CPRS Basic Tasks

**Basic tasks**

- Sign in, change password
- Navigate tabs
- Add problems from problem list and encounter form
- **Order and Document Medications**
  - Order VA medicines
  - Document non-VA medicines
  - Refill medicines
  - Renew medicines
  - Order medications using MUE
  - Order medications using non-formulary requests
- Order labs
- Order consults
- Order imaging
- Order blood products
- Access general inpatient and outpatient orders using Clinician Orders (Full Menu) on orders tab
- Use order sets
- Record allergy, remove allergy
- Create new note
  - Add addendum to note
  - Record attending
  - Identify cosigner (for residents)
  - Select note title (see options for default setup)
- Fill out Encounter
- Answer a consult
- Process a consult (add comments for schedulers, PCP)
- **View Labs**
  - Cumulative
  - Lab Status
  - Graphs
  - Worksheets
- **View Reports**
  - Radiology/Imaging
  - Pharmacy
- **View Alerts (tricks and pitfalls)**
- **Process Notifications**
  - Right click to remove
  - Right clicking on next tab to renew (so it won’t disappear)
Advanced Tasks

• Quick Orders
  o Save Quick orders for meds (done from order tab)
  o Save Quick orders for imaging (done from order tab)
• Templates
  o Create a new template
  o Create Interactive and dialog template components
  o Find and request template fields
  o Manage and organize templates
  o Use shared templates
  o Copy and edit shared templates
  o Use data objects
  o Use template fields
• Options
  o List/team selection and setup
  o Surrogate settings
  o Configure Note title preferences

Points of discussion

• Copying and pasting
• What to put and not to put in progress notes.
• Appropriate use of addenda (when to start a new note vs. adding to an existing note)
• Annotation of problems
• Progress note templates do’s and don’ts
• Using notes tab, custom views
• Navigating menus
• Clinical reminders