



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **VistA Imaging Capture and Display Training**

Announcement and Agenda

2015

Office of Information Technology (OIT)  
Division of Information Technology

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## 1.0 General Information

### 1.1 Intended Audience

VistA Imaging coordinator, IT staff, HIMS Chief and/or supervisor, and CAC's. Those trained will be responsible for trouble-shooting, software configuration, and on-going end user training at their local site. HIMS Staff will be responsible for assuring site compliance with medical record practices associated with VistA Imaging applications

### 1.2 Support

- VA Helpdesk: (888) 596-4357 or email [vasd@va.gov](mailto:vasd@va.gov)
- VistA Imaging listserve:  
[http://www.ihs.gov/vistaimaging/index.cfm?module=vista\\_listserv](http://www.ihs.gov/vistaimaging/index.cfm?module=vista_listserv)

### 1.3 Menus and Security Keys

#### 1.3.1 Secondary Menu Options in RPMS

- MAG WINDOWS    Access to program
- MAG SYS MENU    Imaging System Manager Menu

#### 1.3.2 Security Keys in RPMS

##### **Capture**

- MAG SYSTEM- Supervisor Only
- MAG DELETE- Supervisor Only
- MAG ANNOTATE MGR- Supervisor
- MAG EDIT- QA Review
- MAG QA REVIEW
- MAG ROI
- MAGCAP ADMIN
- MAGCAP TIU
- MAGCAP PHOTOID
- MAGCAP RAD
- MAG CAPTURE

- MAG NOTE EFILE

**Display**

- MAGDISP CLIN
- MAGDISP ADMIN

## 2.0 Detailed Agenda

### 2.1 Day 1

Topic
<b>Training for HIM Supervisor</b> <ul style="list-style-type: none"><li>• Setup for Capture workstation<ul style="list-style-type: none"><li>– Review Security keys and Secondary Menus</li><li>– Setting up Imaging shortcuts in EHR/rational of the approach</li><li>– Workstation Configuration Editor</li><li>– Mag.ini file</li><li>– VistA Imaging Capture in general (all aspects of the capture window)</li><li>– Indexing terms</li><li>– Setting the default Origin field</li><li>– Creating a VistA Imaging location in the Scheduling Package<ul style="list-style-type: none"><li>• Setting Default Location</li></ul></li><li>– Setting up buttons for Administrative documents</li><li>– Setting up buttons for Clinical documents with note titles</li><li>– Hold buttons and locked buttons and the significance of use</li><li>– User Preference settings</li></ul></li><li>• Using Capture workstation<ul style="list-style-type: none"><li>– Scanning Clinical documents<ul style="list-style-type: none"><li>• E-file without signature</li><li>• Creating Unsigned note to attach document</li><li>• Attaching to existing notes</li></ul></li><li>– Adding addendums to notes already authored</li><li>– Marking images as Controlled</li><li>– Blocked images- TIU Business Rules</li><li>– Scanning Administrative documents</li><li>– Importing images- discussion of digital photography and Q/A process</li></ul></li></ul>

## 2.2 Day 2

Topic
<ul style="list-style-type: none"><li>• Using Capture workstation- more practice</li><li>• Using VistA Imaging Display<ul style="list-style-type: none"><li>– Main Display</li><li>– Abstract and Group Windows</li><li>– Image List Window</li><li>– Filters and the significance</li><li>– Full Resolution Viewing window</li><li>– Printing</li><li>– Delete Key and the deleting process</li><li>– Deleting images with the Delete place holder</li><li>– Filing/shredding</li></ul></li><li>• Quality Assurance<ul style="list-style-type: none"><li>– Using the QA review and QA Report functions</li></ul></li><li>• Review Policy and Procedure Documents</li><li>• Site specific questions</li><li>• Troubleshooting<ul style="list-style-type: none"><li>– Restarting the RPC Broker</li></ul></li></ul>