RESOURCE AND PATIENT MANAGEMENT SYSTEM

Electronic Health Record

(EHR)

Setup Guide

Version 1.1 Patch 5
July 2009

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Preface

This document provides a review of the new features for RPMS-EHR 1.1, Patch 5.

Table of Contents

1.0   Introduction

This document provides a overview of RPMS-EHR 1.1 Patch 5 and assumes that the site has already completed the setup for RPMS-EHR 1.1.

PLEASE thoroughly review this manual, patch notes, and requirements.

2.0   Setup Checklist

This information indicates the requirements prior to loading RPMS-EHR 1.1, Patch 5.

```
VA Kernel v8.0 or later
   VA FileMan v22.0 or later
   Cache v5.0 or later
   EHR*1.1*1
   The Lab POC component included in this distribution requires
      LR*5.2*1025 to be installed.
   The Suicide Form included in this distribution requires that the
      following RPMS patches be installed:
      IHS RPC Broker v1.5, Patch 2 (BGU*1.5*2)
      Mental Health Package v3.0 patch 7
      IHS RPMS/PCC Data Entry v2.0 patch 8
```

Figure 2-1: Requirements prior to loading RPMS-EHR 1.1, Patch 5

The following steps are recommended after installing RPMS-EHR 1.1 Patch 5:

1. AUMv9.1 patch 3 containing the 2008 Patient Education codes should be loaded.

    - Manually update all Patient Education Pick lists that contain National Patient Education topics.

    - Manually update all Patient Education Super bill Associations that contain National Patient Education topics.

    - Manually update the Education Topics with current codes in the Medication Counseling Configuration option (BEH | MED | MEC | ELST).

    - If you are currently using Reminders, you need to install PXRM 1.5 patch 1006 and install the updated reminders.

2. PXRM 1.5 patch 1006 should be loaded. If you are currently using reminders, you should perform the installation and updates required (documentation delivered with PXRM 1.5 path 1006).

3.0   Timeline for Fixes

The following addresses the impact of BJPC 2.0 on the RPMS-EHR v1.1, Patch 5 application. Please refer to the BJPC 2.0 documentation for details on the significant changes to the IHS PCC Suite of applications.

3.1   Family History

There are significant changes to the family history file. This file has been completely redesigned in PCC. Because of previously identified issues with how family history is stored, sites have been encouraged to enter this data through PCC and sites should continue to do so until the EHR redesign is complete.

Enter new family history using the appropriate ICD9 code in the V16.x through V19.x range as a Visit Diagnosis with appropriate narrative information. This information can then be entered in PCC appropriately through Data Entry.

The scheduled fix for this situation will be delivered in EHR v1.1, Patch 6.

3.2   Reproductive History

This information applies to the Personal Health component.
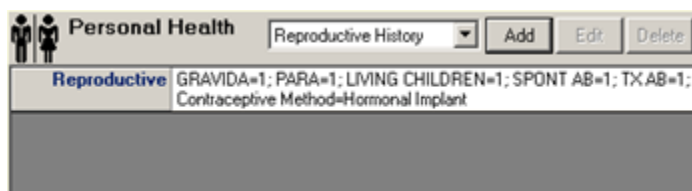

Figure 3-1: Reproductive History of Personal Health component

This does NOT affect LMP. The last menstrual period data location has not changed.

There are significant changes to the reproductive factors file and when the data conversion occurs in BJPC 2.0, the data is moved to its new location. Therefore after BJPC 2.0 is loaded, your reproductive history will revert to all zeros.

In the interim, re-enter reproductive history data in the EHR. Once you have enter it in the EHR, it will be stored in the old location, be retained within the EHR, and will display correctly in the TIU template. Remove reproductive history from your IHS Health Summaries.

An updated Reproductive History component reflecting the significant changes with more intuitive labels will be delivered in EHRv1.1, Patch 6. When EHR, v1.1, Patch6

is released, the data conversion routine delivered with BJPC 2.0 will be redistributed so that the data in the old location will be moved to the new location.

3.3   Asthma Record

This information applies to the Personal Health component.

There are significant changes to Asthma Data that was previously stored in the V Asthma file and entered through the Add Asthma Record dialog in the Personal Health component. You can still enter info into this component; however, this is strongly discouraged because it will not enter into any logic of the Best Practices Prompts (and subsequently EHR Reminders) and will not stored in the new locations. Note the following:

- Asthma registry – no longer used
- Lung function – now are Measurements stored in V measurement file
- Triggers – now are Health Factors
- Asthma Management Plan – now is Pt Ed – Asthma Management Plan
- Severity – now "classification" for Problem list entry of ICD9 dx of asthma
- Control – new field in V Asthma file
- EHR Reminders for Asthma will not function properly until patch 6 and Reminders 1007 is delivered

In the interim, do the following:

- Lung function – enter through Vital Entry.
- Triggers – enter through Health Factor component.
- Asthma Management Plan – enter patient education Asthma – Management Plan.
- Severity (classification) – Not available in EHR yet. Enter this via PCC.
- Data Entry (providers can enter narrative text in their Problem List entry or Visit Diagnosis for data entry to pick up. Please discuss with your HIM.)
- Control – Not available in EHR yet. Will need to enter via PCC Data Entry (providers can enter in narrative in the Visit Diagnosis for data entry to pick up. Please discuss with your HIM.)
- If you apply interim solutions, then your Best Practices prompts on the Health Summary will be correct.
- It is still possible to enter information into the old location through the Add Asthma Record dialog. This is strongly discouraged.

Below is information about the schedules fix:

- Entry of Classification (formerly severity) and Control scheduled for EHR, v1.1, Patch 6.

- EHR Reminder fix scheduled for PXRM 1.5, Patch1007.

- When EHR, v1.1, Patch 6 is released, the data conversion routine delivered with BJPC 2.0 will be redistributed so that the data in the old location will be moved to the new location. Although discouraged, some users can enter information into the old location through the Asthma Record dialog.

3.4   Health Summary

The reproductive history entered through EHR will not update reproductive history in the Health Summary until EHR, v1.1, Patch 6 is delivered.

In the interim, remove reproductive history from your IHS Health Summaries. You can use the VA Ad Hoc health summary which pulls information from the EHR entered data.

The scheduled fix will be in EHR, v1.1, Patch 6 where the updated entry dialogs will place the information in the appropriate locations.

3.5   Treatment Prompts

The Best Practices prompts for Asthma will not be accurate unless interim solutions in section 3.3 are deployed.

In the interim, deploy the data entry solution in section 3.3 and use the Best Practices Prompts instead of the EHR Reminders for Asthma.

The scheduled fix will be in EHR, v1.1, Patch 6 and PXMR 1.5, Patch1007 will deliver the necessary updates.

3.6   Patient Wellness Handout

The patient wellness handout was completely rewritten. It is no longer a single report. This will require significant re-programming in EHR.

In the interim, use the RPMS menu to access the Patient Wellness Handout on the PWH - Patient Wellness Handout Menu [APCH PWH MENU].

The scheduled fix is being investigated and will be delivered as soon as it is developed and tested.

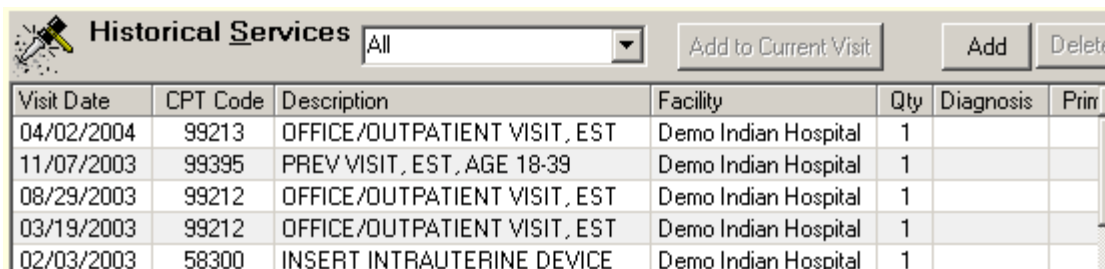# 4.0   Fixes and Modifications

4.1   Bug Fixes

See patch notes for a complete list.

- Measurements on Coversheet, Vital Entry and Triage Summary truncate to 2 decimal places.

- All vital entry (vital entry component or reminder dialog entry) now stores logged in user as encounter provider.

- Entry of patient education through reminder dialog now stores logged in user as provider.

- Entry of POV or CPT by any means now stores logged in user as encounter provider.

- Editing of any field in the Visit Service or Visit Diagnosis will change the encounter provider to the logged in user. See below for dialog changes.

- Patient Education Pick lists no longer scramble on imports. Only active codes already on system will import into pick lists. See below for dialog changes.

- Patient Education now displays correctly with 2008 patient education codes.

- IPV exam results now offers PAST AND PRESENT as option.

- Reverse tabs and ordering of Group panes changes now honored in Design Mode.

- Problem list entry date of entry no longer defaults to today.

- BMI calculations in EHR now consistent with Health Summary and TIU.

- Suicide form now bundled to facilitate addition to GUI template.

- AUDIT-C added to BEH Measurement file.

- Lung function and new asthma measurements added to BEH Measurement file (ADM, ASFD, BPF, FEF, FVFC).

4.2   Modifications to Historical Services

The Historical Services displays both CPT and ICD0 Procedure codes under the CPT Code column.

Figure 4-1: Sample Historical Services component

4.3   Modifications to Historical Services Entry

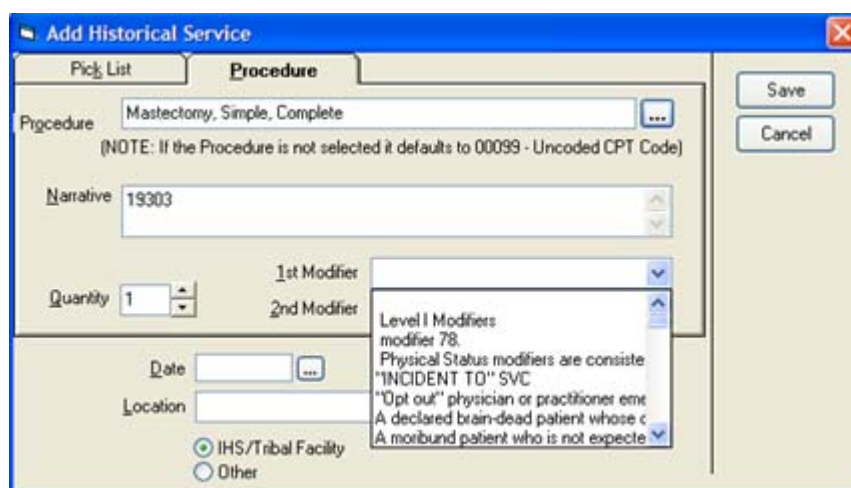You can enter CPT modifiers now to the Historical Procedure entries.

Figure 4-2: Sample adding historical services with modifier on Procedure tab

The GPRA Pick List can now be configured with CPT modifiers through the GPRA Services Super-bill.

On the Manage Super Bills dialog, select GPRA Services.

Then, add a procedure.

Then select Edit and change the narrative in the List Item Name.
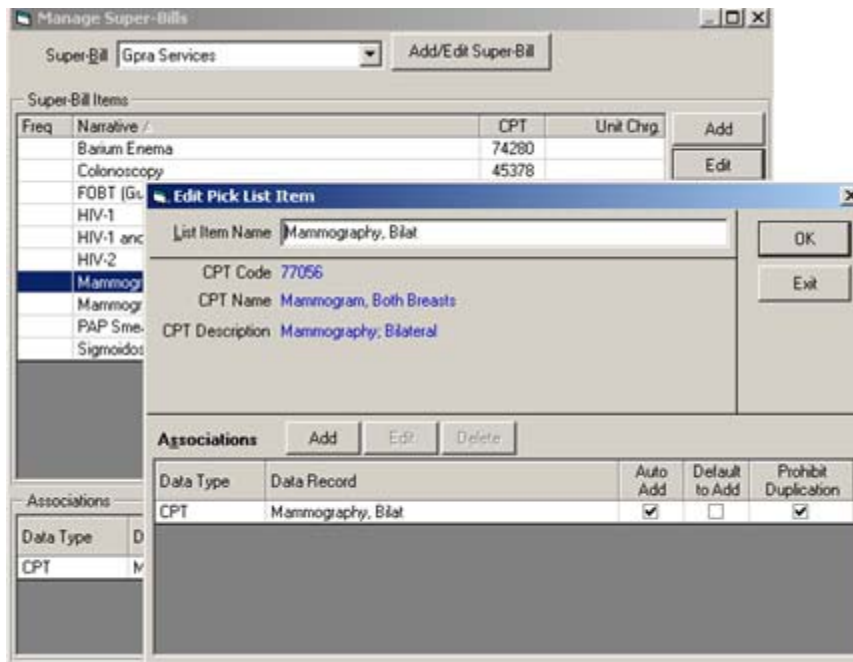
Figure 4-3: Sample Edit Pick List Item dialog

Click Add (on Associations) and select CPT Modifier. Search for the needed modifier and click OK.
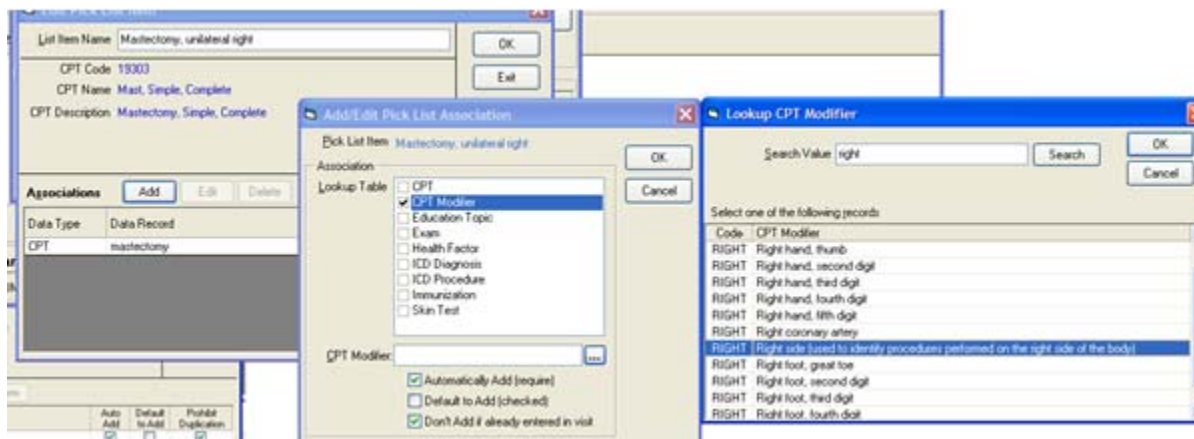

Figure 4-4: Using the Lookup CPT Modifier dialog

Now you can select it on the Pick List tab when you click ADD on the Historical Services component (to access the Add Historical Service dialog).
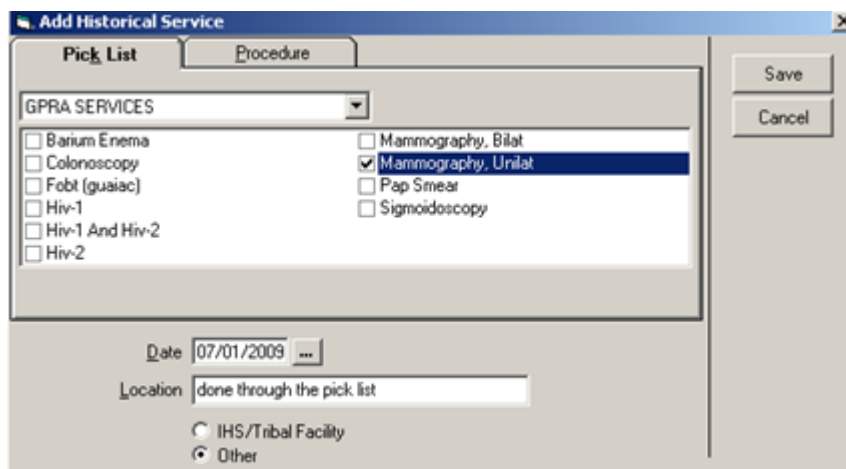
Figure 4-5: Sample modified GPRA Services list

4.4   Modifications to Immunizations

The Add Immunizations has expiration dates and medical provider councils family for child vaccine.

4.4.1   Expiration Date

The expiration dates are visible on the Add Immunization dialog.
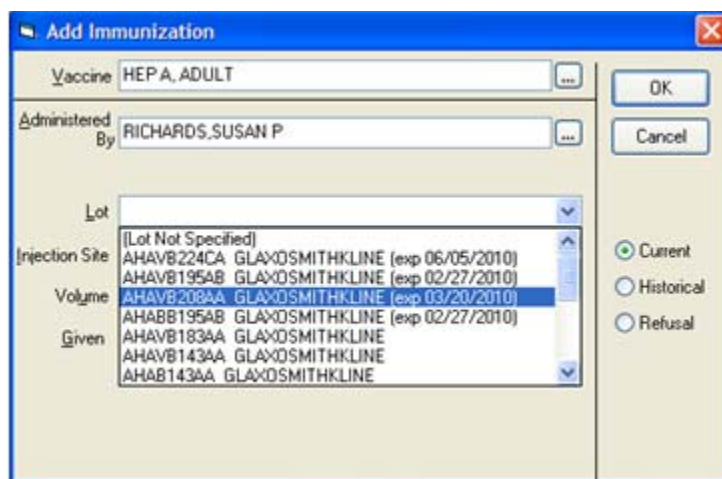

Figure 4-6: Sample of enhanced Add Immunization dialog

4.4.2   Provider Councils Family

There is a CPT code for vaccine administration in children under 8 for whom the counseling was provided by the medical provider. When the box is checked (that the

medical provider counseled the patient/family) the correct CPT code is entered on the services tab. The actual education is entered separately on the Patient Education component.

Figure 4-7: Enhanced Add Immunization dialog for child

4.5   Fixed Importing Patient Education Pick List

Pick Lists were scrambling on import. Now when you import a patient education pick list, you are offered an opportunity to select/deselect items.

Figure 4-8: Sample Import Pick List

Then, the system actually will only import usable codes and alert the user why the codes was not installed.
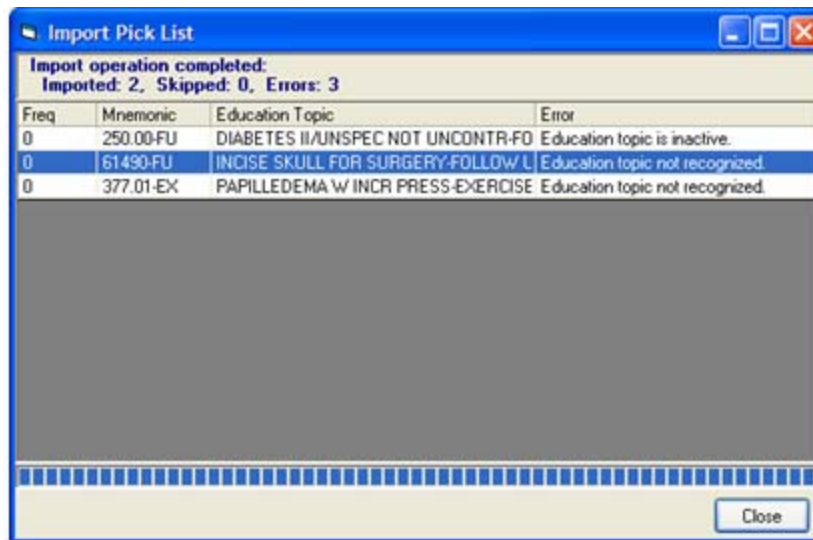
Figure 4-9: Import operation information

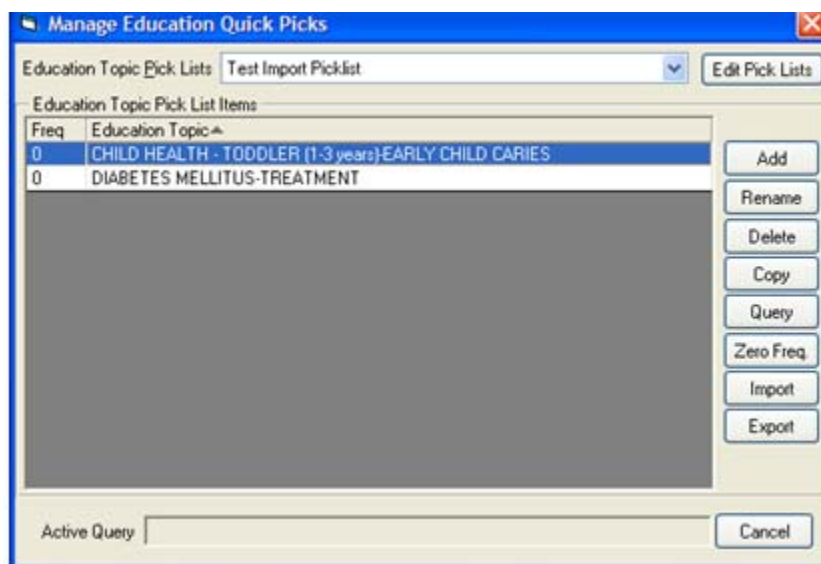Only usable codes are installed.

Figure 4-10: Imported Patient Education pick list items

4.6   Pick List and Super-Bill Enhancements

The items are now bolded and the description is available when you roll the mouse over the particular item.
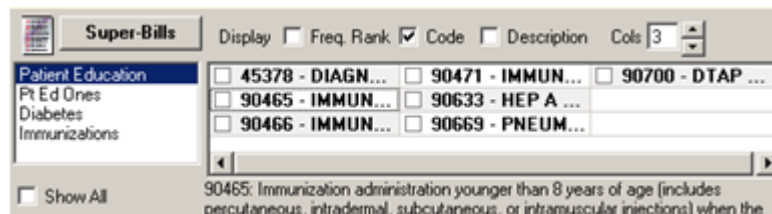
Figure 4-11: Information about particular item

4.7   Enhancements for Vital Measurements

There are five new measurements added to the BEH Measurement Control file. The following measurement can be added to the vital entry and vital displays for use in the EHR:

- ASFD - Asthma Symptom Free Days
- ADM - Asthma Work/School Days Missed
- BPF - Best Peak Flow
- FEF - FEF 25-25
- FVFC - FEV1/FVC

4.8   Enhancements for Edit POV and Edit CPT Dialogs

There are enhancements on the Visit Diagnosis and Visits Services components in that the Save button is not activity until information any dialog field is changed. Once a field is changed, SAVE stores changes made and encounter provider changes to the current login user.

When users enter patient education from the Education button, the entry is stored when you click SAVE on the "Document Patient Education" dialog.

Users commonly highlight an existing POV and click EDIT to enter Patient Education, particularly if adding POVs from a pick list. Again, the patient education is stored when the user clicks SAVE on the "Document Patient Education" dialog.

When entering patient education data after clicking EDIT Visit Diagnosis or Visit Service, users are accustomed to clicking OK or Save again on the Edit POV. Only if the user ALSO changed part of the POV data will SAVE be activated and they can click CANCEL if they are not changing the POV.

5.0   Point of Care Lab

The following information covers the POC Lab in the EHR and the RPMS set up for the Point of Care Lab.

The Lab Point of Care feature will provide the ability to capture the Point of Care test results through the EHR.

5.1   Lab Point of Care Entry Button

You use the Lab Point of Care feature by first adding the Lab Point of Care button on the toolbar. Follow these steps:

1. After you access the EHR, go into Design Mode.

2. Right-click in the area where you want to add the POC Entry button (somewhere in the toolbar is suggested). Select the "Add an Object" option on the right-click menu.

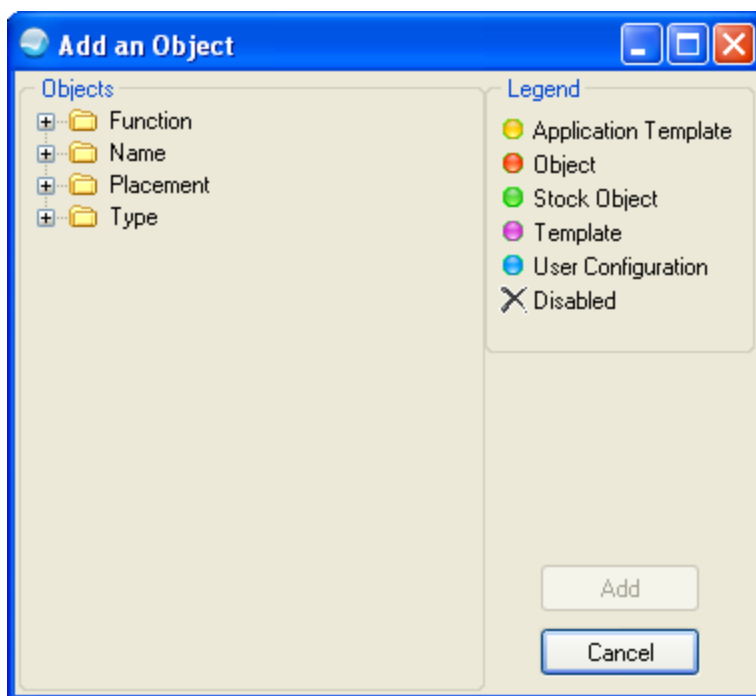3. The "Add an Object" dialog will display.

Figure 5-1: Add an Object dialog

4. Expand "Name" in the Objects group box. Select the "Lab Point of Care Data Entry" option. Click the Add button.

5. The POC Lab Entry button will display in the toolbar. Resize the button if necessary.
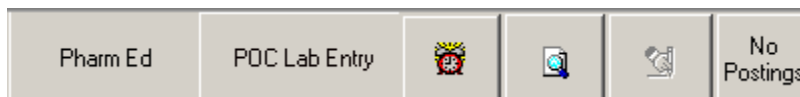
Figure 5-2: POC Lab Entry Button on Toolbar

6. Select Design | Save As Template.

7. Save and exit from Design Mode.

The POC Lab Entry button requires that a visit and patient be selected before it becomes active.

5.2   File Set Up

Current test selection is now preserved when changing the date range.

5.3   Set Up of New Person File

The INITIALS field must be populated in order to access LAB POC entry dialog in the EHR.

User will encounter the following error if the INITIALS field is blank:
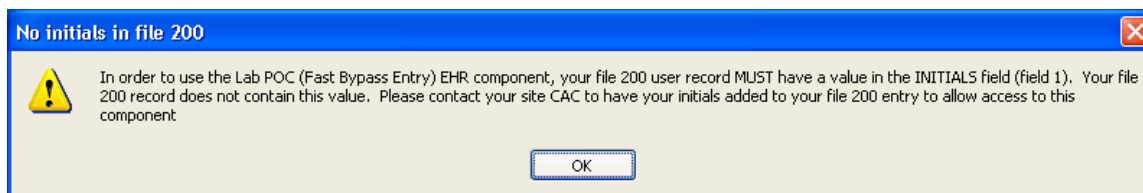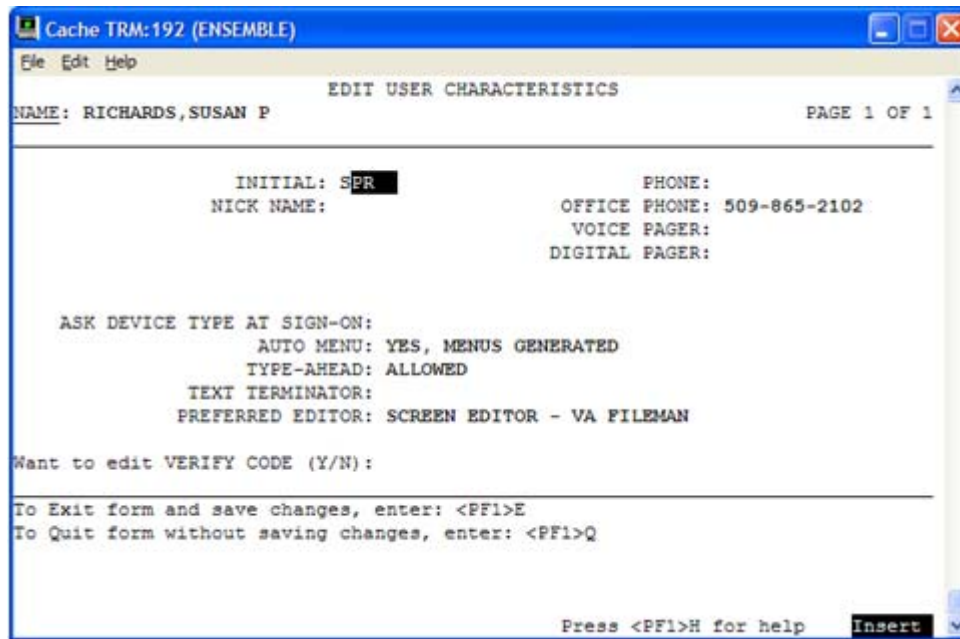
Figure 5-3: Warning Message if the INITIALS field is blank

5.3.1   User Changing Initials

If users have the access to change their initials, they can go to User's Toolbars and use the Edit User Characteristics to add their initials.

Figure 5-4: Sample Edit User Characteristics

5.3.2   Site Manager Changing Initials

Some sites do not allow users to change their initials. For these sites, the Site Manger will need to add initials in File 200.

```
INPUT TO WHAT FILE: LABORATORY TEST// 200  NEW PERSON  (2214 entries)
EDIT WHICH FIELD: ALL//
Select NEW PERSON NAME:    DEMO, MICHAEL E     MED         PHARMACIST
NAME: DEMO,MICHAEL E//
STREET ADDRESS 1:
STREET ADDRESS 2:
STREET ADDRESS 3:
CITY: Toppenish//
STATE: WASHINGTON//
ZIP CODE: 98948//
TEMPORARY ADDRESS 1:
TEMPORARY ADDRESS 2:
TEMPORARY ADDRESS 3:
TEMPORARY CITY:
TEMPORARY STATE:
TEMPORARY ZIP CODE:
START DATE OF TEMP ADDRES:
END DATE OF TEMP ADDRESS:
PHONE (HOME):
OFFICE PHONE: 5098652102//
PHONE #3:
PHONE #4:
COMMERCIAL PHONE:
FAX NUMBER:
VOICE PAGER:
DIGITAL PAGER:
ROOM:
EMAIL ADDRESS:
INITIAL: MED//   <- this field must be populated or user cannot access LAB POC
                   component
```

Figure 5-5: Site Manager entry of user's initials

5.4   Set Up of LABORATORY TEST FILE (file 60)

> **Note**: This process should be completed by the Lab Package
> Administer or someone very familiar with the Laboratory
> package. Incorrect entries or deletions in certain files
> within the Lab package may result in unrecoverable errors
> or missing Lab data.

Your Point of Care (POC) test should first be created in the lab package prior to using
the EHR Lab POC button in the EHR. Here are few points to remember:

- Data names must be created prior to creating test in File 60 (except Cosmic
  Tests).

- Data names must never be edited.

- Test creation in File 60 (Laboratory Test File) should only be performed by
  personnel that have had prior lab package training, incorrect entries in file
  60 or 63 (Data Name File) can have the potential of rendering your lab
  package useless!!

- Field 3, File 60 must be set to "Both"

- Field 4, File 60 must be defined as a "CH" subscript type of test.

- Field 5, File 60 must have an entry if test is atomic, note that Cosmic or Panels do not have data names.

- Field 6, File 60 must be populated with an Accession area.

- Fields 100 and 300 must be populated with correct entries or the test will not display reference ranges and can have incorrect collection samples.

Below is an example of fields that must be populated in file 60. Note that the Data Name is populated in File 63 (not in File 60).

```
LABTEST IEN: 175                         NAME: GLUCOSE
  TYPE: BOTH
  SUBSCRIPT: CHEM, HEM, TOX, SER, RIA, ETC.
  LOCATION (DATA NAME): CH;2;1           FIELD: DD(63.04,2,
  HIGHEST URGENCY ALLOWED: STAT          REQUIRED TEST: YES
  PRINT NAME: GLUCOSE                     PRINT ORDER: 12.9
  DATA NAME: GLUCOSE
SITE/SPECIMEN: SERUM                      REFERENCE LOW: 65
  REFERENCE HIGH: 99                      CRITICAL LOW: 30
  CRITICAL HIGH: 500                      UNITS: mg/dL
  LOINC CODE: 6777-7
COLLECTION SAMPLE: BLOOD
SYNONYM: FBS
SYNONYM: BLOOD SUGAR
SYNONYM: SUGAR
INSTITUTION: CATAWBA HEALTH SERVICE
ACCESSION AREA: CHEMISTRY
```

Figure 5-6: Fields to be populated in file 60

5.5   Set Up of BLR BEHO POC CONTROL File

This file allows the CAC/Lab Ad-Pac to identify which labs will be available through the POC Lab component, and identify whether the lab entry access will be restricted to user, clinic location, or both.

Until you set up this file, you will encounter this error when you activate the POC Lab component.
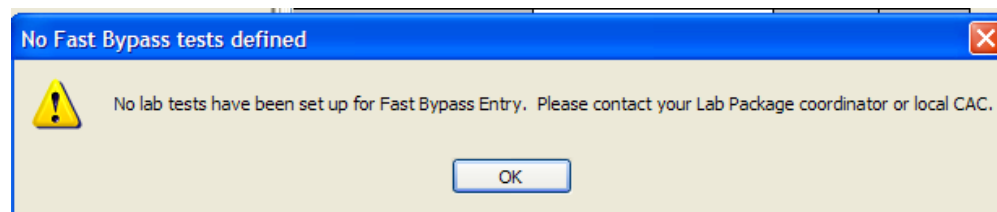

Figure 5-7: Warning Message about no lab test have been set up

Follow these steps to set up the control file:

1.   Log onto RPMS and go to the VA Fileman menu.

2.   Select Enter or Edit File entries option.

3.   Enter "BLR BEHO POC CONTROL FILE" at the INPUT TO WHAT FILE prompt.

4.   Enter ALL at the EDIT WHICH FIELD prompt.

5.   Enter YOUR FACILITY NAME at the Select BLR BEHO POC CONTROL FILE NAME prompt.

6.   Enforce Restrict to Location, Enforce Restrict to User – recommend leave blank until set up complete and site determines how to deploy the POC lab. The setting you put for restrictions for the individual lab tests won't take affect unless you set these to Yes.

7.   Enter the desired test at LAB TEST prompt and follow instructions for the configuration.

8.   Add any available lab descriptions you want to make available in the POC Lab Component. You can add any entries for the LAB DESCRIPTIONS file.

Below are the prompts for BLR BEHO POC CONTROL File.

```
Select BLR BEHO POC CONTROL FILE NAME:    YAKAMA HEALTH CENTER IHS ←your facility
name
NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION: <- if YES then lab will only display when specified
                                clinic(s) (hospital location) selected
ENFORCE RESTRICT TO USER: <- if YES then lab will only display when this user(s)
                              specified below logged in
Select LAB TEST: URINE WBC//   <- local lab test
  LAB TEST: URINE WBC//
  Select RESTRICT TO LOCATION: <- Clinic Name (in Set Up a Clinic – saves as
                                  "Hospital Location" in Visit File). Place an entry
                                   here if you want this lab to ONLY be available for
                                   this clinic.  You can add MULTIPLE clinics.
  Select RESTRICT TO USER:  <-User name.  Place entry here if you want lab to ONLY
                               be available for specific user(s).  You can add
                               MULTIPLE users.
Select LAB TEST:
Select AVAILABLE LAB DESCRIPTIONS: RS+       RAPID STREP POSITIVE
```

Figure 5-8: Prompts for file

At the "Select AVAILABLE LAB DESCRIPTIONS" prompt, add pre-canned comments from the LAB DESCRIPTIONS file for use in the POC Lab component.

5.5.1   Example: POC Lab Entry Restricted to User Only, Not Restricted to Location

In the BLR BEHO POC CONTROL file:

```
INPUT TO WHAT FILE: BLR BEHO POC CONTROL FILE//
EDIT WHICH FIELD: ALL//
```

```
Select BLR BEHO POC CONTROL FILE NAME:  <- your facility name yakAMA HEALTH CENTER
IHS
PORTLAND     YAKAMA       10            WA            3516      ...OK? Yes//  (Yes)

NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION:  <- when this is left blank, the restrictions set are
                                  ignored
 ENFORCE RESTRICT TO USER: YES  <- when this is left blank, the restrictions set are
                                  ignored
Select LAB TEST: RBC, FLUID// URINE BLOOD  <-lab test name
  Are you adding 'URINE BLOOD' as a new LAB TEST (the 10TH for this BLR BEHO POC
 CONTROL FILE)? No// y  (Yes)
  Select RESTRICT TO LOCATION:  <- you can populate this field, but it will be
                                   ignored unless the "Enforce Restrict To Location"
                                   is set to YES.
  Select RESTRICT TO USER: USER,POWER  <-user name You can populate this field, but
                                          it will be ignored unless the "Enforce
                                          Restrict To Location" is set to YES.
Select LAB TEST: URINE WBC   ,lab test name
  Are you adding 'URINE WBC' as a new LAB TEST (the 11TH for this BLR BEHO POC C
ONTROL FILE)? No// y  (Yes)
  Select RESTRICT TO LOCATION:
  Select RESTRICT TO USER: USER,POWER  <- user name
```

Figure 5-9: POC Lab Entry Restricted to User Only, Not Restricted to Location

Lab POC Display

Do the following user actions in the RPMS-EHR application:

Click the POC Lab Entry button.

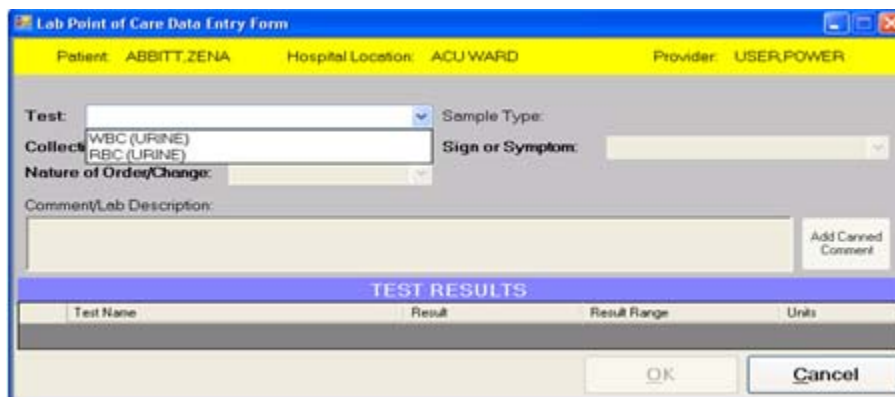The unrestricted tests available for all users.

Figure 5-10: Sample Lab Point of Care Data Entry showing tests available

5.5.2   Example: POC Lab Entry Restricted to Location Only, Not Restricted to User

```
INPUT TO WHAT FILE: BLR BEHO POC CONTROL FILE//
EDIT WHICH FIELD: ALL//
Select BLR BEHO POC CONTROL FILE NAME:  ←your facility name yakAMA HEALTH CENTER IHS
PORTLAND     YAKAMA       10            WA            3516      ...OK? Yes//  (Yes)
```

```
NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION:YES
ENFORCE RESTRICT TO USER:
Select LAB TEST: RBC, FLUID// URINE BLOOD    <- lab test name
  Are you adding 'URINE BLOOD' as a new LAB TEST (the 10TH for this BLR BEHO POC
 CONTROL FILE)? No// y  (Yes)
  Select RESTRICT TO LOCATION: ACU WARD    <- clinic name
  Select RESTRICT TO USER:
Select LAB TEST: URINE WBC ←lab test name
  Are you adding 'URINE WBC' as a new LAB TEST (the 11TH for this BLR BEHO POC
CONTROL FILE)? No// y  (Yes)
  Select RESTRICT TO LOCATION:ACU WARD    <- clinic name
  Select RESTRICT TO USER:
```

Figure 5-11: POC Lab Entry Restricted to Location Only, Not Restricted to User

User Actions

Click the POC Lab Entry button.

The specified test only available with specified clinic (hospital location) selected in visit context.

Figure 5-12: Tests Available with Particular Clinic

5.5.3   Example: POC Lab Entry Restricted to User Only, Not Restricted to Location

```
INPUT TO WHAT FILE: BLR BEHO POC CONTROL FILE//
EDIT WHICH FIELD: ALL//
Select BLR BEHO POC CONTROL FILE NAME:  ←your facility name yakAMA HEALTH CENTER IHS
PORTLAND     YAKAMA     10          WA          3516     ...OK? Yes//  (Yes)

NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION:
 ENFORCE RESTRICT TO USER: YES
Select LAB TEST: RBC, FLUID// URINE BLOOD   <-lab test name
  Are you adding 'URINE BLOOD' as a new LAB TEST (the 10TH for this BLR BEHO POC
 CONTROL FILE)? No// y  (Yes)
```

```
   Select RESTRICT TO LOCATION:
   Select RESTRICT TO USER: USER,POWER ←user name
Select LAB TEST: URINE WBC  <-lab test name
   Are you adding 'URINE WBC' as a new LAB TEST (the 11TH for this BLR BEHO POC C
ONTROL FILE)? No// y  (Yes)
   Select RESTRICT TO LOCATION:
   Select RESTRICT TO USER: USER,POWER  <-user name
```

Figure 5-13: POC Lab Entry Restricted to User Only, Not Restricted to Location

User Actions

Click the POC Lab Entry button.

The specified test only available to the login user.

Figure 5-14: Specified test only available to the login user

5.5.4   POC Lab Entry Restricted to User and Location

```
BLR BEHO POC CONTROL File
INPUT TO WHAT FILE: BLR BEHO POC CONTROL FILE//
EDIT WHICH FIELD: ALL//
Select BLR BEHO POC CONTROL FILE NAME:  <-your facility name yakAMA HEALTH CENTER
IHS        PORTLAND     YAKAMA       10           WA           3516      ...OK?
Yes//  (Yes)

NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION: YES
 ENFORCE RESTRICT TO USER: YES
Select LAB TEST: RBC, FLUID// URINE BLOOD ←lab test name
   Are you adding 'URINE BLOOD' as a new LAB TEST (the 10TH for this BLR BEHO POC
CONTROL FILE)? No// y  (Yes)
   Select RESTRICT TO LOCATION: ACU WARD   <- clinic name
   Select RESTRICT TO USER: USER,POWER   <- user name
Select LAB TEST: URINE WBC   <- lab test name
   Are you adding 'URINE WBC' as a new LAB TEST (the 11TH for this BLR BEHO POC
CONTROL FILE)? No// y  (Yes)
   Select RESTRICT TO LOCATION: ADOLECENT  <- clinic name
   Select RESTRICT TO USER: USER,POWER   <-user name
```

Figure 5-15: POC Lab Entry Restricted to User and Location

User Actions:

Click the POC Lab Entry button

The specified test only available to login user and location specified in visit context.

Figure 5-16: Specified test only available to login user and specified location

5.6   Default NATURE OF ORDER

The Default Nature of Order/Change is set in the Laboratory Site file. This displays the system level default for this setting.

Figure 5-17: System level default for this setting

5.7   Set Up of LABORATORY SITE FILE

> **Note**: This process should be completed by the Lab Package
> Administer or someone very familiar with the Laboratory
> package. Incorrect entries or deletions in certain files
> within the Lab package may result in unrecoverable errors
> or missing Lab data.

The Laboratory Site File holds specific information which defines certain site
parameters relating to the actual functioning of the laboratory package.

Your site manager or your lab package administrator can assist with this particular
step.

File 69.9, field 150.1 Default Nature of Order will need to be populated using
available choices in lab package. (i.e., Written, Policy, Verbal, etc…)

```
Select OPTION: ENTER OR EDIT FILE ENTRIES

INPUT TO WHAT FILE: LABORATORY SITE//
EDIT WHICH FIELD: ALL// 150.1  DEFAULT NATURE OF ORDER
THEN EDIT FIELD:


Select LABORATORY SITE NAME: DEMO HOSPITAL
DEFAULT NATURE OF ORDER: WRITTEN// ???
        This is the default Nature of order for orders placed with Lab options.
        This field points to OE/RR's Nature of order file.

 Answer with NATURE OF ORDER NUMBER, or NAME, or CODE
 Do you want the entire 11-Entry NATURE OF ORDER List? Y  (Yes)

    Choose from:
    1           WRITTEN      W
    2           VERBAL      V
    3           TELEPHONED      P
    4           SERVICE CORRECTION      S
    5           POLICY      I
    6           DUPLICATE      D
    7           REJECTED      X
    8           ELECTRONICALLY ENTERED      E
    9           AUTO      A
    10          CHANGED      C
    11          MAINTENANCE      M

DEFAULT NATURE OF ORDER: WRITTEN//
```

Figure 5-18: Default Nature of Order

5.8   Set up Add Canned Comments Selections

The following populates the selections in the ADD CANNED COMMENTS dialog
(when you are on the Choose a Lab Comment dialog in the RPMS-EHR application).

```
INPUT TO WHAT FILE: BLR BEHO POC CONTROL FILE//
EDIT WHICH FIELD: ALL//
NAME: YAKAMA HEALTH CENTER IHS//
ENFORCE RESTRICT TO LOCATION:
ENFORCE RESTRICT TO USER:
Select LAB TEST: RBC, FLUID//
   Select RESTRICT TO LOCATION:
   Select RESTRICT TO USER:
Select LAB TEST:
   AVAILABLE LAB DESCRIPTIONS: RS-// <- add pre-canned comments from LAB
                               DESCRIPTIONS file for use in POC Lab component
Select AVAILABLE LAB DESCRIPTIONS
```

Figure 5-19: Adding pre-canned comments for LAB

6.0   Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

Phone: (505) 248-4371 or (888) 830-7280 (toll free)

Fax: (505) 248-4363

Web: http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm

Email: support@ihs.gov