

NEW FELLOW VA COMPUTER SETUP (version 2025-06-25)

1) Section will help with the following:

- a. Computer setup for nephrology-specific defaults during 1:1 orientation session.
- b. To get PIV-card access to:
 - i. ED, ICUs, 8A clinic, B3019 (the microscopy room) , and B3046 (3B Water treatment door to access 3B dialysis clinic after hours and on weekends)
 - ii. Fellows need to email VA police (VHADURPIVDooraccessrequest@va.gov) to request this (they will need information from the back of the fellow's VA PIV card).

2) Setting up Remote VA Desktop access:

- a. See attached file entitled (StoreFront End User Guide) for instructions.



How to Request
CAG on the Remote



Storefront End User
Guide v1.9.pdf



How to Map your H
Drive.docx

- b. VA Help Desk: If you have problems, you can contact the help desk at 1-919-286-0411 extension 17-5812 (or 1-855-673-4357 option 5 option 1)
- c. Link: <https://citrixaccess.va.gov>
- d. Updates and FAQs can be found at <https://raportal.vpn.va.gov/Main1/ViewDocuments/CAGMedia.aspx>

3) CPRS setup:

8A Week Block A					
Attending Panels	With Lawson, Cameron: DUR RENAL FELA6 8A	Dur Renal Phone Attending A2; Dur Renal AttendingA2 8A	Dur Renal Phone Attending A3; Dur Renal AttendingA3 8A	Dur Renal Phone Attending A4; Dur Renal AttendingA4 8A	Float attending
Primary attending	Sparks, Matthew	Pun, Patrick	Spurney, Robert	Sinclair, Matthew	
& assigned fellow panels	DUR RENAL FELA1 CON 8A; DUR RENAL FELA1 8A	DUR RENAL FELA5 CON 8A; DUR RENAL FELA5 8A	DUR RENAL FELA3 CON 8A; DUR RENAL FELA3 8A	DUR RENAL FELA4 CON 8A; DUR RENAL FELA4 8A	DUR RENAL FELA2 CON 8A; DUR RENAL FELA2 8A
Fellow Name	Tomasi, Ale	Pawly, Chrystel	Tabet, Mike	Ataei, Arash	Martin, Kirsten

8A Week Block B					
Attending Panels	Dur Renal Phone Attending B1; Dur Renal AttendingB1 8A	Dur Renal Phone Attending B2; Dur Renal AttendingB2 8A	With Safdar, Komal: Dur Renal Phone Attending B3; Dur Renal AttendingB3 8A	Dur Renal Phone Attending B4; Dur Renal AttendingB4 8A	Float attending
Primary attending	Crowley, Steve	Foster, Mary	Kourany, Wissam	Lucas, Anika	
& assigned fellow panels	DUR RENAL FELB1 CON 8A; DUR RENAL FELB1 8A	DUR RENAL FELB2 CON 8A; DUR RENAL FELB2 8A	DUR RENAL FELB5 CON 8A; DUR RENAL FELB5 8A	DUR RENAL FELB4 CON 8A; DUR RENAL FELB4 8A	DUR RENAL FELB3 CON 8A; DUR RENAL FELB3 8A
Fellow Name	Weerasiri, Samiddhi	Ludwig, Micah	Demis, John	Tharakan, Jasmin	Varshney, Aarushi

4) Default Clinic Location:

Follow the following steps to set up your favorite clinic location(s) in CPRS so that when you need to enter a note or order for a non-scheduled visit, you will see your preferred clinic locations on top, as shown below:

Provider & Location for Current Activities

Encounter Provider

Kourany, Wissam M - Attending Physician [NPI: 1588771836]

OK

Cancel

Encounter Location

Jun 27, 24 11:56

Clinic Appointments Hospital Admissions New Visit

Visit Location

BCR DIALYSIS PROVIDER

DUR RENAL ATTENDING B3

DUR RENAL E CONSULT

DUR RENAL PHONE ATTENDING B3

DUR-VVC-RENAL

BCR AUDIO EVAL

BCR AUDIO EVAL EH

BCR AUDIO HA FOLLOW UP

BCR AUDIO HAF

BCR AUDIO HAP

BCR AUDIO HE HA

Date/Time of Visit

Jun 27, 2024@11:56

☐ Historical Visit: a visit that occurred at some time in the past or at some other location (possibly non-VA) but is not used for workload credit.

Default clinic locations show up at the top of the list

- Log on to **"VistA-R3"** (VA shortcuts [the star] folder on desktop; Use CPRS access/verify codes if needed)
 - Under the physician's menu, (usually the main menu) Type **OE**<enter>
 - Type in **PP** (for Personal Preferences) <enter>
 - Type in **DL** (for Default Encounter Locations) <enter>
 - Enter a **clinic location** you frequently use, then add **other clinic locations** as applicable
- Here is an example:

Select HOSPITAL LOCATION: **DUR RENAL FEL_{xx} 8A** ← Clinic name typed here

HOSPITAL LOCATION: **DUR RENAL FEL_{xx} 8A//** (← hit enter)

- Then repeat for other clinics you need to add.
- Recommended default locations:
 - Add your fellow's primary 8A clinic; name structure is **"DUR RENAL FEL_{xx} 8A"** (e.g. **"DUR RENAL FEL_{A1} 8A"**, **"DUR RENAL FEL_{A2} 8A"**, etc.)
 - Add your fellows primary 8A consult clinic; name structure is **"DUR RENAL FEL_{xx} CON 8A"**.
 - Example: **"DUR RENAL FEL_{A1} CON 8A"**, etc.
 - Exception: we do not have **"DUR RENAL FEL_{A6} CON 8A"** clinic as the appt slots for consult appts are pre-built into the **"DUR RENAL FEL_{A6}"** clinic.
 - Add you primary attending's phone clinic (to be used for phone appts when needed). The attending phone clinic name structure is **DUR RENAL PHONE ATTENDING _{xx}**, etc.
 - Example: **DUR RENAL PHONE ATTENDING A1**
 - Add the E-consult clinic: **"DUR RENAL E CONSULT 3B"**

REMOVING A CLINIC LOCATION FROM YOUR DEFAULT LIST:

To remove clinic(s), repeat the process described above, except type in an @ symbol where a clinic is listed that you no longer want. (The @ symbol is generally understood by VistA to mean "delete".)

Here is an example (where I want to remove the clinic "BCR-DIALYSIS-MD TELEPHONE-X" from my list:

Select HOSPITAL LOCATION: **BCR-DIALYSIS-MD TELEPHONE-X**

...OK? **Yes//** (Yes)

HOSPITAL LOCATION: **BCR-DIALYSIS-MD TELEPHONE-X// @**

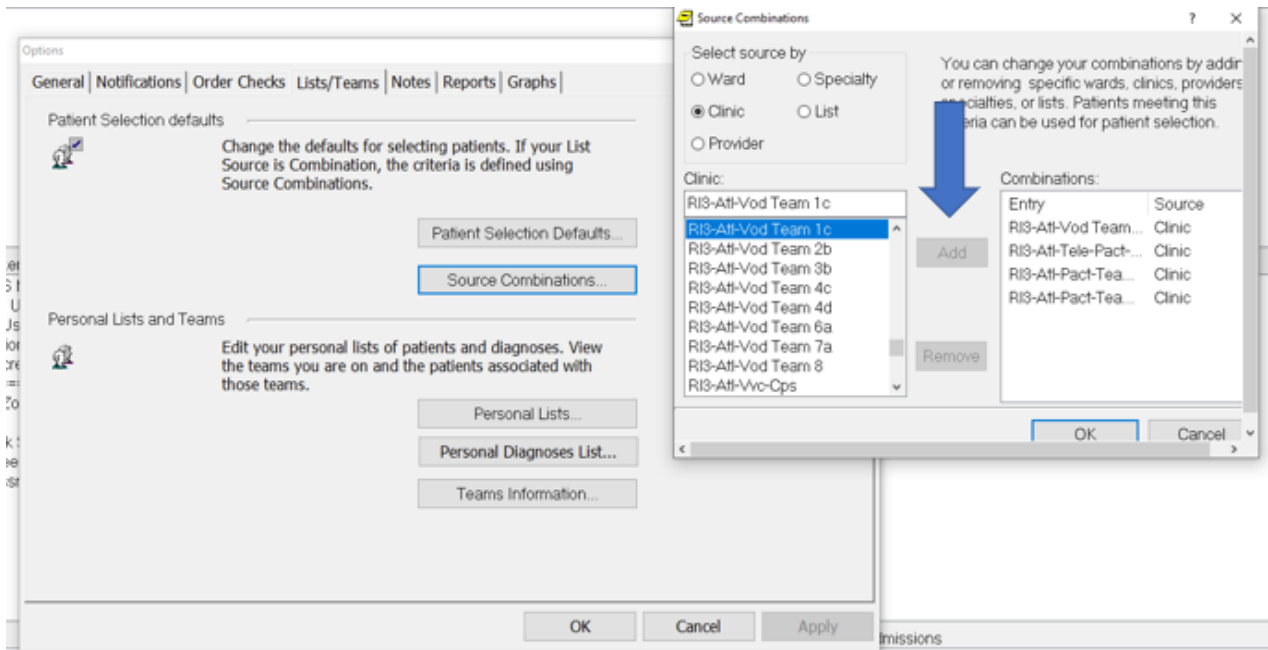
SURE YOU WANT TO DELETE THE ENTIRE HOSPITAL LOCATION? **(Type a Y - for Yes)**

5) Combining multiple clinics under one view in CPRS for 8A clinic (consult & established clinic) and displaying appointments by time rather than patient name:

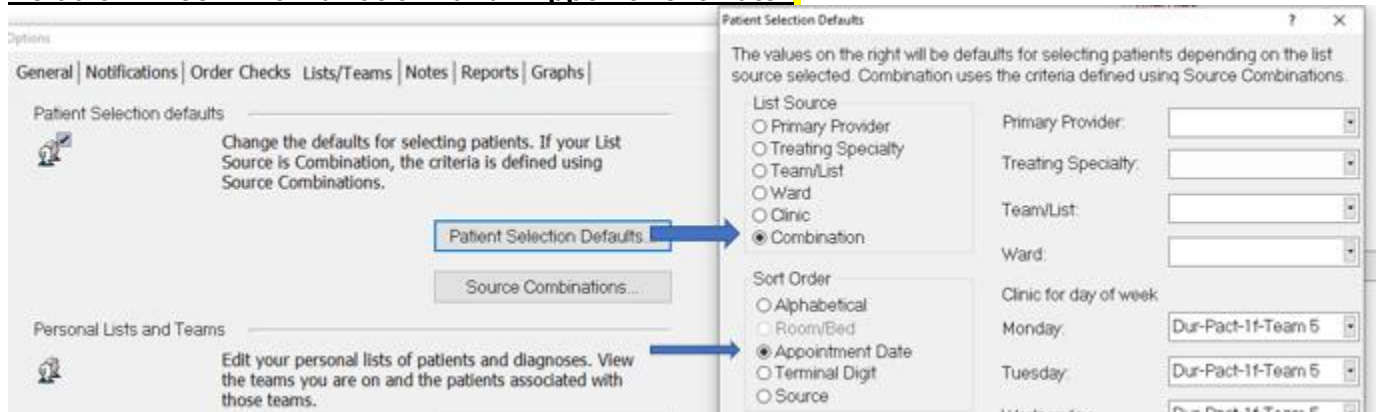


CPRS TIPS AND
TRICKS 6.12- looking

In CPRS: Tools → Options → "Lists/Teams" → "Source Combinations" → "Clinic"..
Then add the clinic names (e.g. "DUR RENAL FELxx 8A" and "DUR RENAL FELxx CON 8A")

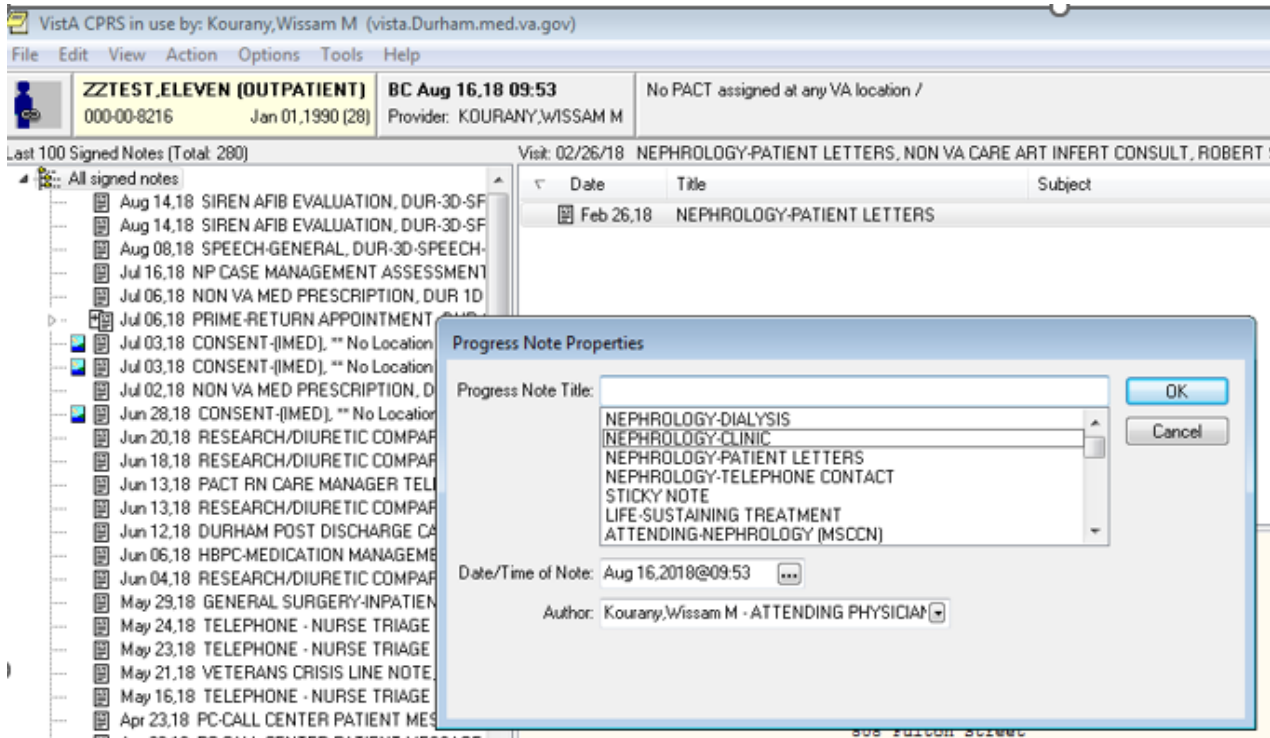


Before clinic, apply the following In CPRS: Tools → Options → "Lists/Teams" → "Patient Selection Default". Check "Combination" and "Appointment Date":

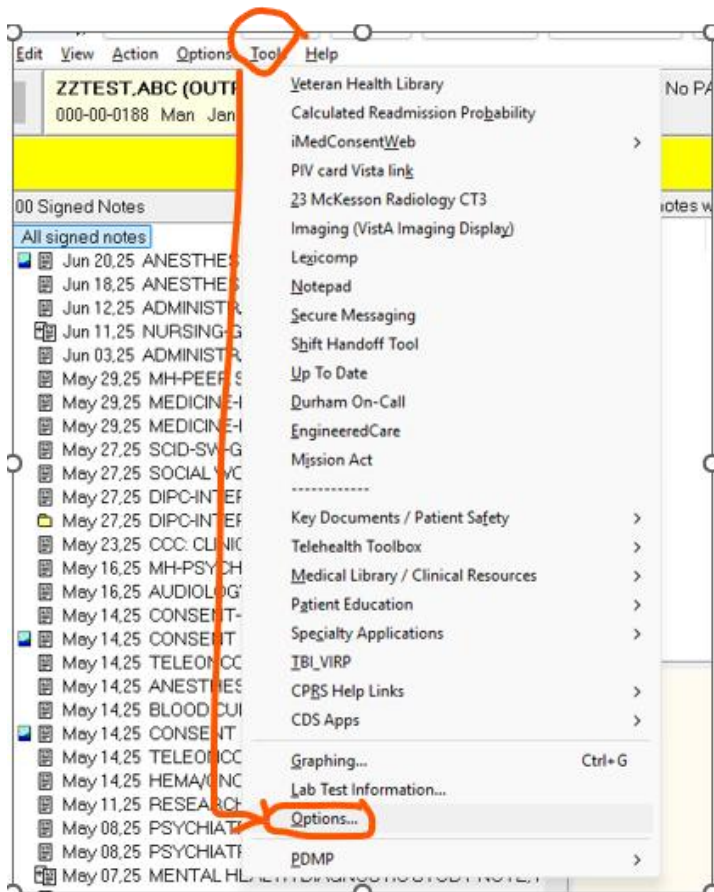


6) Default CPRS Note title list:

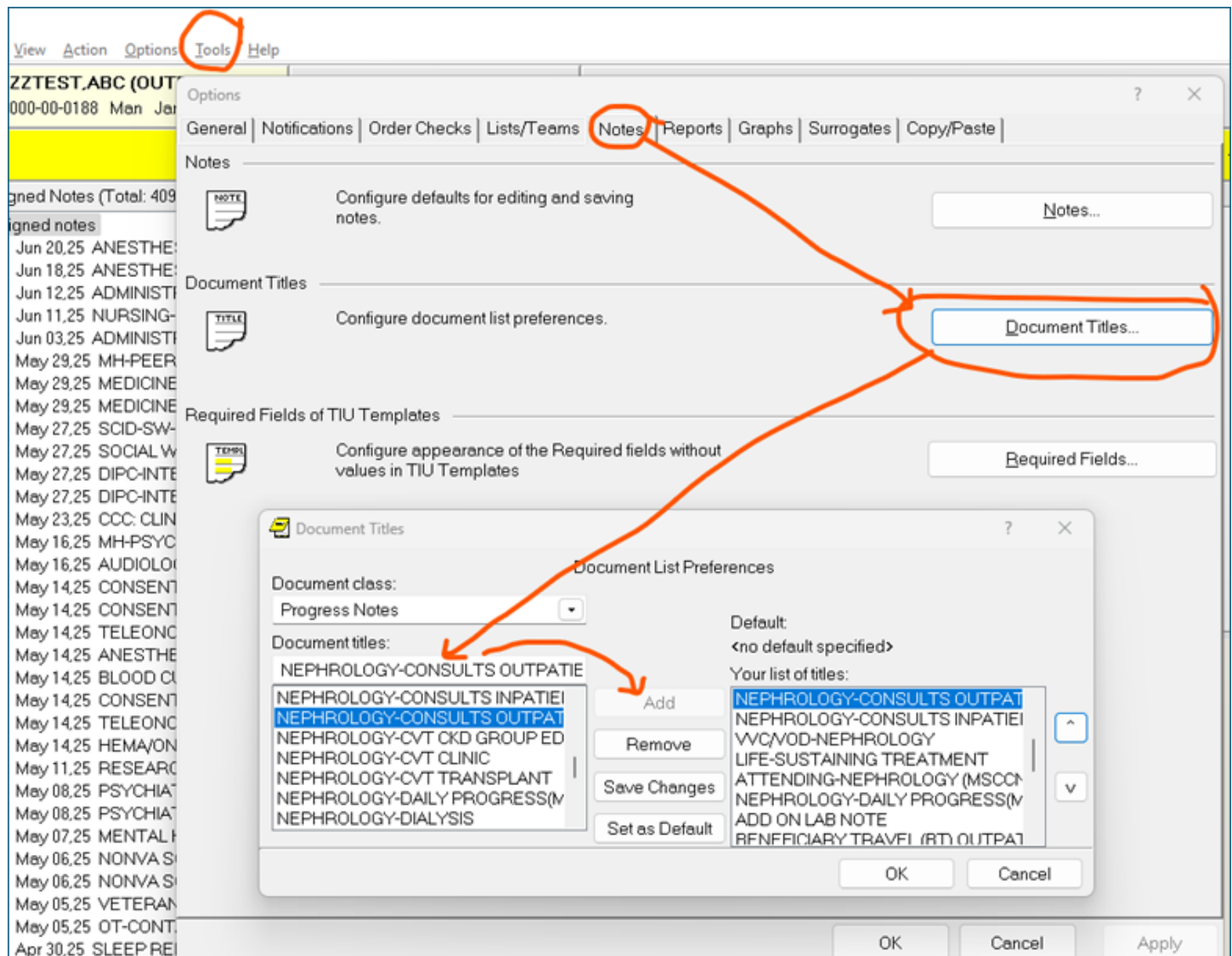
When starting a new note, you can have the titles that you use the most appear on top of the list (as shown in screenshot below).



To do that in CPRS: **TOOLS → Options → Notes → Document Titles.**



Search for the note title to be added and click “Add”



- Clinic note titles:
 - NEPHROLOGY <NEPHROLOGY-CONSULTS OUTPATIENT>
 - NEPHROLOGY <NEPHROLOGY-CLINIC>
 - NEPHROLOGY <NEPHROLOGY-PATIENT LETTERS>
 - NEPHROLOGY <NEPHROLOGY-TELEPHONE CONTACT>
 - NEPHROLOGY <NEPHROLOGY E-CONSULT NOTE>
 - NEPHROLOGY <NEPHROLOGY SECURE MESSAGING>
 - ADD <ADD ON LAB NOTE>
 - BIOPSY <NEPHROLOGY-PROVIDER KIDNEY BIOPSY REFERRAL NOTE>
 - BIOPSY <NEPHROLOGY-KIDNEY BIOPSY INSTRUCTIONS PATIENT LETTER>
 - VVC/VOD-NEPHROLOGY (used for video appointments)
 - STICKY <STICKY NOTE> (a note that does not need to and cannot be signed and cannot be seen by others).

- Inpatient consult service not titles:
 - NEPHROLOGY <NEPHROLOGY-CONSULTS INPATIENT>
 - NEPHROLOGY <NEPHROLOGY-DAILY PROGRESS(MSCCN)>
 - NEPHROLOGY <NEPHROLOGY-DIALYSIS-DISPOSITION INSTRUCTIONS>
 - NEPHROLOGY <NEPHROLOGY-PROCEDURE (MSP)>
 - BIOPSY <NEPHROLOGY-PROVIDER KIDNEY BIOPSY REFERRAL NOTE>
(already added above)
 - BIOPSY <NEPHROLOGY-KIDNEY BIOPSY INSTRUCTIONS PATIENT LETTER> (already added above)
 - LIFE-SUSTAINING TREATMENT

7) CPRS Note titles showing Nephrology notes in bold:

View→Custom View, then setup as below.

List Selected Documents

Status: Signed documents (all)
 Unsigned documents
 Uncosigned documents
 Signed documents/author
 Signed documents/date range

Max Number to Return: 100

Author: Kourany,Wissam M
 Kourkoumpetis,Themistoklis
 Kourmousis,Penelope
 Kournioti,Chryssanthi Sofia

Beginning Date: ...

Ending Date: ...

Note Tree View: Note Tree View Sort Order
☐ Chronological
☒ Reverse chronological

Sort Note List: Note List Sort Order
☐ Ascending
☒ Descending

Group By: ...

Sort By: Date of Note

☒ Show subject in list

Where either of: ☒ Title ☒ Subject

Contains: nephro

Clear Sort/Group/Search OK Cancel

VERY IMPORTANT TO SAVE THE ABOVE AS THE DEFAULT VIEW
Goto "View" → "Save as default View"

Nephrology notes will be shown in bold:

Last 100 Signed Notes (Total: 4430)

☞ All signed notes	
☞ Jun 12,19	NEPHROLOGY-DIALYSIS, BCR-DIAL
☞ Jun 10,19	NEPHROLOGY-DIALYSIS-MEDICATI
☞ Jun 10,19	FOOT CHECK, BCR-DIALYSIS TREATMENT
☞ Jun 07,19	HT NOTE, DUR-HT VISIT OFC, Theresa Y. S
☞ Jun 07,19	NEPHROLOGY-HEMODIALYSIS TRA
☞ Jun 06,19	NEPHROLOGY-DIALYSIS, BCR-DIAL
☞ Jun 04,19	OPHTHALMOLOGY-OUTPATIENT, DUR-E
☞ Jun 04,19	OPHTHALMOLOGY-OUTPATIENT, DUR-E
☞ Jun 03,19	NEPHROLOGY-DIALYSIS, BCR-DIAL
☞ Jun 03,19	PATIENT LETTER-UNABLE TO REACH, DU
☞ May 31,19	NURSING-SSU OUTPATIENT FOLLOW-UP
☞ May 31,19	OPHTHALMOLOGY-OUTPATIENT, DUR-E

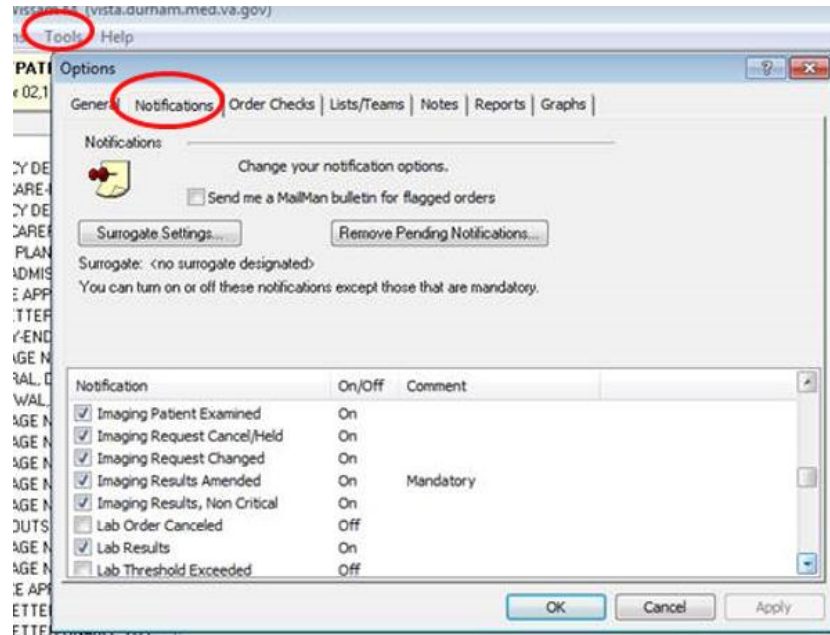
8) **CPRS notifications/alert setup:** See attached file (“VA CPRS ALERTS and Notification”)



VA CPRS ALERTS
and NOTIFICATION.c

Review your current personal VA CPRS notification selection/setup and amend it, as follow:

- In CPRS, go to “**Tools**”, then select “**Options**”, then go to “**Notifications**” tab.
- Go through the list of alert options and turn on what you like to be alerted on. I recommend turning on at least what I am showing in the screenshot below (“**Imaging Patient Examined**”, “**Imaging Request Cancel/Held**”, “**Imaging Results, NonCritical**”, “**Lab Results**”). This will ensure that you get alerted on all labs and imaging results you order.



I encourage you to please review how your personal VA CPRS notification is set up and make sure you are aware of the following:


- You need to please make sure you **process** these CPRS notifications on a regular basis and in a timely manner.
- Please do **NOT** clear CPRS alerts without reviewing them to ensure that you do not need miss ones that you need to act on.
- You need to **inform patient of results** of lab/imaging/etc., per VA rules (even if they are within normal)
- For fellows, you need to alert (or discuss with) your attending abnormal findings as needed. Note: THE ALERT GOES TO THE PERSON PLACING THE ORDER; THE ATTENDING DOES NOT RECEIVE THESE NOTIFICATIONS IF THE ORDER WAS PLACED BY YOU. I am aware of at least one litigation case where a trainee received abnormal x-ray result on a patient but did not act on it or alert their attending, and patient ended up having delayed workup/care for lung cancer --- you do not want this to happen to you!

So that you do not clutter your inbox with alerts that are not pertinent to your patients, please **delete (or updated) any CPRS personal patient list** that you have. If you are keeping a CPRS Personal List, then you will get alerted on results for all patient listed on your list.

- For fellows, please remember to update or delete personal lists as you rotate off the inpatient consult service so that you do not have a lot of alerts that may not be pertinent to you the next time you come back on service.

9) Customized list of Nephrology diagnoses under the encounter:

- i. Try to start a new note and fill an encounter using your continuity clinic (e.g. 'Dur-8A-Renal-Alpha' and "Dur-8A-Renal-Alpha-Consult")... makes sure that the list of diagnoses in the encounter are specific to Nephrology.. If not, let Dr. Kourany know.

 Encounter Form for DUR-8A-RENAL-KOURANY (Jun 13,2019@14:09)

Visit Type	Diagnoses	Procedures	Vitals	Immunizations	Skin Tes
------------	-----------	------------	--------	---------------	----------

Diagnoses Section

Problem List Items

- ACUTE KIDNEY INJURY
- CARDIOLOGY/CARDIORENAL SYNDROME
- CKD/KIDNEY DISEASE
- COMPLICATIONS/OTHER
- CYSTIC KIDNEY DISEASE
- DIABETES/DIABETIC RENAL DISEASE
- DIALYSIS
- FLUID/ELECTROLYTE DISORDER
- GENERAL SYMPTOMS
- GENITAL/URINARY
- GLOMERULAR DISEASE
- HEMATOLOGY
- HEMODIALYSIS-AKI
- HEMODIALYSIS-ESRD
- HYPERTENSION
- INFECTIOUS DISEASE
- KIDNEY INVOLVMENT IN SYSTEMIC DISEASE
- NEPHRITIS GLUMERULONEPHRITIS
- NEPHRITIS INTERSTITIAL
- NEPHROLITHASIS
- NEPHROTIC SYNDROME
- OBSTRUCTIVE UROPATHY
- PERITONEAL DIALYSIS ENCOUNTER
- POISONING & INTOXICATIONS

Other Diagnosis...

10) CPRS Templates:



Personal CPRS
Templates.docx

The suggested templates are built into the note titles.

11) Patient Secure Messaging (MyHealthyVet) Preferences including listing Duke email for notifications:

Log into Secure Messaging (you can go thru CPRS → Tools → Secure Messaging)
Click on the word **Preferences** above the green **SEARCH**



You can do multiple things:

- Create a signature block
- Enter Surrogates if you will be on extended leave.
- **But this is probably the most important section: make your duke email the default one.**

Preferences

Secure Messaging Settings

* Indicates Required Information

SaveCancelReturn to Inbox

New Message Notification

Receive email notification of the arrival of new messages.

Email Address*

Frequency*

On Assignment to me

Inbox and Escalated Folder Display

Define the default view of the types of messages you would like displayed in your Inbox and Escalated folder.

Inbox Display

Only Messages Assigned or Courtesy Copied to Me

12) TMS:

a) See attached documents “How to Login to TMS 2.0” and “Restoration of Network Access”



How to Login to TMS
2.0.pdf



Restoration of
Network Access Instr

- a. Go to: <https://www.tms.va.gov/SecureAuth35/> ,
or

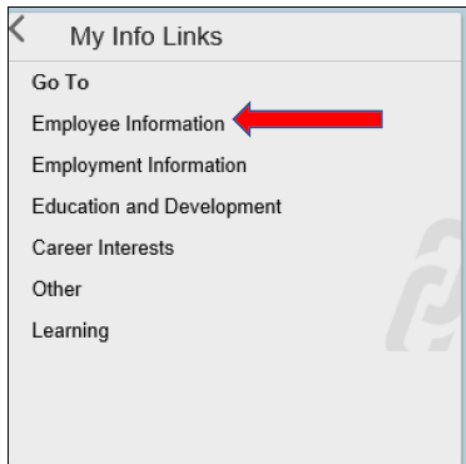
“Microsoft Edge” → “VA Shortcuts National” → “TMS 2.0 SSOi login”

b) Change the default email for TMS training alerts (e.g. to your Duke email):

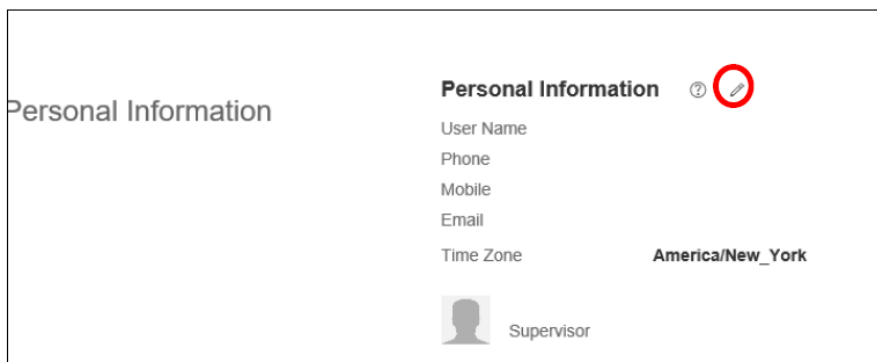
- Log into your TMS Account
- Locate the My Info Box and click the cogwheel in the upper righthand corner



In the My Info Links box, select Employee Information:



Under the Personal Information Section, select the pencil icon:



In this section, update the email address and click save:

The screenshot shows a 'Personal Information' form with the following fields and values:

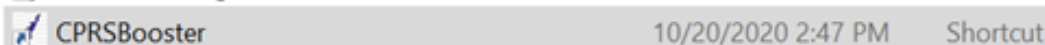
- User Name:** [Redacted]
- Phone:** [Redacted]
- Mobile:** [Redacted]
- Email:** [Redacted] (indicated by a red arrow)
- Time Zone:** America/New_York
- Supervisor:** THURMOND R CARTER
- Business Address:** 508 Fulton Street
- Business Address 2:** [Redacted]

At the bottom right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button.

- a)** Trainees must complete one of the following trainings in TMS annually to maintain network access:
- ii.** Staff can log in TMS from any internet capable computer or mobile device to complete training at www.tms.va.gov.
 - iii.** Mandatory Training for Trainees (MTT) – VA 3185966 or Mandatory Training for Trainees Refresher (MTTr) - VA 3192008
 - iv.** Make sure to complete the required TMS training before deadline! If you fail to complete the required training, VA Education office will have your VA computer accounts disabled; **accounts cannot be reactivated until the training is done. Please note that** it can take 24-48 hours to restore access

13) CPRS Booster:

- The tool leverages macros combined with shortcuts in CPRS to allow you to use “hotkeys” to reduce typing and clicks. Once you set it up, you can use specific shortcuts or function keys on your keyboard to input things into CPRS like names of colleagues, clinic names, add signers, and make addenda more quickly. It allows you to prefill your signature, preferred additional signers (like Sara Krome, MSA, etc.) and create dot phrases.
- There is also the option for, with one click, open an appointment in your clinic and start a CPRS your note
- There is also the option of creating your own dot phrases that could be using within CPRS or any other applications (e.g. mail, word, etc.)
- Below are the instructions and some screenshots for how I customized mine:
 - [View this demo on video: VIDEO: CPRS Booster. How to Install and Use](#)
 - It can be found **VA shortcuts “star” → DUR → DUR SHORTCUTS → CPRS BOOSTER**



- After CPRSBooster opens, you can enter **CTRL+H** and assign keys. It may take some cognitive effort and practice at first, but hopefully will eventually become more of a habit, freeing up your brain for other tasks. *If you use a laptop, make sure you watch the video until the end where it discusses common problems with laptops and function keys.

a. Your Signature code.

Signature Code ***** [Ctrl-S](#) [F5](#) Dot Sign

b. Dot Nurse: **FLUKER,TEPHANIE** (Nurse Coordinator for nephrology)

c. Dot MSA: **Davis,Tabitha Nicole** (MSA supervisor)

d. Providers:

i. your **primary clinic attending name** (need to add the name as shown in CPRS).

- Sparks,Matthew
- Pun,Patrick H
- Spurney,Robert
- Sinclair,Matthew R
- Crowley,Steven
- Foster,Mary H
- Kourany,Wissam M
- Lucas,Anika

ii. **Krome,Sara D** (APP for 8A clinics)

iii. **Poonely,Libiya** (APP, transplant)

iv. **ABRAHAM,KANNIMARIAMMAL** (APP, vascular access)

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](#) [SETTINGS: CLICK HERE](#)

Skip any fields you won't need. [VIDEO TUTORIALS: CLICK HERE](#)

[How To Use CPRS Booster? CLICK HERE](#)

	Shortcuts That Use This:	Assigned Function Key(s):	Voice Command (Dragon):
Nurse <input type="text" value="Ortiz,Diana Shull"/>	Ctrl-N, Ctrl-B, Ctrl-R	F7	Dot Nurse
Nurse 2 <input type="text" value="FLUKER,TEPHANIE"/>	Alt-N (ALT-ernate Nurse)	F6	
MSA <input type="text" value="Davis,Tabitha Nicole - Me"/>	Ctrl-M, Ctrl-B, Ctrl-R	F12	Dot MSA
Pharmacist <input type="text"/>	Ctrl-F (Farmacist:P taken)	Click here to assign	Dot Pharm
Signature Code <input type="text" value="*****"/>	Ctrl-S	F5	Dot Sign
F2F Clinic <input type="text" value="DUR RENAL ATTENDING"/>	SHIFT-Ctrl-F (F-ace to face)	F1	
Phone Clinic <input type="text" value="DUR RENAL PHONE ATTE"/>	SHIFT-Ctrl-P (P-hone)	F2	
VVC Clinic <input type="text" value="BCR DIALYSIS PROVIDER"/>	SHIFT-Ctrl-V (V-VC)	F3	
Provider 1 <input type="text" value="Krome,Sara D"/>	Ctrl-P	F10	Dot Provider

[Want More Signers?](#)

ONE BUTTON NEW NOTES: [CLICK HERE TO SET UP](#)

OK

[Alt-C: starts CPRS : Next Patient](#) [Ctrl-U \(\): Unflags Ctrl-I: I-gnore Flag](#) [Ctrl-A \(F4\): Make Addendum Ctrl-E \(\): Edit Note](#) [\(unassigned\): Spell Check \(unassigned\): Add Misc](#)

Booster dot phrases work in ANY program -- not just CPRS

Dot Phrase	Full Text (The text that is inserted)	Category	Description	Author
.AnionGap	The following guidance and consult			DURKoura
.DUFF	Please schedule an extra DUFF-ONLY			DURKoura
.HD	See HD runsheet notes in CPRS for			DURKoura
.K	Please let patient know that blood			DURKoura
.t	4/21/23: please			DURKoura
.urr	4/13/2023: repe			DURKoura
.A1c	Please let patient know that hemogl		A1c	DURKoura
.a	I have reviewed the history and the		Addend Agree	DURKoura
.F	Patient with ESKD on HD using.. Ple		Fistulogram	DURKoura
.p	Patient voiced understanding and ag		PatientAgrees	DURKoura
.phos	Please let patient know that phosp		RN Phos	DURKoura

To EDIT/DELETE: Right Click OR Double click on item above

To SORT dot phrases above click on a column header.

[What the heck is a dot phrase?](#)

Create New Dot Phrase!

Share/Get Dot Phrases

Suspend All Dot Phrases

CREATE A NEW NOTE (ie clinic note, results letter..) with ONE click (or use Dragon and speak it)

Fill in the fields below for as many note titles as you'd like.

[What's a Template #?](#)

	The Note Title for Quick Access:	Location For Note:	Template #	How to Open Note (LOWER Bstr toolbar):	Dragon:
Speed Note 1	NEPHROLOGY-DIALYSIS	BCR-DIALYSIS-PROVIDER X	1	Quick Button #1 AND 'New Notes' Button	'Dot Note 1' OR 'Dot Main Note'
Speed Note 2	NEPHROLOGY-CLINIC	DUR-8A-RENAL-ATTENDING-B3	2	Quick Button #2 AND 'New Notes' Button	'Dot Note 2' OR 'Dot Letter'
Speed Note 3	NEPHROLOGY-TELEPHONE CONTACT I	DUR-RENAL-PHONE-ATTENDING-B3	3	'New Notes' Button	'Dot Note 3'
Speed Note 4	NEPHROLOGY-PATIENT LETTERS	DUR-8A-RENAL-ATTENDING-B3	4	'New Notes' Button	'Dot Note 4'
Speed Note 5				'New Notes' Button	'Dot Note 5'
Speed Note 6				'New Notes' Button	'Dot Note 6'

OK

REIMPORT Note Titles From CPRS

14) VA Functional Pager Setup:

- a. See attachment "(VA Nephrology Consult Functional Pager")

15) Essentris (ICU software):

- a. access to this software is already granted during general VA orientation and computer setup. If you cannot access it, then contact Karen Higgins (ADPAC).