



**Update \_2\_0\_26**

**Clinical Reminders**

**VA-HEAD AND NECK CANCER DIALOGS**

**Install Guide**

**September 2017**

Product Development  
Department of Veterans Affairs

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## Introduction

The purpose of this guide is to provide the Clinical Applications Coordinator/Health Informatics Specialist (CAC/HIS) with direction on the installation/implementation of the VA-Oncology reminder dialogs. These reminder dialogs were developed and are supported by the National Oncology Program Office in Specialty Care Services (part of Patient Care Services). Please contact Susan Hamilton-Hill for any questions/concerns at REDACTED.

The National Oncology Program Office seeks to provide tools to VA facilities to enable providers to format essential clinical data so that it is readily available for clinical care and to measure the quality of care in the VA in a prospective, timely, and cost-efficient manner. Using Reminder Dialogs in CPRS is one mechanism to support these goals. Reminder dialogs will include information necessary for quality assessment as defined by the National Quality Forum, ASCO's Quality Oncology Practice Initiative, and other reliable and up-to-date sources. Reminder dialogs will enable the standardization of clinical information necessary for quality indicators into a discrete format and obtain key elements to continuously monitor the quality of cancer care.

There are 4 reminder dialogs to be used to document care for head and neck cancer that need to be installed (MDC, progress note, treatment plan, treatment summary,).

### **\*NOTE\***

***If your facility does not provide oncology services, you are not required to install or use these reminder dialog templates.***

There are several dialog elements that can be modified or disabled (if desired) to allow for local content. Please work with oncology-care providers to determine best option. (See POST-INSTALL INSTRUCTIONS # 1).

UPDATE\_2\_0\_26 contains 1 Reminder Exchange entry:

UPDATE\_2\_0\_26 VA-HEAD AND NECK CANCER DIALOGS

### **Four reminder dialogs are being distributed with this update:**

VA-ONCOLOGY HEAD NECK

VA-ONCOLOGY MDC HEAD NECK

VA-ONCOLOGY TREATMENT PLAN HEAD NECK

VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK

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

**TIU TEMPLATE FIELD**

WORD PROC 50X2  
ONC FUTURE VISITS  
00 EDIT BOX 24  
ONC LIFESTYLE  
TEXT (1-60 CHAR)1  
ONCOLOGY TRTMENT SYMPTOM  
WORD PROCESSING SHORT  
ONCOLOGY SYMPTOM DURING  
00 EDIT BOX 12  
ONCOLOGY CHEMO ROUTE  
ONCOLOGY YES NO  
TEXT (1-20 CHAR)  
ALLCOMMENT(4LINES)  
GEN TEXT BOX 50  
ONC MDC CLICK HERE TO INCLUDE

**HEALTH FACTORS**

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_26  
Head & Neck Cancer Diagnosis  
ONC Head Neck Tissue Sample Sent:  
ONC Head Neck Tissue Sample Sent to POP  
ONC Head Neck Testing Other  
ONC Head Neck HPV Test-Results Pending  
ONC Head Neck HPV Test Not Done  
ONC Head Neck HPV Negative  
ONC Head Neck HPV +  
ONC Head Neck Primary Site Nasal Cavity  
ONC Head Neck Primary Site Oropharynx  
ONC Head Neck Site Salivary Glands  
ONC Head Neck Site Paranasal Sinuses  
ONC Head Neck Primary Site Larynx  
ONC Head Neck Primary Site Hypopharynx  
ONC Head Neck Primary Site:  
ONC Head Neck Primary Site Nasopharynx  
ONC Head Neck Primary Site Oral Cavity  
Head & Neck Cancer Post-Treatment  
ONC Head Neck Complications/Treatment  
ONC Head Neck-Response Not Determined  
ONC Head Neck-Recurrence of Disease  
ONC Head Neck-No Recurrence of Disease  
ONC Head Neck-Progression of Disease  
ONC Head Neck-Stable Disease

ONC Head Neck-Partial Response  
ONC Head Neck-Complete Response  
Head & Neck Cancer Treatment  
ONC Head Neck Surgery Results-Unknown  
ONC Head Neck Surgery-Results Pending  
ONC Head Neck-Tumor Not Resectable  
ONC Head Neck Surgery Outcome-+ Margins  
ONC Head Neck Surgery-Clear Margins  
ONC Head Neck Surgery:  
ONC Head Neck Sublingual Gland Resection  
ONC Head Neck Submandibular Gland Resect  
ONC Head Neck-Total Parotidectomy  
ONC Head Neck Superficial Parotidectomy  
ONC Head Neck Radical Maxillectomy  
ONC Head Neck Partial Maxillectomy  
ONC Head Neck Total Laryngectomy  
ONC Head Neck Partial Laryngectomy  
ONC Head Neck-Laryngopharyngectomy  
ONC Head Neck Surgery-Tonsillectomy  
ONC Head Neck Surgery-Palatectomy  
ONC Head Neck Surgery-Maxillectomy  
ONC Head Neck Surgery-Mandibulectomy  
ONC Head Neck Surgery Glossectomy  
ONC Head Neck Surgery Not Performed:  
ONC Head Neck Surgery-Pt Declined  
ONC Head Neck Surgery Not Recommended  
ONC Head Neck Clinical Trial Stop Date  
ONC Head Neck Clinical Trial Start Date  
ONC Head Neck Clinical Trial:  
ONC Head Neck RT Dose Fraction  
ONC Head Neck RT Total Dose  
ONC Head Neck RT Stop Date  
ONC Head Neck RT Start Date  
ONC Head Neck RT Site:  
ONC Head Neck RT Chest Dose Fraction  
ONC Head Neck RT Chest Total Dose  
ONC Head Neck RT-Chest Stop Date  
ONC Head Neck RT-Chest Start Date  
ONC Head Neck RT Neck Dose Fraction  
ONC Head Neck RT Neck Total Dose  
ONC Head Neck RT-Neck Stop Date  
ONC Head Neck RT-Neck Start Date  
ONC Head Neck RT Brain Dose Fraction  
ONC Head Neck RT Brain Total Dose  
ONC Head Neck RT-Brain Stop Date  
ONC Head Neck RT-Brain Start Date

ONC Head Neck RT Axillary Dose Fraction  
ONC Head Neck RT Axillary Total Dose  
ONC Head Neck RT-Axillary Stop Date  
ONC Head Neck RT-Axillary Start Date  
ONC Head Neck RT Pt Declined  
ONC Head Neck RT Not Administered  
ONC Head Neck RT Stopped:  
ONC Head Neck RT Stopped-Pt Request  
ONC Head Neck RT Stopped-Progression  
ONC Head Neck RT Stopped-Toxicity  
ONC Head Neck RT Stopped-Plan Complete  
ONC Head Neck Chemo-Plan Complete  
ONC Head Neck Chemo Stopped:  
ONC Head Neck Chemo Stopped-Pt Request  
ONC Head Neck Chemo Stopped-Progression  
ONC Head Neck Chemo Stopped-Toxicity  
ONC Head Neck Chemo Stop Date  
ONC Head Neck Chemo Start Date  
ONC Head Neck Chemo:  
ONC Head Neck Doxorubicin Stop Date  
ONC Head Neck Doxorubicin Start Date  
ONC Head Neck Adriamycin Stop Date  
ONC Head Neck Adriamycin Start Date  
ONC Head Neck Epirubicin Stop Date  
ONC Head Neck Epirubicin Start Date  
ONC Head Neck Nivolumab Stop Date  
ONC Head Neck Nivolumab Start Date  
ONC Head Neck Pembrolizumab Stop Date  
ONC Head Neck Pembrolizumab Start Date  
ONC Head Neck Afatinib Stop Date  
ONC Head Neck Afatinib Start Date  
ONC Head Neck Gemcitabine Stop Date  
ONC Head Neck Gemcitabine Start Date  
ONC Head Neck Hydroxyurea Stop Date  
ONC Head Neck Hydroxyurea Start Date  
ONC Head Neck Methotrexate Stop Date  
ONC Head Neck Methotrexate Start Date  
ONC Head Neck Vinorelbine Stop Date  
ONC Head Neck Vinorelbine Start Date  
ONC Head Neck Docetaxel Stop Date  
ONC Head Neck Docetaxel Start Date  
ONC Head Neck Paclitaxel Stop Date  
ONC Head Neck Paclitaxel Start Date  
ONC Head Neck Cetuximab Stop Date  
ONC Head Neck Cetuximab Start Date  
ONC Head Neck Capecitabine Stop Date

ONC Head Neck Capecitabine Start Date  
ONC Head Neck Carboplatin Stop Date  
ONC Head Neck Carboplatin Start Date  
ONC Head Neck Cisplatin High Stop  
ONC Head Neck Cisplatin High Start  
ONC Head Neck Cisplatin Stop Date  
ONC Head Neck Cisplatin Start Date  
ONC Head Neck 5-FU Stop Date  
ONC Head Neck 5-FU Start Date  
ONC Head Neck Chemo Not Admin:  
ONC Head Neck Chemo-Pt Declined  
ONC Head Neck Chemo Not Recommended  
ONC Head Neck ECOG PS-Unknown  
ONC Head Neck ECOG PS-5  
ONC Head Neck ECOG PS-4  
ONC Head Neck ECOG PS-3  
ONC Head Neck ECOG PS-2  
ONC Head Neck ECOG PS-1  
ONC Head Neck ECOG PS-0  
ONC Head Neck LN Laterality-Unknown  
ONC Head Neck LN Laterality-Midline  
ONC Head Neck LN Laterality-Left  
ONC Head Neck LN Laterality-Right  
ONC Head Neck No. Lymph Nodes Examined  
ONC Head Neck No. Lymph Nodes w/Cancer  
ONC Head Neck Histology:  
ONC Head Neck Histology Adenocarcinoma  
ONC Head Neck Histology Squamous Cell  
ONC Head Neck Histologic Grade-G4  
ONC Head Neck Histologic Grade-G3  
ONC Head Neck Histologic Grade-G2  
ONC Head Neck Histologic Grade-G1  
ONC Head Neck Histologic Grade-GX  
ONC Head Neck Histologic Grade-Unknown  
ONC Head Neck Path TNM Staging Date:  
ONC Head Neck Pathological Stage-M1  
ONC Head Neck Pathological Stage-M0  
ONC Head Neck Pathological Stage-MX  
ONC Head Neck Pathological Stage-N2  
ONC Head Neck Pathological Stage-N2c  
ONC Head Neck Pathological Stage-N3a  
ONC Head Neck Pathological Stage-N3b  
ONC Head Neck Pathological Stage-N3  
ONC Head Neck Pathological Stage-N2b  
ONC Head Neck Pathological Stage-N2a  
ONC Head Neck Pathological Stage-N1

ONC Head Neck Pathological Stage-N0  
ONC Head Neck Pathological Stage-NX  
ONC Head Neck Pathological Stage-T4b  
ONC Head Neck Pathological Stage-T4a  
ONC Head Neck Pathological Stage-T3  
ONC Head Neck Pathological Stage-T2  
ONC Head Neck Pathological Stage-T1  
ONC Head Neck Pathological Stage-Tis  
ONC Head Neck Pathological Stage-T0  
ONC Head Neck Pathological Stage-TX  
ONC Head Neck Clinical Stage-N2c  
ONC Head Neck Clinical Stage-N3b  
ONC Head Neck Clinical Stage-N3a  
ONC Head Neck Clinical Stage-N2  
ONC Head Neck Clinical Stage-N3  
ONC Head Neck Clinical Stage-N2b  
ONC Head Neck Clinical Stage-N2a  
ONC Head Neck Clinical Stage-N1  
ONC Head Neck Clinical Stage-N0  
ONC Head Neck Clinical Stage-NX  
ONC Head Neck Clinical Stage-M1  
ONC Head Neck Clinical Stage-M0  
ONC Head Neck Clinical Stage-MX  
ONC Head Neck Clinical Stage-T4b  
ONC Head Neck Clinical Stage-T4a  
ONC Head Neck Clinical Stage-T3  
ONC Head Neck Clinical Stage-T2  
ONC Head Neck Clinical Stage-T1  
ONC Head Neck Clinical Stage-Tis  
ONC Head Neck Clinical Stage-T0  
ONC Head Neck Clinical Stage-TX  
ONC Head Neck Clin TNM Staging Date:  
ONC Head Neck Path Summary Stage-IVC  
ONC Head Neck Path Summary Stage-Unknown  
ONC Head Neck Path Summary Stage-IVB  
ONC Head Neck Path Summary Stage-IVA  
ONC Head Neck Clinical Summary Stage-III  
ONC Head Neck Path Summary Stage-II  
ONC Head Neck Path Summary Stage-I  
ONC Head Neck Path Summary Stage-0  
ONC Head Neck Path Summary Staging Date:  
ONC Head Neck Clinical Summary Stage-IVC  
ONC Head Neck Clin Summary Stage-Unknown  
ONC Head Neck Clinical Summary Stage-IVB  
ONC Head Neck Clinical Summary Stage-IVA  
ONC Head Neck Clinical Summary Stage-II



ONC Head Neck Clinical Summary Stage-I  
ONC Head Neck Clinical Summary Stage-0  
ONC Head Neck Clin Summary Staging Date:  
ONC Head Neck Path Summary Stage-III  
ONC Head Neck Date of Diagnosis  
ONC Head Neck RT Not Recommended  
ONC Head Neck Consent for Chemo-No  
ONC Head Neck Consent for Chemo Obtained  
ONC Head Neck Treatment Intent-Unknown  
ONC Head Neck Treatment Discuss Unknown  
ONC Head Neck Intent Not Discussed  
ONC Head Neck Intent Treatment Discussed  
ONC Head Neck Treatment-Palliative  
ONC Head Neck Treatment Intent-Curative  
ONC Head Neck Tumor Board-N/A  
ONC Head Neck Tumor Board-No  
ONC Head Neck Tumor Board-Yes  
ONC Head Neck Palliative Referral  
ONC Head Neck Hospice Referral  
ONC Head Neck Referral:  
ONC Head Neck Referral Service Unavail  
ONC Head Neck Referral Not Appropriate  
ONC Head Neck Pt Declined Referral

**REMINDER SPONSOR**

VHA ONCOLOGY

**REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_26  
VA-ONC HEAD NECK SURGERY RT  
VA-ONC HEAD NECK CLINICAL RT  
VA-ONC HEAD NECK RT RT  
VA-ONC HEAD NECK TREATMENT RT  
VA-ONC HEAD NECK TUMOR BOARD RT  
VA-ONC HEAD NECK ECOG RT  
VA-ONC HEAD NECK STAGING RT  
VA-ONC HEAD NECK PATHOLOGY RT  
VA-ONC HEAD NECK PRIMARY SITE RT  
VA-ONC HEAD NECK DATE DX RT  
VA-ONC HEAD NECK LAB RT  
VA-ONC HEAD NECK REFERRAL RT  
VA-ONC HEAD NECK RESPONSE RT  
VA-ONC HEAD NECK CHEMO RT  
VA-ONC HEAD NECK TITLE RT

**REMINDER DEFINITION**

VA-BODY SURFACE AREA

**REMINDER DIALOG**

VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK

VA-ONCOLOGY TREATMENT PLAN HEAD NECK

VA-ONCOLOGY MDC HEAD NECK

VA-ONCOLOGY HEAD NECK

**HEALTH SUMMARY TYPE**

VA-ONC HEAD NECK LAB

VA-ONC HEAD NECK PRIMARY SITE

VA-ONC HEAD NECK RESPONSE

VA-ONC HEAD NECK SURGERY

VA-ONC HEAD NECK CLINICAL

VA-ONC HEAD NECK RT

VA-ONC HEAD NECK CHEMO

VA-ONC HEAD NECK ECOG

VA-ONC HEAD NECK PATHOLOGY

VA-ONC HEAD NECK STAGING

VA-ONC HEAD NECK DX DATE

VA-ONC BSA HSO

VA-ONC HEAD NECK HEADER 1

VA-ONC HEAD NECK INTENT

VA-ONC HEAD NECK TUMOR BOARD

VA-ONC MDC PATH

VA-ONC MDC SURGERY

VA-ONC MDC RADIOLOGY

VA-ONC HEAD NECK REFERRAL

VA-ONC HEAD NECK HEADER 3

VA-ONC HEAD NECK HEADER 2

**HEALTH SUMMARY OBJECTS**

VA-ONC HEAD NECK LAB

VA-ONC HEAD NECK PRIMARY SITE

VA-ONC HEAD NECK RESPONSE

VA-ONC HEAD NECK SURGERY

VA-ONC HEAD NECK CLINICAL

VA-ONC HEAD NECK RT

VA-ONC HEAD NECK CHEMO

VA-ONC HEAD NECK ECOG

VA-ONC HEAD NECK PATHOLOGY

VA-ONC HEAD NECK STAGING

VA-ONC HEAD NECK DX DATE

VA-ONC BSA HSO

VA-ONC HEAD NECK HEADER 1

VA-ONC HEAD NECK INTENT  
VA-ONC HEAD NECK TUMOR BOARD  
VA-ONC MDC THORACIC PATH  
VA-ONC MDC THORACIC SURGERY  
VA-ONC MDC THORACIC RADIOLOGY  
VA-ONC HEAD NECK REFERRAL  
VA-ONC HEAD NECK HEADER 3  
VA-ONC HEAD NECK HEADER 2

#### **TIU DOCUMENT DEFINITION**

VA-ONC HEAD NECK LAB  
VA-ONC HEAD NECK PRIMARY SITE  
VA-ONC HEAD NECK RESPONSE  
VA-ONC HEAD NECK SURGERY  
VA-ONC HEAD NECK CLINICAL  
VA-ONC HEAD NECK RT  
VA-ONC HEAD NECK CHEMO  
VA-ONC HEAD NECK ECOG  
VA-ONC HEAD NECK PATHOLOGY  
VA-ONC HEAD NECK STAGING  
VA-ONC HEAD NECK DX DATE  
VA-ONC BSA HSO

## **Install Details**

---

This update is being distributed as a web host file. The address for the host file is:  
**[http://Redacted/UPDATE\\_2\\_0\\_26.PRD](http://Redacted/UPDATE_2_0_26.PRD)**

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

## **Installation**

---

*This update can be installed with users on the system, but it should be done during non-peak hours. Estimated Installation Time is greater than one hour.*

# 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      IH  Installation History
CHF  Create Host File                 LHF  Load Host File
CMM  Create MailMan Message           LMM  Load MailMan Message
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry      RI  Reminder Definition Inquiry
Select Action: Next Screen// LWH  Load Web Host File ←
Input the URL for the .prd file: http://[REDACTED]/UPDATE_2_0_26.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://Redacted /UPDATE\_2\_0\_26.PRD**

```
http://[REDACTED]/UPDATE_2_0_26.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\_16 VA-HEAD AND NECK CANCER DIALOGS in reminder exchange

```
+Item  Entry                                     Source                                     Date Packed
69  UPDATE_2_0_26 VA-HEAD AND NECK CANCER DIALOGS
70  UPDATE_2_0_27 VA-CHOICE DIALOGS
71  UPDATE_2_0_28 VA-MENINGOCOCCAL IMMUNIZATIONS
72  UPDATE_2_0_28 VA-MENINGOCOCCAL IMMUNIZATIONS
73  UPDATE_2_0_29 VA-HOMELESSNESS FOOD INSECURITY
+      + 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 (1-216): 69
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entry titled UPDATE\_2\_0\_26 VA-HEAD AND NECK CANCER DIALOGS (in this example it is entry 69, it will vary by site)

```

Component                                     Category   Exists
-----
Source:
Date Packed: 08/22/2017@13:17:24
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-ONCOLOGY HEAD NECK
  VA-ONCOLOGY MDC HEAD NECK
  VA-ONCOLOGY TREATMENT PLAN HEAD NECK
  VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK

REMINDER TERM
  VA-REMINDER UPDATE_2_0_26
Non-exchangeable TIU object(s):
-----
+   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.

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

After the initial components have installed,

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

```

Packed reminder dialog: VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK [NATIONAL DIALOG
Item  Seq.  Dialog Findings                                     Type   Exists
-----
  1    VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK             dialog
  2    5 VA-GP ONCOLOGY TREATMENT SUMMARY TITLE             group
      Finding: *NONE*
  3    10 VA-GP ONC TREATMENT SUMMARY INSTRUCTIONS          group
      Finding: *NONE*
  4    10.5 VA-EL ONC TS INSTRUCTIONS                      element
      Finding: *NONE*
  5    20 VA-EL ONCOLOGY PATIENT INFO HSO                 element
      Finding: *NONE*
  6    30 VA-BLANK LINE IN PN                               element   X
      Finding: *NONE*
+   + 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-ONCOLOGY TREATMENT SUMMARY HEAD NECK**

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

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

Packed reminder dialog: VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK [NATIONAL DIALOG  
 VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK (reminder dialog) installed from exchange

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK	dialog	X		
2	5	VA-GP ONCOLOGY TREATMENT SUMMARY TITLE Finding: *NONE*	group	X		
3	10	VA-GP ONC TREATMENT SUMMARY INSTRUCTIONS Finding: *NONE*	group	X		
4	10.5	VA-EL ONC TS INSTRUCTIONS Finding: *NONE*	element	X		
5	20	VA-EL ONCOLOGY PATIENT INFO HSO Finding: *NONE*	element	X		
6	30	VA-BLANK LINE IN PN Finding: *NONE*	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

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

**You will then be prompted to install the next Dialog component:**

Packed reminder dialog: VA-ONCOLOGY TREATMENT PLAN HEAD NECK [NATIONAL DIALOG]

Item	Seq.	Dialog Findings	Type	Exists		
1		VA-ONCOLOGY TREATMENT PLAN HEAD NECK	dialog			
2	5	VA-EL ONC TREATMENT PLAN TITLE Finding: *NONE*	element			
3	10	VA-GP ONC TP INSTRUCTIONS Finding: *NONE*	group			
4	10.5	VA-EL ONC TP INSTRUCTIONS Finding: *NONE*	element			
5	20	VA-EL ONCOLOGY PATIENT INFO HSO Finding: *NONE*	element	X		
6	50	VA-BLANK LINE IN PN Finding: *NONE*	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// IA

At the **Select Action** prompt, type **IA** to install the dialog – VA-ONCOLOGY TREATMENT PLAN HEAD NECK

Select Action: Next Screen// IA Install All

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

```
Packed reminder dialog: VA-ONCOLOGY TREATMENT PLAN HEAD NECK [NATIONAL DIALOG]
VA-ONCOLOGY TREATMENT PLAN HEAD NECK (reminder dialog) installed from exchange f
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY TREATMENT PLAN HEAD NECK	dialog	X
2	5	VA-EL ONC TREATMENT PLAN TITLE Finding: *NONE*	element	X
3	10	VA-GP ONC TP INSTRUCTIONS Finding: *NONE*	group	X
4	10.5	VA-EL ONC TP INSTRUCTIONS Finding: *NONE*	element	X
5	20	VA-EL ONCOLOGY PATIENT INFO HSO Finding: *NONE*	element	X
6	50	VA-BLANK LINE IN PN Finding: *NONE*	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
```

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

**You will then be prompted to install the next Dialog component:**

```
Packed reminder dialog: VA-ONCOLOGY MDC HEAD NECK [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY MDC HEAD NECK	dialog	
2	5	VA-GP ONC MDC HEAD NECK TITLE Finding: *NONE*	group	
3	5.5	VA-GP ONC MDC HEAD NECK INSTRUCTIONS Finding: *NONE*	group	
4	5.5.5	VA-EL ONC MDC HEAD NECK INSTRUCTIONS Finding: *NONE*	element	
5	10	VA-BLANK LINE IN PN Finding: *NONE*	element	X
6	15	VA-EL ONC HEAD NECK TUMOR BOARD Finding: ONC Head Neck Tumor Board-Yes (HEALTH FACTOR)	element	X
7		PXRM VISIT DATE MONTH REQUIRED	prompt	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-ONCOLOGY MDC HEAD NECK**

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

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

```
Packed reminder dialog: VA-ONCOLOGY MDC HEAD NECK [NATIONAL DIALOG]
VA-ONCOLOGY MDC HEAD NECK (reminder dialog) installed from exchange file.
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY MDC HEAD NECK	dialog	X
2	5	VA-GP ONC MDC HEAD NECK TITLE Finding: *NONE*	group	X
3	5.5	VA-GP ONC MDC HEAD NECK INSTRUCTIONS Finding: *NONE*	group	X
4	5.5.5	VA-EL ONC MDC HEAD NECK INSTRUCTIONS Finding: *NONE*	element	X
5	10	VA-BLANK LINE IN PN Finding: *NONE*	element	X
6	15	VA-EL ONC HEAD NECK TUMOR BOARD Finding: ONC Head Neck Tumor Board-Yes (HEALTH FACTOR)	element	X
7		PXRM VISIT DATE MONTH REQUIRED	prompt	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 then be prompted to install the next Dialog component:**

```
Packed reminder dialog: VA-ONCOLOGY HEAD NECK [NATIONAL DIALOG]
```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY HEAD NECK	dialog	
2	5	VA-GP ONC HEAD NECK TITLE MAIN* Finding: *NONE*	group	
3	5.5	VA-GP ONC HEAD NECK INSTRUCTIONS Finding: *NONE*	group	
4	5.5.5	VA-EL ONC HEAD NECK INSTRUCTIONS Finding: *NONE*	element	
5	10	VA-GP ONC HEAD NECK DIAGNOSIS HEADER Finding: *NONE*	group	X
6	15	VA-EL ONC HEAD NECK DX DATE* Finding: ONC Head Neck Date of Diagnosis (HEALTH FACTOR)	element	X
7		PXRM VISIT DATE MONTH REQUIRED	prompt	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-ONCOLOGY HEAD NECK**  
Select Action: Next Screen// **IA Install All**

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



```

Packed reminder dialog: VA-ONCOLOGY HEAD NECK [NATIONAL DIALOG]
VA-ONCOLOGY HEAD NECK (reminder dialog) installed from exchange file.

```

Item	Seq.	Dialog Findings	Type	Exists
1		VA-ONCOLOGY HEAD NECK	dialog	X
2	5	VA-GP ONC HEAD NECK TITLE MAIN* Finding: *NONE*	group	X
3	5.5	VA-GP ONC HEAD NECK INSTRUCTIONS Finding: *NONE*	group	X
4	5.5.5	VA-EL ONC HEAD NECK INSTRUCTIONS Finding: *NONE*	element	X
5	10	VA-GP ONC HEAD NECK DIAGNOSIS HEADER Finding: *NONE*	group	X
6	15	VA-EL ONC HEAD NECK DX DATE* Finding: ONC Head Neck Date of Diagnosis (HEALTH FACTOR)	element	X
7		PXRM VISIT DATE MONTH REQUIRED	prompt	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 then see the prompts to install the health summary components, you will choose **I to install** all new health summary components, you can choose **O to Overwrite** any components that already exist.

```

Component                                     Category  Exists
Source:
Date Packed: 08/22/2017@13:17:24
Package Version: 2.0P35

Description:
The following Clinical Reminder items were selected for packing:
REMINDER DIALOG
  VA-ONCOLOGY HEAD NECK
  VA-ONCOLOGY MDC HEAD NECK
  VA-ONCOLOGY TREATMENT PLAN HEAD NECK
  VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK
REMINDER TERM
  VA-REMINDER UPDATE_2_0_26
Non-exchangeable TIU object(s):
-----
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
IA  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 Completed

## Post-Install Set-up Instructions

**1. The following dialog elements were created LOCAL so local content can be added. Site may choose to disable these dialog elements if desired.**

- a. VAL-GP ONC DASHED LINE SHOW (line shows in dialog and progress note for organization can be disabled, if desired)
- b. VAL-GP ONC PT REC IV CHEMO (can edit to suppress check boxes)
- c. VAL-GP ONC PT REC PO CHEMO (additional content can be added, if desired)
- d. VAL-GP ONC TP EDUCATION (edit to add local oncology clinic info to help reduce typing for providers)
- e. VAL-GP ONC TP TEAM MEMBERS (edit to local oncology provider info to help reduce typing for providers)
- f. VAL-GP ONC TS FUTURE (edit to add local oncology team members and frequency of return visits)
- g. VAL-GP ONC TS GENETIC COUNSELING (can add additional genetic counseling information)
- h. VAL-GP ONC TS IMAGING (edit imaging and follow up tests)
- i. VAL-GP ONC TS LAB TEST (edit to add additional lab tests)
- j. VAL-GP ONC TS RESOURCES (edit to add any hyperlinks/websites)
- k. VAL-GP ONC TS SURVEIL OTHER (edit to add other surveillance type)
- l. VAL-GP ONC TS SURVEILLANCE (edit to add additional cancer surveillance)
- m. VAL-EL ONC VITAL SIGNS HSO (contains weight, height, BP, and pulse, edit to add/remove additional VS objects. If site wants to disable VS element, will also need to disable VAL-GP ONC VITAL SIGNS dialog element).
- n. VAL-GP ONC PHYSICAL EXAM (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
- o. VAL-GP ONC REVIEW OF SYSTEMS (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
- p. VAL-GP ONC PRESENT ILLNESS (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
- q. VAL-GP ONC INTERVAL HX (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
- r. VAL-GP ONC ASSESSMENT PLAN (contains 50 character length, 2 line word processing field, edit if additional/less lines are needed)
- s. VAL-GP ONC MDC HEAD NECK CONSULTS (edit to add local consult/quick order)
- t. VAL-GP ONC MDC HEAD NECK MEMBERS (edit to add local providers)

2. **Replace embedded TIU Objects in the following element only if National objects does not exist or work properly.**

**a. Dialog: VA-EL ONCOLOGY PATIENT INFO HSO**

Embedded TIU Objects:	Description
PATIENT NAME	Displays patient name
PATIENT DATE OF BIRTH	Displays patient's date of birth
PATIENT WEIGHT	Displays patient's weight
PATIENT HEIGHT	Displays patient's height
BLOOD PRESSURE	Displays patient's blood pressure
PULSE	Displays patient's heart rate

**b. Dialob: VAL-EL ONC ACTIVE MED HSO**

Embedded TIU Objects:	Description
ACTIVE MEDICATIONS	Displays patient's active medications

**3. Enable the dialogs.**

Adding dialog to the TIU Reminder Dialog Parameter (starting from the Reminder Manager Menu).

The following is an example of enabling a dialog so that it can be attached to a Personal or Shared template or note title. You will need to repeat this step for all of the dialogs contained in this update.

Select Reminder Managers Menu <TEST ACCOUNT> Option: **CP** CPRS Reminder Configuration

From the Reminders Manager Menu Option:

- 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
- NP New Reminder Parameters
- GEC GEC Status Check Active

WH WH Print Now Active

Select CPRS Reminder Configuration Option: **TIU** TIU Template Reminder Dialog Parameter Reminder Dialogs allows 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 [NAME OF YOUR DIVISION]  
5 System     SYS [YOURSERVER.YOURSITE.MED.VA.GOV]  
Enter selection: 5   System [YOURSERVER.YOURSITE.MED.VA.GOV]  
Setting Reminder Dialogs allows as Templates for System:  
YOURSERVER.YOURSITE.MED.VA.GOV  
Select Display Sequence: ?   ← enter ? to determine last sequence number

Display Sequence Value

-----  
1           DAY COMBINED TOBACCO USER  
2           PATIENT EDUCATION ASSESSMENT  
3           IMMUNIZATION CLINIC DIALOG  
4           RD 580 NEU 562 DYSPHAGIA SCREENING TOOL  
...412       NON VA CARE COORDINATION NOTE (D)   ← last sequence  
**number on my list yours will be different Choose a number not on your list**

Select Display Sequence: 413  
Are you adding 413 as a new Display Sequence? Yes// YES  
Display Sequence: 413// 413  
Clinical Reminder Dialog: **VA-ONCOLOGY** HEAD/NECK reminder dialog   NATIONAL  
...OK? Yes// (Yes)

Repeat for the additional three dialogs: VA-ONCOLOGY MDC HEAD NECK  
VA-ONCOLOGY TREATMENT PLAN HEAD NECK  
VA-ONCOLOGY TREATMENT SUMMARY HEAD NECK

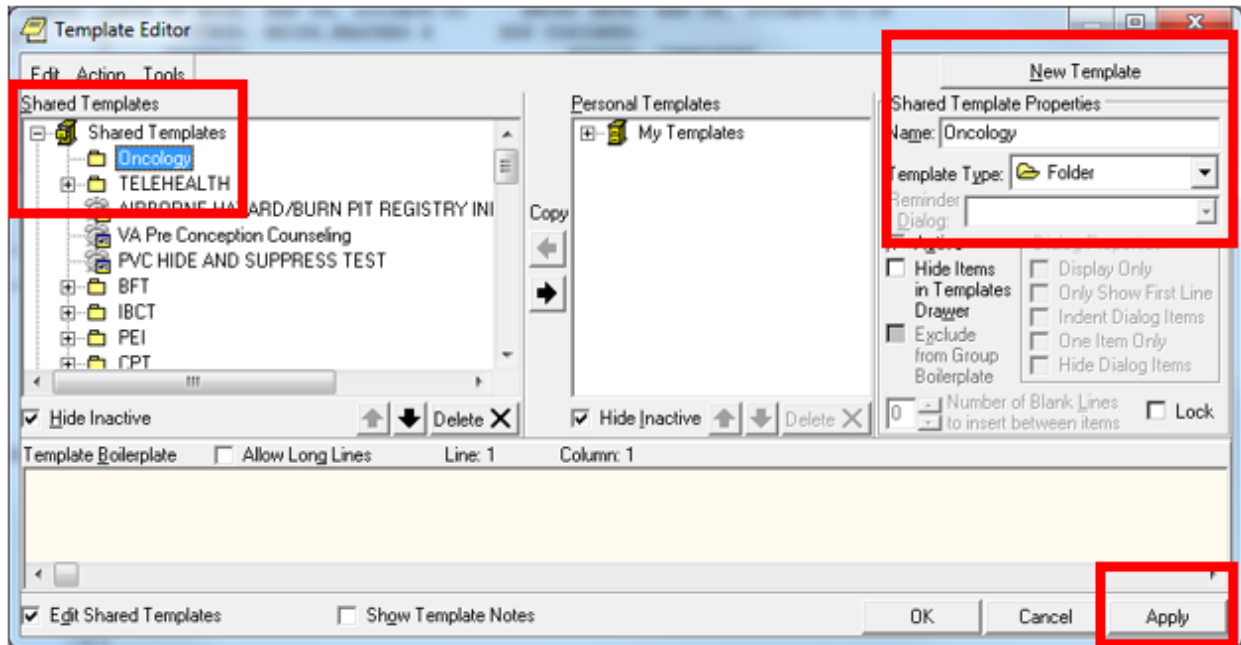
4. The National Oncology reminder dialogs can be used as templates and/or standalone notes. It is a local decision. Collaborate with Hematology/Oncology staff to determine how the dialogs will be used. The National Oncology Program Office will be releasing additional reminder dialogs so it is important to establish an appropriate location, such as shared folder with a separate folder for each type of cancer. Please follow Local naming convention guidelines in place at your facility.

#### **Creating a shared folder**

Open template editor  
Click + sign Shared Templates  
Click on New Template button

Type Oncology  
Select folder in Template Type box  
Click Apply lower right corner

EX: Creating Shared Folder

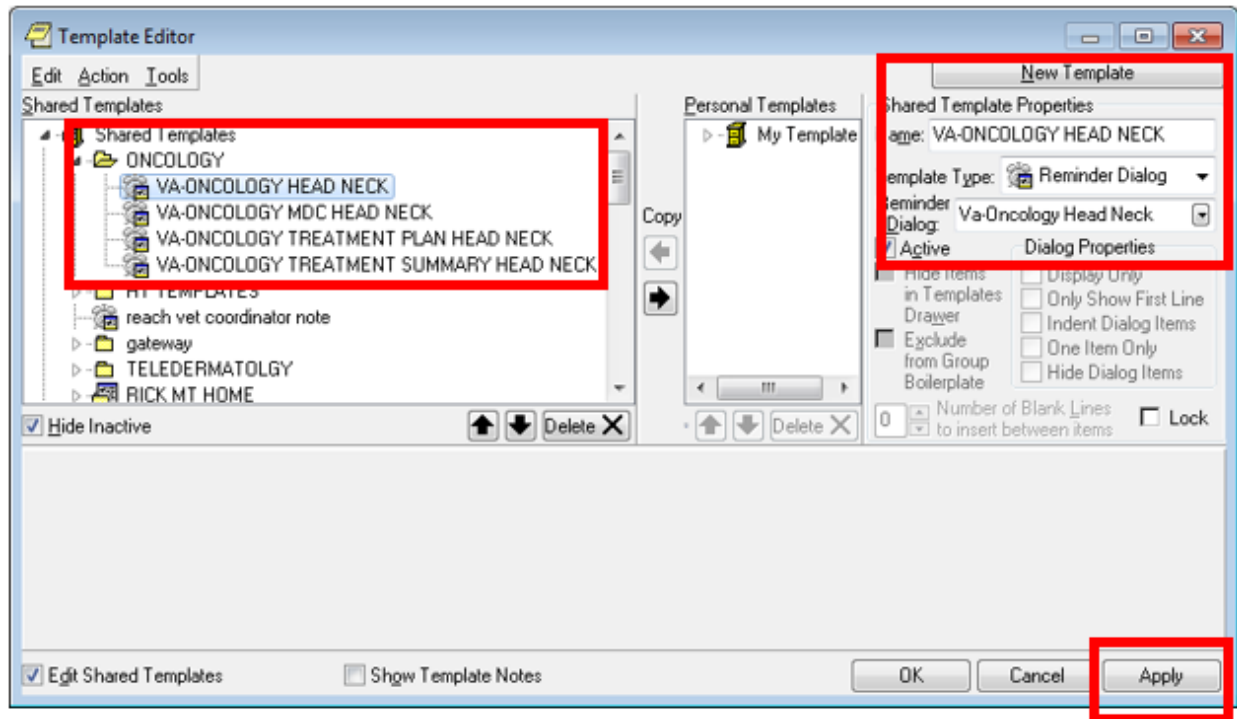


## 5. Creating a shared templates

Open template editor  
Click + Shared templates  
Locate Oncology folder and click on it  
Click New Template button  
Type VA-ONCOLOGY  
Select Reminder Dialog in template Type box  
Type VA-ONCOLOGY in Reminder Dialog box  
Click Apply lower right corner

Repeat for all four templates

## EX: Creating Shared Template



### 6. Setup of Note titles

If your site uses the reminder dialogs as stand-alone notes, you will need to create a new note title for each dialog included in this update.

*All note titles are to be mapped to the following VHA Enterprise Standard Title:*  
**HEMATOLOGY AND ONCOLOGY NOTE.**

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

### 7. Linking progress note to reminder dialog

The following is an example of attaching a dialog to an associated note so that it can be used as a standalone note. You will need to repeat this step for all of the dialogs contained in this update.

From Template Editor

Edit Shared Template

Click + Document Titles

Click New Template button

Type VA-Oncology Head Neck (OR YOUR LOCAL NOTE TITLE) in Name box

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

Type VA-ONCOLOGY in Reminder Dialog box  
Type VA-Oncology Head Neck in Associated Title Box  
Click Apply in lower right corner

Repeat for all four templates.

### EX: Linking progress note to dialog

