



RESOURCE AND PATIENT MANAGEMENT SYSTEM

RPMS EHR
Remote Configuration & Test

Announcement and Agenda

March 26, 27 & 28 - 2013

IHS Office of Information Technology (OIT)
Aberdeen Area Office, South Dakota
National Indian Health Board (NIHB) Regional Extension Center (REC)
United South and Eastern Tribes (USET) Regional Extension Center
And
The Ponca Hills Health and Wellness Center
Norfolk, NE

Table of Contents

1.0	General Information	3
1.1	Purpose of Training	3
1.2	Prerequisites	3
1.3	Intended Audience	4
1.4	Course Materials and References	4
1.5	Ponca Hills Health & Wellness Center Deployment Team.....	5
2.0	Learning Objectives	6
3.0	Detailed Agenda.....	7
3.1	Day 1	7
3.2	Day 2.....	8
3.3	Day 3.....	8

1.0 General Information

1.1 Purpose of Training

The Resource Patient Management System Electronic Health Record (RPMS EHR) is a suite of software applications designed to move most clinical transactions from paper-based to an electronic environment. The EHR uses upgrades of existing RPMS applications and clinical data, but provides a graphical user interface (GUI) that facilitates access to and direct entry of this data by clinical users. The two most significant clinical enhancements provided by the EHR are the direct entry of orders (pharmacy, laboratory, radiology, nursing, etc.) by providers, and the on-line documentation of clinical encounter notes. In addition, the EHR will make clinical decision support tools available to providers at the point of care, and will make the medical record immediately accessible to all authorized users.

Implementation and maintenance of an electronic medical record (EMR) at any health care organization is a complex and lengthy process, requiring preparation and changes in essentially all areas of a medical facility. Rolling out an electronic record system at any facility will require a considerable training effort at the time of implementation, as well as an ongoing program of training and support.

This EHR Remote Support Activity is to facilitate EHR related knowledge and EHR Configuration for Ponca Hills Health & Wellness Center.

Disclaimer: There are many RPMS packages (i.e., Reminders, Pharmacy, Scheduling and ICARE) that have separate training sessions. This Remote Activity is focused on the RPMS EHR application. Please see the RPMS Training Web Site for a forthcoming training in your area.

The objective of this Remote Web Conference Support Activity is to train and review the Advanced User Concepts for the Electronic Health Record processes and practices with specific roles in the Clinical Application Coordinator (CACs) area and the EHR Team.

This "virtual" remote support activity will be provided via Remote Web Conference and hosted by the (a) IHS Office of Information Technology and (b) Ponca Hills Health & Wellness Center . The Ponca Hills Health & Wellness Center EHR Team will participate using their own local database. The OIT EHR Consultants will provide support via Web Conference using the educational techniques of lecture, discussion, scripts, and "hands-on" computer experience with the RPMS EHR clinical application.

1.2 Prerequisites

None

1.3 Intended Audience

Physicians, Medical Providers, Nurses, Dentists, Pharmacists, Registered Dietitians, Therapists, Clinical Application Coordinators, GPRA, IPC, and MU Coordinators, Case Managers, Medical Records, and Health Informaticist

1.4 Course Material and References

- Course Agenda (this document)
- EHR Web Site : <http://www.ihs.gov/EHR/>
- EHR/ RPMS Enhancement Request:
<http://www.ihs.gov/RPMS/index.cfm?module=feedback&option=add&newquery=1>
- EHR FTP Site: <ftp://ftp.ihs.gov/pubs/EHR/>
- Meaningful Use Site: <http://www.ihs.gov/meaningfuluse/>
- RPMS Training Page: <http://www.ihs.gov/RPMS/index.cfm?module=Training>
- RPMS and EHR Manuals :
<http://www.ihs.gov/RPMS/index.cfm?module=Applications>
- Aberdeen Area Share Point: <http://workgroups.ihs.gov/sites/abr/default.aspx>
- National Plan & Provider Enumeration System:
<https://npiregistry.cms.hhs.gov/NPPESRegistry/NPIRegistryHome.do>

Ponca Hills Health & Wellness Remote Deployment Team

- 1.5 Indian Health Service Office of Information Technology (OIT)
- Deborah Burkybile RN, OIT EHR Training and Deployment Manager
 - Mollie Ayala, MHI, OIT USET EHR Coordinator
 - Catherine Whaley, PMP, EHR Project Manager
 - Janna Morris, OIT USET Lab Consult
 - Pam Spaeth, OIT USET Lab Consult
 - Jennete Chase-Wilson, OIT USET Lab Consult
 - Mike Allen, OIT USET Pharmacy Consult
- 1.6 Aberdeen Area (ABR):
- Leslye Rauth, CAC, Aberdeen Area Clinical Application Coordinator
 - Jon Schuchardt, PharmD, Aberdeen Area Pharmacy Consultant
 - Kathy Bad Moccasin, Aberdeen Area Business Office Manager
 - Dr. Cuny, MD, Aberdeen Area Chief Medical Officer
 - Mary Lynn Eagle Staff, RN, Aberdeen Area Chief Nursing Officer
 - Ron Redwing, Aberdeen Area Tier 2 Support
 - Martin Hall, Aberdeen Area Tier 2 Support
 - Scott Anderson, Aberdeen Area Meaningful Use Consultant
- 1.7 United South and Eastern Tribes (USET) REC:
- Kelly Samuelson, CAC Mentor, USET Contractor
- 2.4 Fred Leroy Health Center and Ponca Hills Health Center and Wellness Center - Team
- Cynthia Brennan – Ponca Hills Health and Wellness Center - CAC
 - Jan Mullins – Fred Leroy Health Center – Business Officer Manager
 - Dennis Schufeldt - Fred Leroy Health Center Pharmacist
 - Hillary Farley – Ponca Hills Health Center IT & DM Management
 - Colleen Cass - Fred Leroy Health Center – HIM
 - Mark Wilderman, RN- Fred Leroy Health Center – Immunization Package Owner

2.0 Learning Objectives

- This hands-on activity provides a review of the RPMS packages and preparation required for EHR implementation. Included in this course, participants are provided with the knowledge, skills, and abilities to fully utilize the EHR and instruct other clinicians in its use and offer participants the tools necessary for setting up the EHR. At the end of this session participants will be able to:
- Provide an overview of the Resource Patient Management System Electronic Health Record (RPMS EHR)
- Review Meaningful Use
- Review RPMS Package Optimization
- Examine the EHR framework
- Define the expectations, roles and responsibilities of the (a) "Clinical Application Coordinator" (CAC), (b) EHR "Super User", (c) Site Manager, (d) RPMS Informaticist, (e) Meaningful Use Coordinator and (f) other EHR Implementation Team Members.
- Review and Troubleshoot:
 - Notifications
 - Allergies & vitals
 - Progress Notes
 - Exams & Health Factors
 - Patient Education
 - Immunizations
 - Consult
 - Problem List
 - Historical Services
 - Family History
 - Parameters
 - Printing
 - Postings
- Review and troubleshoot pharmacy, laboratory, and radiology
 - Order Entry
 - Order Menus
 - Quick Orders
 - Order Checks
- Set up a "User" and "User" management including Person Class and NPI
- Set up a CAC with keys and menu management
- Review and configure Quick Notes
- Demonstrate Fileman – inquire and search

3.0 Detailed Agenda – Time Zone is Central Time

3.1 Day 1

Day 1 – March 26 - Tuesday	
8:30 – 4:30	<p>Welcome and Introductions: All Deborah Burkybile, Leslye Rauth, Kelly Samuelson, Mollie Ayala, Kelly Samuelson, Kathy Bad Moccasin, Mary Lynn Eagle Staff, Dr. Cuny, Chris Saddler, Mike Allen, Leslye Rauth, Janna Morris, Jennie Chase Wilson, Pam Spaeth, Martin Hall, Jon Schuchardt, Ron Redwing and Catherine Whaley</p> <p>Cynthia Brennan – Ponca Hills Health and Wellness Center - CAC Jan Mullins – Fred Leroy Health Center – Business Officer Manager Dennis Schufeldt - Fred Leroy Health Center Pharmacist Hillary Farley – Ponca Hills Health Center IT & DM Management Colleen Cass - Fred Leroy Health Center – HIM Mark Wilderman, RN- Fred Leroy Health Center – Immunization Package Owner</p> <p>At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Provide an Overview of the Multi Divisional Configuration Process
	<p>Multi-Divisional Configuration & Test Package Parameter Setup:</p> <ul style="list-style-type: none"> • Institutional File – Cynthia Brennan & Chris Saddler • Medical Center Division file – Cynthia Brennan & Chris Saddler • User and Provider File – Cynthia Brennan & Chris Saddler • Location File – Cynthia Brennan & Chris Saddler • PCC Master Control File – Deborah Burkybile • Testing Coding Queue Kelly Samuelson & Kathy Bad Moccasin • Patient Registration - Kelly Samuelson & Kathy Bad Moccasin & Jan Mullins • Scheduling - Kelly Samuelson & Kathy Bad Moccasin & Jan Mullins • PCC Data Entry - Kelly Samuelson & Kathy Bad Moccasin & Colleen Cass • Testing Coding - Queue Kelly Samuelson & Kathy Bad Moccasin & Colleen Cass • Adverse Reaction Tracking - Dennis Schufeldt & Jon Schuchardt • Immunizations - Mark Wilderman, RN – Package Owner • Diabetes – Hillary Farley • Pharmacy Menu - Dennis Schufeldt & Jon Schuchardt • Lab Menu - Janna Morris, Jennie Chase Wilson, Pam Spaeth & Cynthia Brennan
	Lunch will be scheduled according to programmatic needs
	Wrap Up and Review

Day 2 – March 27 – Wednesday		
8:30 – 4:30		
	<p>Multi-Divisional Configuration & Test Package Parameter Setup:</p> <ul style="list-style-type: none"> • Pharmacy - Dennis Schufeldt & Jon Schuchardt <ul style="list-style-type: none"> ○ IHS Parameters • Laboratory - Janna Morris, Jennie Chase Wilson, Pam Spaeth & Cynthia Brennan <ul style="list-style-type: none"> ○ BLR Master Control File ○ Quick Orders & Quick Order Menus (Divisions) ○ POC Tests (Divisions) ○ Taskman Settings ○ File 60 Test Setup (Divisions) ○ Accession Areas (Divisions) • Text Integration Utility – Deborah Burkybile & Cynthia Brennan • Notes, Note Titles, and Business Rules - Kelly Samuelson & Cynthia Brennan • Quick Notes – Kelly Samuelson & Cynthia Brennan • CPRS and Orders - Deborah Burkybile & Cynthia Brennan • EHR Parameters - Deborah Burkybile & Cynthia Brennan • EHR Notifications – Kelly Samuelson & Cynthia Brennan • ICD-9 and CPT Pick Lists – Kelly Samuelson & Cynthia Brennan • Default Printer Configuration & Test (Marty Hall & Ron Redwing) 	
	Lunch will be scheduled according to programmatic needs	
	Wrap Up and Review	
Day 3 – March 28 – Thursday		
8:30 – 4:30	Visit - Start to Finish Deborah Burkybile & Cynthia Brennan – Lead All	
	Lunch will be scheduled according to programmatic needs	
	Wrap Up and Review	