

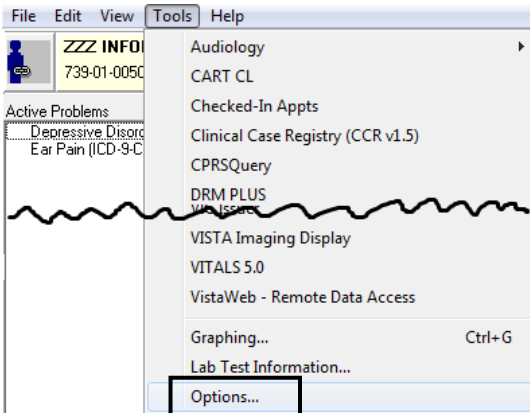
# A Quick and Dirty Guide to Lesser Known Things about CPRS

To improve efficiency and decrease headaches  
by Daniel Hwang

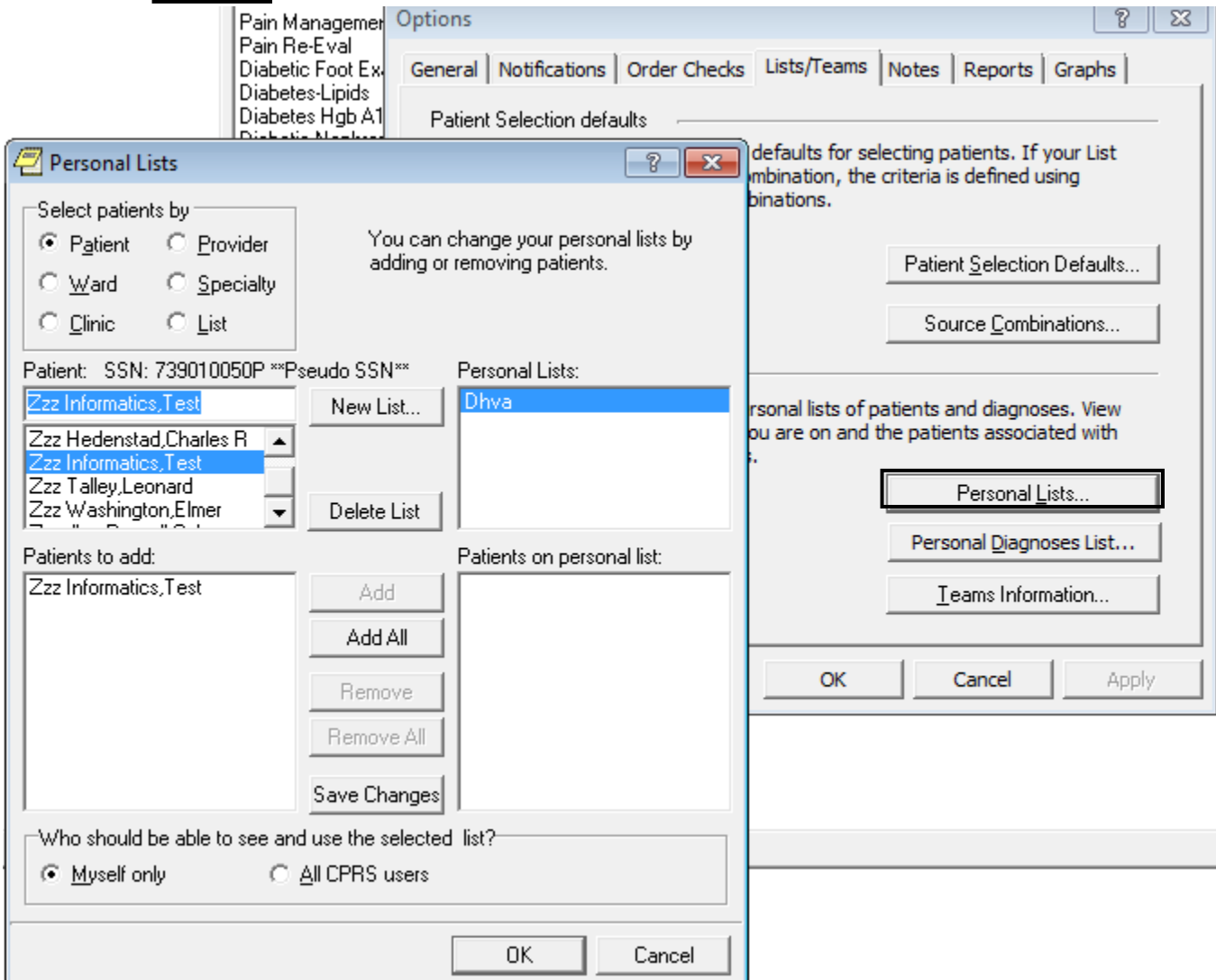
<The product of an unusually quiet night on VANF>  
...and subsequently a quiet day on VADF

Updated 5/5/16

## Creating your own list and default list settings

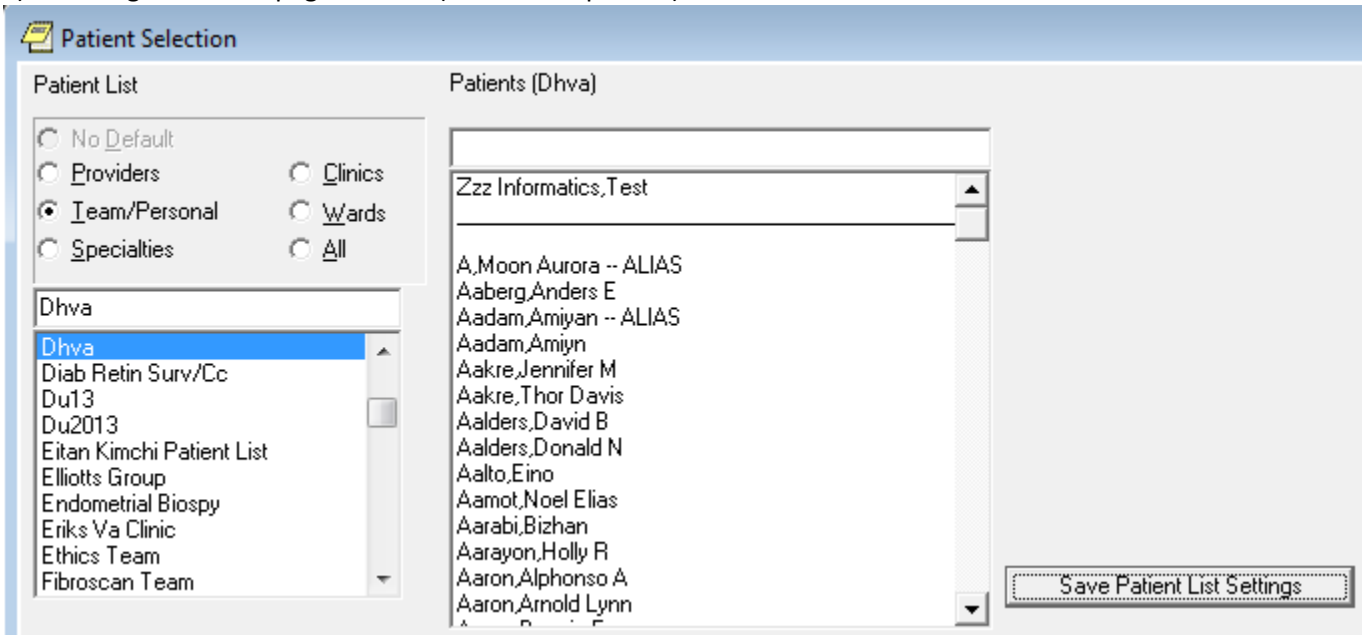


- 1) Click Tools then Options
- 2) Click the Lists/Teams tab then click Personal Lists
- 3) Click New List – you can name it whatever you want  
If “Myself only” is checked at the bottom, only you can see this list  
Pick any name, but I’d probably still be professional about it =)
- 4) Search for a patient name (x#####) then click Add All
- 5) When you’re done, hit Save Changes
- 6) See the next page



## Creating your own list and default list settings continued

7) Now to go the main page of CPRS (File -> New patient)



8) Click Team/Personal and search for your list name – you should see your list populate

9) Now click Save Patient List Settings – this sets your currently selected list to be the default list that shows up when you start CPRS. You can save other lists to be default as well (team lists, clinic lists, etc)

Other useful lists under Clinics:

BT PACT RESIDENT # (your resident number for clinic)

BT EMERGENCY DEPARTMENT (for when on ECS)

TEAM PURPLE (or blue, yellow, etc)

### BAM.

Once in CPRS, you can quickly switch between the different tabs:

Cover sheet: Ctrl+S

Problems: Ctrl+P

Meds: Ctrl+M

Orders: Ctrl+O

Notes: Ctrl+N

Consults: Ctrl+T

Surgery: Ctrl+U

D/C Summ: Ctrl+D

Labs: Ctrl+L

Reports: Ctrl+R

At the VA, if you don't see your printer, go to START -> RUN and type in \\vhabalp4 then find your printer (usually named by room number) and double click it. You should now be able to print to that printer from any program. To print from a printer in the primary care clinic, it's the Kyocera one (if the only options are room numbers for printers, scroll to the top of the list and click Windows printer).

## The Orders Tab

For IV K, Mg, Ca repletion, item 8 in Meds Inpatient Quick Orders

Using this menu, you can also find Narcotics, Heparin, and Insulin under “33 High alert medications”

This is where to find ASPART SSI and lovenox ppx

To prescribe outpatient medications at discharge for an inpatient patient, go to BT add new orders then #51. Choosing “Medications” will bring up the **IN**patient order menu.

Medications

Medications Inpatient Quick O

Non VA Meds Entry

Medications Outpatient Quick

Medications MUE Information

IV Fluids

IV Infusion Quick Order

Lab Tests

Imaging

Consult

Procedure

Vitals

Text Only Order

**BT Add New Orders**

PP ADD NEW ORDER

Urgent Care Protocols

CBDC/PCC Order Sets

Medicine Service

Surgical Service

Restraint/Seclusion

Emergency Department

ACS\_Acute Coronary S.

VBEC Blood Bank

RETURN TO CLINIC

AGREED UPON DATE

PARAMETERS...

11 TPR B/P

12 Weight

13 I & O

14 Call HD on

15 EPILEPSY ADMISSION ORDERS

20 ACTIVITY...

21 Ad Lib

23 Bed Rest / BRP

24 Ambulate TID

36 Regular Diet

37 MRI

38 TUBEFEEDING ORDER SET

40 NPO at Midnight

42 PRIOR AUTHORIZATION MEDS

44 PCEA MED ORDER SETS

45 PCA PAIN MANAGEMENT

46 GU SERVICE

47 GI Service...

48 CATARACT EXTRACTION QUICK ORDER

50 IV FLUIDS...

**51 OUTPATIENT MEDICATIONS...**

**Outpatient Medications**

(No quick orders available)

399 <MINIMED #MMT-399 SET,INFUSION > NF

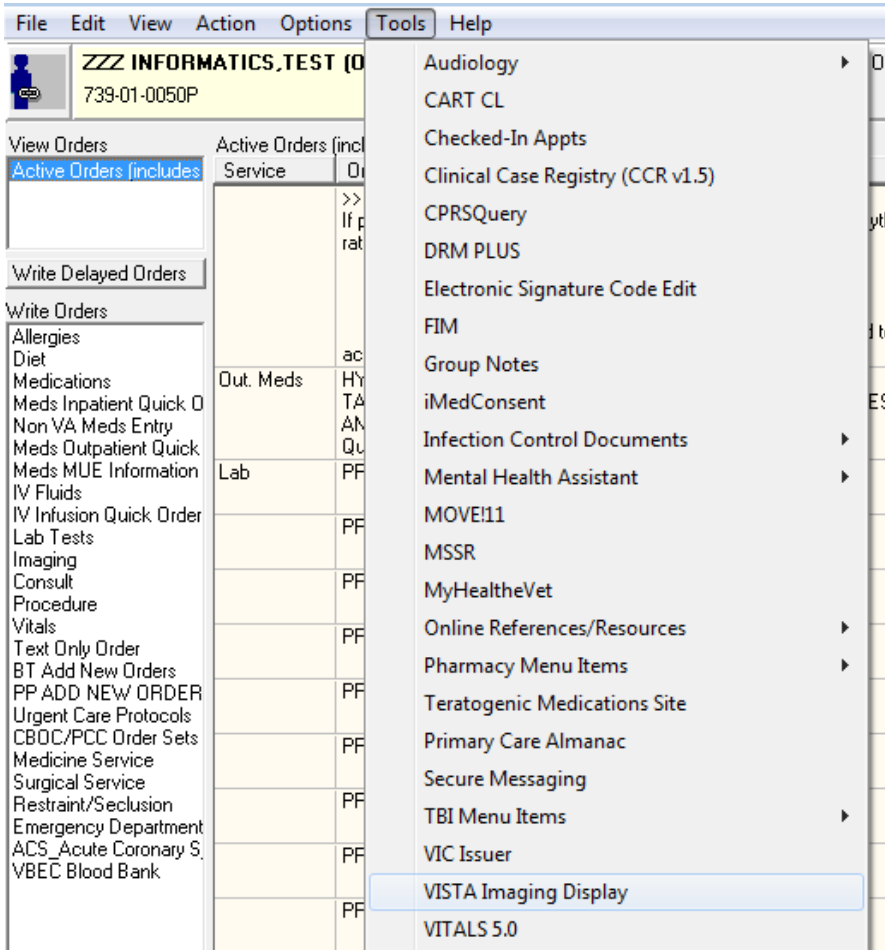
COLOPLAST #12146 POUCH > NF

2MM TRILUMEN SET,INFUSION > NF

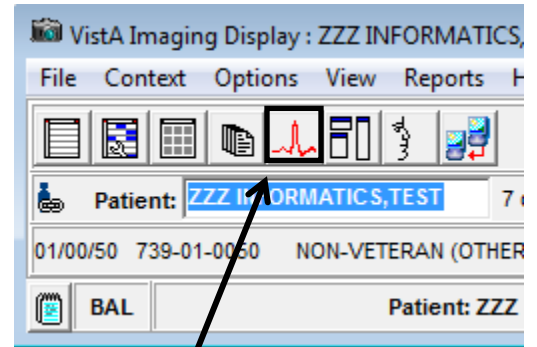
STIIM OPH OINT OPH >

Type and screen, transfusions here

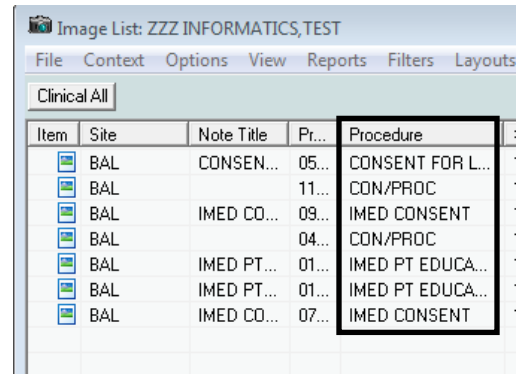
## Vista Imaging



For Doppler results and EKGs, click Tools then VISTA Imaging Display

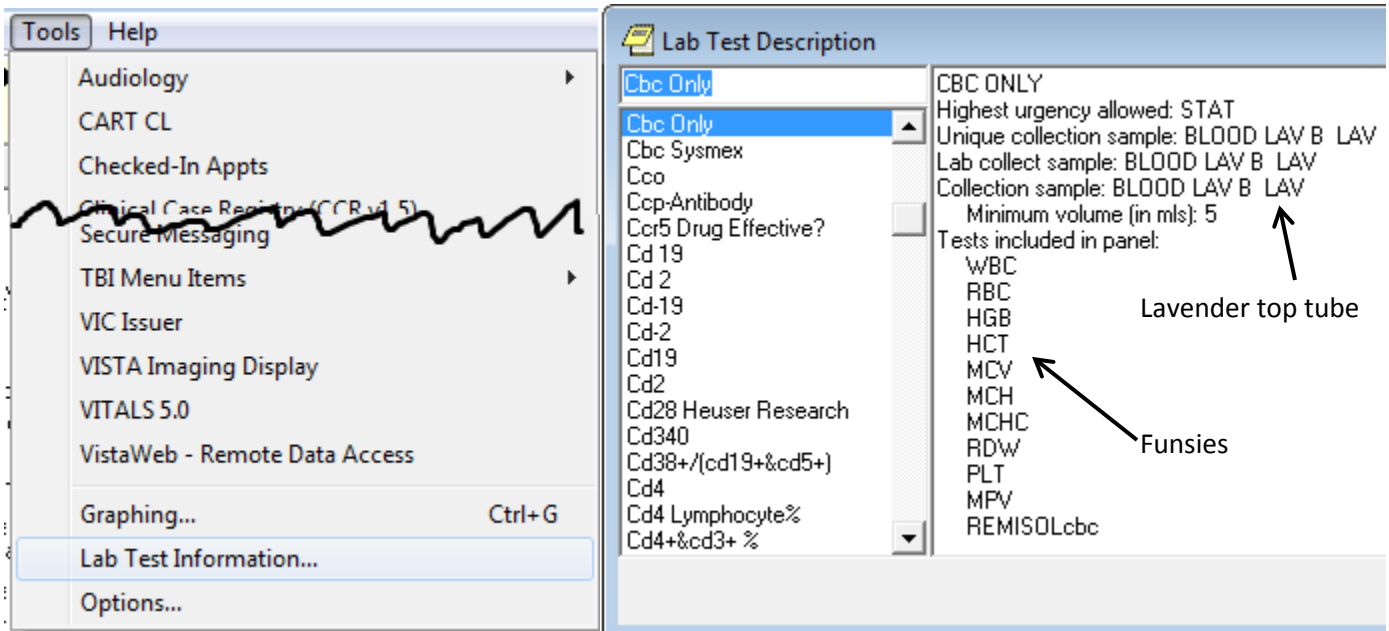


Click the EKG button for past EKGs



Look for Vascular under the Procedure column for Dopplers

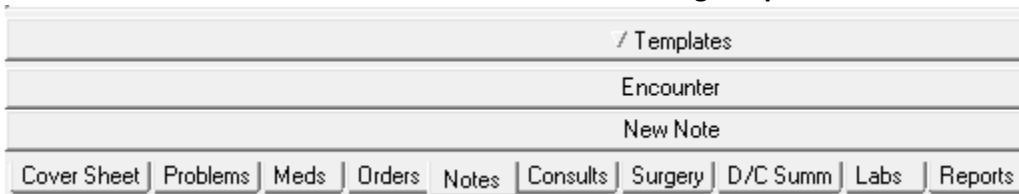
Don't know what a lab test includes or what color tube it needs?



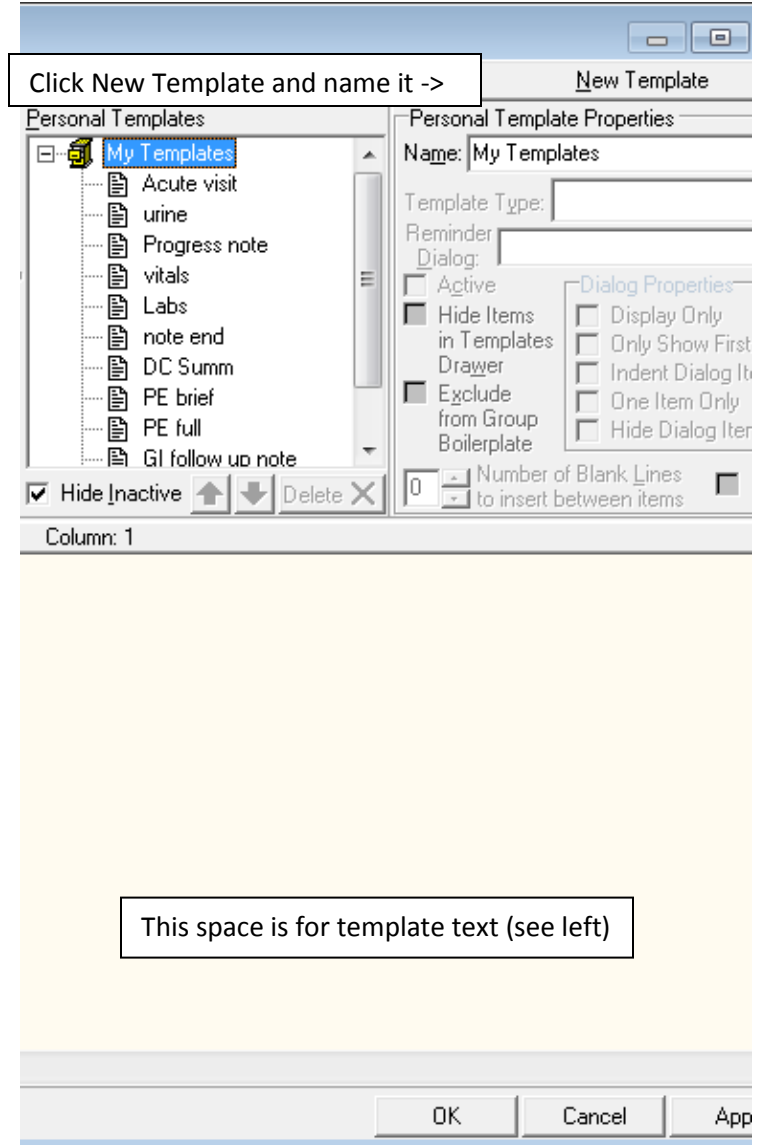
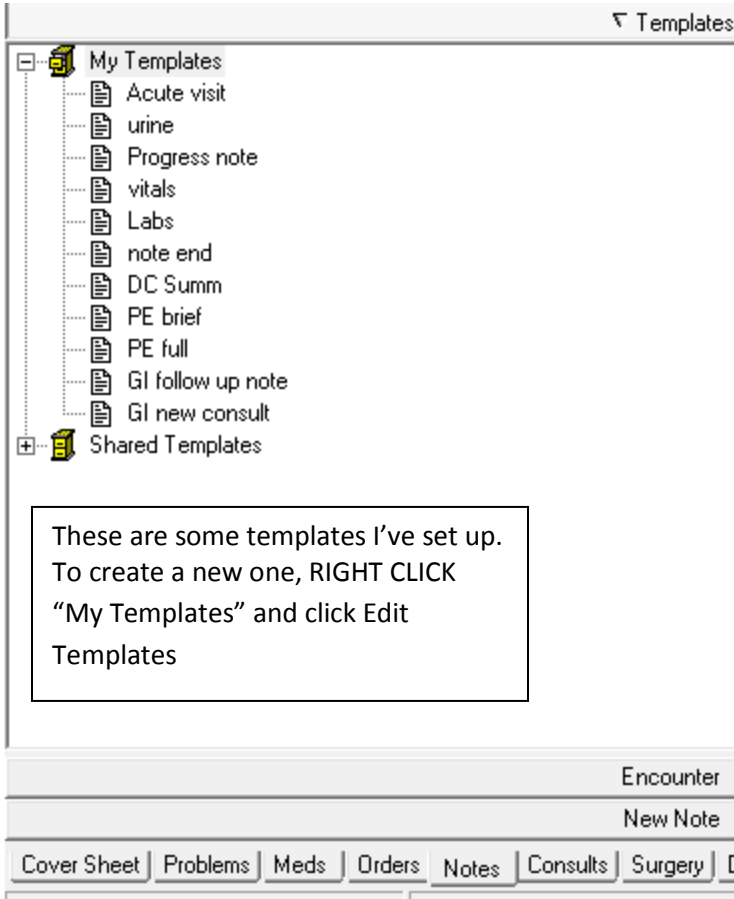
**-MAGIC-**

This is also important for adding on labs: let's say you want to add on LFTs. You see that it's drawn in a gold tube. The patient has a MICU panel and a CBC from AM labs. You look up MICU panel, and it says gold tube – you're in good shape. Call the lab and ask them to add on a liver panel (have the BCH # ready – found in the bottom box of the lab test already collected under the Labs tab – see The Labs Tab page for picture). Sit back and marvel at your savvy-ness.

## The Notes Tab Creating templates



Click templates and you get



You can create templates with plain text and/or commands for auto-populating data.

### USEFUL TEMPLATE TEXT

- |VITALS (24HR)|
- |MODIFIED CBC3|
- |MICU PANEL3|
- |LIVER PANEL - BALT|
- |COAGULATION (PT & PTT)|
- |URINALYSIS-BALT|
- |ACTIVE MEDICATIONS|
- |ACTIVE PROBLEMS|

\*Note: MICU panel contains Mg and P

Don't quite remember where I found these. There also doesn't seem to be a way to look up the codes.

For other useful templates, go to Shared Templates then Patient Data Objects (press P 8 times) - you can also look at these to see the command text and create your own template that includes them.

\*\*\*I also recommend creating a template to use for a normal physical exam - just double click the template and it will toss it into your note!

## The Notes Tab Changing your default notes view

Sorted by note type

Date	Title	Author	Location
Jun 11,15	CASE MANAGERS NOTE	Abesamis,Arnel R	BT SLEEP INTAKE N...
Jun 05,15	CASE MANAGERS NOTE	Abesamis,Arnel R	BT SLEEP CLINIC P...
May 28,15	Addendum to CCHT NOTIFICATION LETTER	Sanders,Jacqueline	CC PACT TEAM 5
May 28,15	CCHT NOTIFICATION LETTER	Sanders,Jacqueline	CC PACT TEAM 5
May 28,15	Addendum to FORM LETTER EXAMPLE	Sanders,Jacqueline	CC PACT TEAM 5
May 28,15	FD		PACT TEAM 5
May 28,15	Ad		PACT TEAM 5
May 28,15	Ad		PACT TEAM 5
May 28,15	LETTER NOTIFICATION NOTE	Sanders,Jacqueline	CC PACT TEAM 5
May 28,15	LETTER NOTIFICATION NOTE	Sanders,Jacqueline	CC PACT TEAM 5
May 12,15	CONSENT FOR LONG-TERM OPIOIDS FOR ...	Silver,David C	"" No Location ""
Apr 28,15	ANESTHESIA ACUTE PAIN SERVICE DAILY ...	Namiranian,Khodadad	BT ANES PRE-OP/C...
Apr 24,15	ANESTHESIA POST-OP NOTE	Srinivas,Archana	BT ANES PRE-OP/C...
Apr 24,15	ANESTHESIA PRE-OP NOTE	Srinivas,Archana	BT ANES PRE-OP/C...
Apr 13,15	RESIDENT ACTIVITY & TREATMENT FLOW...	Johnson,Felicia M	BR CLINICAL INFOR...
Apr 13,15	Addendum to RESTORATIVE WEEKLY PRO...	Johnson,Felicia M	BR CLINICAL INFOR...
Apr 13,15	RESTORATIVE WEEKLY PROGRESS NOTE	Johnson,Felicia M	BR CLINICAL INFOR...

LOCAL TITLE: CASE MANAGERS NOTE  
STANDARD TITLE: CASE MANAGER NOTE  
DATE OF NOTE: JUN 11, 2015@10:53 ENTRY DATE: JUN 11, 2015@10:53:31  
AUTHOR: ABESAMIS,ARNEL R EXP COSIGNER:  
URGENCY: STATUS: COMPLETED

vvvx cx xzy52trgergff

/es/ ARNEL R ABESAMIS,RN,MSN,CMSRN  
STAFF NURSE  
Signed: 06/11/2015 10:57

Note content

This is my preferred view because it allows me to find specific notes quickly. If I wanted to see what dermatology said, I can just look here instead of scrolling through all the notes. This view includes the default view (top right corner).

### How to change from default to this view:

View

- Chart Tab
- Information
- Signed Notes (All)
- Signed Notes by Author
- Signed Notes by Date Range
- Uncosigned Notes
- Unsigned Notes
- Custom View
- Search for Text (Within Current View)
- Save as Default View

List Selected Documents

Status: Signed documents (all)

Max Number to Return: 100

Author: Hwang, Daniel G; Hwang, Daniel L; Hwang, David S; Hwang, Dorothy; Hwang, Eileen

Note Tree View: Note Tree View Sort Order:  Chronological,  Reverse chronological

Sort Note List: Note List Sort Order:  Ascending,  Descending

Sort By: Date of Note

Where either of:  Title,  Subject

Contains:

Clear Sort/Group/Search, OK, Cancel

If you can't see far enough back in time, increase this number

To change view: Set Title and Date of Note

Click View then Custom view to get here. After you change your settings, go back to View and click Save as Default View.

## The Labs tab

**How to see trends** - THIS WILL BE YOUR BEST FRIEND FOREVER  
 \*Set this up when you start at the VA  
 Click Worksheet  
 1) Type in the names of the lab tests you want, click Add  
 2) You can include up to 7 in a group  
 3) Click New and it pops up!  
 4) You can also search for a person's name to see their sets and add them to your own (type in their name, click the test set you want, hit #3 New, click Remove All, search the name again and repeat)  
 \*Make sure to "Remove All" the tests (#2) before creating a new group\*

Now that this is set up, you can quickly click the Test Groups you want to view and hit OK. To see further back in time, change the time range at the bottom left of the screen.

I prefer the vertical view because if you select a lot of tests at once, you can see all of them and only have to scroll left/right.

Note:  
 If you want to see specific labs, you can search for them this way.

This is the part where you buy me a cookie. Or ice cream. Or both.

Collection Date/Time	Test
Jun 11, 2011 05:07	PROTEIN, TOTAL
	ALBUMIN
	TOT. BILIRUBIN
	DIR. BILIRUBIN
	AST (SGOT) - NEW
	ALT (SGPT) - NEW
	ALK PHOS - NEW
	MICU PANEL

Specimen: SERUM: Accession: **BCH 0621 11**  
 Report Released Date/Time:

KEY: "L" = Abnormal Low, "H" = Abnormal High, "!!" = Critical Value



## The Reports tab

Available Reports Default view with all trees collapsed

- [-] Clinical Reports
- [-] Health Summary
- [-] HDR Reports
- [-] Dept. of Defense Reports
  - ... Imaging (local only) ← All imaging studies
  - ... Graphing (local only)
  - ... Lab Status
  - ... Blood Bank Report ← Transfusions and type & screens
- [-] Anatomic Pathology ← Pathology results from biopsies, cytology
  - ... Dietetics Profile
  - ... Nutritional Assessment
  - ... Vitals Cumulative
  - ... Procedures (local only) ← TTE, stress test, EGD, colonoscopy, etc
- ... Daily Order Summary
- ... Order Summary for a Date Range
- ... Chart Copy Summary
- ... Outpatient RX Profile
- ... Med Admin Log (BCMA)
- ... Med Admin History (BCMA)
- ... Surgery (local only)
- [-] Event Capture

Available Reports Under Clinical Reports then Pharmacy

- [-] Clinical Reports
  - ... Allergies
  - [-] Patient Information
  - [-] Visits / Admissions
  - ... Comp & Pen Exams
  - [-] Dietetics
  - ... Discharge Summary
  - [-] Laboratory
  - [-] Medicine/CP
  - [-] Orders
  - [-] Outpatient Encounters / GAF
  - [-] Pharmacy
    - ... All Medications
    - ... Active Outpatient

You can see ALL medications patients were on and when – make sure to change time range at bottom left corner of the screen

### Under Health Summary

Available Reports

- [-] Clinical Reports
- [-] Health Summary
  - ... Adhoc Report
  - ... Varo Rating
  - ... Vamhcs-Community Care
  - ... Inpatient Orders
  - ... Vamhcs Mental Health
  - ... Organ Transplant
  - ... Vamhcs Operative Report
  - ... Vamhcs Patient Transfer
  - ... Vamhcs Problem List
  - ... Vamhcs Patient Education
  - ... Vascular Attending Review
  - ... Infectious Disease
  - ... Immunization/Skin Test ← Immunizations

## Miscellaneous Things

### MRI CHECKLIST!

Write Orders >> Diagnosis erefsqws

BT Add New Orders			
0	ORDER SETS...	30	PATIENT CARE...
1	Internal Medicine Quick Orders	31	Condom Catheter
2	Patient Movement	32	Guaiac Stools
3	Diagnosis	33	Incentive Spirometer
4	Condition	34	Dressing Change
5	Allergies	35	DIETETICS...
		36	Regular Diet
		37	<b>MRI</b>
		38	TUBEFEEDING ORDER SET
		40	NPO at Midnight
		42	PRIOR AUTHORIZATION MEDS

**RETURN TO CLINIC**

- Baltimore Agreed upon Date
- Cambridge Agreed upon Date
- Fort Howard Agreed upon Date
- Fort Meade Agreed upon Date

Go to the Orders tab and click BT Add New Orders

Then click #37 MRI

Reason for Request: \*\*CHOOSE MRI EXAM\*\*

This checklist must be completed and should be used to address ONE or MORE MRI procedure requests. Do not complete an additional checklist for each request; however, a separate MRI order for each procedure request must be placed from the IMAGING button in the ORDERS Tab.

ZZZ INFORMATICS, TEST

10 N. GREENE STREET  
BALTIMORE, MARYLAND 21201  
DOB: JAN 1950 Age:66  
Primary Phone: 410-605-7000

Weight: 200 lb [90.9 kg] (11/06/2014 11:42) Height: 72 in [182.9 cm] (11/06/2014 11:42)  
BMI: 27.2

eGFR result for Imaging Service: No data available for ESTIMATED GFR

Referring physician pager number: \*  
Team room/color: \*

Please list ALL MRI Exams requested and enter a separate Imaging order for each exam after completion of this checklist:  
\*

Detailed clinical indication for MRI:

\* Indicates a Required Field

Preview OK Cancel

Click PREVIEW then copy/paste into word or notepad to print out the checklist.

Hit cancel for now.

Go over checklist with patient using paper copy

Open checklist up again. Fill out the boxes with asterisks.

The checklist defaults to NO for everything, so change "no" to "yes" where applicable

Why is this hidden/convoluted? Because reasons.

## Miscellaneous Things continued

### Ordering CPAP for your patient

Write Orders | Admission type: EMERGENCY

BT Add New Orders							
0	ORDER SETS...	30	PATIENT CARE...	70	LABORATORY...		
1	Internal Medicine Quick Orders	31	Condom Catheter	71	Chem 7		
2	Patient Movement	32	Guaiac Stools	72	Chem Admission Panel		
3	Diagnosis	33	Incentive Spirometer	73	Ca Mg PO4 Panel		
4	Condition	34	Dressing Change	74	Liver Panel		
5	Allergies	35	DIETETICS...	75	Lipid Panel		
<b>RETURN TO CLINIC</b>				36	Regular Diet	76	Cardiac Panel (CK CKMB)
	Baltimore Agreed upon Date	37	MRI	77	Arterial Blood Gas		
	Cambridge Agreed upon Date	38	TUBEFEEDING ORDER SET	78	CBC		
	Fort Howard Agreed upon Date	40	NPO at Midnight		Test RTC		
	Fort Meade Agreed upon Date	42	PRIOR AUTHORIZATION MEDS	79	Osteomyelitis Panel		
	Glen Burnie Agreed Upon Date	44	PCEA MED ORDER SETS	80	Coag Panel (pt inr ptt)		
	Loch Raven Agreed upon Date	45	PCA PAIN MANAGEMENT	81	Urinalysis		
	Pocomoke Agreed upon Date	46	GU SERVICE	82	Other Lab Test		
	Perry Point Agreed upon Date	47	GI Service...	90	Consult		
		48	CATARACT EXTRACTION QUICK ORDERS	91	Teletretinal Consults		
10	PARAMETERS...	50	IV FLUIDS...	92	Teledermatology Consults		
11	TPR B/P	51	OUTPATIENT MEDICATIONS...	99	Text Only Order		
12	Weight	52	Meds Outpatient Quick Orders				
13	I & O	55	INPATIENT MEDICATIONS...				
				<b>101</b>	<b>RESPIRATORY SERVICES...</b>		

In the Orders tab, click BT Add New Orders and click #101 Respiratory services

RESPIRATORY SERVICES	
1	CLICK HERE TO ORDER A: RESPIRATORY TREATMENTS (MEDICATED AERSOLS)
2	CLICK HERE TO ORDER A: CPAP
3	CLICK HERE TO ORDER A: VENTILATOR MODE
4	CLICK HERE TO ORDER: WEANING PROTOCOL

Select option #2