Cover Sheet

View Patient Demographics - the patient's name.
Viewing Cover Sheet Details - any item within one of the Cover Sheet windows.
Viewing Vital Signs - any vital sign to view graphical display, adjust date range accordingly.
Viewing Lab Results - on any lab test under Labs.
Viewing Notes Associated with Appointments - the appointment date/time under Appointments.
Entering Allergies - Right- inside the Allergies window.
View Postings/Flags, DNR, Advance Directives CWAD - title of note inside window.

Problems

Viewing Problems - any Active problem or one of the View Options within the window.
Entering New Problem - New Problem, select a Problem category or Other Problem to search the lexicon.
Removing Problems - Highlight problem, Action, Remove.
Inactivating Problems - Highlight problem, Action, Inactivate Problem (*You may reactivate later).

Reports

Viewing Reports -
+ next to report header or the header name.
Viewing Imaging Reports - Clinical Reports, Radiology, Imaging.
Viewing Clinical Procedures - Medicine/CP, Procedures (*Full reports and images can be found in Vista Imaging)
Viewing Diet - Dietetics, Diet.
Viewing Pharmacy Orders - Pharmacy, Unit Dose, sort the columns by clicking the column header.
Viewing BCMA Reports - Pharmacy, Med Admin History (BCMA) or Med Log (BCMA).
Viewing Health Summaries - + Health Summary or Health Summary, health summary title.
Viewing Daily Order Summary - Daily Order Summary.
Viewing Cumulative Vitals - Vitals Cumulative.
Remote Data - Vista Web from any CPRS tab.

D/C Summary

Viewing D/C Summaries - Title/date of Summary.
Entering D/C Summary - New Summary button, enter title, complete note and sign.

JLV (Remote Data)

the JLV button from the top of CPRS to log in with your PIV number & access/verify code pair.
items within the dashboard to open documents, review lab results, meds, reports, consults or change patients.
Open Widget Tray to customize the patient dashboard.

Customizing CPRS Parameters

***All Parameters can be changed at the user-level by Tools Menu, Options.**
Setting Default Progress Notes - Notes, Document Titles, enter note title in the Document titles window, Add, OK.
Setting Default Patient Lists - Lists/Teams, Patient Selection Defaults, select list source, OK.
Setting Notifications - Notifications, box next to notifications you want to enable or disable, OK.
Setting Date Range Defaults - General, Date Range

Surrogates

Setting Individual Surrogates - Tools, Options, Notifications, Surrogate Settings, enter surrogate name/date range.
Setting Multiple Surrogates - Log into Vista, type "VA" to set multiple surrogates for individual days. If you have alerts displayed then type "S" to set your surrogates.

** What To Do During CPRS Downtimes **

Vista Read-Only Vista-RO on your computer desktop.
CLE-Apps, VistARO Wade Park.

CPRS Basic Training
Scan QR code to your cell phone to view training video

Informatics & Analytics
Serving those who serve Veterans by providing innovative tools, guidance, education and information.

V.4

Louis Stokes Cleveland
Department of Veterans Affairs Medical Center

CPRS v.30

Computerized Patient Record System

Pocket Guide for Clinicians

Who to Call for Assistance

CPRS Help Line: **820-6200**

Hardware/Software/Access Codes/Network Accounts/PIV/PKI: **820-6685**

Removing Progress Note:
VHACLE HIMS NOTE MODIFICATION

Encounter Forms/ICD-10
Lisa Thornton **820-4156**
Outlook mail group: **VHACLE ENCOUNTER HELP**

Clinical Documentation Improvement (CDI)/Coding
Outlook mail group: **VHACLE CDI GROUP**

CPRS Tab-by-Tab Guide

Notes

View All Signed Notes - 🖰 View Menu, 🖰 Signed Notes (All)
Sort by Title or Author - 🖰 View Menu, Custom View, Under Note Tree View Group By: 🖰 Title or Author, 🖰 Sort By, 🖰 Title or Author, 🖰 OK.
Highlighting Note Titles - 🖰 View Menu, 🖰 Custom View, at bottom of List Selected Documents Box, 🖰 Title, Under Contains: enter text of note title, 🖰 OK.
Change Max Number to Return - 🖰 View Menu, 🖰 Max Number to Return, type the number of notes displayed.
Save Default View - 🖰 on View Menu, 🖰 on Save as Default View to save changes when you switch patients.
Enter/Write a Note - 🖰 New Note, enter the title in Progress Note Properties box, 🖰 Ok. *Students need to identify a co-signer.
Enter Addendum - Highlight the parent note, 🖰 Action, 🖰 Make Addendum.
Deleting a Progress Note - 🖰 Action or right - 🖰 in the body of the note, 🖰 Delete Progress Note.
Editing a Progress Note - 🖰 Action or right - 🖰 in the body of the note, 🖰 Edit Progress Note.
Saving a Progress Note Without Signature - 🖰 Action or right - 🖰 in the body of the note, 🖰 Save Without Signature.
Signing a Progress Note - 🖰 Action or right - 🖰 in the body of the note, 🖰 Sign Note Now…, enter your electronic signature code.
Identify Additional Signers - 🖰 Action or right - 🖰 in the body of the note, 🖰 Identify Additional Signers.
Adding Data Objects (labs, vitals, meds without manually typing the results) - 🖰 Templates, 🖰 Shared Templates, 🖰 Objects folder, select object-type, 🖰🖰 object name.
Completing Reminders - Open a progress note, 🖰 Reminders, 🖰🖰 reminder name and complete template.

Meds

View Meds - 🖰 View, 🖰 Details or 🖰🖰 medication name.
Order Meds - 🖰 Action, 🖰 New Medication.
Change Meds - 🖰 Action, 🖰 Change.
Renew Meds - 🖰 Action, 🖰 Renew.
Refill Meds - 🖰 Action, 🖰 Refill.
Discontinue Meds - 🖰 Action, 🖰 Discontinue.
Inpatient Administration History - 🖰 Action, 🖰 Administration History.

Orders

Viewing Orders - 🖰🖰 on any order to view order details. To sort orders by status 🖰 View Menu on Orders tab. Then choose one of the options. Orders are grouped by Service in the first column, scroll through orders using the toggle button.
Customizing How Orders are Viewed - 🖰 View Menu, 🖰 Custom View, 🖰 Order Status and Service/Section.
Save as Default View - 🖰 View Menu, 🖰 Save as Default View.
Viewing Order Results (Labs, Imaging) - Highlight an order, 🖰 View Menu, 🖰 Results.
Entering Orders - Under the Write Orders window 🖰 Main Order Menu, 🖰 one of the sub-menu headings.
Meds may be ordered from Orders or Meds tab. All other orders are entered on the Orders tab.
Editing Existing Orders - Highlight an order or multiples by holding the Ctrl key or dragging your mouse, 🖰 Action Menu.
Edit Individual Orders - Highlight an order, 🖰 Action, 🖰 Change.
Discontinue Orders - Highlight an order or a group of orders, 🖰 Action, 🖰 Discontinue / Cancel.
Renew Orders - Highlight an order or group of orders, 🖰 Action, 🖰 Renew,
Generate Alerts for Orders Associated with Results - Highlight an order, 🖰 Action, 🖰 Alert When Results.
Signing Orders - Highlight an order or group of orders, 🖰 Action or right - 🖰, 🖰 Sign Selected or Sign. You can also sign orders by 🖰 File, 🖰 Review/Sign Changes.
Flagging Orders for Action - Highlight an order, 🖰 Action, 🖰 Flag.

Saving a Personal Quick Order - Set up order in dialog box, or choose quick order you want to save. 🖰 Options menu, 🖰 Save as Quick Order. Give quick order a name and it will display on your list.
Delayed Orders - 🖰 Write Delayed Orders, 🖰 Delay release of new order(s) until, select a release event from the list, 🖰 OK, select either Active orders you want to take action on or Cancel to enter new orders that will be delayed released until the patient is admitted or transferred to that location, sign delayed orders.
Entering Specialty Orders - 🖰 Main Order Menu, 🖰 Specialty Order Menu, 🖰 specialty/service.
Viewing Medication Administration Details (Inpatients-only) 🖰🖰 one of the Inpt Meds, scroll to the bottom.

Consults

Viewing Consults - 🖰 date/name of consult to view request details and note if completed.
Completing Consults - 🖰 consult to be completed, 🖰 Action, 🖰 Consult Results…, 🖰 Complete/Update Results, enter note and sign.
OR
Completing Consults - 🖰 Notes Tab, 🖰 New Note, select a title ending with "(C)." 🖰 the associated consult request in box below the title, enter note and sign.
Ordering Consults - 🖰 New Consult, select E-Consults, Standard Consults or IFC Consults. 🖰 location, 🖰 specialty, enter consult reason for request, 🖰 OK.
You also now have an "Earliest Appropriate Date" option.
*E-Consults are considered non face-to-face.
Receive Consults - Highlight the consult request, 🖰 Action, 🖰 Consult Tracking, 🖰 Receive.
Adding a Comment to Consults - Highlight the consult request, 🖰 Action, 🖰 Consult tracking, 🖰 Add Comment.
Discontinue a Consult - Highlight the consult request, 🖰 Action, 🖰 Consult Tracking, 🖰 Discontinue.

Labs

Viewing Labs -
🖰 <Previous or **>**Next to toggle between lab results one at a time.
Cumulative - Sorts labs by panel type.
All Tests by Date - Sorts lab results by individual date.
Selected Tests by Date - Allows you to select individual lab results by date.
Graph - Graphs out all lab tests by date.
Worksheet - View labs according to defined test groups you create.
Creating Custom Lab Worksheets - 🖰Worksheet, select labs to be added, 🖰New, 🖰Yes.
Microbiology - View completed C&S reports.
Anatomic Pathology - View completed pathology reports.