June 2009

This distribution contains change pages for patch MD*1.0*11 of the Clinical Procedures 1.0 User Manual.

The change pages for CP Patch 2, CP Patch 10, CP Patch 4, and CP Patch 14 should be inserted before the change pages for CP Patch 11:

File Name:	Patch:
MD_1_P2_UM.PDF	MD*1.0*2
MD_1_P10_UM.PDF	MD*1.0*10
MD_1_P4_UM.PDF	MD*1.0*4
MD_1_P14_UM.PDF	MD*1.0*14

Patch MD*1.0*11 pages:

Replace Pages:	With Pages:
Title page	Title page
Revision History	Revision History
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CLINICAL PROCEDURES USER MANUAL

Version 1.0 April 2004

Revised June 2009

Department of Veterans Affairs Office of Information & Technology Office of Enterprise Development

Revision History

Description	Date	Technical Writer
Originally released.	April 2004	
¹ Patch MD*1.0*2 released.	July 2004	
² Patch MD*1.0*10 released.	March 2005	
³ Patch MD*1.0*4 released.	September 2006	Alfred Bustamante
⁴ Patch MD*1.0*14 released. Added	March 2008	Shirley Ackerman,
new sections for Auto Study Check-		Alfred Bustamante
In to Ch. 3.		
⁵ Patch MD*1.0*11 released. Added	June 2009	Shirley Ackerman,
new section in Ch. 3 for handling		Alfred Bustamante
appointment no shows and		
cancellation with the auto study		
check-in. Replaced provider name		
in Ch. 4 with generic name.		
Updated product line on title page.		

¹ Patch MD*1.0*2 July 2004 Patch 2 release added.
² Patch MD*1.0*10 March 2005 Patch 10 release added.
³ Patch MD*1.0*4 September 2006 Patch 4 release added.
⁴ Patch MD*1.0*14 March 2008 Patch release added.
⁵ Patch MD*1.0*11 June 2009 Patch release added.

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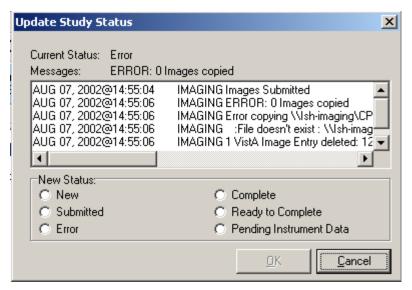


Figure 3-28

¹Appointment No Shows and Cancellation

When an appointment is scheduled for a future date/time, the appointment can later be cancelled or the appointment can be changed to "No show" because the patient was a no show for the appointment. With patch MD*1.0*11, an option called MD PROCESS NOSHOW/CANCEL was introduced. Once scheduled to run daily, it will pick up the no show and cancelled appointments and cancel the associated CP study that was created.

Figure 3-29 shows a study with the status of "New" created from an auto study check-in.

¹ Patch MD*1.0*11 June 2009 Add new section on appointment no show and cancellation.

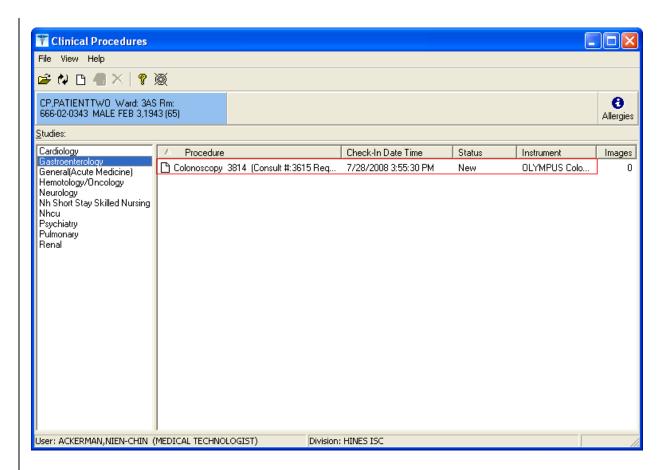


Figure 3-29

The patient has an appointment scheduled shown in figure 3-30 for the procedure in figure 3-29.

```
Jul 28, 2008@16:03:25
                                                                              1 of
Appt Mgt Module
                                                                    Page:
                                                                                       1
Patient: CP, PATIENTTWO (0343)
                                                                               Ward: 3AS
Total Appointment Profile
                                                                 06/28/08 thru 04/23/11
                                     * - New GAF Required
     Clinic
                                  Appt Date/Time
                                                           Status
     Gi Lab
                                  07/28/2008@12:00
 1
                                                           Inpatient/Act Req
                                                                                    12:00
           Enter ?? for more actions
CI Check In
                         CD Change Date Range
                                                         DX Diagnosis Update
UN Unscheduled Visit EP Expand Er MA Make Appointment AE Add/Edit
                           EP Expand Entry
                                                        DL Wait List Display
                                                         DE Delete Check Out
CA Cancel Appointment RT Record Tracking WD Wait List Disposition
NS No Show
                           PD Patient Demographics CP Procedure Update
DC Discharge Clinic CO Check Out PC PCMM Assign or Unassign
AL Appointment Lists EC Edit Classification TI Display Team Information
PT Change Patient PR Provider Update
CL Change Clinic
                            WE Wait List Entry
Select Action: Quit//
```

Figure 3-30

The appointment was cancelled and re-booked in figure 3-31.

Pat	t Mgt Module ient: CP,PATIENTTWO (03 al Appointment Profile		Jul 28, 2008@16:09:29 * - New GAF Requir		Page: 1 of 1 Ward: 3AS 06/28/08 thru 04/23/11
1 2	Clinic Gi Lab Gi Lab		Appt Date/Time 07/28/2008@12:00 08/08/2008@08:00	Ca	atus Incelled By Patient Ipatient/Future
CI	Enter ?? for mor Check In			DX	Diagnosis Update
UN	Unscheduled Visit				2
MA	Make Appointment	ΑE	Add/Edit	DE	Delete Check Out
CA	Cancel Appointment	RT	Record Tracking	WD	Wait List Disposition
NS	No Show	PD	Patient Demographics	CP	Procedure Update
DC	Discharge Clinic	CO	Check Out	PC	PCMM Assign or Unassign
AL	Appointment Lists			ΤI	Display Team Information
PT	Change Patient		-		
	Change Clinic	WE	Wait List Entry		
Sel	ect Action: Quit//				

Figure 3-31

Figure 3-32 shows the study cancelled by the task MD PROCESS NOSHOW/CANCEL and a new study was generated for the re-booking of the new appointment.

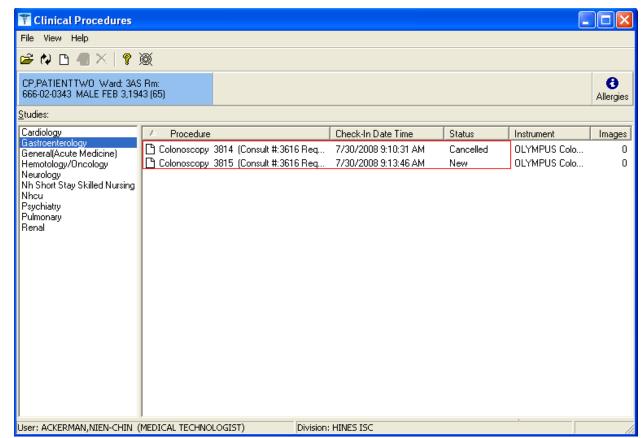


Figure 3-32

Note: If during appointment cancellation, no re-booking was selected, the user will need to remove the new study created.

Figure 3-33 shows an example of an appointment with a status of a "No Show" and no auto rebooking of a future appointment.

```
Jul 30, 2008@09:27:55
Appt Mgt Module
                                                                                 Page:
                                                                                             1 of
                                                                                                       1
Patient: RAYMOND, LOUIS (2382)
                                                                                            Outpatient
Total Appointment Profile
                                            * - New GAF Required
                                                                             06/30/08 thru 04/25/11
      Clinic
                                         Appt Date/Time
                                                                      Status
    Gi Lab
                                         07/30/2008@10:00
                                                                      No-show
             Enter ?? for more actions
CI Check In
                     CD Change Date Range DX Diagnosis Update
UN Unscheduled Visit EP Expand Entry DL Wait List Display MA Make Appointment AE Add/Edit DE Delete Check Out
CA Cancel Appointment RT Record Tracking WD Wait List Disposition
NS No Show PD Patient Demographics CP Procedure Update
DC Discharge Clinic CO Check Out PC PCMM Assign or Unassign
AL Appointment Lists EC Edit Classification TI Display Team Information
PT Change Patient PR Provider Update
CL Change Clinic WE Wait List Entry
Select Action: Quit//
```

Figure 3-33

Figure 3-34 shows the study cancelled for the appointment with "No Show" and a new study is created. The user can highlight the study with "New" status and click button to delete it or select the **File**|| Delete Study to remove it.

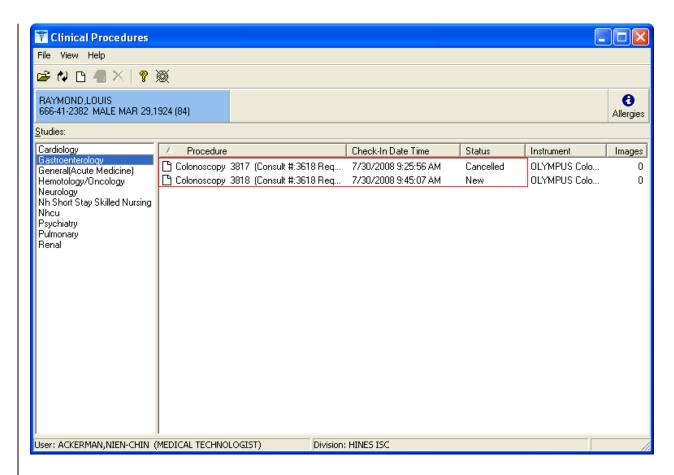


Figure 3-34

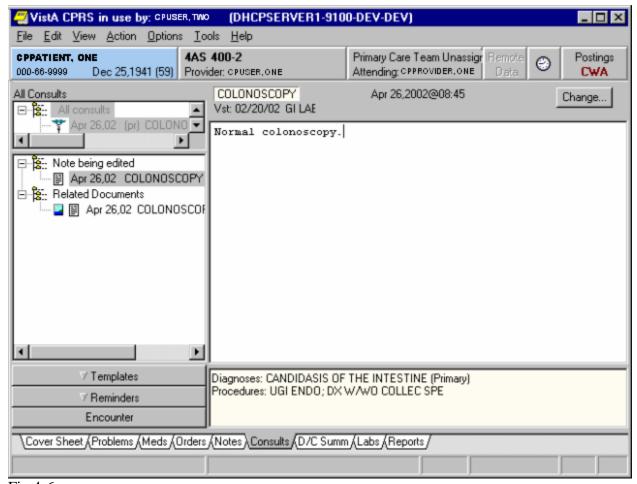


Fig 4-6

7. Enter an interpretation in the space on the right side of the screen for the highlighted (current) consult procedure (Fig. 4-6).

Entering Encounter Information

You can now enter encounter form information.

8. To enter the encounter information and complete the consult procedure, you must select **Action** > **Consult Results** > **Sign Note Now**.

You can also select the **Encounter** drawer (Fig. 4-6) to directly enter encounter information.



Fig. 4-7

This window (Fig. 4-7) asks if you want to enter encounter information now. (Fig. 4-7 is displayed depending on how CPRS parameters are set. See the Implementation Guide for information on defining CPRS parameters.)

9. Click **Yes** to enter encounter information, or click **No** to skip this step. If you choose No, you can enter the information at a later time. In this example, the Yes button is clicked and encounter information is entered.

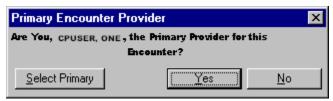


Fig. 4-8

Figure 4-8 allows you to verify the primary provider for this encounter form.

10. Click Yes.

CPRS brings up the Encounter Form that was set up for the Hospital Location, where the procedure was performed. The **Visit Type** tab is displayed.

11. Enter appropriate information for visit type. For example, in Figure 4-9, the following information was entered:

Type of Visit. Established Patient

Section Name. Intermediate Exam 11-19 Min.

Visit Related to Service Connected Condition. Yes

Current providers for this encounter. ¹CPUSER, ONE

¹ Patch MD*1.0*11 June 2009 Replaced provider name with generic name.