



## Reference Guide for Veterans Service Officers

*This guide provides instructions on researching and locating patient information in the Compensation and Pension Records Interchange (CAPRI) system.*

*The guide includes how to:*

- access patient records
- locate other VAMCs visited by patients
- view and print exam requests and reports
- view and print progress notes
- view and print DoD records
- search records by disability and date range
- build custom reports



## CAPRI Application Support

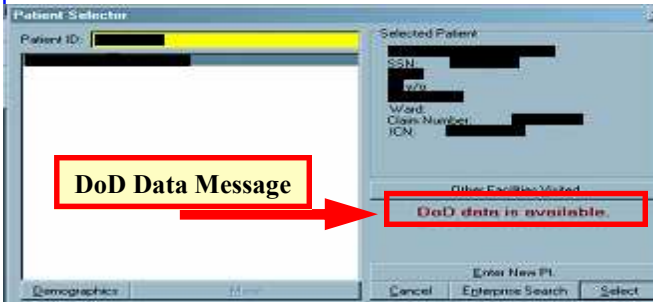
More information on the CAPRI for Veterans Service Officers program can be found on the VA Intranet at: <http://vaww.vhaco.va.gov/privacy/HIAVSO.htm>

Please direct questions regarding CAPRI and/or patient record access to the HIA office at [hia.vso@va.gov](mailto:hia.vso@va.gov)

For assistance installing or running CAPRI, please contact your local IT support team.

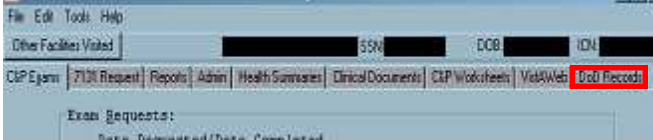
### Viewing and Printing DoD Records

If available for a specific veteran, Department of Defense (DoD) medical records are accessible in CAPRI. When records exist, the Patient Selector screen will display "DoD data is available."

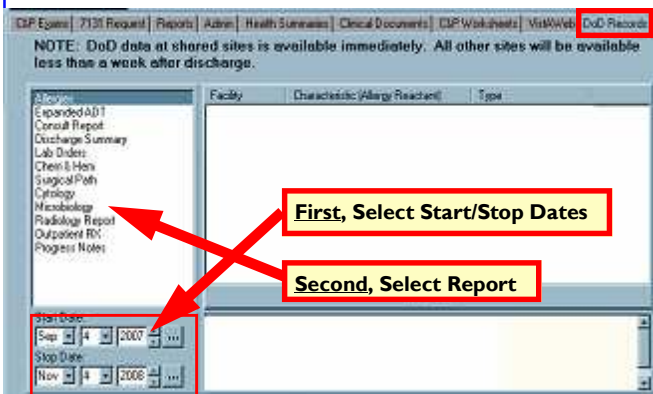


DoD Data Message

To access DoD records, select the "DoD Records" tab on the Patient Record screen. The DoD Records tab will then display. If no DoD records are available, the tab will be disabled.



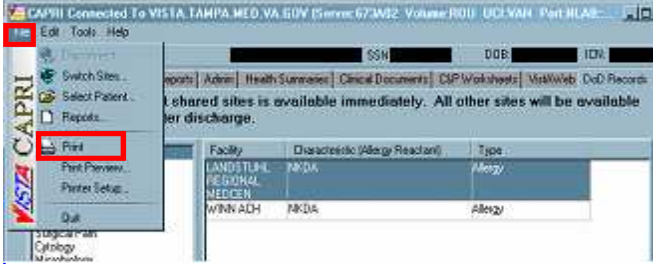
Available reports are listed in the left window (see below). After entering a Start and Stop Date, select a report. Start and Stop Dates are required before any data is returned.



First, Select Start/Stop Dates

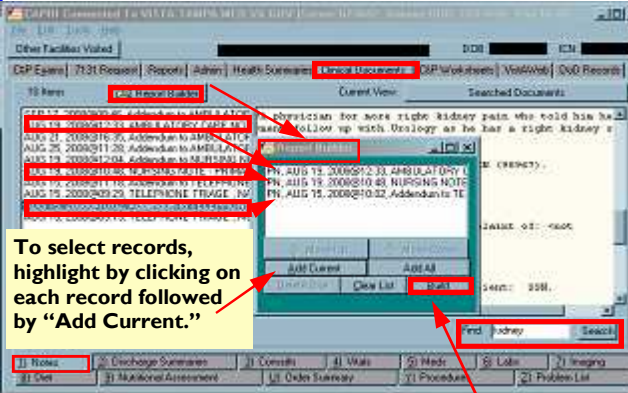
Second, Select Report

Reports may be printed from the File menu.



### Report Builder

From the patient record screen, select the "Clinical Documents" tab. The bottom tab will default to (progress) "Notes." You can use "Search" to identify a specific disability, and select "Report Builder" to isolate specific notes.



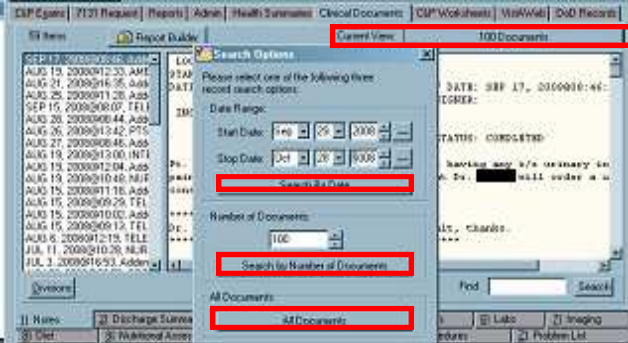
To select records, highlight by clicking on each record followed by "Add Current."

Following your selection, click "Build" and the Report Builder will create a document containing the progress notes you have selected.

The report can be printed from the File menu.

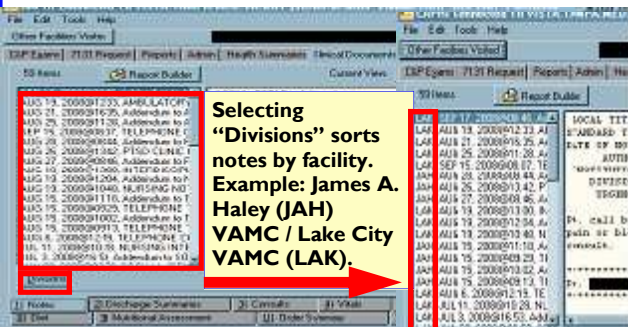
### Current View

Use "Current View" to Search by Date, Number of Documents, or All Documents.



### Divisions

Clicking the "Divisions" button will arrange progress notes showing the division of the VHA facility for each note.

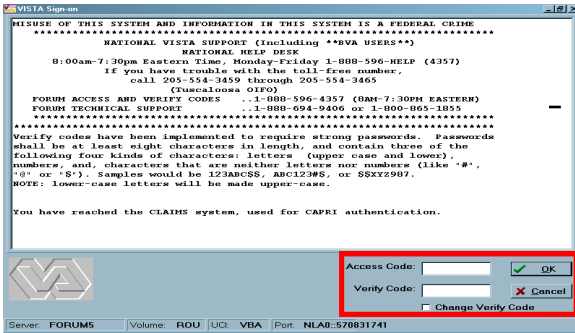


Selecting "Divisions" sorts notes by facility. Example: James A. Haley (JAH) VAMC / Lake City VAMC (LAK).

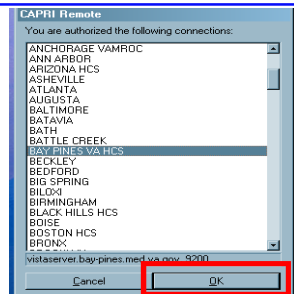
## Getting Started in CAPRI

To access a patient record:

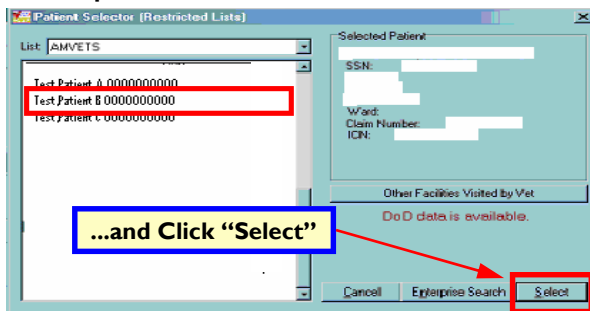
1. Log into CAPRI using your access and verify codes.



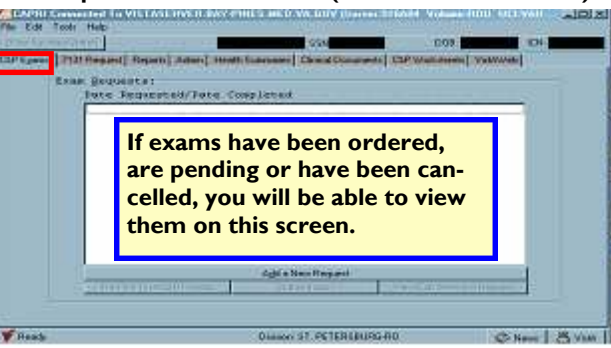
2. Use the scroll bar, select the appropriate VAMC and click "OK" to connect to the desired site.



3. Select patient on Patient Selector screen...



4. View patient record screen (default is C&P Exam tab).

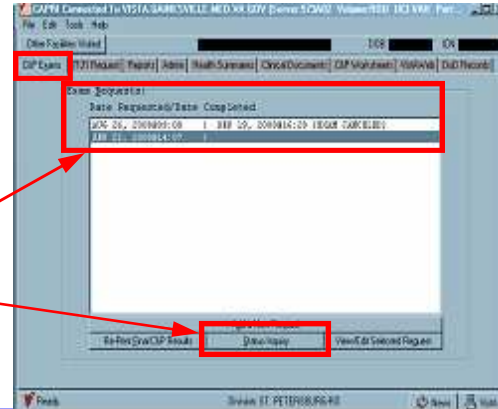


## View and Print Exam Requests and Reports

Exams ordered, completed or cancelled will display on the patient record C&P Exam tab.

To view the exam:

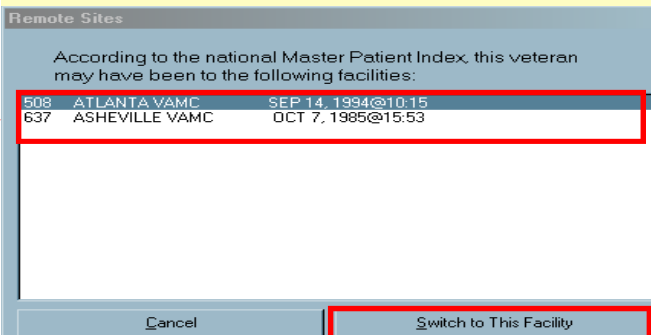
Select the exam and click the Status Inquiry button



The C&P Exam Detail screen, Reports tab will display based on the exam selection made.



Please note the "Other Facilities Visited" button at the upper left of screen. This button is also available on the Patient Selector screen. Click this button to display a list of VAMCs where the veteran may have received treatment. Choose a VAMC, then click the "Switch to This Facility" button.



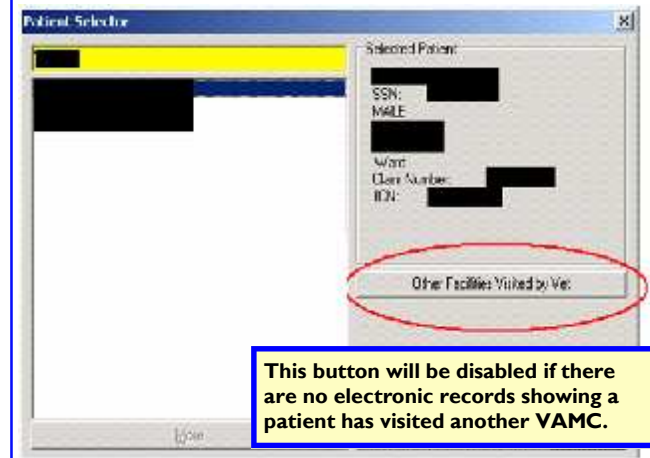
Exam details may be printed from the File Menu.



## Other Facilities Visited Tab (Alternate Viewing)

Click "Other Facilities Visited" button to identify:

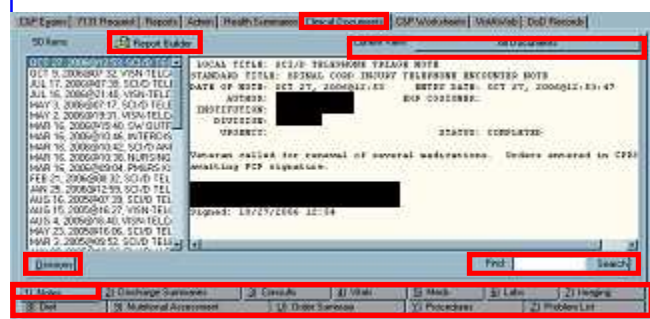
- all VAMCs where a patient may have visited,
- the last time a patient may have been treated at another VAMC.



This button will be disabled if there are no electronic records showing a patient has visited another VAMC.

## View and Print Patient Progress Notes

From the patient record screen, select the "Clinical Documents" tab, which allows access to additional tabs at the bottom of the screen. The default tab is Notes.



The Notes tab displays a patient's progress notes. Click on a note header on the left side of the screen and that note will display on the right. Other useful features include:

- **Report Builder** — for building a custom report,
- **Current View** — for searching by date range, number of documents, or all documents,
- **Divisions** — for displaying records by division at a facility,
- **Search** — on word/phrase. When found, the word/phrase is highlighted in the progress note. Searching is not case-sensitive. You can use partial words for a wider searches. For example, using "diab" as the search term will find all permutations, such as "diabetes," "diabetic," etc.