

**Update \_2\_0\_87** 

# **Clinical Reminders**

# VA-DOD Hospital Notification Note Update Install Guide

August 2019

Product Development
Office of Information Technology
Department of Veterans Affairs

# 

### Introduction

#### **Description:**

#### This UPDATE provides for content changes for the following two dialogs:

- 1. The updated Community Care DOD Hospital Notification Note improves communication with the DOD MTF Providers for when a Veteran self presents to the DOD MTF emergency department or has been admitted due to an emergency. This note contains the approved/disapproved decision within the progress note. Once approved, the Community Care-DoD Hospital Notification Approval XXXX Consult will be automatically initiated to use for the referral and authorization using CTB and HSRM. POC for question is Mr. Rick Woods: garold.woods@va.gov.
- 2. An update was made to one dialog group within the VA-PC3 VETERAN CARE AGREEMENT template; specifically, to the dialog group VA-GP PC3 PROGRAM, to correct the spelling of the word "patient":

#### **BEFORE:**

VA-PC3 Veteran Care Agreement Version 1.3	
Select one option:	
Patent Centered Community Care (PC3) Program	
🖸 Veterans Care Agreement	
AFTER:	
VA-PC3 Veteran Care Agreement Version 1.3	
Select one option:	
Patient Centered Community Care (PC3) Program	
☐ Veterans Care Agreement	

#### Two reminder dialogs are being distributed with this update:

VA-DOD HOSPITAL NOTIFICATION NOTE (D) VA-GP PC3 PROGRAM

UPDATE\_2\_0\_87 contains 1 Reminder Exchange entry:

UPDATE\_2\_0\_87 VA-DOD HOSPITAL NOTIFICATION NOTE UPDATE

The exchange file contains the following components:

#### TIU TEMPLATE FIELD

WP 1 LINE REQ
VA-DOD TEXT VA HEALTH CARE BENEFITS INFO
TEXT-ADD LOC SC OBJECT
VA-TEXT EXCEPTIONS LIST DETERMINATION
GEN WORD PROCESSING

GEN WORD PROC NARROW

**GEN TEXT 5 SPACES** 

**GEN TEXT BOX 2 SPACES** 

**GEN TEXT BOX 25** 

GEN DATE/REQ TIME

**GEN TEXT BOX 50** 

NVCC VA/DOD

TEXT DOD APPT INFO

GEN YES NO SINGLE LINE

**GEN TEXT BOX LONG2** 

DATE

**WORD PROCESSING - 2 LINES** 

DOD DISCHARGE DISPOSITION

YES/NO/UNKNOWN NOT REQUIRED

GEN YES/NO/NA

WP 2/74

CC LIFE-SUSTAINING TX ORDERS-HN

WORD PROCESS (REQUIRED)

DOD CARE DAY/MONTH

**NUMBER BOX** 

DOD LEVEL OF CARE

DOD WORKSHEET METHOD/CONTACT

GEN NOT APPLICABLE

DATE (REQ)

DOD ADMISSION ROUTE

DODSERVICE OUTPT

GEN TEXT BOX 50 REQUIRED

**GEN TEXT BOX 20 SPACES** 

**GEN BED TYPE** 

WP\*2LINE/60/INDENT 2

GEN PLEASE EXPLAIN

DATE (\*)

**GEN TEXT 15 SPACES REQ** 

**GEN TEXT BOX 25 REQUIRED** 

**NVCC POC DEPT** 

**GEN TEXTBOX 20 SPACES** 

DATE NOW DEFAULT

VA-10-0386 EDIT 30-40

VA-10-0386 ALT POC TXT

VA-10-0386 EDIT 40

VA-10-0386 WP 2 LINE

VA-10-0386 EDIT 40 REQ

TEXT (1-30 CHAR) REQ

VA-10-0386 CALENDAR

VA-10-0386 PLEASE NOTE TXT

VA-10-0386 WP 2 LINE REQ

VA-10-0386 NUMBER OF VISITS TXT

VA-10-0386 SERVICE/PROCEDURE TXT

VA-10-0386 SPECIALIST TXT

VA-10-0386 CAT OF CARE TXT

VA-10-0386 CALENDAR REQ

VA-10-0386 CID TXT

VA-10-0386A WP 2 LINE

TEXT (1-60 CHAR)1

TEXT (1-60 CHAR)R

DATE & TIME (REQ)

VA-10-0386A EDIT 40 REQ

VA-10-0386 AA# PLEASE SPECIFY

AK-10-0386A SAR STATEMENT INFO1

VA-10-0386 WORD 70-3 REQ

AK-10-0386A SAR STATEMENT INFO6

AK-10-0386A SAR STATEMENT INFO4

AK-10-0386A SAR STATEMENT INFO5

AK-10-0386A SAR STATEMENT INFO2

EDIT 20 10-0386 SCH

**EDIT 50 CHOICE** 

TEXT (1-20 CHAR REQ)

TEXT (1-3)REO

TEXT (1-20 CHAR) REQ

ANC-10-0389-SCH SERVICE/VISIT INFO DISPLAY

WP 1 LINE REO1

VA-CID DISPLAY TEXT1

#### **HEALTH FACTORS**

VA-REMINDER UPDATES

VA-UPDATE 2 0 87

**COMMUNITY CARE** 

PC3 APPOINTMENT

PC3 SECONDARY AUTH DISAPPROVED

PC3 SECONDARY AUTH TIME & SERVICES

PC3 SECONDARY AUTH SERVICES

PC3 SECONDARY AUTH TIME

PC3 SECONDARY AUTHORIZATION

PC3 10-0386 URGENT

PC3 10-0386 ROUTINE

**VETERANS CHOICE** 

CHOICE UN/EX BURDEN

CHOICE FIRST SERVICES UA

**CHOICE 40 MILE** 

CHOICE 30 DAY

#### REMINDER SPONSOR

VHA Office of Community Care

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_87

#### REMINDER DIALOG

VA-DOD HOSPITAL NOTIFICATION NOTE (D) VA-GP PC3 PROGRAM

# **Install Details**

This update is being distributed as a web host file. The address for the host file is: http://vista.med.va.gov/reminders/UPDATE\_2\_0\_87.PRD

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

Iı	18	ta	al	la	ıti	io	n	:				
_	_	_	_	_	_	_	_	_	_	_	_	_

This update can be loaded with users on the system. Installation will take less than 10 minutes.

# **Pre-Install**

- 1. Update\_2\_0\_86 should be installed before installing this update. The guide is available here: <a href="https://www.va.gov/vdl/documents/Clinical/CPRS-Clinical\_Reminders/update\_2\_0\_86\_ig.pdf">https://www.va.gov/vdl/documents/Clinical/CPRS-Clinical\_Reminders/update\_2\_0\_86\_ig.pdf</a>
- 2. Update\_2\_0\_87 will overwrite groups and elements to which you may have made local edits when originally installing Update 86. To make post install setup easier, you can print/save an inquiry for the items below, before install.
  - using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Choose the option INQ Inquiry/Print for the reminder dialog group: VAL-GP VHA FORM 10-0386 LOCAL VHA INFO.
  - b. Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Choose the option INQ Inquiry/Print the following elements: VAL-10-0386-SCH APPROVAL AUTH VAMC INFO

VAL-10-0386-SCH APPROVAL AUTH4

VAL-10-0386-SCH APPT

# **Install Example**

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
+ 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
Select Action: Next Screen// LWH Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE 2 0 87.PRD
```

At the <u>Select Action:</u> prompt, enter <u>LWH</u> for Load Web Host File At the <u>Input the url for the .prd file:</u> prompt, type the following web address: http://vista.med.va.gov/reminders/UPDATE 2 0 87.PRD

http://vista.med.va.gov/reminders/UPDATE\_2\_0\_87.PRD successfully loaded.

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE\_2\_0\_87 VA-DOD HOSPITAL NOTIFICATION NOTE UPDATE** in reminder exchange

+Item	Entry	Source	Date Packed
181	UPDATE_2_0_87 VA-DOD HOSPITAL	GRIFFITH@SALT LAKE CI	06/06/2019@06:06
	NOTIFICATION NOTE UPDATE		
182	<pre>UPDATE_2_0_9 VA-COLORECTAL</pre>	GRIFFITH@SALT LAKE CI	03/20/2018@08:45
	CANCER SCREENING		
183		MURPHY@ATLANTA VAMC	01/09/2019@14:51
184	(	GRIFFITH@ZZ ALBANY	01/10/2019@06:25
	V7-HIV SCREENING (2012)	GRIFFITH@ZZ ALBANY	01/10/2019@08:54
186		VOLPP@NORTHERN CAL	09/13/2010@11:42
	UPDATES OEF/OIF		
187	VA MH SCREENING REMINDERS	VOLPP@NORTHERN CAL	09/13/2010@11:36
+	+ Next Screen - Prev Scree		>>>
	reate Exchange File Entry		
CHF C	reate Host File reate MailMan Message	LMM Load MailMan Messa	•
CMM C	reate MailMan Message	LR List Reminder Defi	
	elete Exchange File Entry		
	nstall Exchange File Entry		n Inquiry
	nstallation History		
	Action: Next Screen// IFE Ins		
Enter	a list or range of numbers (1-27	6): 181 <mark>-</mark>	

At the <u>Select Action</u> prompt, enter <u>IFE</u> for Install Exchange File Entry Enter the number that corresponds with your entry titled <u>UPDATE\_2\_0\_87 VA-DOD</u> HOSPITAL NOTIFICATION NOTE <u>UPDATE</u> (in this example it is entry 181 it will vary by site)

```
Component
                                                               Category
                                                                             Exists
             GRIFFITH, ELIZABETH A at SALT LAKE CITY
Date Packed: 06/06/2019@06:06:50
Package Version: 2.0P35
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-DOD HOSPITAL NOTIFICATION NOTE (D)
  VA-GP PC3 PROGRAM
REMINDER TERM
  VA-REMINDER UPDATE 2 0 87
Non-exchangeable TIU object(s):
TIU Object: PATIENT NAME
Object Method: S X=$$NAME^TIULO(DFN)
     Enter ?? for more actions
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.

Select Action: Next Screen// IA Install all Components

You will see several prompts, for all new entries you will choose I to Install

For components that already exists but the packed component is different, you will choose **Overwrite.** 

You will be promped to install the FIRST reminder dialog component – You will INSTALL ALL even if there is an X that the component exists:

Packed	d reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D)	[NATIONAL	DIALOG]							
Item	Seg. Dialog Findings	Type	Exists							
1	VA-DOD HOSPITAL NOTIFICATION NOTE (D)	dialog	Х							
2	10 VA-DOD SHARING FACILITY INTAKE (G) Finding: *NONE*	group	X							
3	10.10 VA-DOD SHARING INTAKE FACILITY (G) Finding: *NONE*	group	X							
4	10.10.10 VA-DOD SHARING INTAKE FACILITY INFO (G) Finding: *NONE*	group	X							
5	10.10.20 VAL-GP DOD TREATMENT FACILITY NAME	group	X							
6	Finding: *NONE* 10.10.30 VA-GP DOD TREATING FACILITY DATE/CHIEF COMPLAINT	group	X							
7	Finding: *NONE*  10.10.40 VA-DOD SHARING INTAKE FACILITY ADMITTED (G) Finding: *NONE*	group	х							
+	+ Next Screen - Prev Screen ?? More Actions									
DF I	Dialog Details DT Dialog Text IS Insta Dialog Findings DU Dialog Usage QU Quit Dialog Summary IA Install All	all Selecte	ed							
Select Action: Next Screen// IA										

At the <u>Select Action</u> prompt, type <u>IA</u> to install the dialog – **VA-DOD HOSPITAL NOTIFICATION NOTE** (**D**)

Select Action: Next Screen// IA Install All

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

	d reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D) D HOSPITAL NOTIFICATION NOTE (D) (reminder dialog) instal		
Item		Type	
1	VA-DOD HOSPITAL NOTIFICATION NOTE (D)	dialog	Х
2	10 VA-DOD SHARING FACILITY INTAKE (G) Finding: *NONE*	group	X
3	10.10 VA-DOD SHARING INTAKE FACILITY (G)	group	X
	Finding: *NONE*		
4	10.10.10 VA-DOD SHARING INTAKE FACILITY INFO (G) Finding: *NONE*	group	Х
5	10.10.20 VAL-GP DOD TREATMENT FACILITY NAME Finding: *NONE*	group	X
6	10.10.30 VA-GP DOD TREATING FACILITY DATE/CHIEF	group	Х
	COMPLAINT	J ,	
7	Finding: *NONE* 10.10.40 VA-DOD SHARING INTAKE FACILITY ADMITTED (G) Finding: *NONE*	group	x
+	+ Next Screen - Prev Screen ?? More Actions		
		all Selecte	d
	Dialog Findings DU Dialog Usage QU Quit		
	Dialog Summary IA Install All		
Selec	t 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 be promped to install the NEXT reminder dialog component – You will INSTALL ALL even if there is an X that the component exists:

Packe	d reminder dialog: VA-GP PC3 PROGRAM [NATIONAL DIALOG]		
Iten	Seq. Dialog Findings	Type	Exists
1	VA-GP PC3 PROGRAM	group	X
	Finding: *NONE*		
2	5 GP VHA CHOICE/PCCC VA SCHEDULES Finding: *NONE*	group	X
3	5.10 GP-10-0386-SCH MAIN	group	Χ
	Finding: *NONE*		
4	5.10.10 GP-10-0386-SCH APPROVAL AUTH	group	X
5	Finding: *NONE* 5.10.10.5 GP-10-0386-SCH URGENCY Finding: *NONE*	group	X
6	5.10.10.5.10 GP-10-0386-SCH URGENCY ROUTINE	group	X
	Add. Finding: PC3 10-0386 ROUTINE (HEALTH FACTOR)		X
7	5.10.10.5.20 GP-10-0386-SCH URGENCY URGENT	group	X
	Finding: PC3 10-0386 URGENT (HEALTH FACTOR)		X
+	+ Next Screen - Prev Screen ?? More Actions		
DD		Selected	d
DF	Dialog Findings DU Dialog Usage QU Quit		
DS	Dialog Summary IA Install All		
Selec	t Action: Next Screen// IA		

At the <u>Select Action</u> prompt, type <u>IA</u> to install the dialog – VA-GP PC3 PROGRAM Select Action: Next Screen// <u>IA</u> Install All

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

Pad	Packed reminder dialog: VA-GP PC3 PROGRAM [NATIONAL DIALOG]										
VA-	VA-GP PC3 PROGRAM (group) installed from exchange file.										
_I	ten	n Seq.	Dialog Finding	js					Туре	Exists	
	1	VA - (	GP PC3 PROGRAM						group	X	
			Finding: *NONE	*							
	2	5 GP	VHA CHOICE/PCC		SCHEDULES				group	X	
			Finding: *NONE								
	3	5.10	GP-10-0386-SCH		<b>I</b>				group	X	
			Finding: *NONE								
	4	5.10	.10 GP-10-0386-		APPROVAL AUTH				group	Х	
			Finding: *NONE						group		
	5									X	
			Finding: *NONE		COLL LIBORIUS (					v.	
	6	5.10	.10.5.10 GP-10-						group	X	
			Add. Finding:				H FAC	CIOR)		X	
	7	5.10	.10.5.20 GP-10-						group	X	
			Finding: PC3 1							X	
+			Next Screen								
DD			Details		Dialog Text		IS		Selected		
DF			Findings				QU	Quit			
DS			Summary		Install All						
Se.	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.** 

```
Exists
      Component
                                                             Category
             GRIFFITH, ELIZABETH A at SALT LAKE CITY
Date Packed: 06/06/2019@06:06:50
Package Version: 2.0P35
Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-DOD HOSPITAL NOTIFICATION NOTE (D)
  VA-GP PC3 PROGRAM
REMINDER TERM
  VA-REMINDER UPDATE_2_0_87
Non-exchangeable TIU object(s):
TIU Object: PATIENT NAME
Object Method: S X=$$NAME^TIULO(DFN)
          Enter ?? for more actions
     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. Make the Dialog able to be attached to a Personal/Shared template or to a progress note title. – This may have been done before so check your existing entries before adding.

From the Reminders Manager Menu:

Select Reminder Managers Menu 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
- DL Default Outside Location
- PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option: TIU TIU Template Reminder Dialog

#### Parameter **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 [choose from INSTITUTION]
- 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:

Select Display Sequence: ?

- 148 VA-VETERANS CHOICE NOTE
- 149 VA-TBI SCREENING

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, looking above I see the number 150 is not present, so I will use 150.

Select Display Sequence: 150

Are you adding 150 as a new Display Sequence? Yes// Y YES

Display Sequence: 150// <Enter> 150

Clinical Reminder Dialog: type in the name of the dialog

#### VA-DOD HOSPITAL NOTIFICATION NOTE (D)

then <enter> reminder dialog NATIONAL

OK? Yes// <Enter> (Yes)

2. Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS:

For sites that use this template, you should already have a note title (Community Care – DOD Hospital Notification Note) set up for use with this template. You will need to confirm that your current document definition is pointing to the reminder dialog VA-DOD HOSPITAL NOTIFICATION NOTE (D) and update the associated template if needed.

3. Add your local contact information and local data objects to the following Groups and elements:

Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Group. Search for and edit the following groups:

a. VAL-GP VHA FORM 10-0386 LOCAL VHA INFO — The dialog text looks like this: Facility Community Care Office Contact: \\

```
Facility Community Care office manager or Equivalent: \\
Name: {FLD:VA-10-0386 EDIT 40 REQ} \\
Title: {FLD:VA-10-0386 EDIT 40 REQ} \\
```

Entries in RED may be hard coded for ease of entry by users

b. VA-GP DOD SHARING AGREEMENT PLACE CONSULT Enter your facility's COMMUNITY CARE — DOD HOSPITAL NOTIFICATION APPROVAL consult order in the Finding item:

```
FINDING ITEM: <<< Enter your Consult order name here >>> (see Technical Guide - <u>Community Care-DOD Hospital Notification Approval</u>)
POC for questions is Mr. Rick Woods: garold.woods@va.gov
```

Using the menu Reminder Dialog Management, Reminder Dialogs, change your view to Element. Search for and edit the following elements:

c. VAL-10-0386-SCH APPROVAL AUTH VAMC INFO - The dialog text looks like this:

```
Facility Name: {FLD:TEXT (1-30 CHAR) REQ} \\
Street Address: {FLD:TEXT (1-30 CHAR) REQ} \\
City: {FLD:TEXT (1-30 CHAR) REQ} \\
State: {FLD:TEXT (1-30 CHAR) REQ} \\
Zip: {FLD:TEXT (1-30 CHAR) REQ} \\
Fax: {FLD:TEXT (1-20 CHAR REQ)}
```

Entries in RED may be hard coded for ease of entry by users

d. VAL-10-0386-SCH APPROVAL AUTH4 - The dialog text looks like this:

```
Veteran Information:\\
Name: |PATIENT NAME|\\
DOB: |PATIENT DATE OF BIRTH|\\
SSN: |PATIENT SSN|\\
Address: {FLD:EDIT 20 10-0386 SCH} \\
Phone: {FLD:EDIT 20 10-0386 SCH} \\
Veteran Alternate Phone: {FLD:EDIT 20 10-0386 SCH} \\
```

You can replace the data objects with local ones if they do not work in your system <a href="Entries in RED">Entries in RED</a> may be hard coded for ease of entry by users
Entries in BLUE are usually not available to hard code...however longer fields may be

added if needed.

e. VAL-10-0386-SCH APPT - The dialog text looks like this: Veteran has an appointment scheduled on {FLD:DATE & TIME (REQ)}

```
Provider: {FLD:TEXT (1-60 CHAR)R}
                                                             \\
Address: {FLD:TEXT (1-60 CHAR)R}
                                            \\
City:
          {FLD:TEXT (1-60 CHAR)R}
                                                               11
State:
          {FLD:TEXT (1-60 CHAR)R}
                                                              \\
          {FLD:TEXT (1-60 CHAR)R}
                                                               11
Phone Number: {FLD:TEXT (1-60 CHAR)R}
                                                                   11
Fax Number:
              {FLD:TEXT (1-60 CHAR)1}
```

<u>Entries in BLUE</u> are usually not available to hard code...however longer fields may be added if needed.

f. VAL-DOD SERVICE CONNECTION

with:\\

Edit the dialog text and replace **FLD:TEXT-ADD LOC SC OBJECT** with your facility's SERVICE CONNECTION object:

```
Service Connected Disabilities: {FLD:TEXT-ADD LOC SC OBJECT}
```

NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:

```
Category: Enterprise Applications
Subcategory: Applications
```

Enterprise Application: VistA - Clinical Reminders