



**Update \_2\_0\_59**

**Clinical Reminders**

**VA-Emergency Department Triage**

**Install Guide**

**September 2018**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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## Description:

*The new Emergency Department Triage national template includes a standardized suicide screening question and all of the information necessary for the RN in the Emergency Department or Urgent Care Center to complete a triage. This is needed to standardize triage and suicide screening nationally. In addition, there is an additional national template for the Columbia Suicide Screening Tool that can be completed by the triage RN or may be completed later if the primary screen was positive.*

UPDATE\_2\_0\_59 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_59 VA-EMERGENCY DEPARTMENT TRIAGE**

**The exchange file contains the following components:**

### **TIU TEMPLATE FIELD**

ED BLANK 3  
ARRIVAL MODE 10-10 (2)  
TWO LINES LONG  
WORD PROCESSING

### **HEALTH FACTORS**

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_59  
VA-ED TRIAGE [C]  
VA-ED TRIAGE SI UNABLE TO ANSWER  
VA-ED TRIAGE SI NEARLY EVERY DAY  
VA-ED TRIAGE SI MORE THAN HALF THE DAYS  
VA-ED TRIAGE SI SEVERAL DAYS  
VA-ED TRIAGE SI NOT AT ALL  
VA-ED ESI CATEGORY 5  
VA-ED ESI CATEGORY 4  
VA-ED ESI CATEGORY 3  
VA-ED ESI CATEGORY 2  
VA-ED ESI CATEGORY 1  
VA-ED NURSING TRIAGE NEGATIVE FALL RISK  
VA-ED NURSING TRIAGE POSITIVE FALL RISK

### **REMINDER SPONSOR**

Mental Health Services  
Office of Mental Health Services

### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_59

## REMINDER DIALOG

VA-EMERGENCY DEPARTMENT TRIAGE  
VA-EMERGENCY DEPARTMENT SI FOLLOWUP

## Install Details

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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\\_59.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_59.PRD)**

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

Installation:

=====

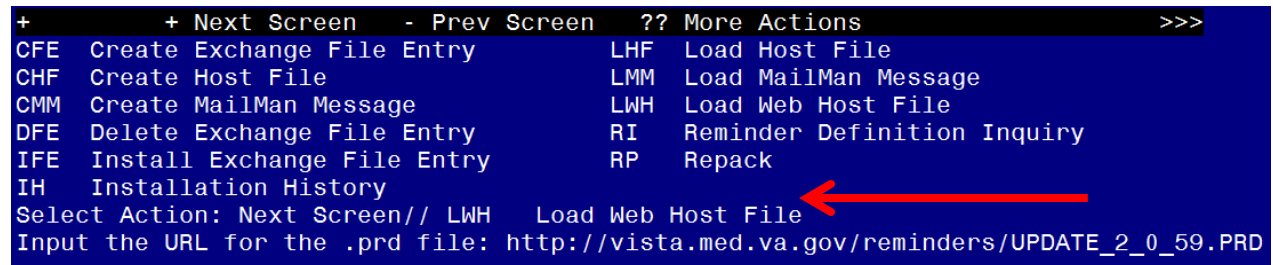
This update can be loaded with users on the system. Installation will take less than 15 minutes.

## 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           LWH  Load Web Host File
DFE  Delete Exchange File Entry       RI   Reminder Definition Inquiry
IFE  Install Exchange File Entry       RP   Repack
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_59.PRD
```

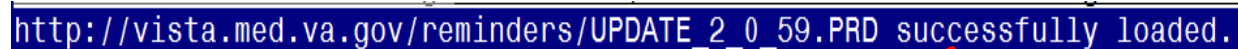


At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

**[http://vista.med.va.gov/reminders/UPDATE\\_2\\_0\\_59.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_59.PRD)**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_59.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\_59 VA-EMERGENCY DEPARTMENT TRIAGE NOTE** in reminder exchange.

+Item	Entry	Source	Date Packed
98	UPDATE_2_0_59 VA-EMERGENCY DEPARTMENT TRIAGE	GRIFFITH@SALT LAKE CI	09/24/2018@14:30
99	UPDATE_2_0_6 VA-TERATOGENIC MEDICATIONS ORDER CHECKS (UPDATE #3)	SILVERMAN@SALT LAKE CI	10/09/2015@07:09
100	UPDATE_2_0_61 VA-COMMUNITY CARE HOSPITAL NOTIFICATION NOTE	GRIFFITH@SALT LAKE CI	09/07/2018@13:02
101	UPDATE_2_0_7	MONTGOMERY@SALT LAKE CI	10/06/2015@11:24
102	UPDATE_2_0_8 ALC FOLLOW-UP	MONTGOMERY@SALT LAKE CI	02/03/2017@09:26

+      + 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// IFE Install Exchange File Entry  
 Enter a list or range of numbers (1-173): 98

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
 Enter the number that corresponds with your entry titled **UPDATE\_2\_0\_59 VA-EMERGENCY DEPARTMENT TRIAGE** (in this example it is entry 95 it will vary by site)

Component	Category	Exists
Source: GRIFFITH,ELIZABETH A at SALT LAKE CITY		
Date Packed: 09/24/2018@14:30:19		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-EMERGENCY DEPARTMENT SI FOLLOWUP		
VA-EMERGENCY DEPARTMENT TRIAGE		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_59		
Non-exchangeable TIU object(s):		
-----		
TIU Object: PATIENT AGE		
Object Method: S X=\$\$AGE^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.  
 Select Action: Next Screen// **IA Install all Components**  
 You will see several prompts, for all new entries you will choose **I to Install**

**You will be prompted to install the first reminder dialog component:**

```
Packed reminder dialog: VA-EMERGENCY DEPARTMENT SI FOLLOWUP [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-EMERGENCY DEPARTMENT SI FOLLOWUP	dialog	
2	5	VA-GP ED SI FOLLOW UP Finding: *NONE*	group	
3	5.5	VA-ED TRIAGE NOTE Q9 POS STATEMENT FOLLOW UP Finding: *NONE*	element	
4	5.10	VA-SUICIDE RISK ASSESSMENT C-SSRS ED Finding: C-SSRS (MH TESTS AND SURVEY)	element	X
5		PXRM C-SSRS RESULT GROUP 3	rs.group	X
6		PXRM C-SSRS RESULT ELEMENT 3	rs.element	X
7		PXRM C-SSRS RESULT GROUP 4	rs.group	X
8		PXRM C-SSRS RESULT ELEMENT 4	rs.element	X
9		PXRM C-SSRS RESULT GROUP 5	rs.group	X
10		PXRM C-SSRS RESULT ELEMENT 5	rs.element	X
11		PXRM C-SSRS RESULT GROUP 8	rs.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// IA
```

At the **Select Action** prompt, type **IA** to install the dialog – **VA-EMERGENCY DEPARTMENT SI FOLLOWUP**

Select Action: Next Screen// **IA Install All**

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

```
Packed reminder dialog: VA-EMERGENCY DEPARTMENT SI FOLLOWUP [NATIONAL DIALOG]
VA-EMERGENCY DEPARTMENT SI FOLLOWUP (reminder dialog) installed from exchange fi
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-EMERGENCY DEPARTMENT SI FOLLOWUP	dialog	X
2	5	VA-GP ED SI FOLLOW UP Finding: *NONE*	group	X
3	5.5	VA-ED TRIAGE NOTE Q9 POS STATEMENT FOLLOW UP Finding: *NONE*	element	X
4	5.10	VA-SUICIDE RISK ASSESSMENT C-SSRS ED Finding: C-SSRS (MH TESTS AND SURVEY)	element	X
5		PXRM C-SSRS RESULT GROUP 3	rs.group	X
6		PXRM C-SSRS RESULT ELEMENT 3	rs.element	X
7		PXRM C-SSRS RESULT GROUP 4	rs.group	X
8		PXRM C-SSRS RESULT ELEMENT 4	rs.element	X
9		PXRM C-SSRS RESULT GROUP 5	rs.group	X
10		PXRM C-SSRS RESULT ELEMENT 5	rs.element	X
11		PXRM C-SSRS RESULT GROUP 8	rs.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 be prompted to install the second reminder dialog component:

```
Packed reminder dialog: VA-EMERGENCY DEPARTMENT TRIAGE
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-EMERGENCY DEPARTMENT TRIAGE	dialog			
2	2	VA-EMERGENCY DEPARTMENT TRIAGE NOTE VERSION Finding: *NONE*	element			
3	5	VA-GP ED TRIAGE PART 1 Finding: *NONE*	group			
4	5.5	VAL-TXT ED ESI HEADER ESI Finding: *NONE*	element			
5	5.11	VA-EL ED TRIAGE ED SUBJECTIVE/CC Finding: *NONE*	element			
6	5.15	VA-ED SEVERITY INDEX SO Finding: *NONE*	element			
7	5.16	VA-ED NURSING TRIAGE HRF FALL RISK Finding: *NONE*	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-EMERGENCY DEPARTMENT TRIAGE**

Select Action: Next Screen// **IA Install All**

All dialog components for **VA-EMERGENCY DEPARTMENT TRIAGE** are new.

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

```
Packed reminder dialog: VA-EMERGENCY DEPARTMENT TRIAGE
```

```
VA-EMERGENCY DEPARTMENT TRIAGE (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-EMERGENCY DEPARTMENT TRIAGE	dialog	X		
2	2	VA-EMERGENCY DEPARTMENT TRIAGE NOTE VERSION Finding: *NONE*	element	X		
3	5	VA-GP ED TRIAGE PART 1 Finding: *NONE*	group	X		
4	5.5	VAL-TXT ED ESI HEADER ESI Finding: *NONE*	element	X		
5	5.11	VA-EL ED TRIAGE ED SUBJECTIVE/CC Finding: *NONE*	element	X		
6	5.15	VA-ED SEVERITY INDEX SO Finding: *NONE*	element	X		
7	5.16	VA-ED NURSING TRIAGE HRF FALL RISK Finding: *NONE*	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**

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Component	Category	Exists
Source: GRIFFITH, ELIZABETH A at SALT LAKE CITY		
Date Packed: 09/24/2018@14:30:19		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-EMERGENCY DEPARTMENT SI FOLLOWUP		
VA-EMERGENCY DEPARTMENT TRIAGE		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_59		
Non-exchangeable TIU object(s):		
-----		
TIU Object: PATIENT AGE		
Object Method: S X=\$\$AGE^TIULO(DFN)		
+ + Next Screen - Prev Screen ?? More Actions >>>		
IA	Install all Components	IS Install Selected Component
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**.

Install complete.

## Post Installation

---

1. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

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**

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-EMERGENCY DEPARTMENT TRIAGE** then **<enter>** reminder dialog

NATIONAL

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

Select Display Sequence: **151**

Are you adding 151 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 151// **<Enter>** 151

Clinical Reminder Dialog: **type in the name of the dialog**

**VA-EMERGENCY DEPARTMENT SI FOLLOWUP** then **<enter>** reminder dialog

NATIONAL

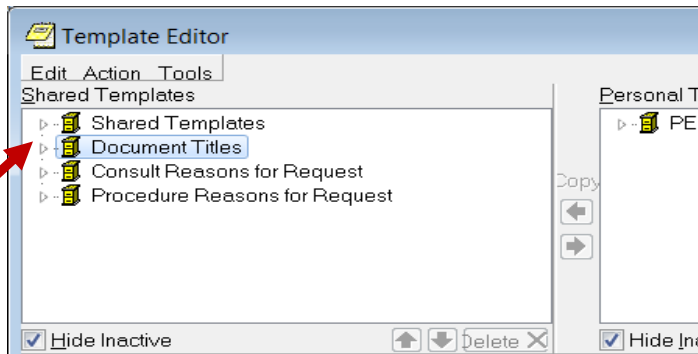
OK? Yes// **<Enter>** (Yes)

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

- A. You may already have a note title set up for use with the template VA-EMERGENCY DEPARTMENT TRIAGE. You will need to update it so that your current document definition is pointing to the reminder dialog **VA-EMERGENCY DEPARTMENT TRIAGE**

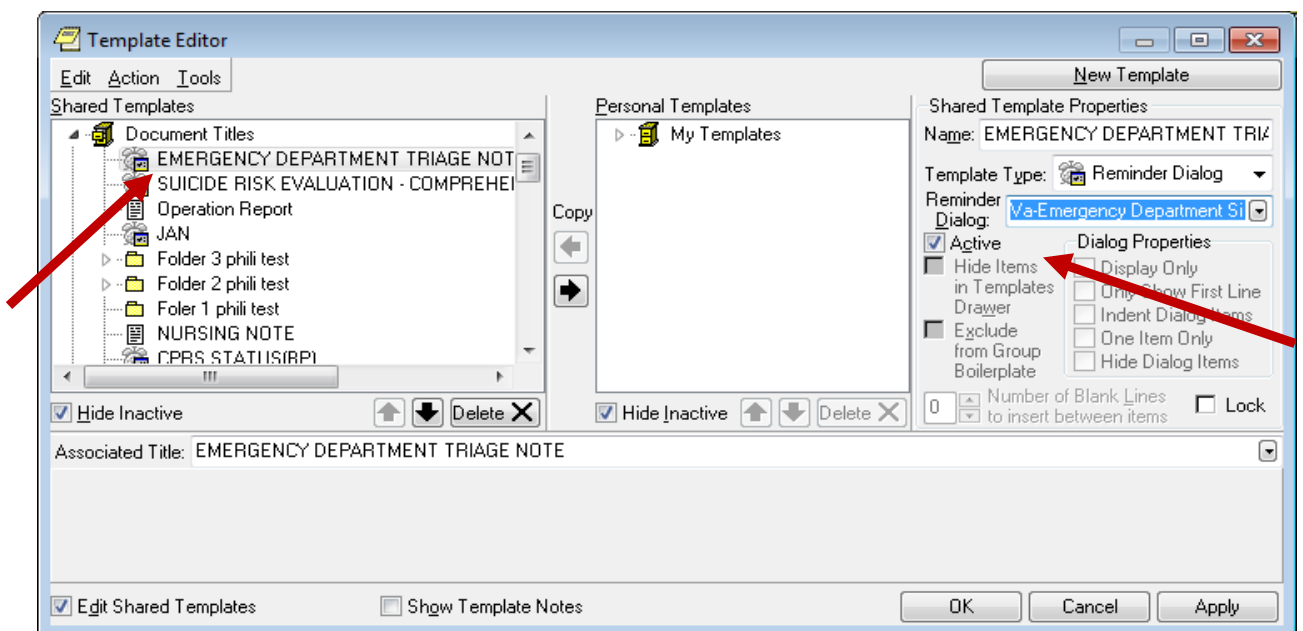
If you do not have a note title specifically for ED Triage, first discuss with your ED nurse management and if they would like to create one, you can map it to the VHA ENTERPRISE STANDARD TITLE: EMERGENCY DEPT TRIAGE NOTE.

To associate the template with an existing note, open Template Editor and from Shared Templates, select File "Document Titles"



Click 'triangle' to left of Document Titles to expand. Select the folder where the title *Emergency Department Triage Note* is located and select the title by clicking on it.

Now go to Shared Template Properties located at right side of screen above. In the Template Type, make sure Reminder Dialog is chosen, In the Reminder Dialog box begin typing VA-EMERGENCY DEPARTMENT TRIAGE NOTE. The reminder dialog name will display and highlight in blue. Click Apply at bottom right to save association.



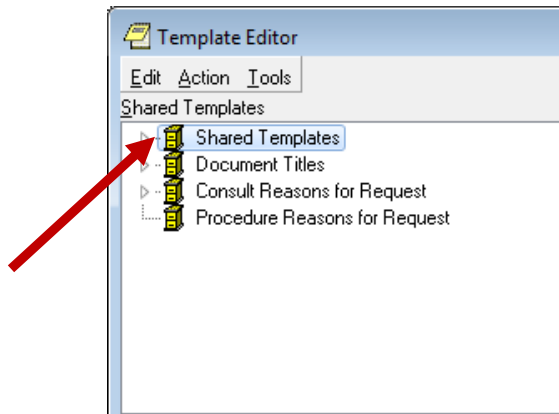
Test the progress note title in CPRS to see new template is attached.

If you do not have a template attached to the document title, you can add the template by following these steps:

- Click + Document Titles and locate the folder where ED notes would be located
- Click New Template button
- Type VA-EMERGENCY DEPARTMENT TRIAGE NOTE in Name box
- Click down arrow and Click on Reminder Dialog in Template Type Box
- Type VA-EMERGENCY DEPARTMENT TRIAGE NOTE in Reminder Dialog box
- Type your local note title for ED Triage in Associated Title Box
- Click Apply in lower right corner

**B. The second template, VA-EMERGENCY DEPARTMENT SI FOLLOWUP, will not be set up connected to a note title but set up as a stand-alone shared template, it can also be incorporated into an existing local reminder dialog for ED nurse assessment.**

Open Template Editor and from Shared Templates, select “Shared Templates”



Click ‘triangle’ to left of Shared Templated to expand. Select the folder where the emergency department templates would be located.

Click New Template button

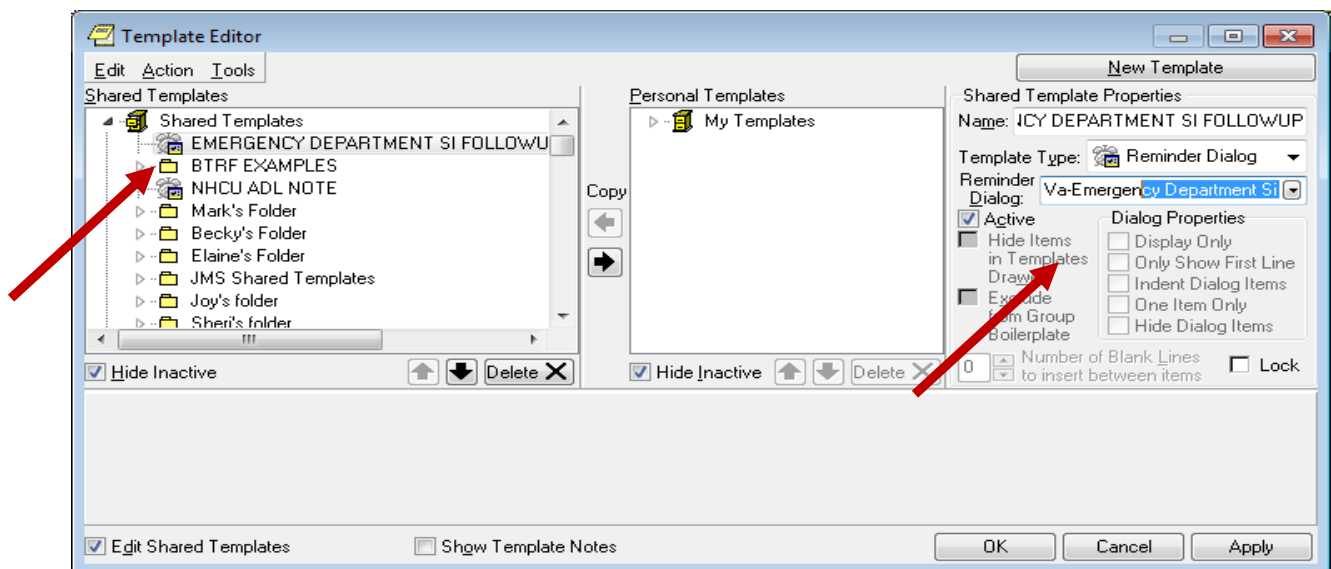
Type VA-EMERGENCY DEPARTMENT SI FOLLOW UP in Name box

Click down arrow and Click on Reminder Dialog in Template Type Box

Type VA-EMERGENCY DEPARTMENT SI FOLLOW UP in Reminder

Dialog box

Click Apply in lower right corner



Test the shared template in CPRS to see the template is attached.

3. Insert your local data objects into the dialog. You will use the reminder dialog manager menu, reminder dialogs, and then change your view to ELEMENT view. Search for and edit the following elements.
  - a. Insert your local objects for patient age, patient sex, patient phone number and allergies into the dialog text of element **VAL-TXT ED ESI HEADER ESI**. This element contains objects that may work in your system so review first to see if you need to replace.
  - b. Replace the text ‘ACTIVE PROBLEMS’ with your local data object that represents active problems in reminder dialog element **VAL-ED TXT TRIAGE COMPREHENSIVE**. Also confirm that the object active medications in this element is appropriate for your facility and update if needed.
  - c. If you have a data object for today’s vitals, you can add that to the dialog text in group **VAL-GP ED VITALS TRIAGE**. Before making that edit, you will need to change your view in the dialog editor to Group view. Add your data object after the heading for vital signs in the dialog text. This is optional for sites that may have already completed vital signs before opening the template.
  
4. Add local reminder dialog groups and elements if needed - OPTIONAL
  - a. The emergency department triage template was built with the standard items needed for triage included, for sites that require additional content in their ED triage note, you can add local groups and elements to the local reminder dialog group **VAL-GP ED TRIAGE PLACEHOLDER** using the reminder dialog editor. Work with your local Emergency Department nursing staff to identify any additional content that your site would require.

*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*