in your area.
2. Use Help from the Menu bar of CPRS software itself.
3. Follow regular procedures for seeking assistance from MAMC HelpDesk  
968-0338 or  
Email MAMC’s Customer Support at [AMO.Helpdesk@nw.amedd.army.mil](mailto:AMO.Helpdesk@nw.amedd.army.mil)
4. To give input/feedback on how to improve CPRS for Madigan users, send CPRS Feedback message  
CPRS GUI → Tools menu → Feedback option