



Update _2_0_308

Clinical Reminders

VA-LONG COVID-19 SCREEN

Install Guide

January 2023

Product Development
Office of Information Technology
Department of Veterans Affairs

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Introduction

Description:

History: The approach to Long COVID Care between VA clinical facilities is inconsistent and was originally designed in isolation of each other. The Long COVID IPT was developed to standardize process for identifying, assessing and treatment of Long COVID. Workstream 2 specifically, is focusing on developing templates, notes, and other tools required to operationalize guidance. The pre-screen template was developed in conjunction with the Long COVID Technical Team to be used to document responses of digital pre-screen sent to veterans identified on the COVID dashboard

Purpose: The Long COVID Pre-Screen template will be used to document responses of the digital pre-screen questions.

This template may also be used as a stand-alone initial contact to assess veteran prior to scheduled appointment as a part of initial screen, phone assessment or other setting.

The template includes the initial plan for follow-up and next steps in the care of the veteran and allows for flexibility in completion of various additional assessments and system review.

In addition to the pre-screen template, there is a new template that can be used to document and send a letter to a patient when you have been unable to reach them.

UPDATE_2_0_308 contains 1 Reminder Exchange entry:
UPDATE_2_0_308 VA-LONG COVID-19 SCREEN

The exchange file contains the following components:

REMINDER DIALOG LINK TYPE

VA-WHS VITALITY/WELL-BEING SCORE LESS THAN 20

TIU TEMPLATE FIELD

VA-LONG COVID CLINIC SIGNATURE

VA-LONG COVID CLINIC PHONE

VA-LONG COVID CLINIC

VA-TEXT (3 CHAR)R

PCFS TEXT 1

VA-WORD

OTHER NON-VA

OTHER TEXT

HEALTH FACTORS

VA-REMINDER UPDATES [C]

VA-UPDATE_2_0_308

VA-COVID-19 [C]

VA-LONG COVID VETERAN DID NOT RESPOND PRESCREEN LETTER SENT
VA-LONG COVID VETERAN WANTS CARE UNABLE TO REACH LETTER SENT
VA-HEALTH AND WELL BEING [C]
VA-WHS SCORE OF 20% OR LESS
VA-WHS VITALITY/WELL-BEING NOTE
VA-WHS VITALITY/WELL BEING SCORE
VA-LONG COVID SCR N C19 WHAT IS MOST IMPORTANT TO DISCUSS
VA-COVID-19 OUTSIDE PCR SPEC COLLECTED
VA-COVID-19 NON PCR AG LAB OUTSIDE NEG
VA-COVID-19 UNK OUTSIDE LAB TEST NEG
VA-COVID-19 PCR LAB OUTSIDE NEGATIVE
VA-COVID-19 NON PCR AG LAB OUTSIDE POS
VA-COVID-19 UNK OUTSIDE LAB TEST POS
VA-COVID-19 PCR LAB OUTSIDE POSITIVE
VA-LONG COVID SCR N C19 ECG REVIEWED
VA-LONG COVID SCR N C19 LABS REVIEWED
VA-LONG COVID SCR N C19 IMAGING REVIEWED
VA-LONG COVID SCR N C19 HX TREATMENT RECVD
VA-LONG COVID SCR N C19 HX SERIOUS HEALTH ISSUES
VA-LONG COVID C19 HX DISCHARGED HOME ON O2
VA-LONG COVID SCR N C19 HX O2
VA-LONG COVID SCR N C19 HX VENT
VA-LONG COVID SCR N C19 HX ICU
VA-LONG COVID SCR N C19 HX HOSPITAL ADMIT
VA-LONG COVID SCR N C19 HX ACUTE SXS
VA-LONG COVID SCR N C19 HX EXPOSURE SOURCE
VA-LONG COVID SCR N PLAN ATTEMPT ADDITIONAL CONTACT
VA-LONG COVID SCR N PLAN REFER TO SOCIAL WORK
VA-LONG COVID SCR N PLAN FU NOT INDICATED
VA-LONG COVID SCR N PLAN OTHER
VA-LONG COVID SCR N PLAN ORDER IMAGING
VA-LONG COVID SCR N PLAN ORDER LABS
VA-LONG COVID SCR N PLAN MONITOR PRIMARY CARE
VA-LONG COVID SCR N PLAN REFER PATIENT DECLINES
VA-LONG COVID SCR N PLAN REFER PROVIDER NOTIFIED
VA-LONG COVID SCR N PLAN REFER TO SPECIALTY CLINIC
VA-LONG COVID SCR N PLAN REFER TO LONG C19 CLINIC
VA-LONG COVID FNCTL SCR N GR 4 SEVERE FUNC LIMIT
VA-LONG COVID FNCTL SCR N CANNOT LIVE ALONE NO ASSIST
VA-LONG COVID FNCTL SCR N GR 0 NO FUNC LIMIT
VA-LONG COVID FNCTL SCR N DOESNT SUFFER SXS PAIN DEP ANXIETY
VA-LONG COVID FNCTL SCR N GR 1 NEGLIGIBLE FUNC LIMIT
VA-LONG COVID FNCTL SCR N DOESNT AVOID SPREAD OUT ACTIVITIES
VA-LONG COVID FNCTL SCR N GR 2 SLIGHT FUNC LIMIT

VA-LONG COVID FNCTL SCR N AVOIDS OR SPREADS OUT ACTIVITIES
VA-LONG COVID FNCTL SCR N SUFFERS SXS PAIN DEP ANXIETY
VA-LONG COVID FNCTL SCR N NO ACTIVITES CANNOT PERFORM ALONE
VA-LONG COVID FNCTL SCR N GR 3 MOD FUNC LIMIT
VA-LONG COVID FNCTL SCR N ACTIVITES CANNOT PERFORM ALONE
VA-LONG COVID FNCTL SCR N LIVES ALONE NO ASSIST
VA-LONG COVID C19 PRESCR N VA HELP WANTED NA
VA-LONG COVID C19 PRESCR N VA HELP WANTED NO
VA-LONG COVID C19 PRESCR N VA HELP WANTED YES
VA-LONG COVID C19 PRESCR N VA HELP WANTED NOT SURE
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM COUGH
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM PAIN
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM DIZZINESS
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM DEPRESSION
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM ANXIETY
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM OTHER SYMPTOM
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM CHEST PAIN
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM INSOMNIA
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM MEMORY
IMPAIRMENT
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM HEADACHE
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM CONCENTRATION
IMPAIRMNT
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM ANOSMIA PAROSMIA
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM DYSPNEA
VA-LONG COVID SCR N C19 CONTINUED SYMPTOM FATIGUE
VA-LONG COVID C19 PRESCR N CONTD SXS
VA-LONG COVID C19 PRESCR N NO SXS
VA-LONG COVID SCR N C19 NEW SYMPTOM COUGH
VA-LONG COVID SCR N C19 NEW SYMPTOM PAIN
VA-LONG COVID SCR N C19 NEW SYMPTOM DIZZINESS
VA-LONG COVID SCR N C19 NEW SYMPTOM DEPRESSION
VA-LONG COVID SCR N C19 NEW SYMPTOM ANXIETY
VA-LONG COVID SCR N C19 NEW SYMPTOM OTHER SYMPTOM
VA-LONG COVID SCR N C19 NEW SYMPTOM CHEST PAIN
VA-LONG COVID SCR N C19 NEW SYMPTOM INSOMNIA
VA-LONG COVID SCR N C19 NEW SYMPTOM MEMORY IMPAIRMENT
VA-LONG COVID SCR N C19 NEW SYMPTOM HEADACHE
VA-LONG COVID SCR N C19 NEW SYMPTOM CONCENTRATION
IMPAIRMENT
VA-LONG COVID SCR N C19 NEW SYMPTOM ANOSMIA PAROSMIA
VA-LONG COVID SCR N C19 NEW SYMPTOM DYSPNEA
VA-LONG COVID SCR N C19 NEW SYMPTOM FATIGUE
VA-LONG COVID C19 PRESCR N NEW SXS ISSUES
VA-LONG COVID C19 PRESCR N TELEPHONE CONTACT
VA-LONG COVID C19 PRESCR N CONDUCTED BY PHONE/IN PERSON

VA-LONG COVID C19 PRESCRN VVC CONTACT
VA-LONG COVID C19 PRESCRN UNABLE TO REACH
VA-LONG COVID C19 DASH PRESCRN VET RESP YES
VA-LONG COVID C19 DASH PRESCRN VET RESP NO

REMINDER TERM

VA-REMINDER UPDATE_2_0_308
VA-COVID-19 IMMUNIZATION BL

HEALTH SUMMARY TYPE

VA-WELL BEING SIGNS TOTAL
SARS-COV-2 IMMUNIZATION
COVID19 LAB RESULTS

HEALTH SUMMARY OBJECTS

VA-WELL BEING SIGNS TOTAL (TIU)
SARS-COV-2 IMMUNIZATION (TIU)
COVID19 LAB RESULTS (TIU)

TIU DOCUMENT DEFINITION

VA-WELL BEING SIGNS TOTAL
SARS-COV-2 IMMUNIZATION
COVID19 LAB RESULTS

REMINDER DIALOG

VA-COVID-19 LONG COVID SCREEN
VA-COVID-19 LONG COVID CONTACT LETTER

Install Details

This update is being distributed as a web host file. The address for the host file is:
https://REDACTED/docs/UPDATE_2_0_308.PRD

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

Installation:

=====

This update can be loaded with users on the system. Installation will take less than 5 minutes.

Pre-Install

1. **Review the dialog text of the following element and identify what local DATA OBJECT is used for PATIENT ADDRESS, you will need to add it back post install.**
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element.
Inquire/Print information for the following element: VAL-TH VVC TELEPHONE TRIAGE PATIENT LOCATION HOME
2. **Review the dialog text of the following element and identify what local DATA OBJECT is used for PATIENT PHONE NUMBER, you will need to add it back post install.**
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element.
Inquire/Print information for the following element: VAL-TH VVC TELEPHONE TRIAGE CONTACT PHONE OBJECT

Install Example

To Load the exchange file, use LWH. The URL is https://REDACTED/UPDATE_2_0_308.PRD

```
+      + 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 Definitios
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry      RI   Reminder Definition Inqy
IH   Installation History              RP   Repack
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: https:// /UPDATE_2_0_308.PRD
```

You should see a message that the file was loaded successfully.

Search and locate an entry titled UPDATE_2_0_308 VA-LONG COVID-19 SCREEN in reminder exchange.

```

+Item  Entry                               Source                               Date Packed
445    UPDATE_2_0_308 VA-LONG
      COVID-19 SCREEN
446    UPDATE_2_0_31 VA-REACH
447    UPDATE_2_0_32 VA-MH
      CONTINGENCY MANAGEMENT
448    UPDATE_2_0_33 MISC UPDATE 4
449    UPDATE_2_0_34 VA-WH PAP SMEAR
      SCREENING
450    UPDATE_2_0_35 VA-BENEFICIARY
      TRAVEL UPDATES
+      + 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 (1-680): 445

```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry
 Enter the number that corresponds with your entry titled UPDATE_2_0_308 VA-LONG COVID-19 SCREEN (in this example it is entry 445, it will vary by site) that is dated 12/28/2022.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 LONG COVID SCREEN
  VA-COVID-19 LONG COVID CONTACT LETTER

REMINDER TERM
  VA-REMINDER UPDATE_2_0_308
Non-exchangeable TIU object(s):
-----
TIU Object: PATIENT NAME
Object Method: S X=$$NAME^TIULO(DFN)
+      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.
 For all new entries in any category you will choose **I to Install**
Skip any items in any category you are prompted to overwrite

You will then be prompted to install the first dialog component.

```
Packed reminder dialog: VA-COVID-19 LONG COVID CONTACT LETTER [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-COVID-19 LONG COVID CONTACT LETTER	dialog			
2	10	VA-COVID-19 LONG COVID CONTACT LETTER VERSION Finding: *NONE*	element			
3	20	VAL-GP COVID-19 LONG COVID CONTACT LETTER REASON Finding: *NONE*	group			
4	20.10	VA-GP COVID-19 LONG COVID CONTACT LETTER REASON WANTS CARE Finding: VA-LONG COVID VETERAN WANTS CARE UNABLE TO REACH LETTER SENT (HEALTH FACTOR)	group	X		
5	20.10.10	VA-COVID-19 LONG COVID CONTACT LETTER REASON WANTS CARE Finding: *NONE*	element			
6	20.20	VA-GP COVID-19 LONG COVID CONTACT LETTER	group			
+ + 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 LONG COVID CONTACT LETTER**

Install reminder dialog and all components with no further changes: Y//ES

```
Packed reminder dialog: VA-COVID-19 LONG COVID CONTACT LETTER [NATIONAL DIALOG]
```

```
VA-COVID-19 LONG COVID CONTACT LETTER (reminder dialog) installed from exchange
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-COVID-19 LONG COVID CONTACT LETTER	dialog	X		
2	10	VA-COVID-19 LONG COVID CONTACT LETTER VERSION Finding: *NONE*	element	X		
3	20	VAL-GP COVID-19 LONG COVID CONTACT LETTER REASON Finding: *NONE*	group	X		
4	20.10	VA-GP COVID-19 LONG COVID CONTACT LETTER REASON WANTS CARE Finding: VA-LONG COVID VETERAN WANTS CARE UNABLE TO REACH LETTER SENT (HEALTH FACTOR)	group	X		
5	20.10.10	VA-COVID-19 LONG COVID CONTACT LETTER REASON WANTS CARE Finding: *NONE*	element	X		
6	20.20	VA-GP COVID-19 LONG COVID CONTACT LETTER	group	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						

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

You will then be prompted to install the next dialog component.

```
Packed reminder dialog: VA-COVID-19 LONG COVID SCREEN [NATIONAL DIALOG]
+-----+-----+-----+-----+-----+
Item  Seq.  Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
  1    1    VA-COVID-19 LONG COVID SCREEN                       dialog  X
  2    5    VA-COVID-19 LONG COVID PRE-SCREEN/SCREEN VERSION    element  X
        Finding: *NONE*
  3    10   VA-GP LONG COVID CONTACT TYPE                       group    X
        Finding: *NONE*
  4    10.10 VA-GP LONG COVID CONTACT TYPE DID NOT RESPOND    group    X
        Finding: VA-LONG COVID C19 DASH PRESCRN VET RESP NO (HEALTH
        FACTOR)
  5    PXRM COMMENT                                     prompt   X
  6    10.10.10 VA-LONG COVID CONTACT TYPE DID NOT RESPOND
        PLAN                                           element
        Finding: *NONE*
  7    PXRM COMMENT                                     prompt   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 LONG COVID SCREEN**

Install reminder dialog and all components with no further changes: Y//ES

```
Packed reminder dialog: VA-COVID-19 LONG COVID SCREEN [NATIONAL DIALOG]
VA-COVID-19 LONG COVID SCREEN (reminder dialog) installed from exchange file.
+-----+-----+-----+-----+-----+
Item  Seq.  Dialog Findings                                     Type  Exists
-----+-----+-----+-----+-----+
  1    1    VA-COVID-19 LONG COVID SCREEN                       dialog  X
  2    5    VA-COVID-19 LONG COVID PRE-SCREEN/SCREEN VERSION    element  X
        Finding: *NONE*
  3    10   VA-GP LONG COVID CONTACT TYPE                       group    X
        Finding: *NONE*
  4    10.10 VA-GP LONG COVID CONTACT TYPE DID NOT RESPOND    group    X
        Finding: VA-LONG COVID C19 DASH PRESCRN VET RESP NO (HEALTH
        FACTOR)
  5    PXRM COMMENT                                     prompt   X
  6    10.10.10 VA-LONG COVID CONTACT TYPE DID NOT RESPOND
        PLAN                                           element  X
        Finding: *NONE*
  7    PXRM COMMENT                                     prompt   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
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

```

Package Version: 2.0P65

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 LONG COVID SCREEN
  VA-COVID-19 LONG COVID CONTACT LETTER

REMINDER TERM
  VA-REMINDER UPDATE_2_0_308
Non-exchangeable TIU object(s):
-----
TIU Object: PATIENT NAME
Object Method: S X=$$NAME^TIULO(DFN)
+      + 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 **Select Action** prompt, type **Q**.

Install complete.

Post Installation

1. Setup of Note Titles.

A. The note title to create to associate with the prescreen template is:

COVID-19 LONG COVID PRE-SCREEN/SCREEN

VHA Enterprise Standard Title: INFECTIOUS DISEASE NOTE

You can add this to your document class where COVID-19 progress notes are located.

B. The note title to create to associate with the letter template is – ***YOU ONLY NEED TO SET UP THIS LETTER IF YOUR FACILITY IS PARTICIPATING IN THE DIGITAL PRE-SCREEN PROGRAM FOR LONG COVID:***

COVID-19 LONG COVID CONTACT LETTER

VHA Enterprise Standard Title: INFECTIOUS DISEASE NOTE

You can add these to your document class where FORM LETTERS are located.

Note: Comprehensive information on Creating new Document Classes and Titles can be found beginning on page 54 of the TIU/ASU Implementation Guide

at the following link: [http://www.va.gov/vdl/documents/Clinical/CPRS-Text Integration Utility \(TIU\)/tiuim.pdf](http://www.va.gov/vdl/documents/Clinical/CPRS-Text%20Integration%20Utility%20(TIU)/tiuim.pdf)

2. **Make the Dialog templates available to be attached to a Personal or Shared templates or to be able to attach the dialog to a progress note title.**

Select Reminder Managers Menu <TEST ACCOUNT> Option: **CP CPRS**

Reminder Configuration

CA Add/Edit Reminder Categories
CL CPRS Lookup Categories
CS CPRS Cover Sheet Reminder List
MH Mental Health Dialogs Active
PN Progress Note Headers
RA Reminder GUI Resolution Active
TIU TIU Template Reminder Dialog Parameter
DEVL Evaluate Coversheet List on Dialog Finish
DL Default Outside Location
PT Position Reminder Text at Cursor
LINK Link Reminder Dialog to Template
TEST CPRS Coversheet Time Test
NP New Reminder Parameters
GEC GEC Status Check Active
WH WH Print Now Active

Select CPRS Reminder Configuration <TEST ACCOUNT> Option: **TIU TIU**

Template Reminder Dialog Parameter

Reminder Dialogs allowed as Templates may be set for the following:

- 1 User USR [choose from NEW PERSON]
- 3 Service SRV [choose from SERVICE/SECTION]
- 4 Division DIV [SALT LAKE CITY]
- 5 System SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection: **5** *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level.*

Setting Reminder Dialogs allowed as Templates for System: NATREM.FO-SLC.MED.VA.GOV

Select Display Sequence: **?**

388 VA-COVID-19 TELEPHONE FOLLOW-UP

389 VA-SRA-CONSULT RESPONSE (D)

*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, 390 is not present so I will use 390.*

Select Display Sequence: **390**

Are you adding 390 as a new Display Sequence? Yes// **YES**

Display Sequence: 390// <Enter> 390

Clinical Reminder Dialog: **VA-COVID-19 LONG COVID SCREEN** reminder dialog NATIONAL

...OK? Yes// <Enter> (Yes)

Select Display Sequence: **391**

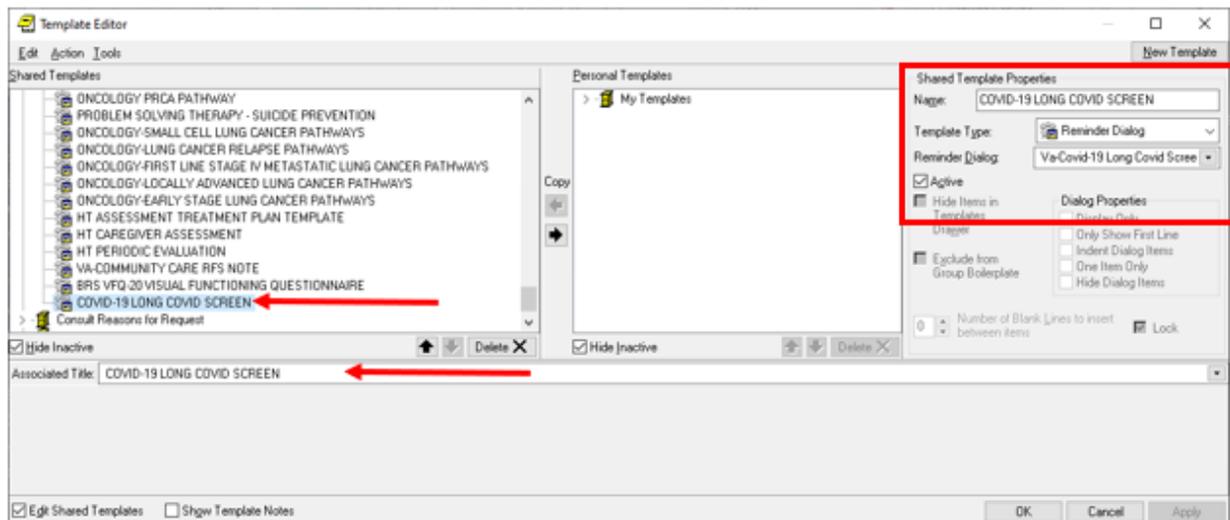
Are you adding 391 as a new Display Sequence? Yes// **YES**

Display Sequence: 391// <Enter> 391

Clinical Reminder Dialog: **VA-COVID-19 LONG COVID CONTACT LETTER**
reminder dialog NATIONAL
...OK? Yes// <Enter> (Yes)

3. Associate the reminder dialogs with the note title in CPRS

- a. In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).



Type in the following information:

Name: **COVID-19 LONG COVID PRE-SCREEN/SCREEN**

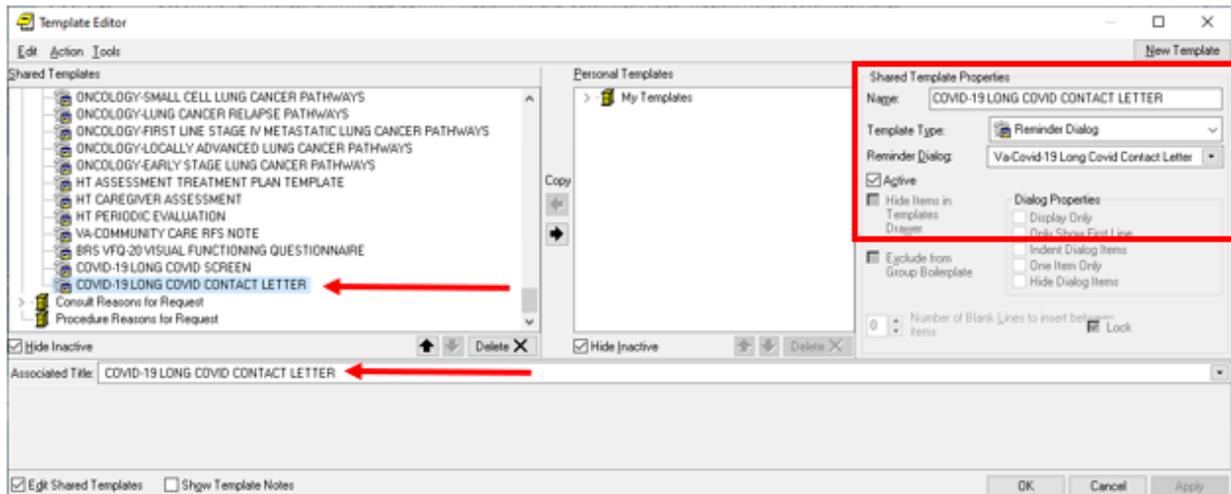
Template Type: **Reminder Dialog**

Reminder Dialog: **VA-COVID-19 LONG COVID SCREEN**

Next, type in the Associated Title name **COVID-19 LONG COVID PRE-SCREEN/SCREEN**

— then click Apply.

- b. **YOU ONLY NEED TO SET UP THIS LETTER IF YOUR FACILITY IS PARTICIPATING IN THE DIGITAL PRE-SCREEN PROGRAM FOR LONG COVID:** In CPRS, open the Template Editor, expand Document Titles, select the appropriate folder (if applicable), then click New Template (top right-hand corner).



Type in the following information:

Name: **COVID-19 LONG COVID CONTACT LETTER**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-COVID-19 LONG COVID CONTACT LETTER**

Next, type in the Associated Title name **COVID-19 LONG COVID CONTACT LETTER** — then click Apply.

4. **Add orders** to the plan section – optional

The following elements have a class of local and you can add a menu or quick orders as additional finding items or disable any of the following reminder dialog elements:

In Vista, using the menu, Reminder Dialog Management, Reminder Dialogs, change your view to Element view. Search for and find the element below, add your quick order or menu as an additional finding.

VAL-COVID-19 LONG COVID PLAN ORDER IMAGING
 VAL-COVID-19 LONG COVID PLAN ORDER LAB
 VAL-COVID-19 LONG COVID PLAN REFER TO SPECIALTY
 VAL-COVID-19 LONG COVID PLAN REFER TO SOCIAL WORK
 VAL-COVID-19 LONG COVID PLAN REFER TO COVID CLINIC

5. **Add your local DATA OBJECT FOR PATIENT ADDRESS** to the following element: VAL-TH VVC TELEPHONE TRIAGE PATIENT LOCATION HOME
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element.
Search for and edit the following element: VAL-TH VVC TELEPHONE TRIAGE PATIENT LOCATION HOME

6. **Add your local DATA OBJECT FOR PATIENT PHONE NUMBER** to the following element: VAL-TH VVC TELEPHONE TRIAGE CONTACT PHONE OBJECT
Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element.
Search for and edit the following element: VAL-TH VVC TELEPHONE TRIAGE CONTACT PHONE OBJECT

7. **Update TXML fields (optional) – *YOU ONLY NEED TO SET UP THIS LETTER IF YOUR FACILITY IS PARTICIPATING IN THE DIGITAL PRE-SCREEN PROGRAM FOR LONG COVID***: The following txml template fields are used in the letter. They are currently text boxes, you can update and add default text or change the field type if you would like to give options for the user to choose from:
 - Clinic: {FLD:VA-LONG COVID CLINIC}
 - Telephone: {FLD:VA-LONG COVID CLINIC PHONE}