



RESOURCE AND PATIENT MANAGEMENT SYSTEM

EHR RPMS Laboratory Information System Announcement and Agenda

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&
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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 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.

The training consists of lecture with PowerPoint presentations, demonstration of the tool, and hands-on exercises using individual computer terminals and a simulated training database.

1.2 Prerequisites

Participants must have a background in the Resource Patient Management System Electronic Health Record (RPMS-EHR) healthcare documentation. Each participant must have access to a computer with internet connection and a separate telephone line to dial into the web conferencing number. Participants must have access to their facility's RPMS EHR system (roll and scroll, EHR GUI) as the Clinical Applications Coordinator (CAC) and Laboratory Information System Manager (LISM).

1.3 Intended Audience

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

1.4 Course Material and References

1.4.1 At the IHS xxxx FTP Site

The following materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/RPMS/Training/ThisCourse/>:

- Course Agenda (this document)

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1.4.2 At the IHS xxxx Website

- Document Title
(<http://www.ihs.gov/xxxx/subdirectory/namespace/docName.pdf>)

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If a web link fails to open the document, browse to:
http://www.ihs.gov/xxxx/index.cfm?module=Applications&option=View&AC_ID=0 and select the **applicationName(namespace)** option to locate the newest version.

2.0 Learning Objectives

This hands-on class provides a basic overview of the RPMS-LIS and preparation required for processing Laboratory Tests. Participants are provided with the knowledge, skills, and abilities to use the RPMS-LIS in its use and offer participants the tools necessary for processing and reporting Laboratory Tests. At the end of this session participants will be able to:

1. Use and navigate lab package.
2. Perform basic RPMS tasks.
3. Order Laboratory Tests.
4. Accession Laboratory Tests.
5. Track Laboratory Tests.
6. Result Laboratory Tests.
7. Configure tests and panels.
8. Configure and use the Point of Care Button (POC).
9. Describe the Reference LIS Interface.
10. Generate Patient LIS Reports.
11. Populate Auto Instrument and Load/Worklist files.
12. Populate CPT code file.
13. Mapping Reference lab tests.
14. Maintenance of the RPMS Lab Package.
15. Use and monitor Reference Lab Interface.
- 16.

3.0 Detailed Agenda

3.1 Day 1

Day 1		
9:30	<p>Welcome and Introductions OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Review the course agenda • Navigate the Adobe sessions • Review how to enroll in class • Ensure Privacy and Security of Personal Health Information (PHI) 	
10:00	<p>Overview of ThinkTank© (cont.) OIT/USET/EHR Clinical Lab Consultants At the end of this session participants should be able to:</p> <ul style="list-style-type: none"> • Review previous ThinkTank© session • Utilize ThinkTank© for brainstorming and ideas • Log Issues, Challenges and Parking Lots 	
10:15	<p>Intro to RPMS OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> • Execute basic RPMS functions. 	Day 1 – 1.1
11:15	<p>Intro to RPMS hands on Exercise</p>	Day 1 – 1.2
12:00	Lunch	
1:00	<p>Ordering in EHR/RPMS OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> • Order and describe ways to order Laboratory Tests: <ul style="list-style-type: none"> – Quick Orders. – Without Quick Orders. – Paper Requisitions. • Describe options for “Nature of Order” (Written, verbal, telephone, policy, electronic): <ul style="list-style-type: none"> – Discuss RPMS CPRS CPOE Report. <p>Find and review orders.</p>	Day 1 – 1.3
1:45	<p>Class Activity: Ordering in EHR/RPMS OIT/USET/EHR Clinical Lab Consultants</p> <ul style="list-style-type: none"> • Order Lab tests on Four Different Demo/Test Patients • Open Orders Tab and change view • Locate the order placed • Write down patient names and/or chart numbers, and order numbers for the next activity • View Lab Test Status 	Day 1 – 1.4
2:15	<p>Accessioning in RPMS OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> • Accession tests. 	Day 1 – 1.5

	<ul style="list-style-type: none">• Anatomy of an accession number• Discuss printing Labels and/or shipping manifest for Reference LIS Perform Accessioning (exercise).	
2:45	Class Activity: Accessioning in RPMS <ul style="list-style-type: none">• Retrieve patients and orders numbers from previous activity• Accession orders and record the accession numbers for the next activity• View Lab Test Status	Day 1 – 1.6
3:30	Adjourn <ul style="list-style-type: none">• Wrap-up	

Day 2		
9:30	Morning Greeting <ul style="list-style-type: none"> • Questions from yesterday 	
9:45	Result Lab Tests OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to result a Lab test through utilization of: <ul style="list-style-type: none"> • EA (auto-instruments/ref Lab). • EM (manual/modify). • Result comments. • Notification process. • The Reference Lab Interface. 	Day 2 – 2.1
10:15	Class Activity: Result Lab Tests OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Retrieve patients and accession numbers from previous activity • Result each accessioned test • View Lab Test Status 	Day 2 – 2.2
10:45	Test Configuration OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Make a Data Name • Build a new test (Atomic test) • If it is a POC test use the BLR POC Control file 	Day 2 – 2.3
11:15	Panel Configuration OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Build a new Panel 	Day 2 – 2.4
12:00	Lunch	
1:00	POC Configuration OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Configure POC button • Use POC button 	Day 2 – 2.5
1:30	Class Activity: Test Configuration, Panel Configuration, POC Configuration	
2:30	Load/Worklist and Auto Instrument Files OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Configure load/worklist • Confiture auto instrument file 	Day 2 – 2.6 & 2.7
3:30	Adjourn <ul style="list-style-type: none"> • Wrap-up 	

Day 3		
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9:30	Morning Greeting <ul style="list-style-type: none"> • Questions from yesterday 	
9:45	Class activity: Load/Worklist and Auto Instrument	
10:45	Mapping Reference Lab Tests OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Map reference lab test 	Day 3 – 3.1
11:15	Class Activity: Mapping Reference Lab Tests	Day 3 – 3.9
11:45	Editing the Lab CPT file OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Populate CPT codes. 	Day 3 – 3.2
12:00	Class Activity: Editing the Lab CPT file	Day 3 – 3.3
12:30	Lunch	
1:30	Tracking Laboratory tests OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Compare and contrast Laboratory Reports within the EHR Lab tab and Reports tab. • Generate a Laboratory Interim Report. • Display EHR Patient Visit. • Use EHR Lab tab: <ul style="list-style-type: none"> ○ Most recent. ○ Cumulative. ○ All tests by date. ○ Worksheet. ○ Graph. ○ Order test Status. ○ Look up accession 	Day 3 – 3.4
2:00	Class Activity: Tracking Laboratory Tests	Day 3 – 3.9
2:30	Laboratory Reports OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Use EHR Lab tab: <ul style="list-style-type: none"> ○ Most recent. ○ Cumulative. 	Day 3 – 3.5
3:00	Class Activity: View Laboratory Reports	Day 3 – 3.9
3:30	Adjourn <ul style="list-style-type: none"> • Wrap-up 	

Day 4		
9:30	Morning Greeting <ul style="list-style-type: none"> • Questions from yesterday 	
9:45	Reference Lab Interface OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to <ul style="list-style-type: none"> • Overview the process • Clearly delineate the Preliminary steps required • Contacting Reference Lab Representative • Client needs assessment • Contract negotiation and signed • Reference Lab contacts Cimmaron • Cimmaron places site into Queue • Connectivity Established • Acquire label printers and other required hardware 	Day 4 – 4.1
10:45	EHR TIU Data Objects OIT/USET/EHR Clinical Lab Consultants At the end of this session, participants should be able to: <ul style="list-style-type: none"> • Define an object • Compare & contrast the difference between TIU objects and VA Health Summary Objects • Describe the type of objects that can be created using TIU objects • Describe the type of objects that can be created using the VAHS objects Create Laboratory TIU Objects	Day 4 – 4.2
12:00	Lunch	
1:00	Tips and Tricks OIT/USET/EHR Clinical Lab Consultants	Day 4 – 4.3
2:00	Class Activity: Review of Lab Processes OIT/USET/EHR Clinical Lab Consultants <ul style="list-style-type: none"> • Order test • Accession test • Run Incomplete Test Status report • Result test • Run Incomplete Test Status report • Look-up results 	
3:30	Adjourn <ul style="list-style-type: none"> • Review ThinkTank© • Wrap-up • Discuss Office Hours 	