

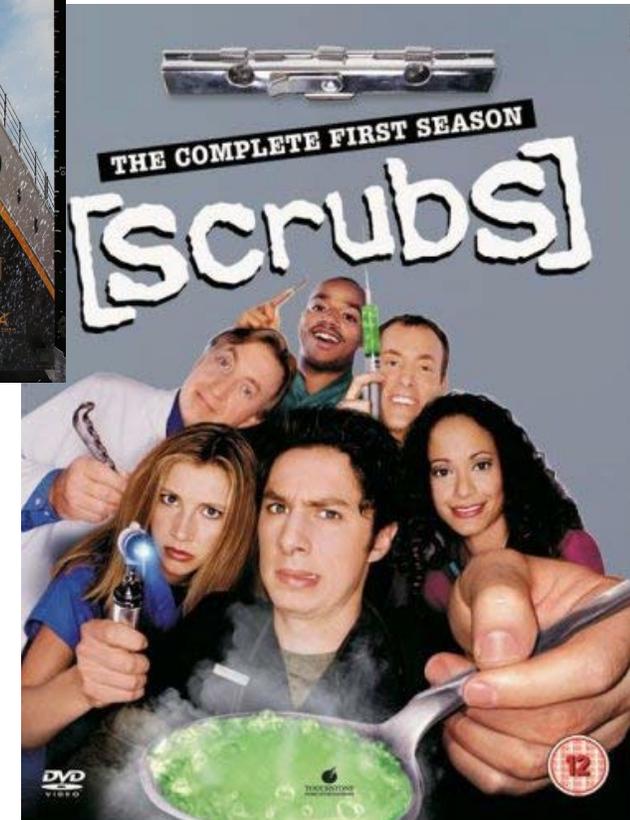
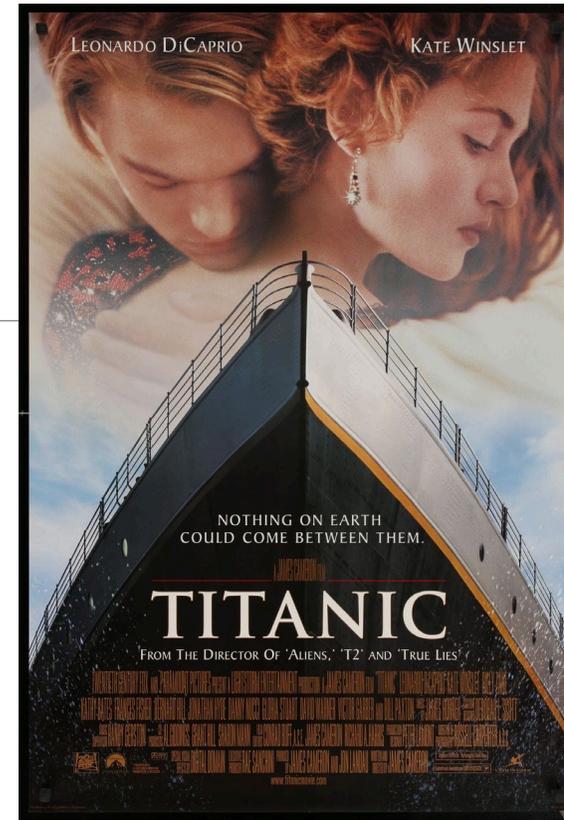
CPRS Tips & Tricks

HOW TO MAKE THE MOST OF THE OG EMR

MARCH 2022

Intro

- CPRS was rolled out in 1997-1999.
- It was revolutionary at that time.
- This powerpoint is designed to help you get the most out of a system that is the same age as the *Titanic* and older than *Scrubs*.
- One of the most important lessons about CPRS is that if you are spending more than a few minutes searching for something, STOP and ask someone!



Intro

- Slides are divided into sections:
 1. Basic Set Up
 2. Where Do I Find...?
 3. PRIME (& Primary Care) Clinic Tips & Tricks
 4. Inpatient Tips & Tricks
- You can complete the “Set Up” slides at home if you have remote access.
- Overall, this powerpoint should take you 30-45 minutes to go through.

Basic Set Up

HELPFUL FOR BOTH INPATIENT AND OUTPATIENT CHARTING

Custom View

- Choose View from top menu → Custom View
- Change “Max Number to Return” whenever you are looking for older notes. Would stick with 250-500 for your default so it doesn’t take forever to load.
- INPATIENT: Under the section “Where either of,” select “Title” then under “Contains” type in “Medicine.” This will **bold** all notes that start with Medicine, making it easy for you to find prior Medicine progress notes and attending attestations.
- To save this view, choose View → Save as Default View.

*PRIME/Primary Care Tip: You can do the same thing but type in “PRIM” to **bold** notes from PRIME or PRIMARY CARE visits.*

Custom View

- Another option is to group notes by Title.
 - Go to Notes → select View in the top menu → Custom View → Group By → select “Title.”
- Grouping notes by title helps you find consultant notes faster.
- **TAKE NOTE:** Discharge summaries will always show up in their own tab. Select “D/C Summ” from the bottom row of tabs.

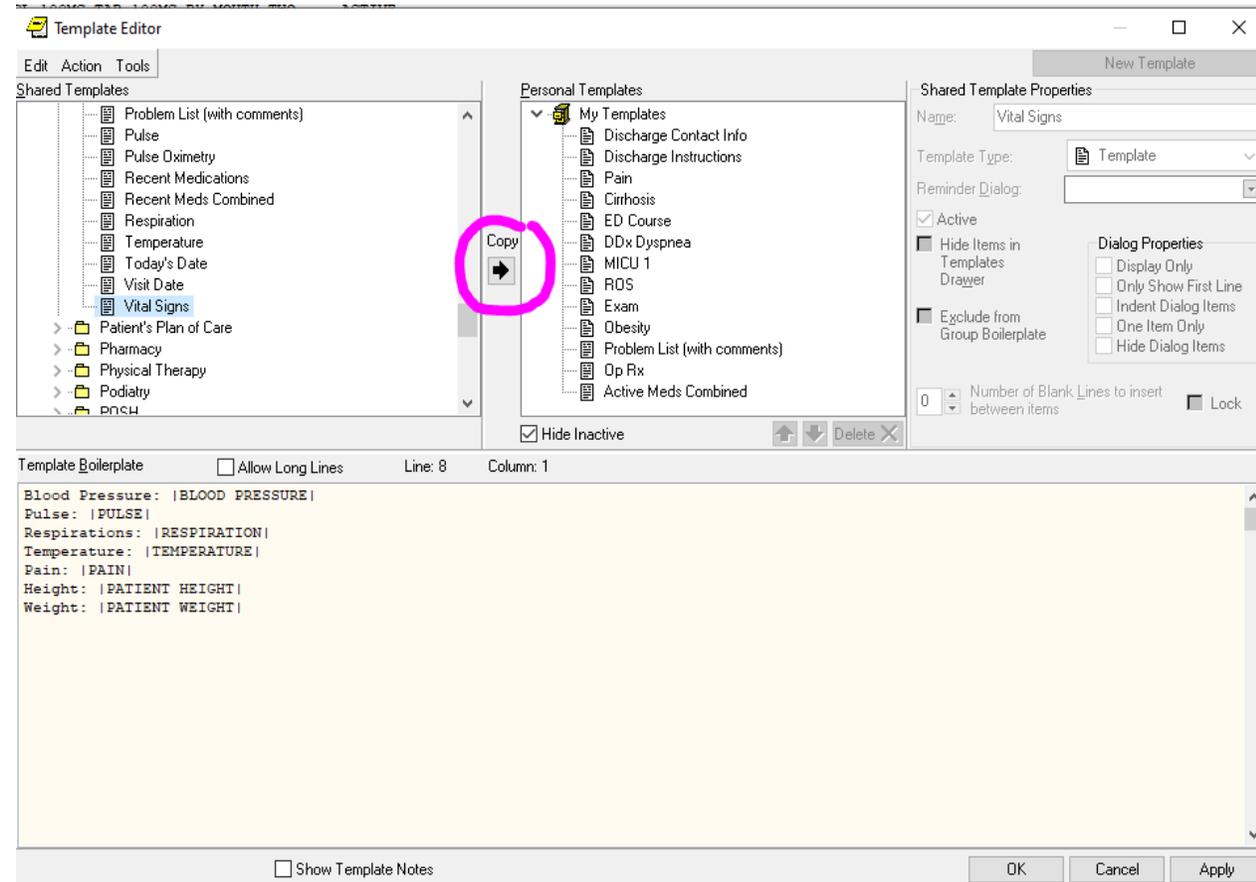
The screenshot displays a software interface for managing notes. On the left, a tree view titled "Last 250 Signed Notes (Total: 797)" shows a hierarchy of note categories. The "All signed notes" category is expanded, listing various note types such as "Dipc-Interdisciplinary Pain Clinic-Anesthesia In", "AcS-Med Renewal", "AcS-Message Note", "Admin Note-Priority Access", "Administrative Note", "Administrative-Unable To Reach Patient", "Advance Directive", "Adverse React/Allergy", "After Visit Summary", "Ambulatory/Outpatient Care Note", "Anesthesia Note", "Anesthesiology-Battlefield Acupuncture Peri-D", "Citc-Pharmacy Communication", "Community Care-Consult Result Note", "Community Nursing Home Program Resident F", "Consent Clinical Imed", "Consent-(imed)", "Covid 19 Cancelled Appointment Follow-Up", "Covid 19 Post Procedure Screen", "Covid 19 Screening", "Covid 19 Testing", and "Covid-19 Vaccine Interest".

On the right, a dialog box titled "List Selected Documents" is open. It contains several configuration options:

- Status:** A dropdown menu with "Signed documents (all)" selected. Other options include "Unsigned documents", "Unsigned documents", "Signed documents/author", and "Signed documents/date range".
- Max Number to Return:** A text input field containing the value "250".
- Author:** A list box showing "Mcgue,Shannon R", "Mcguff,Miles", "Mcguffin,Aaron", and "Mcguigan,John".
- Beginning Date:** A text input field with a search icon.
- Ending Date:** A text input field with a search icon.
- Note Tree View:** A section with "Note Tree View Sort Order" containing radio buttons for "Chronological" and "Reverse chronological" (which is selected).
- Sort Note List:** A section with "Note List Sort Order" containing radio buttons for "Ascending" and "Descending" (which is selected).
- Sort By:** A dropdown menu with "Date of Note" selected.
- Show subject in list:** An unchecked checkbox.
- Where either of:** Two unchecked checkboxes for "Title" and "Subject".
- Contains:** A text input field.
- Buttons:** "Clear Sort/Group/Search", "OK", and "Cancel".

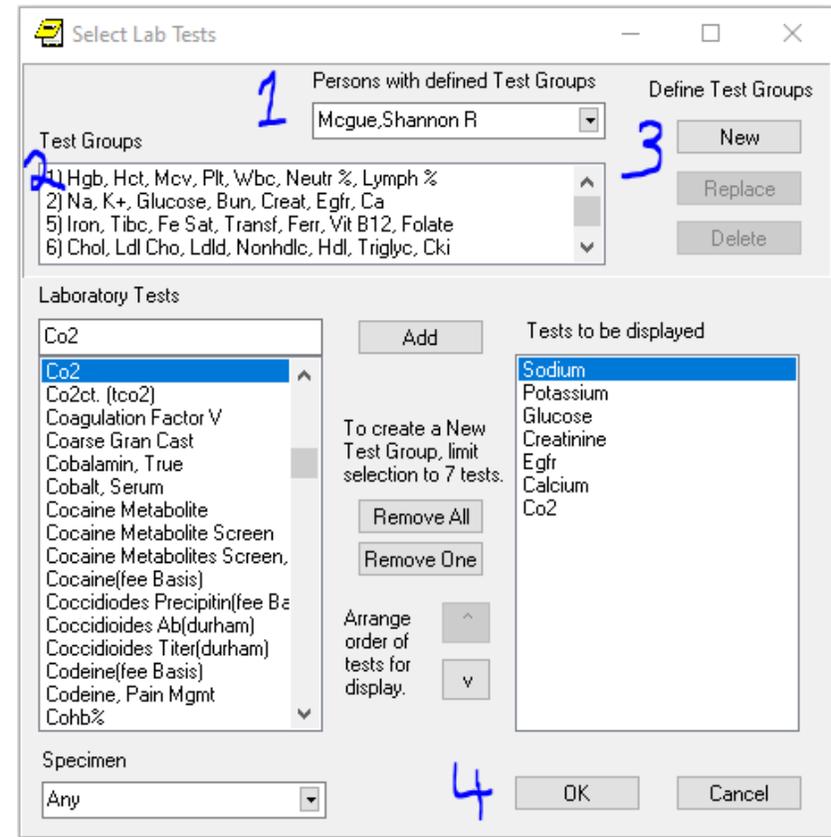
Editing Templates

- At the top menu, select Options → Edit Templates.
- Once here, you can select “New Template” in the top righthand corner to make new templates.
- Notice that on the left side of the screen, you can see the Shared Templates. You can copy any of these to My Templates.
- I suggest copying Active Meds Combined, Pain, Op Rx, and Vital Signs for quick access.
- Make personal template for your typical basic physical exam



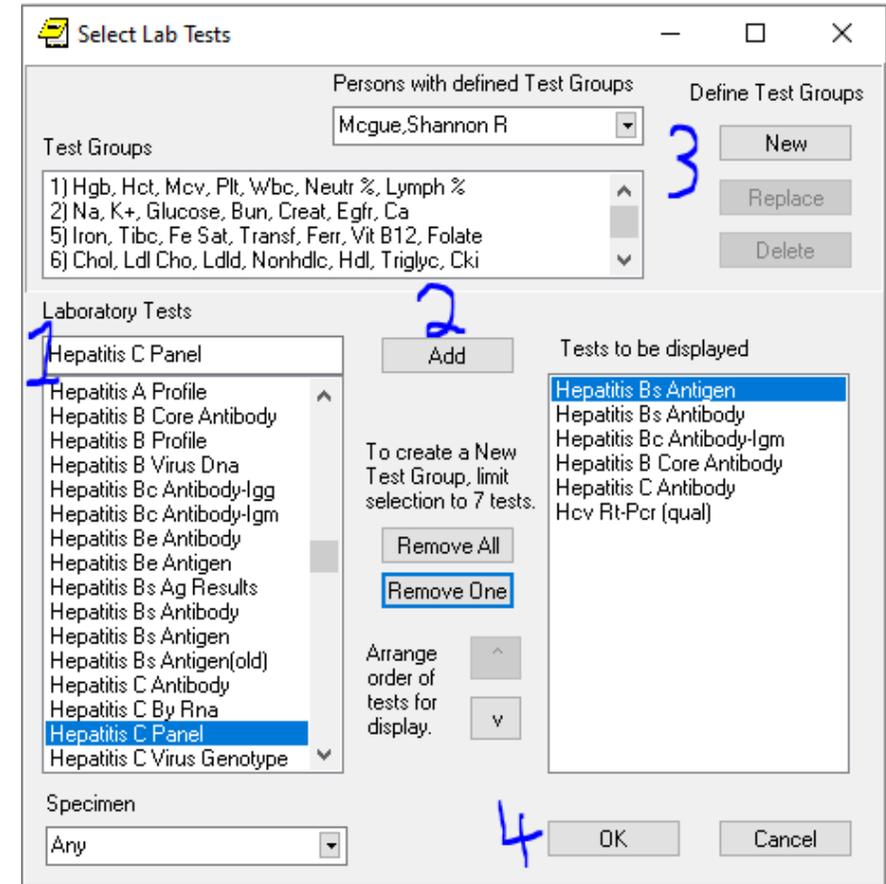
Lab Worksheet

- The most efficient way to view lab trends in CPRS
- Under the labs tab, click Worksheet, the 4th option on the left side of the screen.
- You can make Test Groups to view sets of labs together (e.g. Chem7, CBC, iron studies).
- To steal Test Groups from other users, type in their name under “Persons with defined Test Groups.”
 - To steal Shannon’s, type in “Mcgue,Shannon R”
 - Select one of the Test Groups.
 - Hit the “New” button under “Define Test Groups” to add it to your test groups.
 - Press “OK” to save.



Lab Worksheet

- To make your own Test Groups, choose “Remove All” to start from a blank slate.
- Then type in the tests you want under “Laboratory Tests” and click “Add” to put them in the group.
- You can only add 7 tests or it will not let you save the Test Group.
- Once you have all the tests you want, click “New” to save the Test Group.



Get Boosted!



- CPRS Booster is an application that helps you save some time by adding a few keyboard shortcuts to CPRS. *This is one of the most under-utilized CPRS tricks!!*
- TO OPEN CPRS BOOSTER:
 - Open VA Shortcuts → DUR Shortcuts → CPRS Booster.
 - You'll need to do this every time you start up a computer.
- TO CUSTOMIZE:
 - Press CTRL+H to pull up your shortcuts.
 - Under Signature Code, type in your 6 digit code that you use to sign orders/notes.
 - INPATIENT: Under Provider 1, add your inpatient attending by typing in their lastname,firstname (Don't forget to update this when your attending changes).
 - Click "OK" to save settings.

Get Boosted!



- Now that you are boosted, you can use shortcuts to sign notes/orders and cosign your attending.
- TO SIGN NOTES:
 - When you have a note open and you are ready to sign it, simply press CTRL+S (or F1).
 - Then, press CTRL+P to cosign your attending. If this does not work, you may have typed their name in wrong. You can always press CTRL+H to update the settings.
- TO SIGN ORDERS:
 - Choose File → Refresh.
 - When the screen is pulled up to sign orders, press CTRL+S to fill in your 6 digit code.

Get Boosted!



- More shortcuts....
- TO MAKE ADDENDUMS:
 - Press CTRL+A to start an addendum to whatever note you have selected.
 - Note that you cannot use CTRL+A to *select all* in a note unless you go into CTRL+H and change your Booster settings.
- TO MOVE THROUGH ALERT:
 - To go to the next patient, press F12.
- *Note:* CPRS Booster is rolling out options to add *dot phrases*. To find tutorials on the app and advanced settings, press CTRL+H to open Booster, then click on link in upper righthand corner.

Get Boosted! – PRIME Edition

- For PRIME residents, you should also use Booster to add shortcuts for co-signing your PACT RN, MSA, PharmD, and attending. You can also make a shortcut for your f2f and phone clinic.

Minneapolis VA Informatics

Instructions: Fill out the fields below. Names of individuals (RN, MSA, etc) need to exactly match the format in CPRS additional signer: last,first (no spaces). [TROUBLESHOOTING: CLICK HERE](#)

Skip any fields you won't need. [VIDEO TUTORIAL \(13 MIN\): CLICK HERE](#)

[How To Use CPRS Booster? CLICK HERE](#) [Use the Function Keys to GO FASTER: CLICK HERE](#)

		Shortcuts That Use This:	Assigned Function Key(s):
Nurse	<input type="text" value="hurst,carmen"/>	Ctrl-N, Ctrl-B, Ctrl-R	F2
Nurse 2	<input type="text"/>	Alt-N (ALT-ernate Nurse)	Click here to assign
MSA	<input type="text" value="lewis,porsche"/>	Ctrl-M, Ctrl-B, Ctrl-R	F3
Pharmacist	<input type="text" value="watkins,alicia"/>	Ctrl-F (Farmacist:P taken)	Click here to assign
Signature Code	<input type="text" value="*****"/>	Ctrl-S	F1
F2F Clinic	<input type="text" value="hl1-prime-f2f-a1"/>	SHIFT-Ctrl-F (F-ace to face)	F10
Phone Clinic	<input type="text" value="hl1-prime-phone-a1"/>	SHIFT-Ctrl-P (P-hone)	F9
VVC Clinic	<input type="text"/>	SHIFT-Ctrl-V (V-VC)	Click here to assign
Provider 1	<input type="text" value="patel,sonal"/>	Ctrl-P	Click here to assign

[Want More Signers?](#)

[Alt-C: starts CPRS F12: Next Patient](#) [Ctrl-U \(F4\): Unflags Ctrl-I: I-gnore Flag](#) [Ctrl-A \(F11\): Make Addendum Settings \(click here\)](#)

OK

Where Do I Find...?

LABS, IMAGING, PROCEDURES, CONSULTS, DC SUMMARIES,
OUTSIDE RECORDS

Labs

- Start by clicking the **Lab** tab at the bottom of the screen.
- Default shows you the Most Recent labs.
- To view trends for labs, you can double click on any lab value to pull up a graph (but half the time, this does not load for me). **The other option is to use Worksheet.**
 - In Worksheet, you can use the Test Groups you created in the “Set-Up” section of this powerpoint.
- **TAKE NOTE:** Microbiology, Anatomic Pathology, and Blood Bank are separate sections (8th-10th) on the left side of the screen.

Finding Imaging, Procedures, Etc.

- Radiology Reports: Select Reports on the bottom tabs → Imaging
- Radiology Images: Vista Imaging
- Full cath/PFT Results: Vista Imaging
- Procedures: Some can be found under Reports → Procedures (local only)

Vista Imaging

➤ This is where you will find EKGs, Radiographic imaging, PFTs, and some community consult reports (scanned care-in-the-community (CITC) consult notes).

To Access Vista Imaging:

1. Open patient chart.
2. Go to Tools → Imaging (VISTA Imaging Display).
3. Input your PIN.
4. Once logged on, you can review images, open consult reports, and review EKGs.

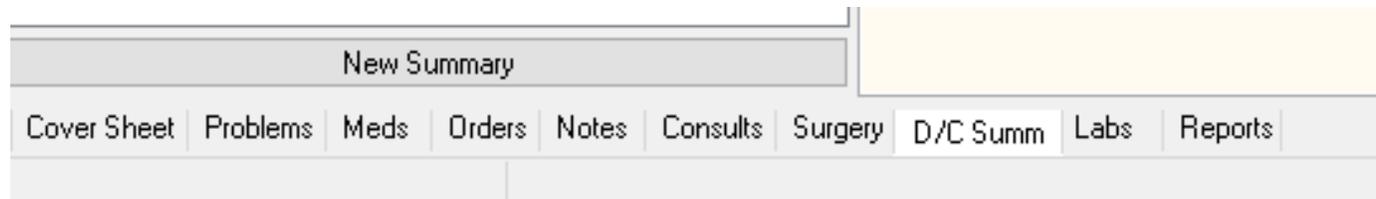
Consults & Discharge Summaries

➤ Consults Tab

- This shows you all consults that have been placed.
- When a consult is completed, the initial consult note can be found here.

➤ D/C Summ Tab

- Discharge summaries will be found here.
- You should review this tab whenever you are getting a new patient!



JLV: Outside VA Records

- JLV allows you to access outside hospital/office records (other VA systems, DoD, and some local hospitals like Duke and UNC).

To Access JLV:

1. Open patient chart.
2. Click the JLV in the top R corner of the chart.
3. Sign in with your VA PIV Card.
4. You will have a basic set of “widgets” open by default. You can modify which ones are present by clicking “Open Widget Tray.”
 - Recommended Widgets: Document and Images, Community health summaries and documents, Lab results, Medications-Outpatient, Radiology reports.

➤ PRIME pro tip: For hospitals that aren't linked to JLV, try using Duke Citrix to access CareEverywhere on Epic

JLV – Sorting Results

- At the bottom righthand corner of each Widget, you can select “More” which opens a pop-up window with the results. Within the pop-up, you can filter results by selecting options or typing free text.

The screenshot displays a medical results interface. At the top, there are date selection fields for 'Start date' (02/28/2016) and 'End date' (02/28/2022), along with an 'Apply' button and a list of time intervals (1w, 2w, 1m, 3m, 6m, 1y, 2y, 3y, 5y, 10y, All). Below this, there are four filter dropdown menus: 'Filter by Lab Test', 'Filter by Lab Panel', 'Filter by Type', and 'Filter by Site'. A search bar contains the text 'troponin', with a pink arrow pointing to it. To the right of the search bar are links for 'Remove All Filters', 'Show Graph/Table', and 'Close Filter'. Below the filters is a table with columns: Collection Date, Specimen Source, Lab Test, Result, Interpretation, Units, Ref Range, Lab Panel, Type, Order Num..., and Ordering HC. The table contains several rows of data, with one row highlighted in pink. At the bottom of the interface, there is a 'More >>' button with a pink arrow pointing to it. The interface also shows 'Displaying 1-3 of 3' and 'Displaying 1-11 of 11'.

Collection Date	Specimen Source	Lab Test	Result	Interpretation	Units	Ref Range	Lab Panel	Type	Order Num...	Ordering HC
Oct 08, 2021 06:57	PLASMA	TROPONIN I NEW	<0.015		ng/mL	0 - 0.045		CHEM		DIXSON, J ALEXANDI
Sep 24, 2020 09:57	PLASMA	TROPONIN I NEW	<0.015		ng/mL	0 - 0.045		CHEM		LAI, CHRIS
Oct 10, 2019 07:48	PLASMA	TROPONIN I NEW	<0.015		ng/mL	0 - 0.045		CHEM		KNAACK, 1
Jun 18, 2019 00:10	BLOOD	POC CTNI	0.00 ng/mL		ng/mL	0.0 - 0.49		CHEM		TREPANE BOLAND
May 04, 2017 04:01	PLASMA	TROPONIN I NEW	0.034 ng/mL		ng/mL	0 - 0.045		CHEM		TYSON, M
May 03, 2017 23:06	PLASMA	TROPONIN I NEW	0.047 ng/mL	H	ng/mL	0 - 0.045		CHEM		UTECHT, I JONATHAI
Dec 20, 2016 09:34	PLASMA	TROPONIN I NEW	0.031 ng/mL		ng/mL	0 - 0.045		CHEM		WEGERM, ZACHARY
Dec 20, 2016 07:10	PLASMA	TROPONIN I NEW	0.034		ng/mL	0 - 0.045		CHEM		BEST, RAN

Outpatient Med History

- This section helps you find medications that have dropped off the Meds tab.
 - “Please give me that great cream you gave me 3 years ago.”
- Go to the Reports tab → Clinical Reports → Pharmacy → Outpatient Medications
- Select “All Results” to see full history.
- Click on column heading “Drug Name” to sort alphabetically.

The screenshot displays the 'Pharmacy Outpatient Medications' report. On the left is a navigation tree with 'Outpatient Medications' selected. The main area shows a table of medication history with columns for Drug Name, RX #, Status, Qty, Exp/Canc Date, Issue Date, Last Fill Date, Rem, Provider, Cost/Fill, and SIG. Below the table is a detailed view for 'GUAIFENESIN 100MG/5ML (ALC-F/SF) 120ML'.

Drug Name	RX #	Status	Qty	Exp/Canc Date	Issue Date	Last Fill Date	Rem	Provider	Cost/Fill	[+]	SIG
GUAIFENESIN 100MG/5ML (ALC-F...	10305...	ACTIVE	1...	03/13/2022	02/11/2022	02/11/2022	0	ZZTE...	.768		TAKE 1 TEASPOONFUL BY MOU...
INV4NI PTSD STUDY - LEAD-IN	10279...	EXPIRED	34	02/16/2022	01/17/2022	01/24/2022	0	MAR...	0		TAKE ONE TABLET (50MG) BY M...
ASPIRIN 325MG EC TAB	10274...	EXPIRED	30	02/17/2022	01/18/2022	01/18/2022	0	DON...	.213		TAKE ONE TABLET BY MOUTH ...
NALOXONE HCL 4MG/SPRAY SO...	10168...	EXPIRED	2	11/11/2021	10/12/2021	10/13/2021	0	MOD...	.01		SPRAY 1 SPRAY INTO NOSE ON...
DISP FOR ADDEBALL 20MG TAB	90015...	EXPIRED	30	10/24/2021	09/24/2021	09/24/2021	0	HAI...	4.641		TAKE ONE TABLET BY MOUTH I...
ACETAMINOPHEN 325MG TAB	10145...	DISCONTI...	1...	10/22/2021	09/22/2021	09/23/2021	0	MCG...	1.314		TAKE ONE TABLET BY MOUTH ...
AMLODIPINE BESYLATE 10MG TAB	10145...	EXPIRED	45	12/21/2021	09/22/2021	09/23/2021	0	MCG...	1.4445		TAKE ONE-HALF TABLET BY MO...
LISINAPRIL 20MG TAB	10145...	DISCONTI...	45	11/30/2021	09/22/2021	09/23/2021	0	MCG...	2.376		TAKE ONE-HALF TABLET BY MO...

Drug Name
GUAIFENESIN 100MG/5ML (ALC-F/SF) 120ML
Issue Date
02/11/2022
SIG
TAKE 1 TEASPOONFUL BY MOUTH AS NEEDED
Facility: DURHAM VA MEDICAL CENTER

Finding text (~Ctrl F)

- To search through notes, select View → Search for Text (within current view) → type in whatever you are looking for, such as a drug name or diagnosis.
- If you want to broaden your search, you can go to View → Custom View → increase the “Max Number to Return.”

Inpatient Tips & Tricks

PRINTING, ALERTS, NOTES, ORDERS, ADMISSIONS, MEDS

Printer Set-Up

- You can't do this from home, but if you are on a VA computer....
- NETWORK PRINTER
 - Go to VA Shortcuts → DUR Shortcuts → Durham Secure Print (double click to open app).
 - When you are printing, select DurhamSecurePrint as the printer.
 - Find a network computer and plug in your PIV card to release your print jobs.
- LOCAL PRINTER
 - Go to VA Shortcuts → DUR Shortcuts → Printers
 - Find the exact name of the printer you want. Double click to set up.

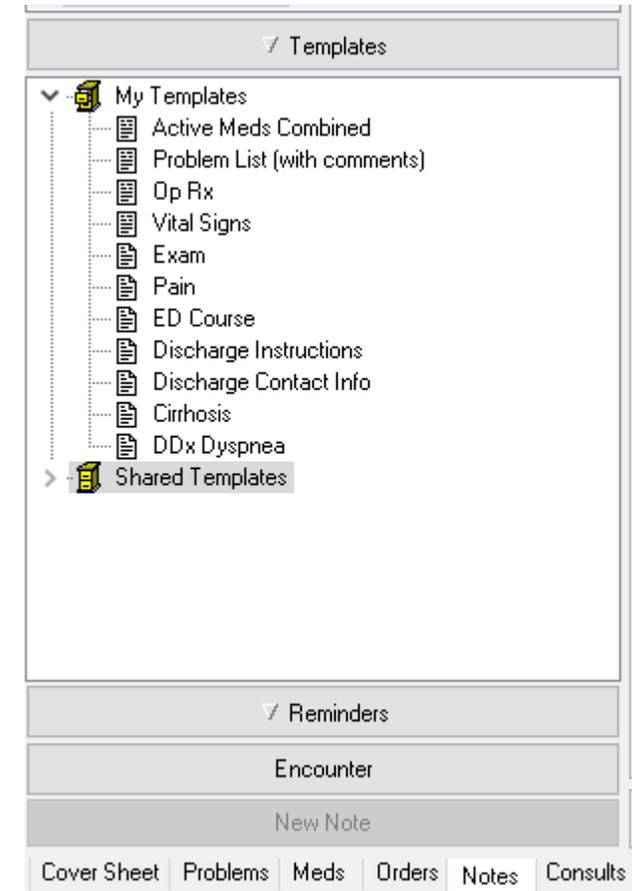
Writing Inpatient Notes

- Choose “New Note.” You may have to select a visit if the patient is not already admitted.
- Choose the appropriate Progress Note Title. For Gen Med, this is MEDICINE-DAILY PROGRESS.
- A default template will come up. If you want to create a blank note instead, press “Cancel.” Then you can copy over the note from the previous day.
- See tips for what to do with a copied note on the next slide.
- If you make a mistake, Add Addendum → “Please delete this note” → Sign → Tag Lisa Klatt or LeAndria Dingle as cosigner

Note: For all CPRS notes, don't delete any required sections because many are used for metric tracking.

Copying Notes

- If you copy the prior day's note, you need to update several sections. Now you can use your saved templates to do that!
- When you have a note open, you can find templates in bottom L corner. Double click on a template to pull into note.
- In progress notes, you will want to update Vital Signs, Active Meds, and Pain.
- In discharge instructions, you should use Op Rx to update the outpatient medication list.
- Don't forget to update other info in the note (e.g. Attending name, Telemetry, VTE prophylaxis).



Finding @ @ @

- You cannot sign a note until all @@@ sections are filled. (Think of this as *** in Epic.)
- To find @@@, right click and select “Find in Selected Note.”

Prepping Notes Ahead of Time

- You may want to prep notes a day ahead of time, such as starting the next day's notes when you are on call so you can save yourself time post-call.
- If you do this, you'll need to change the date before you actually sign the note.
- In an open note, select "Change" in the upper R corner of the note to open a box where you can change the time and author.
- Changing the Author is useful if you want to sign over your discharge instructions or summaries for another resident to finish.

The screenshot shows the 'Progress Note Properties' dialog box in an EHR system. The title bar indicates the current note is '022@10:00'. A blue '1' is next to the 'Change...' button in the top right corner. The 'Progress Note Title' field contains a list of note types, with 'MEDICINE-DAILY PROGRESS (MSHF)' selected. A blue '2' is next to the 'Date/Time of Note' field, which is set to 'Mar 1, 2022@10:00'. The 'Author' field is set to 'Mcgue, Shannon R - Resident [NPI:1922686716]'. Below this, the 'Select Date/Time' dialog box is open, showing a calendar for March 1, 2022, and a time selector set to 10:00. A blue '3' is next to the 'Today' button at the bottom left of the date selector, and a blue '4' is next to the 'OK' button at the bottom right of the time selector.

Inpatient Order Shortcuts

- To order morning labs, open Add New Orders → 72 Frequent Labs → hold down CTRL to select multiple at once.
- To find the order sets that are available when you are going through the Admission Order Set, open Add New Orders - → 5 Admissions/Transfers → 2 Medicine → look under **Medicine Specific Diagnoses Orders**.
- To find diabetes order sets → open Add New Orders → 58 Inpatient Diabetes
- For common outpatient orders, you can select Clinic Screens (right under Add New Orders) → 25 Primary Care Screen or 26 Prime Clinic Screen.
- Remember to write **DELAYED** orders when you are admitting a patient from the ED

Alerting for Lab Results (Inpatient or Outpatient)

Alert When Results

➤ These instructions will help if someone else has ordered a test and you want to see the result, or if you have ordered a test and want someone else to get the result. *Useful for following up results for other teams when you are on call!*

1. Go to the Order tab.
2. Highlight the pending order.
3. Right click and choose Action → Alert when Results
4. You can alert only 1 additional person when using this option.