

Introduction to CPRS Training

I. Goals of training:

1. Become familiar with the **CPRS interface and navigation**
2. Understand the concept, importance, and hazards related to the designation of a **Visit Location** to inform CPRS of any activities (note entry, orders) in the EHR
3. Become familiar with options and techniques for:
 - a. retrieval and display of notes of others
 - b. selection of note title, entering a note
 - c. display of orders, entering of orders
 - d. requesting and replying to Consultations
 - e. retrieval and display of results of labs, imaging, procedures
 - f. electronic Consent form (iMed Consent)
4. Become familiar with the **Clinical Decision Support tools**
 - a. Order checks for medications
 - b. Clinical Reminders
 - c. Alerts, notifications, flags, clinical warnings
 - d. Real-time access to Online medical references and resources
5. Become familiar with **communication tools** in CPRS
 - a. Additional signer vs. Co-signer
 - b. Setting of Surrogate to receive notifications when you are off duty
 - c. Use of notifications of Consult replies and Consult comments
 - d. Access the Patient portal (MyHealthVet) from within CPRS
 - e. Access the private and secure email system from within CPRS known as Secure Messaging
 - f. Access the internal messaging system from CPRS known as Message Manager
6. Become familiar with documentation requirements for **tracking workload, billing, reporting (Encounter Forms)**

II. The Training Plan:

1. If you are viewing this training as part of your initial requirements for VA access to CPRS, log in to Talent Management System (TMS). You should have been assigned a TMS item that contains instructions for completing these modules in a way to document the training. Search for TMS Item number 4164020 called "CPRS Training Process Edward Hines VA Hospital" if you do not see it.
2. View the Training Modules. Be sure to enter your email if the training is part of your initial requirements for VA access to CPRS. Be sure to return to TMS to Self-Certify your training.
3. If you have the time and interest, you can load the demonstration version of CPRS (does not work on Mac systems) and practice at your convenience. Instructions are on the same Hines CPRS Training page as where the modules are listed called "Installation of Demo CPRS." This Demo CPRS is loaded with test patients and patient lists. The

program is web-based and resets every night so you cannot save anything and cannot harm anything. Practice and play with it all you want.

4. You can also practice in the test account at Hines but have to be on site to do so. The Clinical Informatics department has a computer training room that usually has computers available though you should call to make sure it is not otherwise occupied.
5. You will need to print your training certificate in the TMS Item once completed, and provide it to the individual in your clinical service who ultimately provides the access codes to CPRS, your Access and Verify code.

III. Supplemental Resources

1. CPRS User Manual (477 pages)
2. CPRS “Tab by Tab Training” narrated slide show