



**Update \_2\_0\_157**

**Clinical Reminders**

**VA-COVID-19 CANCELLED APPOINTMENT  
FOLLOW-UP**

**Install Guide**

**August 2020**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# **Introduction**

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## **DESCRIPTION:**

The CPRS COVID-19 templated Cancelled Appointment Follow-up dialog is to be used in conjunction with the national VSSC COVID-19 report to document follow-up care for cancelled appointments. They have been developed in collaboration with Office of Veterans Access to Care (OVAC) to achieve two primary goals: to ensure all sites have access to the same CPRS tools and to document several important COVID-specific health factors considered integral to patient management during the COVID-19 pandemic

UPDATE\_2\_0\_157 contains 1 Reminder Exchange entry:

### **UPDATE\_2\_0\_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

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

#### **TIU TEMPLATE FIELD**

VA-CLINIC LOCATION2

VA-TEXT (1-50 CHAR)R

#### **HEALTH FACTORS**

VA-REMINDER UPDATES

VA-UPDATE\_2\_0\_157

VA-COVID-19

VA-COVID-19 NO ACTION OTHER REASON

VA-COVID-19 FOLLOW UP OTHER

VA-COVID-19 CLINICAL REVIEW NEEDED

VA-COVID19 SCHEDULING ACTION NEEDED

VA-COVID-19 COMPLETED MIN SCHED ATTEMPTS

VA-COVID-19 VET NO LONGER DESIRES CARE

VA-COVID-19 APPT NO LONGER NEEDED

VA-COVID-19 CARE REFERRED TO COMMUNITY

VA-COVID-19 CARE RENDERED IN VA

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_157

#### **REMINDER DIALOG**

VA-COVID-19 CANCELLED APPT FOLLOW-UP

#### **HEALTH SUMMARY TYPE**

VA-APTS PAST 6M

#### **HEALTH SUMMARY OBJECTS**

VA-APTS PAST 6M (TIU)

#### **TIU DOCUMENT DEFINITION**

VA-APTS PAST 6M

## Install Details

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This update is being distributed as a web host file. The address for the host file is:

[https://Redacted/UPDATE\\_2\\_0\\_157.PRD](https://Redacted/UPDATE_2_0_157.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 10 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           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              RP   Repack
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: https://[REDACTED]/UPDATE_2_0_157.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:

[https://Redacted/UPDATE\\_2\\_0\\_157.PRD](https://Redacted/UPDATE_2_0_157.PRD)

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

```
https://[REDACTED]/UPDATE_2_0_157.PRD successfully loaded.
```

Search and locate an entry titled **UPDATE\_2\_0\_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP** in reminder exchange.

+Item	Entry	Source	Date Packed
112	UPDATE_2_0_157 VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP		08/12/2020@13:35
113	UPDATE_2_0_159 VA-COVID-19 TEMPLATE UPDATES		07/31/2020@05:25
114	UPDATE_2_0_16 VA-WH MAMMOGRAM SCREENING		09/15/2017@05:59
115	UPDATE_2_0_17 VA-WH PRECONCEPT ION CARE		11/14/2016@09:36
116	UPDATE_2_0_18 MISC UPDATE 2		02/27/2019@07:13

```

+      + 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              RP  Repack
Select Action: Next Screen// ife    Install Exchange File Entry
Enter a list or range of numbers (1-371): 112

```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry  
Enter the number that corresponds with your entry UPDATE\_2\_0\_157 VA-COVID-19  
CANCELLED APPOINTMENT FOLLOW-UP (*in this example it is entry 112 it will vary by  
site*). The date of the exchange file should be 08/12/2020.

Component	Category	Exists
Source: [redacted]		
Date Packed: 08/12/2020@13:35:52		
Package Version: 2.0P46		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-COVID-19 CANCELLED APPT FOLLOW-UP		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_157		
Keywords:		
Components:		
+      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 reminder first dialog component –**

```
Packed reminder dialog: VA-COVID-19 CANCELLED APPT FOLLOW-UP [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-COVID-19 CANCELLED APPT FOLLOW-UP	dialog	
2	5	VA-COVID-19 CANCELLED APT FOLLOW UP VERSION Finding: *NONE*	element	
3	8	VAL-COVID-19 CANCELLED APT FOLLOW UP LIST Finding: *NONE*	element	
4	9	VA-COVID-19 CANCELLED APT FOLLOW UP DATE Finding: *NONE*	element	
5	10	VA-GP COVID-19 CANCELLED APT FOLLOW UP Finding: *NONE*	group	
6	10.5	VA-COVID-19 CANCELLED APT FOLLOW UP NONE COMPLETED VA	element	

```
+      + 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-COVID-19 CANCELLED APPT FOLLOW-UP**

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

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

```
Packed reminder dialog: VA-COVID-19 CANCELLED APPT FOLLOW-UP [NATIONAL DIALOG]
VA-COVID-19 CANCELLED APPT FOLLOW-UP (reminder dialog) installed from exchange f
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-COVID-19 CANCELLED APPT FOLLOW-UP	dialog	X
2	5	VA-COVID-19 CANCELLED APT FOLLOW UP VERSION Finding: *NONE*	element	X
3	8	VAL-COVID-19 CANCELLED APT FOLLOW UP LIST Finding: *NONE*	element	X
4	9	VA-COVID-19 CANCELLED APT FOLLOW UP DATE Finding: *NONE*	element	X
5	10	VA-GP COVID-19 CANCELLED APT FOLLOW UP Finding: *NONE*	group	X
6	10.5	VA-COVID-19 CANCELLED APT FOLLOW UP NONE COMPLETED VA	element	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
```

After completing this dialog install, you will type Q.

**You will then be brought back to this screen where you will type O for quit**

```
Component                                Category  Exists
Source:
Date Packed: 08/12/2020@13:35:52
Package Version: 2.0P46

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-COVID-19 CANCELLED APPT FOLLOW-UP

REMINDER TERM
  VA-REMINDER UPDATE_2_0_157

Keywords:

Components:

+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  Install all Components          IS  Install Selected Component
Select Action: Next Screen// O
```

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

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: **VA-COVID-19 CANCELLED APPT FOLLOW-UP** 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. (Note: The note title is not mandatory)

If your site decides to use a note title, you will need to create the note title. Add the new note title in the appropriate folder for progress notes:

**COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

*The note title should be mapped to the following VHA Enterprise Standard Title:*

**INFECTIOUS DISEASE NOTE**

Note: Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the [TIU/ASU Implementation Guide](#)



### 3. Associate the new reminder dialog with the note title in CPRS

To do this, go to Template Editor, then Document Titles, select the appropriate folder (if applicable), and choose **New Template** (top right-hand corner).

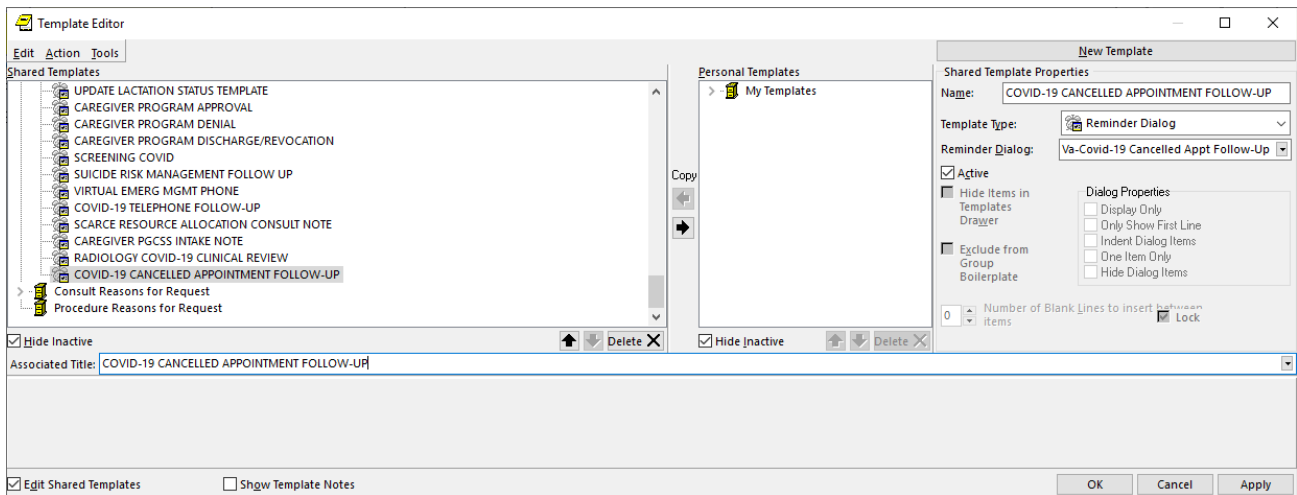
Type in the following information:

Name: **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

Next, type in the Associated Title, which in this case is **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

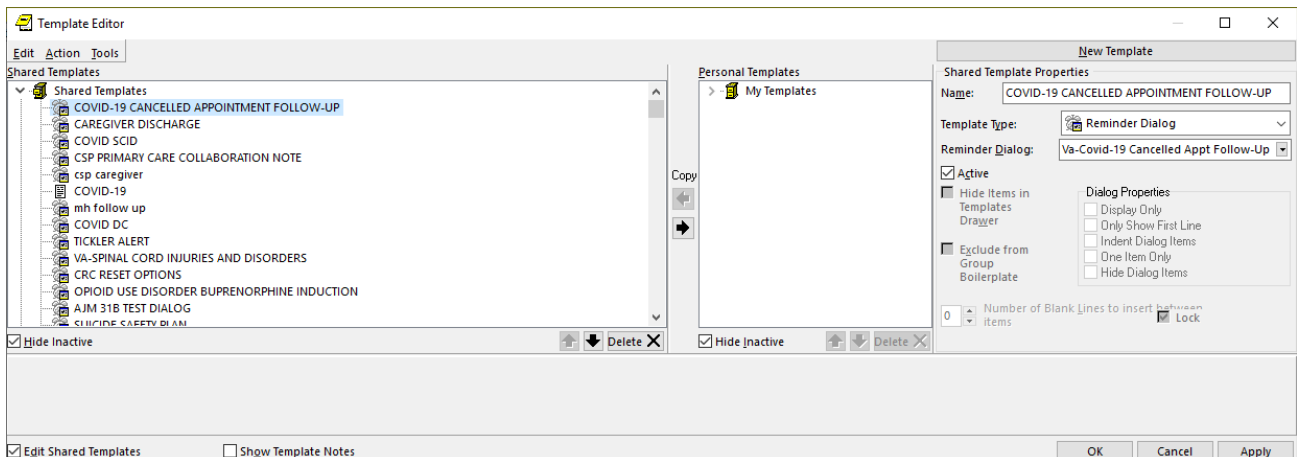


If you choose to not set up the note title, you can add to your shared template folder.

Name: **COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**

Template Type: **Reminder Dialog**

Reminder Dialog: **VA-COVID-19 CANCELLED APPOINTMENT FOLLOW-UP**



*NOTE: Redacted*