

Compensation and Pension Record Interchange (CAPRI)

GUI User Manual

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Department of Veterans Affairs Office of Enterprise Development (OED)

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Revision History

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CAPRI Definition

The Compensation and Pension Record Interchange (CAPRI) project is an information technology initiative to improve service to disabled veterans by promoting efficient communication between the Veterans Health Administration (VHA) and Veterans Benefits Administration (VBA). Online access to medical data enhances the timeliness of the benefits determination. Previous attempts to automate this process were hindered by the "roll and scroll" nature of the VHA computer interface of the Automated Medical Information Exchange (AMIE) II. The CAPRI software acts as a bridge between the VBA and VHA information systems. It offers VBA Rating Veteran Service Representatives and Decision Review Officers help in building the rating decision documentation through online access to medical data. It also offers VHA Compensation and Pension (C&P) staff an easy, standardized way of recording C&P Examination reports.

CAPRI provides VBA employees with a standardized, user-friendly method to rapidly access veterans' electronic medical records throughout the Veterans Administration (VA). CAPRI delivers leading edge "point and click" technology to the users' desktops. In addition, the learning curve for CAPRI is significantly less than that for character-based systems. CAPRI builds upon existing VHA information security approaches. In addition to using established mechanisms to ensure only authorized access to medical data, CAPRI adds a level of security by allowing VBA users to read but not alter electronic medical record information. CAPRI also provides innovative improvements for medical centers by integrating highly detailed Compensation and Pension Rating examination results into the veterans' medical records. Previously, these reports were not retained online in medical center computer systems but were archived onto paper. This procedure precluded the sharing of clinically useful data.

Initially developed specifically for VBA, the utility of CAPRI has been expanded to other user groups that include VHA, Office of the Medical Inspector, Office of Information (OI), Research, and Veteran Service Officers. Recently, most of the newest features of CAPRI are specifically targeted at adding features to be used by VHA C&P providers and staff.

CAPRI Application Features

User friendliness Point and click environment No commands or prompts to memorize Facilitation of copy and paste functionality Consistent appearance and functionality among sites

Demographics

Load new patients into the Veterans Information Systems Technology Architecture (VistA) system View patient demographics Report patient address changes to VHA View patient temporary address

C&P Examination Functionality

Add new C&P exam request Edit unreleased C&P exam request Add exams to C&P exam requests Cancel C&P exam requests Create an insufficient exam request Track individual and cumulative pending exams Request Veterans Affairs Form (VAF) 7131 information Create VA Regional Office reports Create Automated Management Information System (AMIS) 290 reports Create insufficient exam report Send Automatic Mailman bulletins to AMIE mail groups

Patient Records Navigation

View health summaries View appointment lists View progress notes View discharge summaries View consultation requests and results View cumulative vitals View active medications View lab reports View imaging View procedures View Federal Health Information Exchange (FHIE)/Department of Defense (DoD) data, if available

Reports

All existing AMIE reports for VBA are available Custom C&P template tracking reports for VHA are available Other C&P activity reports not available in AMIE

C&P Exam Entry

All standard AMIE worksheets are available in template form Automatic sending of completed exam requests Ability to save template work in progress and finish later Ability for site to review exams before releasing it to VHA Multiple templates can be merged into a single exam

Additional Information

Additional information and downloads are available on the VA Intranet.

CAPRI Documentation: http://www.va.gov/vdl/application.asp?appid=133

Compensation and Pension Examination Program (CPEP) Website: <u>http://vaww.cpep.med.va.gov/DEFAULT.HTM</u>

VHA CAPRI Training, Videos, and Documentation: <u>http://vaww.cpep.med.va.gov/CAPRI/default.htm</u>

VBA Compensation and Pension Service CAPRI page: http://vbaw.vba.va.gov/bl/21/Systems/capamie.htm

Email Address

User support questions should be addressed to local IT support staff, Information Resources Management (IRM), or the national VistA Helpdesk.

If the user has a need to contact the CAPRI development team directly, they can be reached at the Outlook mail group: <u>VHA OI SDD CAPRI</u>.

Installation

*Note: It is important that all users at your site remain on the same version.

For the VBA, the new version runs when the user starts the application from **Start/Vbapps/CAPRI/CAPRI**. The user can make new Windows desktop shortcuts after starting the new version.

For the VHA, the IRM department will install the CAPRI desktop icon. Please check with them on the specifics of starting CAPRI. Normally, the user should find the CAPRI shortcut in the same place the user would find the Computerized Patient Record System (CPRS).

Local Vista Connection: The CAPRI shortcut can be set to connect to a specific VistA system. CAPRI will accept the command line parameters **s=servername** and **p=portname**, just like CPRS.

149 Test Claim	s Properties 🔹 🥐	<
General Shortc	ut Compatibility Security	
VISTA 14	9 Test Claims	
Target type: Target location:	Application	
Target:	"C:\Program Files\VistA\CAPRI\capri.exe" s=10.	
Start in:	"C:\Program Files\VistA\CAPRI"	
Shortcut key:	None	
Run:	Normal window	
Comment:	Target Change Icon Advanced	
	OK Cancel Apply	
	Caricer Apply	J

Figure 1-1

CAPRI REMOTE: CAPRI Remote users access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to **forum.va.gov**, port **9400** (Figure 1-1). See the <u>CAPRI Remote Functionality</u> section in this user manual for more details.

Add/Remove Medical Centers

Local IRM staff can set up a list of available VHA servers that the user may need to connect to on a regular basis. Please contact IRM if the user needs a facility added or removed. IRM staff can add multiple VistA connection configurations to CAPRI using the standard **serverlist.exe** utility provided with the RPC Broker. IRM should refer to the RPC Broker documentation for specifics on how to use serverlist.exe.

If using command line parameters to direct the CAPRI shortcut to a specific server and port, the settings from serverlist.exe are ignored. The example in **Step 2** below refers to a system that has been set up with serverlist.exe and has no server or port information in its shortcut.

Logging On

Non-CAPRI Remote Users

Step 1 – The user starts by double-clicking the CAPRI icon.

Step 2 – **OPTIONAL** – If the workstation has been configured with serverlist.exe by IRM, and if there is no server and port information in the CAPRI shortcut, a window will appear asking the user to select an initial server and port (Figure 1-2). Selecting the down arrow in the upper right corner displays all the VHA sites the user can access. A scroll bar appears if the list is too long to be displayed. If the user has access to only one VHA facility, then the VistA sign on screen in **Step 5** (Figure 1-4) is displayed immediately.

Step 3 – **OPTIONAL** – The user scrolls to the name of the desired VHA facility, if it is not already visible, and clicks it to select it (Figure 1-2).

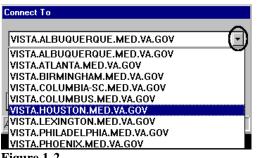


Figure 1-2

Step 4 – OPTIONAL – The user clicks OK (Figure 1-3).

Connect To		
VISTA.HOUS	TON.MED.VA.GOV	
✓ <u>о</u> к	X <u>C</u> ancel	<u>? Н</u> еlp
Address:	10.133.64.201 Port	9200

Figure 1-3

Step 5 – The user enters a VistA Access Code, presses the Tab key, and then enters the Verify Code. The user then presses Enter or clicks **OK** (Figure 1-4). This takes the user to the Patient Selector Screen described in the <u>CAPRI – Using the Software</u> section.

*Note: New users without access codes should contact local IRM staff to get one.

🖀 VISTA Sign-on	
MISUSE OF THIS SYSTEM AND INFORMATION IN THIS SYSTEM IS A FEDERAL CRIME	^
<pre>************************************</pre>	
Access Code: Verify Code: Change Verify Code	
Server: FORUM2 Volume: ROU UCI: VBA Port NLA0::541264111	

Figure 1-4

Regional Office (RO) CAPRI Remote Users

Most VBA users are CAPRI Remote users. CAPRI Remote users need only one Access Code and one Verify Code to connect to authorized VA Medical Center (VAMC) sites.

Step 1 – From the Start/VBAPPS/CAPRI Remote/CAPRI Remote menu, the user clicks the CAPRI icon.

Step 2 – After entering the VistA Access Code, the user presses the Tab key to go to the next field and enters the Verify Code. Then the user presses Enter or clicks **OK** (Figure 1-5).

*Note: New users without access codes should contact local IRM staff to get one. The first time the user logs into a VistA application, only the Access Code should be entered. CAPRI will then

prompt the user to create a Verify Code. Most users should have a valid Access and Verify Code combination by the time they use CAPRI.

and the second second second second			
MISUSE OF THIS	SYSTEM AND INFORMA	ATION IN THIS SYSTEM IS & FEDERAL	CRIME
*********			********
	NATIONAL VISTA SUPP	PORT (Including **VBAUSERS**)	
	NATION	AL HELP DESK	
8:00am-7	:30pm Eastern Time,	, Monday-Friday 1-888-596-HELP (4	357)
	If you have trouble	e with the toll-free number,	
	call 205-554-34	459 through 205-554-3465	
	(Tuscaloo	osa OIFO)	
FORUM ACCES	S AND VERIFY CODES	1-888-596-4357 (8AM-7:30PM E	ASTERN)
FORUM TECHN	ICAL SUPPORT	1-888-694-9406 or 1-800-865-	1855
*********	*****************		********
	******************		********
		ed to require strong passwords.	
		rs in length, and contain three o	
following four	kinds of character	rs: letters (upper case and lowe	r),
following four numbers, and,	kinds of character characters that are		r),
following four numbers, and, '@" or "\$"). S	kinds of character characters that are	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, "@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, "@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, @" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, @" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XYZ987. made upper-case.	nr), ke *#*,
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XXZ987.	r),
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XYZ987. made upper-case. Access Code:	xr), ke *∰*, ✓ ΩK
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li 3ABC\$\$, ABC123#\$, or \$\$XYZ987. made upper-case.	nr), ke *#*,
following four numbers, and, '@" or "\$"). S	kinds of character characters that are amples would be 123	rs: letters (upper case and lowe e neither letters nor numbers (li BABC\$\$, ABC123#\$, or \$\$xxz987. made upper-case. Access Code: Verify Code:	xr), ke *∰*, ✓ ΩK

Figure 1-5

OPTIONAL – To change the Verify Code, the user selects the **Change Verify Code** checkbox on the sign-on dialog before clicking **OK**. The user will then be prompted to create a new Verify Code as shown in the steps in (Figure 1-6).

🧱 YISTA Sign-on	_ 8 ×
MISUSE OF THIS SYSTEM AND INFORMATION IN THIS SYSTEM IS A FEDERAL CRIME	
NATIONAL VISTA SUPPORT (Including **VBA USERS**)	
NATIONAL HELP DESK	
8:00am-7:30pm Eastern Time, Monday-Friday 1-888-596-HELP (4357) If you have trouble with the toll-free number,	
call 205-554-3459 through 205-554-3465	
(Tuscaloosa OIFO)	
FORUM ACCESS AND VERIFY CODES 1-888-596-4357 (8AM-7:30PM EASTERN)	
FORUM TECHNICAL SUPPORT1-888-694-9406 or 1-800-865-1855	

MODEMS: 301-734-0035 (14 lines/28.8k)	

Verify codes have been implemented to require strong passwords. Passwords	
shall be at least eight characters in length, and contain three of the following four kinds of characters: letters (upper case and lower),	
numbers, and, characters that are neither letters nor numbers (like "#",	
"@" or "\$"). Samples would be 123ABC\$\$, ABC123#\$, or \$\$XYZ987.	
NOTE: lower-case letters will be made upper-case.	
4.	
Access Code:	<u>o</u> k ()
2 Verify Code:)*********	ancel
	<u> </u>
✓ Change Verify Code	ν
Server: FORUM1 Volume: VBA UCI: VAH Port: _NLA0: 3	

Figure 1-6

After selecting **OK**, the user is prompted to enter and confirm a new Verify Code.

Change VISTA Verify	Code	
Old verify code:	100000000	<u>✓ 0</u> K
<u>N</u> ew verify code:		X Cancel
Confirm new verify code:		? Help

Figure 1-7

Step 3 – The CAPRI Remote site selection screen (Figure 1-8) displays the user's authorized VHA facilities. If shown, the vertical scrollbar is used to scroll through all authorized sites. The user selects a site and then either double-clicks the site's name or clicks **OK** to access that site. CAPRI has been modified to include the city and state where each facility is located. In addition, the list may now be sorted by State. (Figure 1-8) shows DEV/FEX Test System in Troy, New York as the selected VHA facility.

CAPRI Remote	
You are authorized the following connecti	ons: 🔽 Sort By State
FLORIDA site: @CHEY133 TEST LAB NEW YORK, TROY site: @DEV/FEX TE Unknown State site: @CHEY133_LINUX WYOMING site: @CHY1R Test System	ST SYSTEM
Select a site.	
<u>C</u> ancel	<u>0</u> K

Figure 1-8

After CAPRI loads the VHA facility, the user is prompted with the Patient Selector screen. Instructions for use of the Patient Selector screen are found in the CAPRI - Using the Software section of this document.

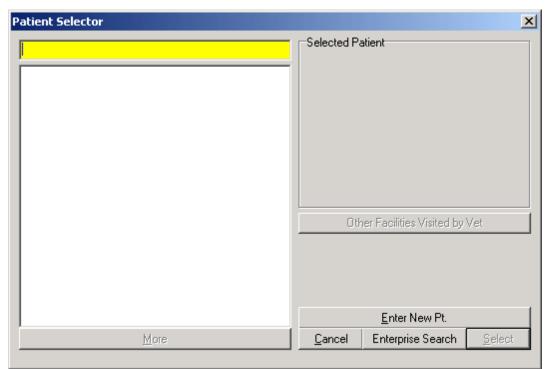


Figure 1-9

Terminal Server Users

Step 1 – From the Hines terminal server application, the user double-clicks the CAPRI icon.

Step 2 – Steps 2 through 3, listed above, are followed by RO CAPRI Remote users.

CAPRI News

Before logging on to CAPRI, News alerts are displayed if new items exist. The user can select the News item to view the contents.

The user can select **Clear All** to remove all News items.

The user can select **Close** to continue working with CAPRI.

) Sep 25, 2006 @ 3:20pm	New Template Patch Released (DVBA*2.7*113)	
🕨 Apr 7, 2005 @ 2:30pm	Problem with PTSD Initial Exam Template	
🕨 Apr 4, 2005 @ 10:00am	CAPRI V91 Autosave Bug	
Nov 1, 2005 @ 12:30pm	CAPRI Version 91 (DVBA*2.7*91) Issues	
Nov 1, 2005 @ 12:30pm	Double-click here to learn about News in CAPRI	

Figure 1-10

CAPRI Alerts

When users of the CAPRI C&P Template functionality log into CAPRI, any existing CAPRI Template Alerts are displayed.

CAPRI Alerts		×
Resolve This Alert	You have 78 draft templates. You have 1 template awaiting signature. You have 3 templates sent back from the reviewer.	
Resolve This Alert	There are 7 templates requiring review.	
Resolve This Alert	You have 1 CPRS document to co-sign.	
Resolve This Alert	There are 4 CPRS co-signed documents ready for transfer to AMIE.	
	> Continue	

Figure 1-11

CAPRI automatically checks pending Compensation and Pension Worksheet Module (CPWM) Template statuses. Pending templates in the user's queue are displayed on the alert screen. The C&P Alerts Screen displays alerts according to template status. Alerts for template statuses of: **draft, awaiting signature, sent back from reviewer, requiring review, CPRS documents to cosign**, and **cosigned documents ready to transfer to AMIE** are displayed.

The user clicks the **Resolve This Alert** button to be taken to the section of CAPRI where the alert can be resolved. For example, if the user has unsigned templates, then he or she is taken to the Unsigned Templates window.

The user may select **Continue** to bypass the alerts and go to the Patient Selector Screen.

2 **CAPRI** – Using the Software

Patient Selector Screen or Patient Entry / Selection

Security Note: The CAPRI application does not allow users to view their own personal patient records. If a user attempts to do so, CAPRI prevents access and alerts the Security Administrator at the VHA facility who will take established security violation actions. In addition, when selecting a patient who is a VA employee, CAPRI allows the user to do so only after the user agrees to Privacy Act Terms via a dialog box. An alert is sent to the Security Administrator who will inquire about the user's business reasons for accessing those records.

Selecting a Patient / Veteran

The Patient Selector Screen allows the user to search the VistA database for patients who have records. Patients can be located using a Social Security Number (SSN), the last name initial plus the last four digits of the SSN, or by typing in the veteran's last name and first name. Current users of AMIE II will recognize that these are the same search methods for that application.

If the user is looking for existing VHA medical records and the patient selection search yields no results, then there are no existing VHA medical records for that patient at the facility that was accessed. Verify that the user typed in the SSN correctly and that the user is logged into the correct VHA facility.

*Note: To avoid displaying sensitive information regarding our patients and staff, the examples in this manual contain contrived names instead of real names. Patients and staff are referred to as CPRIPATIENT, ONE; PROVIDER, ONE; or USER, ONE. Likewise, real SSNs, real addresses, and other personal identifiers are not used.

Step 1 – To begin the search, the user clicks **File/Select Patient** and enters the veteran's information (Figure 2-1). For example, if the user wants to view the records of CPRIPATIENT, TWO (SSN: 666080315), then the following would be the valid search methods:

- SSN (preferred method): the user enters 666080315 and clicks Select.
- Last name initial and last four of SSN: the user enters C0315 and clicks Select.
- Name: the user enters CPRIPATIENT, TWO and clicks **Select**.

*Note: there is NO space between the comma and the first name.

Patient Selector	
Patient ID: CPRI CPRIPATIENT,FIVE CPRIPATIENT,FOUR CPRIPATIENT,ONE CPRIPATIENT,SIX CPRIPATIENT,THREE CPRIPATIENT,TWO	Selected Patient CPRIPATIENT,TW0 SSN: 00000002 MALE 53 y/o 03/04/1955 Ward: Claim Number: 4 ICN: 5000001979
	Other Facilities ⊻isited
Demographics More	<u>Cancel</u> E <u>n</u> terprise Search <u>S</u> elect

Figure 2-1

Step 2 – CAPRI displays a list of possible matches (Figure 2-1). The user can click once on the patient's name to display more information to help verify that the user has selected the correct veteran. This additional information includes the patient's full name, SSN, Claim number, gender, age, and date of birth. If there is only one match, this information is displayed automatically. After choosing the correct veteran, the user clicks the **Select** button.

Step 3 – After the user clicks **Select**, CAPRI builds all of the background information on the selected veteran and automatically opens the C&P Exam Tab. From this starting point the user can request a C&P exam for the selected veteran or select any of the other tabs to navigate existing patient records.

Step 4 – To select another patient, the user selects File/Select Patient and returns to Step 1.

<u>E</u> dit <u>T</u> o	ols <u>H</u> elp				
			CPRIPATIENT,TWO SSN#00000002	DOB: 03/04/1955	5 ICN: 500000
Exams 713	31 Request Reports Admin I	Health Summaries Clinical Documents C&	P Worksheets VistAWeb		
Exa	am Requests:				
240	Date Requested/Date	e Completed			
	OCT 21, 2004012:14 OCT 21, 2004012:17 AFR 25, 2005017:36 SEP 7, 2005013:52 SEP 7, 2005013:55	JUN 27, 2005015:52			
			Add a New Request		
	Re-Pri	int Final C&P Results	Status Inquiry	View/Edit Selected Request	

Figure 2-2

*Note: CAPRI notifies the user if the patient is deceased and allows the user to Continue or Cancel. When the user searches using the Patient Selector screen, a message indicates if the patient is deceased (Figure 2-3).

Patient Selector	×
	Selected Patient SSN: MALE Ward: Claim Number: SS ICN:
	Other Facilities Visited by Vet
	Patient is deceased.
	Enter New Pt.
<u>M</u> ore	Cancel []

Figure 2-3

If the user clicks **Select**, the following dialog box appears (Figure 2-4) with the patient's date and time of death.

Deceased Patient	\mathbf{X}
This patient died MAY Do you wish to contir	/ 21, 2003@07:59:05 nue?
Yes	<u>N</u> o

Figure 2-4

The user selects **Yes** to continue or **No** to cancel.

Sensitive Records

A user's own record, and the records of the user's colleagues, are designated as sensitive records and the user may not access them without justification. If a user clicks the name of patient whose record is sensitive, the words **Sensitive Record** are displayed in place of the patient's personal information.

CAPRI – Using the Software

Patient Selector		×
Patient ID: CAPRI CAPRI,CAPRI M CAPRI,NEW 0 CAPRI,NEWTEA CAPRI,NEWTEST A JR CAPRI,PATIENT EIGHT CAPRI,PATIENT FIVE CAPRI,PATIENT FOUR CAPRI,PATIENT NINE CAPRI,PATIENT SEVEN CAPRI,PATIENT SIX	1	Sensitive Record
CAPRI,PATIENT TEN CAPRI,PATIENT THREI CAPRI,PATIENT X CAPRI,TEST X CAPRI,TEST Y	<u>-</u>	Other Facilities ⊻isited
Demographics	Maria	Enter New Pt.
<u>D</u> emographics	<u>M</u> ore	Cancel Enterprise Search Select

Figure 2-5

If the user attempts to open this record, a warning message is displayed.

WARNING
<pre>***RESTRICTED RECORD*** *********************************</pre>

Figure 2-6

If the user does not have justification for viewing this record, then the user should select **No** on this message box.

Entering a New Patient / Veteran

*Note: VBA users should only establish a new patient within the VistA system if it is necessary to request a C&P examination for a veteran who is not a current patient within the medical facility's database. If the patient NAME and SSN search using CAPRI's Patient Selector function yields no results, i.e., "Match not found," then the user must establish the veteran as a new patient.

Step 1 – The user selects the **Enter New Pt.** button at the bottom of the Patient Selector Screen (Figure 2-7).

Patient Selector	
Patient ID:	Selected Patient
	Other Facilities ⊻isited
Demographics More	Enter New Pt. Cancel Enterprise Search Select

Figure 2-7

Steps 2 – User enters the veteran's SSN in the space provided, and then clicks Verify SSN is Not in Use (Figure 2-8).

Enter New Patient		-	
You may enter a new pat	ient into the VistA patient file us	ing this dialog.	
SSN: 000001010	⊻enify SSN is Not in Use	1	
		,	
		Cancel	

Figure 2-8

Step 3 – If the SSN is not associated with an established patient record, CAPRI opens the **Enter New Patient** template (Figure 2-9).

Enter New Pati	ient					
		/istA patient file using this	dialog.			
SSN: 0000010	10	⊻erify SSN is Not in Use				
					_	
First Name:	TEN		Gender:	MALE	·	
Middle Name:			DOB:	07/07/1970		
Last Name:	CPRIPATIENT					
Jr., Sr., etc:				Click to Co	ontinue	
						-
J					1	Ľ
				<u>C</u> ancel		

Figure 2-9

When the user clicks **Click to Continue**, a query is run to find any existing patient with the following information similar to the new patient:

- First 2 letters of the First and Last name are the same
- Same last 4 of the SSN
- Same Year and Month of the Birth date
- Same Year and Day of the Birth date

The query results are displayed so that the user can manually verify that the new patient does not exist in the system. The name, gender, date of birth, and SSN of the potential matches are displayed, as shown (Figure 2-10).

Patient File Matches					
Based on the information entered, there are potential matches.					
Please verify that you are	not creating a	duplicate patie	ent.		
PATIENT, TEST A PATIENT, TEST G	MALE MALE	02/12/1940 02/01/1950	000838888		
PATIENT, TEST NEWEMPL	FEMALE	10/10/1910	000987654		
PATIENT, TEST QUALITY JR	MALE	04/25/1948	000202020		
Cancel New Patient Entry					
Cancel New Patient Entry			with Patient Entry		

Figure 2-10

If a sensitive record is returned as a potential match for the new patient, then the DOB and SSN fields are replaced with the word *SENSITIVE*.

atient File Matches			_	
Based on the inf Please verify tha				
DELACRUZ, SENSITIVE	MIDDLE	MALE	*SENSITIVE*	*SENSITIVE*
Cancel New Patient Ent	ny [Continue W	ith Patient Entry

Figure 2-11

The user has the option to Cancel New Patient Entry or Continue With Patient Entry.

Step 4 – When **Click to Continue** is selected, the remainder of the required fields are displayed (Figure 2-12) and a stub record is created within the VistA system. Selecting **Cancel** at this point leaves an incomplete record.

Enter New Patient	ient into the VistA patient file using thi	is dialog
SSN:	VerifySSN is Not in Use	
First Name: DELE	TE	Gender: MALE
Middle Name: TEMP	þ	DOB (mm/dd/yyyy): 11/07/1973
Last Name: CAPP	RITEMP	
Jr., Sr., etc:		Clic <u>k</u> to Continue
Patient Type:	•	POW Status Indicated?
Veteran?		Service Connection %:
Service Connected?		Claim Number: Copy SSN
Period of Service:		
LAST Service Entry Da	ite (mm/dd/yyyy): LA Clear Date	AST ServiceSeparation Date (mm/dd/yyyy);
Primary Eligibility:		
Claim Folder Location:		
Branch of Service:	Y	
Type of Discharge:		
	<u>A</u> dd Patient	Cancel

Figure 2-12

If incorrect **Service Entry** or **Separation Dates** are entered, the user selects the **Clear** button to remove the incorrect data from the field and then enters the correct date. There are several fields on the template with drop-down arrows. Selecting an arrow displays a menu that shows the only valid choices for each particular field. For example, the drop down arrow for the field, Patient Type, shows the following valid selections (Figure 2-13):

Patient Type:	POW Status Indicated?
Veteran? ACTIVE DUTY ALLIED VETEBAN	Service Connection %:
Service Connect COLLATERAL EMPLOYEE	Claim Number: Copy SSN
Period of Service NON-VETERAN (OTHER) NSC VETERAN	
	LAST ServiceSeparation Date (mm/dd/yyyy);

Figure 2-13

* Note: In support of the joint VA/DOD Disability Evaluation System (DES) pilot program, TRICARE' and 'SHARING AGREEMENT' have been added as available Primary Eligibility selections when entering a new patient. The addition of 'TRICARE' and 'SHARING AGREEMENT' primary eligibilities will allow the DES pilot program office to better identify the number of DES exams performed.

Primary Eligibility:		
Claim Folder Locatio	AID & ATTENDANCE COLLATERAL OF VET.	
Branch of Service:	EMPLOYEE HOUSEBOUND	
The statement of the second seco	NSC	
	OTHER FEDERAL AGENCY PRISONER OF WAR	
Country: UNITED 9	PURPLE HEART RECIPIENT SC LESS THAN 50%	
	SERVICE CONNECTED 50% to 100% SHARING AGREEMENT TRICARE	

Figure 2-14

The selection list for the **Claim Folder Location** requires the user to select the appropriate entry and then click **OK**.

	ist (56 found)			
301	BOSTON-RO	REGIONAL	OFFICE	
304	PROVIDENCE-RO	REGIONAL	OFFICE	
306	NYC-RO	REGIONAL	OFFICE	
307	BUFFALO-RO	REGIONAL	OFFICE	
308	HARTFORD-R0	REGIONAL	OFFICE	
309	NEWARK-RO	REGIONAL	OFFICE	
310	PHILADELPHIA-RO	REGIONAL	OFFICE	
311	PITTSBURGH-RO	REGIONAL	OFFICE	
313	BALTIMORE-RO	REGIONAL	OFFICE	
314	ROANOKE-RO	REGIONAL	OFFICE	
315	HUNTINGTION-RO	REGIONAL	OFFICE	
316	ATLANTA-RO	REGIONAL	OFFICE	
317	NEW TEST	VAMC		
317	ST.PETERSBURG-RO	REGIONAL	OFFICE	-
(Cancel	<u>o</u> k		

Figure 2-15

The Country field contains a dropdown list of all available countries, and defaults to UNITED STATES. This field controls the display of the ZIP+4, County, State, Province, and Postal Code fields. When the selected country is "UNITED STATES", CAPRI displays the ZIP+4, County, and State fields and hides the Province and Postal Code fields.

After selecting UNITED STATES in the Country field, a user entering a valid ZIP code into the Zip+4 field causes CAPRI to populate the City, County, and State fields with predetermined, uneditable values. The City, County, and State field values may only be edited by a user who possesses the EAS GMT COUNTY EDIT security key.

	Country:	UNITED STATES]	Phone:		
	Zip+4:			Office Phone:		
l	Address:	[
l	Addr 2:					
l	Addr 3:	[County:	V	
	City:]	State:	V	
						•
			<u>A</u> dd Patie	ent	<u>C</u> ancel	

Figure 2-16

When the selected Country is other than "UNITED STATES", CAPRI displays the Province and Postal Code fields and hides the ZIP+4, County, and State fields.

	Country:	CANADA Phone:	
l		Office Phone:	
l	Address:	Province:	
l	Addr 2:	Postal Code:	
l	Addr 3:		
l	City:		
l			
			•
		Add Patient	<u>C</u> ancel

Figure 2-17

Step 5 – The user selects **Add Patient** to establish the new patient or **Cancel** if the user no longer wishes to add the patient (Figure 2-12).

Notes on adding new patients:

- CAPRI automatically uses all capital letters in all fields; users do not have to capitalize individual letters
- Do not use punctuation marks, special characters, or spaces in any of the name fields
- Do not use punctuation marks in any of the address fields
- Use a hyphen between the area code and number, e.g. 555-555-5555; Do not put parentheses around the area code of a phone number

Step 6 – After the user has completed the Enter New Patient template and clicked the **Add Patient** button (Figure 2-12), CAPRI builds a new patient record for the veteran and automatically opens that record in the C&P Exams tab.

Step 7 – The new patient is established in VistA and the user may now request a C&P Examination for that patient.

Other Facilities Visited by a Veteran

A CAPRI Remote user can switch to other VAMC sites and view the patient's record even if the user normally does not have access to those VAMC sites. The **Other Facilities Visited by Vet** button allows a user to identify all VAMCs where a patient *may have* visited, and also identifies the last time the patient *may have* received treatment at that VAMC site. The **Other Facilities Visited by Vet** button on the Patient Selector screen is grayed out and disabled when there is no electronic record that the patient has visited another VAMC site.

Patient Selector	×
	Selected Patient
	Other Facilities Visited by Vet
More	<u>Cancel</u> Enterprise Search <u>S</u> elect

Figure 2-18

When a veteran's patient record is displayed, the **Other Facilities Visited** button is located in the upper left corner (Figure 2-19).

File Edit T			STA.WASH	INGTON.	1ED.VA.GO	V (Ser	ver:688A09 \	olume:R0	DU UCI:97	AH Port:NLA0::560576715)		_ 8 ×
Other Facilit		- i .									ICN:	
C&P Exams	7131	Request	Reports 4	∖dmin [H	alth Summa	aries 🗍 C	linical Documer	its∫ C&P W	/orksheets	1		
Г	Exam	<u>R</u> eque	sts:									
	1	Date R	equeste	1/Date	Complet	ted						
							Add a New Re	teeune			_	
	i	Br	e-Print <u>F</u> inal (C&P Resul	s		<u>S</u> tatus Inq.			View/Edit Selected Request		
🌱 Ready.												VistA



After selecting the **Other Facilities Visited by Vet** button (either from the Patient Selector screen or while viewing a named veteran's records), the user is presented with a list of VAMCs where the veteran *may have* visited (Figure 2-20). The user selects a VAMC, and then selects **Switch to This Facility**.

Remo	te Sites		
	According to the nation may have been to the f	nal Master Patient Index, this veteran following facilities:	
463 402 405 586 436		SEP 23, 2008@11:44 MAR 25, 2008@10:46 IROC SEP 26, 2008@14:48 FEB 25, 2009@15:56	
672	FARGO VAMROC SIOUX FALLS VAMROC CHEYENNE VAMC SAN JUAN VAMC	JAN 23, 2009@13:57 SEP 15, 2008@10:24 DEC 22, 2006@11:12	
504 508 509 516 517	AMARILLO HCS ATLANTA VAMC AUGUSTA VAMC BAY PINES VA HCS BECKLEY VAMC	JUN 4, 2008@13:54 FEB 3, 2009@15:38 DEC 1, 2008@11:52 JAN 15, 2009@11:30 JUN 18, 2008@12:17	~
	<u>C</u> ancel	<u>S</u> witch to This Facility	

Figure 2-20

After switching to the other site, the user has full ability to navigate the veteran's patient records using CAPRI.

Unless the user has direct access to the switched site, the File menu can not be used to search for other patient records at the switched site. Instead, the user receives the message in (Figure 2-21).

CAPRI DVBA*2.7*71
You do not have direct access to this site. Please use FILE SWITCH SITES and pick a different site prior to selecting a patient.
ОК



Enterprise Search Function

The Enterprise Search function can be used to search all VAMC VistA systems to see where a patient has presented for care. This function allows the user to enter a combination of patient name and SSNs to search through selected VAMC systems to see if a patient match exists. This functionality is available from CAPRI's **Tools** menu as well as on the **Patient Selector** screen.



Figure 2-22

Search for a Patient:		
Search For:	Could not connect to:	
Available connections: (Hold CTRL to pick multiple sites)		~
@CHEY133 TEST LAB located) @CHEY133_LINUX TEST LAB @CHY1R Test System located ir @DEV/FEX TEST SYSTEM loc.	Potential Matches:	~
@DEV/FEX TEST SYSTEM loc-		
Select All		
<u>C</u> lose <u>R</u> un Selected		~

Figure 2-23

Step 1 – Next to the **Search For:** field (Figure 2-23), the user may click the "?" button to receive instructions for entering specified search parameters.

Your search string should be the same text VistA or CAPRI would normally use for searching the patient file.

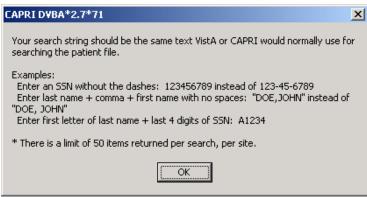
Examples:

Enter an SSN without the dashes: 123456789 instead of 123-45-6789

Enter last name + comma + first name with no spaces: "DOE,JOHN" instead of "DOE, JOHN"

Enter first letter of last name + last 4 digits of SSN: A1234

* There is a limit of 50 items returned per search, per site.





Step 2 – Single site or multiple site searches can be done, as described below.

Searching one site: After entering patient search data, the user selects one site and then clicks **Run Selected**.

Search for a Patient:	
Search For:	Could not connect to:
?	
Available connections: (Hold CTRL to pick multiple sites)	
@CHEY133 TEST LAB located i	Potential Matches:
@CHEY133_LINUX TEST LAB @CHY1R Test System located in @DEV/FEX TEST SYSTEM loc-	
COEV/PEX TEST STSTEM IOD	
Select All	
<u>C</u> lose <u>R</u> un Selected	

Figure 2-25

Searching all sites in list: After entering patient search data, the user clicks the **Select All** button, and then clicks **Run Selected**. (Figure 2-26)

Search for a Patient:		
Search For:	Could not connect to:	~
Available connections: (Hold CTRL to pick multiple sites)		~
@CHEY133 TEST LAB located i @CHEY133_LINUX TEST LAB @CHY1R Test System located in @DEV/FEX TEST SYSTEM loc	Potential Matches:	~
COLUMENTEST STOTEMING		
<u>Select Aii</u>		
		$\mathbf{\nabla}$

Figure 2-26

Searching multiple sites: After entering patient search data, the user selects one site with the first mouse-click and then holds the control key on the keyboard while selecting the names of other sites. After choosing all desired sites, the user clicks **Run Selected.** (Figure 2-27)

Search for a Patient:	
Search For:	Could not connect to:
?	
Available connections: (Hold CTRL to pick multiple sites)	×
@CHEY133 TEST LAB located i @CHEY133 LINUX TEST LAB	Potential Matches:
@CHEY133 LINUX TEST LAB @CHY1R Test System located in @DEV/FEX TEST SYSTEM loc-	<u>^</u>
<u>S</u> elect All	
<u>C</u> lose <u>R</u> un Selected	×

Figure 2-27

Searching a group of sites in the list: After entering patient search data, the user selects one site, holds the shift key on the keyboard, and clicks the last site in the grouping search. Then, the user clicks **Run Selected**. (Figure 2-28)

Search for a Patient:		
Search For:	Could not connect to:	
?		^
Available connections:		
(Hold CTRL to pick multiple sites) @CHEY133 TEST LAB located)		
■@CHEY133 LINUX TEST LAB	Potential Matches:	
@CHY1R Test System located in @DEV/FEX TEST SYSTEM loc		
Select All		
<u>C</u> lose <u>R</u> un Selected		v

Figure 2-28

Step 3 – Potential Matches received after running a selected search parameter are shown in (Figure 2-29). The user can move the vertical scroll bar to see the complete list.

CAPRI – Using the Software

Search for a Patient:	
Search For:	Could not connect to:
Available connections:	
(Hold CTRL to pick multiple sites)	V
@CHEY133 TEST LAB located i @CHEY133_LINUX TEST LAB	Potential Matches:
@CHY1R Test System located in @DEV/FEX TEST SYSTEM loca	@CHY1R Test System located in WYOMING: NO MATCHES FOUND
	@DEV/FEX TEST SYSTEM located in TROY, NEW YORK
	NAME MATCH:
Calaat All	
<u>S</u> elect All	



If CAPRI is unable to connect to a selected site, that information is reported. (Figure 2-30)

Search for a Patient:		
Search For:	Could not connect to:	
?	@CHEY133_LINUX TEST LAB	~
Available connections:		
(Hold CTRL to pick multiple sites)		<u>×</u>
@CHEY133 TEST LAB located i @CHEY133_LINUX TEST LAB	Potential Matches:	
@CHY1R Test System located in @DEV/FEX TEST SYSTEM loc.	@CHEY133 TEST LAB located in FLORIDA: NO MATCHES FOUND	^
	@CHY1R Test System located in WYOMING: NO MATCHES FOUND	
		=
	@DEV/FEX TEST SYSTEM located in TROY, NEW YORK	
	NAME MATCH:	
Select All		
<u>C</u> lose <u>R</u> un Selected		~

Figure 2-30

C&P Exam Requests

The C&P Exam tab (Figure 2-31) includes functions such as:

- Requesting C&P examinations
- Viewing/editing requests
- Canceling requests
- Adding an exam to a pending request
- Creating status inquiry reports
- Viewing completed requests
- Tracking the progress of the request for claims management purposes
- Requesting an Insufficient Exam
- Printing results for individual patients

Pending requests are shown with a date only in the left column. Completed requests have a completion date in the right column. When the user first accesses this screen, none of the examinations are selected, and only the **Add a New Request** button is enabled. After the user selects an examination, the **Re-Print Final C&P Results**, **Status Inquiry**, and **View/Edit Selected Request** buttons are enabled.

C&P Exams tab:

🚟 CAPRI Connected To COR.ISC-ALBANY.MED.VA.GOV (Server:ISC1A4_Volume:DEVFEX_UCI:DEVFEX_Port:NLA0: 💽 💷
<u>F</u> ile <u>E</u> dit <u>T</u> ools <u>H</u> elp
Other Facilities Visited CPRIPATIENT, THREE SSN#000000003 DOB: 11/01/1968 ICN: 500000197
C&P Exams 7131 Request Reports Admin Health Summaries Clinical Documents C&P Worksheets VistAWeb
Exam <u>R</u> equests:
Date Requested/Date Completed
SEP 24, 2008017:56
A <u>d</u> d a New Request
Re-Print Einal C&P Results Status Inquiry View/Edit Selected Reguest
🌱 Ready. Division: DMS CENTRAL OFFICE 🕼 VistA

Figure 2-31

View/Edit Selected Request

Step 1 – The user logs into CAPRI, looks up the veteran using the Patient Selector, and moves to the C&P Exams tab (Figure 2-31). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 – The user selects the examination request date and clicks the **View/Edit Selected Request** button.

Step 3 – The **View C&P** screen opens, showing all of the entries from the original request, as well as the examination status (Figure 2-32). The user can scroll down to see additional information from the original request. The exam in this request cannot be edited because it is already complete, but the original request may be viewed.

View C&P Exam	
<u>E</u> dit	
Request Reference #: Request Status	COMPLETED, PRINTED BY RO
Pt. Name:	Last Rating Exam Date:
Claim Folder Required? NO Priority of Exam(s): INC	REASE
Request Date:	RD: ST. PETERSBURG-RO
Requested By: Routing	Location: FT MYERS OPC
Comments:	
high frequency hearing loss; deviated nasa blepharitis with history of conjunctivitis recurrent; hyperhidrosis and tinnea pedis, right thumb(major).	, bilateral; prostatitis,
Other Disabilities [1]:	
Other Disabilities [2]:	
Other Disabilities [3]:	
Add An Insufficient Exam Request	 Close Window

Figure 2-32

Step 4 – If the user wants to edit a request that is still pending and has not yet been scheduled, it can be done on the **View C&P Exam** screen (Figure 2-32). (Otherwise, skip to **Step 8**). The user can edit Claim Folder Required, Priority of Exam(s), Routing Location, Comments, and Other Disabilities by typing directly into those fields. To add another examination, the user clicks the **Add Exam to Request** button (Figure 2-33).

Cancel ALL Exams	⊻iew Selected Exam	Add Exam to Request
Figure 2-33		

Step 5 – If the Add Exam to Request button is clicked, the exam listing field opens allowing the user to make a selection (Figure 2-34). The user can scroll down the list, or use the Find by Body System button.

Scroll list view:

Select Exams To Add:				
ACROMEGALY				
AID AND ATTENDANCE OR HOUSEBOUND EXAMINATION				
AMPUTATION, RESIDUALS OF				
ARTERIES, VEINS AND MISCELLANEOUS				
BONES (FRACTURES AND BONE DISEASE)				
BBAIN AND SPINAL CORD				
Find by Body System				
Add Selected Exams	Cancel Add Exams			

Figure 2-34

Step 6 – In the scroll list view (Figure 2-34), the user clicks the checkbox next to the desired examination. In the **Find by Body System** view (Figure 2-35), the user scrolls down the body systems until the correct one is found, then single-clicks the + in front of the body system, or the user can double-click the body system to open a list of all pertinent examinations. The user double-clicks the desired examination to add it. The view reverts to the scroll list view, and that examination is checked.

Find by Body System view:

Select Exams To Add:				
⊡ CARDIOVASCULAR	▲			
Ē- DENTAL AND OBAL				
- DIGESTIVE CONDITIONS, MISCELLANEOUS				
- ESOPHAGUS AND HIATAL HERNIA				
INTESTINES (LARGE AND SMALL)				
View Selected Exams				
Add Selected Exams	Ca <u>n</u> cel Add Exams			

Figure 2-35

Step 7 – The user selects **Add Selected Exams** or **Cancel Add Exams** as appropriate (Figure 2-34).

Step 8 – The user can select **Close Window** to close this screen or **Add An Insufficient Exam Request** if this examination was completed but is insufficient (Figure 2-32). See the Add a New Request section for additional information.

Cancel an Exam Request

Step 1 – After logging into CAPRI, the user looks up the veteran using the Patient Selector, and moves to the C&P Exams tab (Figure 2-31). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window shows the dates requested.

Step 2 – The user selects the examination request date and clicks the **View/Edit Selected Request** button (Figure 2-31).

Step 3 – The View C&P Exam screen opens, showing all of the entries from the original request and the examination status (Figure 2-36). The user can scroll down to see additional information from the original request.

View C&P Exam		
<u>E</u> dit		
Request Reference #:	Request Status: NEW	*
PL Name:	Last Rating Exam Date:	
Claim Folder Required?	NO Priority of Exam(s): INCREASE	
	Request Date: APR 21, 2003@14 RD: ST. PETERSBURG-RO 🗾	
Requested By:	Routing Location: BAY PINES	
Comments:		
	increase in his service connected left knee instability.	
1	M	
Other Disabilities [1]:	left knee instability	
Other Disabilities [2]:		
Other Disabilities [3]:		-1
<u>≜</u> dd An li	nsufficient Exam Request lose Window	

Figure 2-36

Step 4 – To cancel all exams, the user scrolls down to the Exams Requested section and clicks the **Cancel ALL Exams** button (Figure 2-37). To cancel selected exams, skip to **Step 6**.

D		
s Requested:		
S (FRACTURES AND BO	NE DISEASE) (OPEN)	

Figure 2-37

Step 5 - CAPRI opens a dialog box for the user to confirm the selection (Figure 2-38). The user clicks Yes to cancel the exams or No if the user still wants the exams to be completed.

Cancel all exams 🛛 🕅						
Are you sure you want to cancel all the exams?						
Yes	<u>N</u> o					

Figure 2-38

Step 6 – To cancel selected exams, the user scrolls down to the Exams Requested section (Figure 2-39), clicks the exam to be canceled, and clicks the **View Selected Exam** button.

View C&P Exam			
Edit			_
Exams Requested:		2	•
BONES (FRACTURES AND BO	NE DISEASE) (OPEN)		
Cancel ALL Exams	⊻iew Selected Exam	Add Exam to Request	

Figure 2-39

CAPRI – Using the Software

Step 7 – The C&P Exam Details screen opens (Figure 2-40). The user can review the exam request to ensure that the correct exam is selected before clicking the **Cancel this Exam** button.

Ele Edit	
Exam Reference #: 71771	Exam Type: BONES (FRACTURES AND BONE DISEASE)
Date of Exam:	Status: OPEN
Fee Exam:	Examining Physician:
Work Sheet Printed:	Exam Place:
Cancellation Date/Time:	Canceled By:
Cancellation Reason:	
Original Provider:	
Date Transferred Out:	Transferred Out By:
Transferred Out To:	
Date Transferred In:	Date Returned To Owner Site:
Insufficient Remarks:	
Capcel this Exam	Qlose Window

Figure 2-40

Step 8 – A box opens for the user to select the cancellation reason from the supplied list (Figure 2-41). The **OK** button is disabled until a reason is selected. After selecting the appropriate reason, the user clicks **OK** to cancel the selected exam. If the user no longer wishes to cancel the exam, then the user selects **Abort and DO NOT CANCEL!** to keep the exam.

***Note**: Capri has been modified to include the cancellation reason "Veteran Cancelled Exam for DBQ." This can be used when the Veteran chooses to submit a Disability Benefits Questionnaire in lieu of undergoing an exam.

Select a cancellation reason and click "OK."		
ADEQUATE MEDICAL EVIDENCE DUPLICATE EXAM EMPLOYEE EXAM NAME DELETED FROM FILE FAILED TO REPORT INCOMPLETE REQUEST INCORRECT JURISDICTION INCORRECT TEST ORDERED NO EXAMS ORDERED NOT ENOUGH INFORMATION		
UNDELIVERED NOTIFICATION VET REFUSED EXAM THIS LOCATION		
VETERAN CANCELLED EXAM FOR DBQ VETERAN DIED VETERAN WITHDREW CLAIM		
C Cancel By MAS	Cancel By Regional Office	
<u>о</u> к	Abort and DO NOT CANCEL!	

Figure 2-41

Step 9 – If **OK** was selected to cancel the exam request, CAPRI displays a confirmation box (Figure 2-42). The user can click **Yes** to cancel the exam or **No** to keep the exam.

Cancel Exam		×
Are you sure you are rea	dy to cancel this exam	?
Yes	No	

Figure 2-42

Step 10 -If Yes is selected, CAPRI opens another box for the user to enter comments that are sent with the cancellation message to VHA (Figure 2-43). After entering comments, the user clicks **Done**.

Comments:			
Edt			
Please enter any comments you would like sent on your 2507 exam cancellation e-mail to MAS:			
Done			

Figure 2-43

 Step 11 – The C&P Exams tab now shows the canceled exam (Figure 2-44).

 CIP Exams
 7131 Request

 Reports
 Admin

 Health Summaries
 Clinical Documents

Dace	Red	quested/Date	Ce	ompleted	
		2003814:07	I		
APR	24,	2003808:24		APR 24, 2003008:42 [EXAM CA	NCELEDI
				Add a New Request	

Figure 2-44

Add a New Request

Step 1 – The user logs into CAPRI, looks up the veteran using the Patient Selector, and moves to the C&P Exams tab (Figure 2-31). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window shows the dates requested.

Step 2 - If previous examination requests exist, the user views those requests as described in View/Edit Selected Request to ensure that the user is not about to enter a duplicate request for an examination.

Step 3 – After ensuring that the exam about to be requested is not already pending, the user clicks the **Add a New Request** button (Figure 2-31).

Step 4 – CAPRI prompts the user to check the latest address of record in the VistA system (Figure 2-45). If the veteran has a new address, the user clicks the **Edit Address Now** button. If the user is not sure if the new address is more current than the one shown by CAPRI, then the Permanent Address is not updated and instead this fact is noted and the new address is included in the general comments area of the exam request.

If the Permanent Address shown by CAPRI is current, the user clicks **OK**. If the user enters a change to the Permanent Address information, it will not update the address information directly in the VistA Registration database; instead this information is appended as text to the examination request, where it can be further edited if necessary

Address Verifica	tion:		
Permanent	Address:	Temporary	Address:
Country:		Temp Address /	Active?
Address (line 1):		Start Date:	
Address (line 2):		End Date:	
Address (line 3):		Country:	×.
City:		Street:	
State:			
Zip+4:			
		City:	
		State:	
County:		Zip+4:	
Phone:		Province:	
Office Phone:		Postal Code:	
Last known date fo	or this address:	County:	
		Phone:	
<u>Edit</u> .	Address Now		<u>o</u> k

*Note: VBA users cannot edit the Temporary Address information in (Figure 2-45).

Figure 2-45

Step 5 – If the user selects the **Edit Address Now** button, then the address can be edited. The user has the option of either saving or not saving the address changes to the C&P Exam request (Figure 2-46).

Address Verifica	ition:				
Permanent Address:		Temporary Address:			
Country:	UNITED STATES	Temp Address /	Active?		
Address (line 1):		Start Date:			
Address (line 2):		End Date:			
Address (line 3):		Country:	Y		
City:		Street:			
State:					
Zip+4:					
		City:			
		State:			
County:		Zip+4:			
Phone:		Province:			
Office Phone:		Postal Code:			
Last known date I	ior this address:	County:			
		Phone:			
I	<u>D</u> on't Save		Save Changes With C&P Request		

Figure 2-46

After the user selects **OK** from (Figure 2-46), or either the **Don't Save** button or the **Save Changes With C&P Request** button from (Figure 2-46), an **Add a New C&P Exam** dialog box opens (Figure 2-47).

쨺 Add New C&P Exam	×
Edit	
Pt. Name: Request Date: NO Claim Folder Required?	R0: 317 ST.PETERSBURG-
Routing Location Information:	(Mileages are estimates of distance of site to patient's zipcode)
AMIE Test System	
Information About this Exam List: List of Exams. NOTE: Exams in red are not normally perform	ad at the selected routing location
ACROMEGALY AID AND ATTENDANCE OR HOUSEBOUND EXAMINAT AMPUTATION, RESIDUALS OF ARRHYTHMIAS ARRHYTHMIAS AUDIO BONES (FRACTURES AND BONE DISEASE) BRAIN AND SPINAL CORD CHRONIC FATIGUE SYNDROME COLD INJURY PROTOCOL EXAMINATION CRANIAL NERVES CUSHING'S SYNDROME DENTAL AND ORAL	
Find by <u>B</u> ody	System
Comments:	Exam <u>R</u> equest Template
Send Exam Request	Ca <u>n</u> cel Request

Figure 2-47

As shown in (Figure 2-47), certain VHA facilities have added new examination list functionality. For these facilities only, supported exams are shown in black, and exams shown in red may not be supported by the selected facility. **Routing Location Information** and **Information about this Exam List** status messages have been added to the template. Pop-up messages may appear during exam selection, depending on how the exam list has been set up by the C&P clinic or MAS. To examiner uses the Tab key or the mouse to navigate among the fields. Several fields have drop down arrows which show the valid selections for that particular field. All of the fields except for **Other Disabilities** require an entry. The **Other Disabilities** fields are not used by all VBA Regional Offices.

*Note: If the user did not use the **Other Disabilities** fields with the AMIE software, then they will not be used with CAPRI.

*Note2: CAPRI has been modified to include the following five new **Priority of Exam(s)** types in the **Pririty of Exam(s)** dropdown list:

- 1. Agent Orange
- 2. BDD Benefits Delivery at Discharge
- 3. BDD Quick Start
- 4. DES Claimed Condition by Service member
- 5. DES Fit for duty.

These priorities are used to report separate statistics on the AMIS 290 and AMIS 290 by Division reports.

***Note3**: CAPRI has been modified to default the **Last Rating Exam Date** field with "N/A." If the user chooses a date and decides to "delete" it they must click "anywhere" in the field and hit the "DELETE" key and they will be prompted with the following message shown in (Figure 2-48) and the field will then be changed back to N/A if they choose "yes" to the message. If they choose "no" it will remain with the date previously chosen date.

🚟 Add New C&P Exam	×
Edit	
Pt. Name: Request Date: No Claim Folder Required?	DW Priority of Exam(s): QUICK START RO: 317 ST.PETERSBURG- Last Rating Exam Date: Jan 04, 2011 ing Location: AMIE TEST 405 (138 miles) (Mileages are estimates of distance of site to patient's zipcode)
Routing Location Information:	(
AMIE Test System	
Information About this Exam List: List of Exams. NOTE: Exams in ACROMEGALY AID AND ATTENDANCE OR AMPUTATION, RESIDUALS ARRHYTHMIAS ARRHYTHMIAS ARTERIES, VEINS AND MISE AUDIO BONES (FRACTURES AND BONE DISEASE) BRAIN AND SPINAL CORD CHRONIC FATIGUE SYNDROME COLD INJURY PROTOCOL EXAMINATION CRANIAL NERVES CUSHING'S SYNDROME DENTAL AND ORAL	ation.
Find by <u>B</u> ody	System
Comments:	Exam <u>R</u> equest Template
<u>S</u> end Exam Request	Ca <u>n</u> cel Request

Figure 2-48

The user can select as many **Exams to Complete** as required by the veteran's claim. The user must remember to justify the request by entering comments that explain the choice of exams. The **Exams to Complete** section works the same way as described in Step 5 and Step 6 of the **View/Edit Selected Request** section.

Step 6 – The user enters comments into the **Comments** field with information for the C&P physician concerning the veteran's disabilities along with the reason for the user's selection of examinations (Figure 2-47). The Comments area is Windows-compatible and supports copy and paste commands. The user carries out copy and paste commands by either selecting **Edit**, located in the gray bar at the top of the screen, or by right-clicking in the comments area. The copy and paste features is of benefit for lengthy VBA Remand instructions for C&P examinations and also for those Ratings Veterans Services Representatives (RSVRs) and Data Request Outputs (DROs) that keep a card file or other electronic system of exam paragraphs with

standardized sentences that are used on a frequent basis. Additionally, the C&P medical opinion request template can be pasted into the Comments section.

The **Exam Request Template** button was added to automate some of these paragraphs. It opens another screen (Figure 2-49) which is an optional feature that allows the user to make selections that use standard language and appear on the examination request. It has tabs for **Info**, **SC/Increased Eval**, **Pension**, **Medical Opinion**, and **Contact Info**. Use of these templates is **optional**.

The Info tab has general information for the examiner (Figure 2-49).

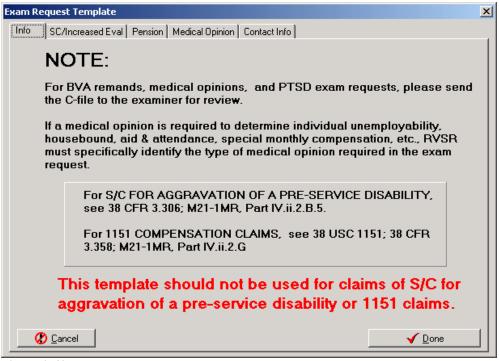


Figure 2-49

The **SC/Increased Eval** tab allows the user to specify a Power of Attorney, indicate the conditions for which the veteran is claiming service connection, and indicate the service connected conditions for which the veteran is claiming an increased evaluation. Selecting the **Add New** button opens the bottom Medical Condition fields (Figure 2-50)

***Note**: When a medical opinion is required for a claim of service connection, DO NOT use the **Veteran claims service connection for:** selection. Instead, refer to the VBA M21-1, MR for guidance as to what is required.

Exam Request To	emplate				X
Info SC/Increa	sed Eval Pension Me	dical Opinion	Contact Info		
🔽 Veteran has	a power of attorney. Sp	ecily:			_
Veteran clair	ns service connection for.				
					<u>^</u>
	16	et all claimed m	edical conditions		<u>×</u>
		ar air ciaimea m	euca conditions		_
Veteran clair	ns increased disability eva	luation for:			_
	Delete Selected			≜dd New	
					_
	Medical Condition:				
	Currently evaluated as		% disabling.		
	Cancel			Add to list	
-					
(Cancel				√ [2one

Figure 2-50

On the **Pension** tab, the user indicates what medical conditions must be evaluated for a determination of pension entitlement (Figure 2-51).

Exam Request Template	
Info SC/Increased Eval Pension Medical Opinion Contact Info	
✓ Veteran claims entitlement to pension benefits	
based on the following claimed medical conditions:	
	<u>^</u>
Identity all medical conditions shown on examination.	
© Cancel	Done

Figure 2-51

The **Medical Opinion** tab allows the user to indicate that an opinion is needed (Figure 2-52). The user can copy and paste text into this box by pointing to it and clicking the right mouse button.

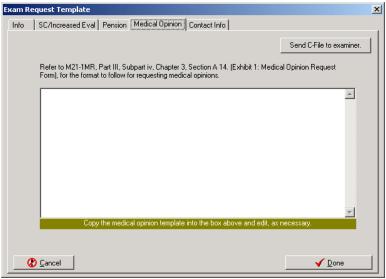


Figure 2-52

The **Contact Info** tab gives the user a pre-formatted area to indicate a station contact if the examiner has any questions about the request (Figure 2-53). CAPRI remembers this information and automatically populates these fields the next time this template is used.

Exam Request Template	×
Info SC/Increased Eval Pension Medical Opinion Contact Info	
Any questions can be directed to:	
Name:	
Address:	
Phone:	
Cancel 🗸 🗸 Done	

Figure 2-53

The user clicks **Done** when finished to enter all of the applicable templates.

Step 7 – The user reviews the request to ensure all the correct information has been entered. After making sure that no additional information is required, the user clicks **Send Exam Request**. The user may also click **Cancel Request**, if appropriate, and answer the confirmation dialog box that appears. **Step 8** – The request is transmitted to the VHA facility and CAPRI shows that the request is pending.

Step 9 - To place proof of the exam request in the claim file for recordkeeping purposes, the user selects the Status Inquiry option and prints the Inquiry screen.

Insufficient Exam Request

This option is used if a completed examination is not sufficient, and the RO has followed local procedures to attempt to make the examination sufficient for rating purposes.

Step 1 – The user logs into CAPRI, looks up the veteran using the Patient Selector, and moves to the C&P Exams tab (Figure 2-54). Because the veteran already has examination requests on file, the window will show the dates requested and completed.

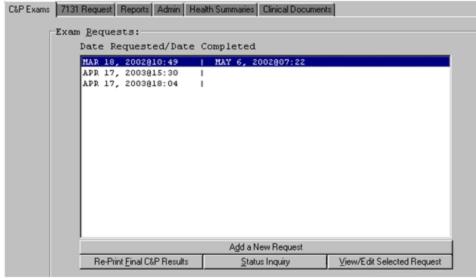


Figure 2-54

Step 2 – The user selects the previous examination that was insufficient, and then clicks **View/Edit Selected Request**. This opens the View C&P Exam screen (Figure 2-55).

CAPRI – Using the Software

View C&P Exam	
Edit	
Request Reference #: Request Status:	COMPLETED, PRINTED BY RO
Pt. Name:	Last Rating Exam Date:
Claim Folder Required? NO Priority of Exam(s): INCF	REASE Y
Request Date:	RO: ST. PETERSBURG-RO 🔽
Requested By: Routing L	ocation: FT MYERS OPC
Comments:	
high frequency hearing loss; deviated nasa blepharitis with history of conjunctivitis recurrent; hyperhidrosis and tinnea pedis, right thumb(major).	, bilateral; prostatitis,
Other Disabilities [1]:	
Other Disabilities [2]:	
Other Disabilities [3]:	
Add An Insufficient Exam Request	Close Window

Figure 2-55

(Figure 2-56) shows the previously requested exams, and that their status is complete.

Exams Requested:									
SENSE OF SMELL AND 1	GERS (CÒMPLETE) AND PHARYNX (COMPLETE)								
Cancel ALL Exams	⊻iew Selected Exam	<u>A</u> dd Exam to Request							

Figure 2-56

Step 3 – The user verifies that the correct request was selected, and then clicks the **Add An Insufficient Exam Request** button (Figure 2-55).

Step 4 – The Add New C&P Exam screen opens (Figure 2-47). The user completes this screen as directed in the Add a New Request Section above. The only difference is that the list of available examinations is limited to those completed in the previous, insufficient examination (Figure 2-57). These choices will only appear after the user enters the Routing Location.

Exams to Complete:
Information About this Exam List:
NOTE: Exams in red are not normally performed at the selected routing location.
AUDIO GENITOURINARY EXAMINATION HAND, THUMB, AND FINGERS NOSE, SINUS, LARYNX, AND PHARYNX SENSE OF SMELL AND TASTE SKIN DISEASES (OTHER THAN SCARS)
Find by Body System

Figure 2-57

Step 5 - The user completes this screen and submits the examination request as directed in the Add a New Request section above.

Re-Print Final C&P Results

This option is used to display final C&P examination results. The user can print the results, if needed, by using File/Print after the results are displayed. If the user attempts to use this option for an examination that has not been released to the Regional Office by the C&P Clinic, the following message is displayed: "This request has not been released to the Regional Office yet."

Step 1 – The user logs into CAPRI, looks up the veteran using the Patient Selector, and moves to the C&P Exams tab. If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested, as in the example below.

	Red	ues	ts:							
I	ate	Re	quested/D	ate (Compl	eted	l			
			2002010:49		MAY	6, 1	2002007:2	22		
	APR 1	17,	2003815:30) (
						F 4 4 - 1				
		_				_	New Reque	st		
	Re	Print	Final C&P Res	ults		Stal	tus Inquiry	1.1	View/Edit Selecte	d Request

Figure 2-58

Step 2 – The user selects the examination results and clicks the **Re-Print Final C&P Results** button.

Step 3 – CAPRI displays a dialog box asking: **Do you want just the lab/x-ray results?** (Figure 2-59). The user clicks **Yes** for lab and x-ray results only, or **No** for the full examination results.

Reprint Final Rep	ort 🛛 🔀
Do you want just th	e lab/x-ray results?
Yes	No

Figure 2-59

Step 5 – The **Compensation and Pension Exam Report** screen opens under the **Reports** tab (Figure 2-60). The user can scroll down for more results from the selected examination.

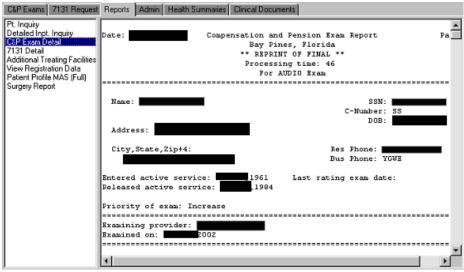


Figure 2-60

Step 6 - To view the results of another final examination request, the user must go back to the C&P Exam tab and start from Step 2 above.

Status Inquiry

This option is used to check the status of any exam request shown on the C&P Exam tab screen.

Step 1 – The user logs into CAPRI, looks up the veteran using the Patient Selector, and moves to the **C&P Exams** tab (Figure 2-58). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested, as in the example below.

Step 2 - To check an exam's status, the user selects the exam request for which they would like to check the status and then clicks the **Status Inquiry** button.

Step 3 – The **Compensation and Pension Exam Inquiry** screen opens under the **Reports** tab. The user can scroll down for more information about the selected examination (Figure 2-61).

C&P Exams 7131 Request	Reports Admin Health Summaries Clinical Documents	
Pt. Inquiry Detailed Inpt. Inquiry [CtP Exem Detail 7131 Detail Additional Treating Facilities View Registration Data Patient Profile MAS (Full) Surgery Report	COMPENSATION AND PENSION EXAM INQUIRY 	<u> </u>
	City,State,Zip+4: Res Phone: 267-806- Bus Phone: Entered active service: Released active service: >>> Future C4D Appointments <<<	
	Requested exams currently on file: AUDIO Requested on MAR 18,2002@10:49:14 by ST. PETERSBURG-RO - Completed AUDIO	-

Figure 2-61

Step 4 – To check the status of another exam request, the user must go back to the **C&P Exam** tab and start from **Step 2** above.

7131 Request

The 7131 Request tab includes functions such as:

- Adding new requests for 21-Day Certificates, Notices of Discharge, etc.
- Status inquiries and reports
- Viewing and editing pending requests

*Note: 7131 requests are reserved for information that cannot be obtained directly through CAPRI, such as older records and retired records that may not exist in the electronic database or other records in VHA's CPRS that are unavailable in CAPRI. For example, scanned records in CPRS may not be available in CAPRI.

Pending requests are shown in the left column and completed requests are shown in the right column of the screen. In the example below (Figure 2-62), the request is still pending for an Admission Report, and there are no completed requests. When the tab is first opened, all pending and completed requests are shown, but none is selected. The **Status Inquiry** and **View/Edit Selected Request** buttons are not available until a request is selected.

7131 Request Reports Admin Health Summaries Clinical Documents
7131 Requests:
Date of Event/Date Request Completed
JUN 28, 2002@08:30
Add a New Request Status Inquiry View/Edit Selected Request

Figure 2-62

Figure 2-62) shows what an open 7131 request for an outpatient treatment record looks like. The **Date of Event** displays **O/P Activity** when the 7131 request is not for an Admission Report.

Eile	<u>E</u> dit	<u>T</u> ools	Help						
				CAF	RI, PATIENT ONE	SSN#32323223	3 DOB: 05/05/	1950 ICN: 5	5000000240
C&P	E <u>x</u> am	s 7131	Request	Reports Admin	Health Summarie	s Clinical Docur	nents]_C&P Worksł	neets VistAW	/eb
		-7131		Date Reques	t Completed				
			NOV 8	3, 1993@10:05	I				
			Add	l a New Request	<u>S</u> tatus I	nquiry 🛛 🕹	iew/Edit Selected R	equest	
V F	Ready.							🕸 News 📗	📮 VistA

Figure 2-63

7131 Request Status Inquiry

Step 1 - The user logs into CAPRI, selects a patient, and clicks the 7131 Request tab. The 7131-request screen displays any pending or completed 7131 requests (Figure 2-63).

Step 2 - The user selects the 7131 request which they would like to run the inquiry and clicks the **Status Inquiry** button.

Add a New Request

7131 requests can be made for reports including:

- Patient records which may be retired after a long period of facility inactivity
- Patient records which only exist on paper
- VAF 21-2680 Aid and Attendance examinations that have been completed by the veteran's health care provider
- Competency reports
- Asset information
- 21-day certificates
- Records based upon hospital admissions such as discharge notices and discharge summaries

New 7131 Request	
Edit	
Type of request:	×
Hospital Summary	ed By: TODAY equest Date: TODAY ate Last Status Changed: TODAY D: ST. PETERSBURG-RO
Outpatient Treatment Report (Date Range):	
	sion Date:
Send 7131 Request	Ca <u>n</u> cel Request

Figure 2-64

New 7131 Request	
Edit	
Type of request: 2006@0 3C/SURG Outpatient/Activity 4A/TELEMETRY Admission 2004@ NH-SCT 2004@1 4A/TELEMETRY 2004@1 4A/TELEMETRY 2004@1 4A/TELEMETRY 2004@1 4A/TELEMETRY	
Pt. Name: Requested By: Requested By: Requested By: Requested By: Requested By: Request Date: TODAY Notice of Discharge Date Last Status Changed: TODAY Hospital Summary R0: ST. PETERSBURG-RD Certificate (21 Day) Other/Exam (Review/Remarks) Special Report Competency Report VA Form 21-2680 Asset Information Admission Report Beginning Date Care	j
Outpatient Treatment Report (Date Range): Routing Location: ✓ Admission Date: Send 7131 Request Cancel Request	

Figure 2-65

Step 3 – The user selects either **Outpatient/Activity** (Figure 2-64) or **Admission** (Figure 2-65) depending on which one most closely relates to the request. If no admission is listed under the **Select Admission Date** (see Figure 2-65) then an electronic 7131 Request cannot be submitted.

*Note: Notice of Discharge, Hospital Summary, Certificate (21-Day), and Admission Report are NOT available if the user selects **Outpatient/Activity**. These options are only available if **Admission** is selected.

Step 4 – The user checks the items to request. Patient Name, Requested By, Request Date, Date Last Status Changed, RO, and Admission Date are already completed.

Step 5 – The user enters comments in the area provided with details concerning the request (Figure 2-66). A Release of Information Clerk at VHA must search old records for the user's request and will appreciate any help the user can give by being specific about the request.

New 7131 Request						
Edit						
Certificate (21 Day)	'					
🔲 Other/Exam (Review/Remarks)						
Special Report						
Competency Report						
🔲 VA Form 21-2680						
C Asset Information						
🗖 Admission Report						
🔲 Beginning Date Care						
Outpatient Treatment Report (Date Range):						
Routing Location:	Admission Date:					
Comments:						
	<u>_</u>					
Send 7131 Request	Ca <u>n</u> cel Request					
ji						

Figure 2-66

Step 6 – The user clicks **Send 7131 Request** and the request is transmitted. Or, the user can click **Cancel Request** (Figure 2-66). CAPRI opens a dialog box asking the user to confirm the choice.

Step 7 – To inquire about the status of a 7131 request or to generate a report for proof of a request to be placed in the claims file, the user selects the **Status Inquiry** option (Figure 2-63).

Status Inquiry

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **7131 Request** tab. The 7131-request screen displays any pending or completed 7131 requests (Figure 2-63).

Step 2 – The user selects the 7131 request and clicks the Status Inquiry button (Figure 2-63).

Step 3 – The following report opens under the **Reports** tab (Figure 2-67). To check the status of another 7131 request, the user must go back to the **7131 Request** tab and start from **Step 2** above.

Step 4 – The	e user can print th	he report for the cla	aim folder by choosing	Print from the File menu.
····.	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·		

Reports Admin Health Su	mmaries Clinical (Documents				
Patient Name: SSN: Receiving Div: BAY PI	INES			TIVITY DATE: Number: SS	JUN 28,20	02008::
Requisition	Status	Status	Date	Operator	Current	Divis:
Notice/Discharge: Hospital Summary: 21-day Certificate: Other/Exam: Special Report: Competency Report: Form 21-2680: Asset Information: Admission Report:	APR 17,2003					
OPT Treatment Rpt: Beg Date/Care:	PENDING			1		
REMARKS: This is a sa Requesting location:		-		Date o	f Request:	
•						Þ

Figure 2-67

View/Edit Selected Request

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **7131 Request** tab. The 7131-request screen displays any pending or completed 7131 requests (Figure 2-63).

Step 2 – To check the status, the user selects the 7131 Request and clicks the **View/Edit Selected Request** button (Figure 2-63).

Step 3 – The screen shown in (Figure 2-68) displays all of the information entered in the 7131 request. The user clicks the **Close Window** button when finished viewing the request.

	Request Date: APR 17, 2003
Document Type: ACTIVITY DATE	Date Last Status Changed: APR 17, 20
Finalization Date:	Finalized By:
	Completion Date: By:
Notice of Discharge	
Hospital Summary	
🗖 Certificate (21 Day)	
Other/Exam (Review/Remarks)	
E Special Report	
Competency Report	
VA. Form 21-2680	
Asset Information	
Admission Report	
Beginning Date Gare	
tpatient Treatment Report (Date Range) 01-0 Completion Date:	By:
ents;	
uting Location: BAY PINES 516	

Figure 2-68

Step 4 – To edit the 7131 request, the user can do so on this screen at this time if the request has not been finalized. The fields available for editing are the documents requested (Notice of Discharge, Hospital Summary, Competency report, etc.), the Outpatient Treatment Report Date Range, the Routing Location, and the Comments. When the edits are complete, the user clicks **Close Window** to save the changes (Figure 2-68).

CAPRI Reports (Patient-Specific)

The **Reports** tab allows the user to make various patient inquiries, review registration and profile data, and request surgery reports for the selected veteran.

Patient Inquiry

This report provides demographic, eligibility, and treatment information about the selected patient.

Detailed Inpatient Inquiry

This report lists all of the patient's inpatient admissions, with the date, time, and ward. The user can select an admission and click **OK** to get detailed information about that admission. This includes admission and discharge dates, transfers between wards, care providers, and diagnosis.

C&P Exam Detail

This report was moved to the **C&P Exams** tab. If attempting to use this report, the user is directed to that tab.

7131 Detail

This report was moved to the 7131 Request tab. If attempting to use this report, the user is directed to that tab.

Additional Treating Facilities

This report shows if the patient was treated at any VHA facilities other than the one currently connected to by the user.

View Registration Data

This report provides full demographic data, including military information, for the selected patient.

Patient Profile Medical Administration Service (MAS) (Full)

The following screen is the default – it specifies all dates, appointments, enrollments, team information, edits, dispositions, and the means test. The user can change the generated report to exclude particular types of information by selecting **No** for that particular type.

Surgery Report

This option generates a list of all available surgery reports for the selected patient. If the user selects a procedure from the list, the **OK** button is enabled.

Other Patient-Specific Reports

As noted below in the non-patient-specific reports section, if a veteran is selected prior to choosing Reports from the File menu, two of the reports have additional options. The **Reprint a**

21-Day Certificate and the **Reprint a Notice of Discharge** reports allow the user to choose either for a date or for the patient selected. Refer to the next section for details on the other reports accessed from the Reports option under the File menu.

Reprint a 21-Day Certificate

This option is used to reprint a 21-Day Certificate for a particular patient. After selecting a patient, the user accesses Reports under the File menu. The resulting report dialog box includes that patient as a selection option. If the user does not have a patient selected, the dialog box does not include this as an option. The certificate produced is exactly the same as the original certificate. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 – Report of Contact.

Reprint a Notice of Discharge

It may be occasionally necessary to reprint a Notice of Discharge for a patient. After selecting a patient, the user accesses Reports under the File menu. The resulting report dialog box includes that patient as a selection option. If the user did not have a patient selected, the dialog box would not include this as an option. If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the patient's name, SSN, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

CAPRI Reports (Non-Patient-Specific)

The non-patient-specific CAPRI Reports are accessed by selecting Reports under the File menu.

C&P Exams Reports

AMIS 290

This option electronically produces the AMIS C&P report that was manually produced by the regional office. It is a general system of computer programs used to process management reports. The AMIS 290 report covers compensation and pension examination request activity. The regional office AMIS 290 calculates the data based only on that specific regional office's requests, or when the regional office is left blank, it calculates the data for all regional offices. The average processing time reported on the AMIS 290 report now accounts for lost 2507 request processing time due to appointment reschedules at the request of the veteran. Processing time for an insufficient request will include the processing time of the original request. In addition to a hard copy being produced, this option allows the user to send a MailMan message either locally or via network mail. The mail bulletin will contain the same information that appears on the report.

In support of the joint VA/DoD Disability Evaluation System (DES) pilot program, CAPRI has been modified to provide the capability to produce separate AMIS 290 report statistics for the following five new Priority of Exam types:

- 1. Agent Orange
- 2. BDD Benefits Delivery at Discharge
- 3. BDD Quick Start

- 4. DES Claimed Condition by Service member
- 5. DES Fit for duty.

By selecting one of the following filters to run the AMIS 290 report, CAPRI will produce separate statistics as indicated:

- Agent Orange
- Benefits Delivery at Discharge and Quick Start
- Disability Evaluation System Claimed Condition by Service Member and Fit for Duty
- All priorities except AO, BDD, DCS, DFD, and QS.

(Figure 2-69) shows the selection appropriate to produce an AMIS 290 report for all priorities except AO, BDD, DCS, DFD and QS. As appropriate, this report would include statistics for Priority of Exam(s) types:

- TERMINAL
- POW
- ORIGINAL SC
- ORIGINAL NSC
- INCREASE
- REVIEW
- OTHER
- INSUFFICIENT EXAM

🚟 CAPRI Reports	
<u>E</u> lle <u>E</u> dit	
Select a report and press [space].	
C&P EXAMS AMIS 230 by Drivision Insufficient Exam Report Pending CXP Exams C&P Exams Checklist Re-Print C&P Final Report(s) Exam Requests by Date Range	
HOSPITAL ADJUSTMENT	AMIS 290
Admission Report for SC Veterans Admission Inquity by Date Special Report for A&A/Pension Re-Admission Report Discharge Report Incompetent Veterans Report CNH Display Episode of Care CNH Roster Print	Start Date (Noldest) Stop Date (Newest) 12/26/2009 11/26/2010 Regional Office: Image: Compare the second secon
CNH Report of Admissions/Dische CNH Stays in Excess of 90 Days	Select Priority Of Exam Filter
REQUEST FOR INFO	C Agent Orange
Pending Form 7131 Requests 21 Day Certificate Printing	C Benefits Delivery at Discharge and Quick Start
Reprint a 21 Day Certificate Reprint a Notice of Discharge	C DES Claimed Condition by Service Member and Fit For Duty
	All Priorities except AD, BDD, DCS, DFD, and QS
VHA REPORTS Template Activity	
	<u>Cancel</u>
NOTE: The reports below can only be run once. After the initial run, your must use the report reports above to regenerate this information. Be sure to print these reports to retain the information. Print CAP Frank Report (Manual) Print CAP and Report (Manual)	
Figure 2-69	

CAPRI – Using the Software

(Figure 2-70) shows the output from the AMIS 290 report.

🚟 CAPRI Reports		
<u>Eile E</u> dit		
elect a report and press [space].	Report Excludes Exam Priorities: A0,EDD,DCS,DFD,QS	
- C&P EXAMS AMIS 290	For regional office: ALL (ALL)	
AMIS 290 by Division	Requests sent for date range: 35	
nsufficient Exam Report	Exams received incomplete: 4	
Pending C&P Exams C&P Exams Checklist	Exams received complete: 5	
Re-Print C&P Final Report(s)	Exams returned as insufficient: 3 (9%)	
Exam Requests by Date Range	Pending for office ALL at end of month: 159	
	Average processing time: 1.4 days	
- HOSPITAL ADJUSTMENT		
Admission Report for SC Veterans	Greater than 3 days to schedule: 25	
Admission Inquiry by Date	Greater than 30 days to examine: 0	
Special Report for A&A/Pension		
Re-Admission Report Discharge Report	Pending, 0-90 days: 2	
ncompetent Veterans Report	Pending, 91-120 days: 18	
CNH Display Episode of Care	Pending, 121-150 days: 2	
INH Roster Print	Pending, 151-180 days: 3	
CNH Report of Admissions/Dische	Pending, 181-365 days: 0	
CNH Stays in Excess of 90 Days	Pending, 366 or more days: 134	
- REQUEST FOR INFO		
Pending Form 7131 Requests		
21 Day Certificate Printing		
Reprint a 21 Day Certificate		
Reprint a Notice of Discharge		
VHA REPORTS		
Template Activity		
IOTE: The reports below can		
nly be run once. After the itial run, you must use the		
iniai run, you must use the e-print reports above to		
-generate this information. Be		
ure to print these reports to		
stain the information.		
Print C&P Final Report (Manual)		
Print New Notices of Discharge		

Figure 2-70

The terminology below may help interpret the AMIS 290 and Insufficient Exam Report.

Total pending from previous month

This is the total number of 2507 requests reported to MAS before the last day of the previous month that were not completed prior to the end of that month, or were completed prior to the end of that month and reopened.

Requests received for date range

Total number of requests that were not entered with a priority of exam equal to INSUFFICIENT and had a date reported to MAS that fell within the date range entered by the user.

Exams returned as insufficient

Total number of requests that were entered with a priority of exam equal to INSUFFICIENT and had a date reported to MAS that fell within the date range entered by the user.

Requests returned complete

Total number of requests that have a date released that fell within the date range entered and have a request status of COMPLETED, PRINTED BY RO or RELEASED TO RO, NOT PRINTED.

Requests returned incomplete

Total number of requests that have a cancellation date that falls within the date range entered and a request status that equals CANCELLED BY RO or CANCELLED BY MAS.

AMIS 290 by Division

This is the same report as the AMIS 290 above, but the user can limit the report to a single division of the VHA facility that performs C&P examinations, such as a community-based clinic.

Insufficient Exam Report

The Insufficient Exam Report option prints a report of 2507 requests entered with a priority of INSUFFICIENT EXAM for a specified date range. The user may choose a detailed or summary version of the report. Only exam reasons and types that have information to report are included on the detailed version of the report.

The summary version of the report is divided into two parts. The first part contains the total number of 2507 requests/exams received for the date range, the total number of priority insufficient requests/exams for the date range, and the percentage of insufficient requests/exams received. Due to the rounding of the component percentages, the total of the percentages may not equal 100%. The second part of the summary version is a breakdown of each reason an exam was returned. The detailed version allows the user to display one, many, or all insufficient reasons and AMIE exams.

Other information provided includes exam type, patient name, SSN, and claim number. Provider and exam date on this report is the provider and date from the originally completed 2507. The exam date will not be included if the original 2507 has been purged. The length of the veteran's name and the provider are limited to 15 characters each. If either field has been truncated, it will appear with two asterisks (**). If an insufficient 2507 is transferred from one site to another, that exam is reported on the insufficient exam report for both sites (original and remote).

Pending C&P Exams

This option will print out all pending C&P requests. The user may sort the reports by request status, routing location, veteran name, or age of the request.

When sorting by status, the report can be tailored to identify NEW, PENDING, TRANSCRIBED, or ALL pending C&P exams. Sorting by TRANSCRIBED may be useful for identifying ready to rate claims that have been completed but not released to the RO. Common delays for not releasing transcribed results include waiting for a physician's signature and/or waiting for additional required tests or studies. An inquiry to the VAMC C&P clinic can clarify reasons as to why TRANSCRIBED results have not been released if an excessive number of days have elapsed since the date of the C&P exam request.

Each report displays the following information, if applicable: veteran name, SSN, claim number, request date, elapsed days, exams requested, and requester name and location. The total number of exams pending will also be provided.

C&P Exams Checklist

The **Exam Check List for RO** option is used to print a checklist used by regional office personnel to select compensation and pension examinations for veterans. The request worksheet lists the body systems and the exam worksheet names. It also contains a section for remarks. The top portion of the work sheet allows the requester to enter veteran-specific information including:

- Veteran's name, SSN, and Claim Number (C-Number)
- VAMC where the exam is to be performed
- Veteran's day and night telephone numbers
- Power of Attorney
- Date the exam was ordered and by whom
- Insufficient exam date

Re-Print C&P Final Report(s)

This option allows the reprinting of final 2507 exams with the status of **Completed**, **printed by RO**. The reports are sorted by the last two digits of the claim number. The user must enter the date the report was previously printed. Reprinting a request is not allowed unless the person requesting the reprint has a division which matches the station number of the requesting regional office. The exam must have the status **Completed**, **printed by RO** or **Released to RO**, **not printed**. The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. The output will include a summary portion that includes patient name, SSN, claim number, and request date. The total number of requests to be printed will also be provided.

Exam Requests by Date Range

This report generates a simple list of all exam requests entered within the specified date range. The report is sorted by date of entry. The following fields are reported: SSN, Patient Name, Request Date, Date Released, Date Printed, and Status. The report was created primarily to assist VHA in tracking exams that may have been requested but not released.

C&P exam Status comprises the following exam request categories:

- New exam requests from VBA
- Pending, Reported exam requests acknowledged by VHA
- Canceled by MAS
- Canceled by RO
- Released to RO, Not Printed
- Completed, Printed by RO

Hospital Adjustment Reports

CAPRI has been modified to allow downloading of Hospital Adjustment Reports data in addition to viewing on screen or printing, with the exception of the Display Episode of Care report. The data can be downloaded from these reports in text delimited or comma separated value file formats so that further analysis can be performed on the data such as searching and sorting; where these capabilities are provided by external applications capable of accepting the data (e.g.: Microsoft Access® or Microsoft Excel®).

Note: When using Microsoft Excel® to import delimited .txt files downloaded from CAPRI, care must be taken to set the data type of the SSN column in the spreadsheet to "Text" while importing. If the default data type of "general" is used for an SSN field, all the leading zeroes in SSNs will be truncated and the resultant SSN data will not contain 9 digits. (Ex.: 000-00-XXXX will be truncated to XXXX).

Admission Report for SC Veterans

This option reports all service-connected admissions to the facility the user is connecting to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It is then displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, SSN, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving Aid and Attendance (A&A) or pension, and eligibility data. Depending on the date range selected, this report could be quite lengthy. (Figure 2-71) shows the filter criteria for an Admission Report for SC Veterans.

Admission Repo	Stop Date (Newest): 12/10/2010
Report Format	C Delimited Export Data
<u>C</u> ancel	<u>O</u> K



Admission Inquiry by Date

This creates a report that matches the data generated by the AMIE option of the same name. It is a cumulative report containing all admissions for a given date range. The report is designed primarily as an auditing tool for the RO. Information which may be provided for each patient includes claim number, claim folder location, SSN, admission date, admitting diagnosis,

discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report can be quite lengthy.

Step 1 – The user enters a date range using Stop date and Start date.

Step 2 – A specific regional office is selected.

Step 3 – The user clicks OK.

The **Admission Inquiry By Date informational** info box (Figure 2-72) displays the last report that was generated either using CAPRI or the corresponding option in AMIE roll and scroll. This can be used as a reminder when running a new report of this type.

Admission Inquiry By Date Start Date (Oldest): Stop Date (Newest): 12/ 6/2010
Regional Office:
Info:
NOTE: Regional Office is optional. If a Regional Office is selected, the report will be sorted by that RO.
VARD COMPLETE ADMISSION REPORT
FOR ALBANY ON 12/06/2010
Plana auto datas far sanah, aldast data first anat sanah
Please enter dates for search, oldest date first, most recent date last.
Last report was run on DEC 1,2010
Division:
Report Format
Plain Text C Delimited Export Data
Cancel QK

Figure 2-72

Special Report for A&A/Pension

This report option provides information on veterans receiving either pension or A&A. The selectable patient movement types are limited to any active discharge types at the medical facility. Some of the data elements include claim number, claim folder location, SSN, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report can be quite lengthy. CAPRI has been modified to display the date range selected to produce the report in the report output at the top of the report.

The user selects one or more of the special report types by checking the box next to the report name. Some of the choices are pre-selected to AMIE default settings, but may be unchecked to remove them from the final report. Date range is the same in other CAPRI report options. The report can be run for all regional offices or for a specific one. The default is for all offices. After all selections are made, the user selects **Run Report**.

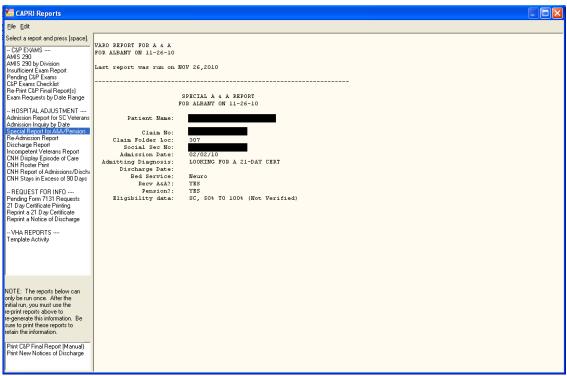
(Figure 2-73) shows the report filtering criteria.

🚟 Special Report for A&A and Pension		×
Select discharge types to include:		
Discharge Type	Code	
AMBULATORY CARE (OPT-AC)	8	^
AUTH ABSENCE 96 HOURS OR LESS	1	
AUTHORIZED ABSENCE	2	
CHANGE ASIH LOCATION (OTHER FACILITY)	45	
CHECK-IN ENHANCED CLINICAL SERVICES	48	
CHECK-IN LODGER	5	
CHECK-IN LODGER (OTHER FACILITY)	6	
CHECK-OUT ENHANCED CLINICAL SERVICES	49	
CHECK-OUT LODGER	7	
CONTINUED ASIH (OTHER FACILITY)	46	
DEATH	12	
DEATH WITH AUTOPSY	38	
DIRECT	15	
Reset To Default Selections		
Start Date (Oldest): Stop Date (Newest): 1/26/2010 11/26/2010		
Regional Office (Optional):		
Type of Report: • A&A C Pension		
Report Format Plain Text C Delimited Export Data Run F	leport	

Figure 2-73

CAPRI - Using the Software

(Figure 2-74) shows the report produced with the date range included at the top of the report.





Re-Admission Report

This report compiles information pertaining to any veteran receiving pension or aid and attendance who has been readmitted to a facility within 185 days of his or her last discharge date.

The following criteria must be met for the patient to appear on this report:

- If the patient is in receipt of pension and Hospital is selected: readmitted within 185 days of last discharge and has a length of stay > 89 days.
- If the patient is in receipt of pension and Dom (Domiciliary) is selected: readmitted within 185 days of last discharge and has a length of stay > 59 days.
- If the patient is in receipt of aid and attendance and either Hospital or Dom is selected: readmitted within 185 days of last discharge, has a current length of stay greater than 29 days, and last discharge was IRREGULAR.

Information provided may include veteran's claim number, claim folder location, eligibility, SSN, and whether or not in receipt of pension and/or aid and attendance. Admission data includes admission date, admission diagnosis, discharge date, discharge type, and bed service. (Figure 2-75) shows the filter criteria for a Re-Admission Report.

Re-Admis Start Date (Oldest):	
Do you want: I Hospital	C Dom
Report Format	C Delimited Export Data
	<u>D</u> K

Figure 2-75

Discharge Report

This option will report service connected, A&A, pension, or all discharges for the facility the user is connected to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the **last run date** for the next processing session. Information provided for each patient record returned may include claim number, claim folder location, SSN, discharge date, type of discharge, length of stay, bed service, in receipt of A&A or pension, and eligibility data. Depending on the date range and number of discharge types selected, the report could be quite lengthy. (Figure 2-76) shows the filter criteria for a Discharge Report.

Discharg Stat Date (Didest) E/10/2009	e Report Stop Date (Newest) 12/10/2010
Do you want C A&A C Pension	C Service-Connected
Report Format	
Plain Text <u>C</u> ancel	C Delimited Export Data

Figure 2-76

Incompetent Veterans Report

This option reports all veterans who have been ruled incompetent by Civil or VA authorities. For this report to run correctly, either the DATE RULED INCOMPETENT (VA) or DATE RULED INCOMPETENT (CIVIL) fields must have been edited by VHA personnel (OR) the RATED INCOMPETENT field in the PATIENT file must contain a YES value.

Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the **last run date** for the next processing session. Information provided for each record returned may include claim number, claim folder location, SSN, discharge date, type of discharge, length of stay, bed service, eligibility data, and date ruled incompetent. Depending on the date range selected, the report could be quite lengthy. (Figure 2-77) shows the filter criteria for an Incompetent Veterans Report.

Incompetent V Start Date (Udest) (10/2003)	Stop Date (Newest)
Report Format Plain Text	C Delimited Export Data



Fee Basis Community Nursing Home (FBCNH) Reports:

The Veterans Administration (VA) Office of the Inspector General (OIG) Findings from Combined Assessment Program (CAP) reviews of VBA Regional Offices (ROs) disclosed that improvements could be made to process hospital adjustments in a more timely and efficient manner. VBA is required by law to reduce certain C&P benefits for veterans receiving hospital and/or domiciliary care furnished at VA expense; this includes patients receiving elective FBCNH care at VA expense. Elective FBCNH Reports are not currently available in CAPRI, and must be obtained from AMIE as a secondary option to VBA RO personnel. For VBA RO personnel to have all relevant hospital reports in one package the CAPRI reports HOSPITAL ADJUSTMENT section has been modified to add the following FBCNH reports as available selections;

- 1. Report of Admissions/Discharges for CNH
- 2. FBCNH Roster Print
- 3. CNH Stays in Excess of 90 Days
- 4. Display Episode of Care.

This enhancement provides a number of benefits from contributing to improved timeliness and accuracy of hospital adjustment process through automation, thereby decreasing administrative cost of the VBA hospital adjustment program, no longer needing to provide technical support for VBA ROs personnel for AMIE VistA users and improving delivery of services to Veterans.

Report of Admissions/Discharges for CNH

This report and its data will be identical to "CNH ADMISSIONS AND DISCHARGES" report that is produced within the Fee Basis application that is used to report admissions to and discharges from a Contract Nursing Home within a specified date range. Figure 2-78) shows the filter criteria for a Report of Admissions/Discharges for CNH.

CNH Report of Admis	Stop Date (Neweat) 12/10/2010
Report Format Plain Text	Delimited Export Data
Cancel	<u>□</u> K

Figure 2-78

FBCNH Roster Print

This report and its data will be identical to the "Nursing Home Roster" that is produced within the Fee Basis application that is used to print a list of Community Nursing Homes and currently admitted Fee Basis veteran patients. Figure 2-79) shows the filter criteria for a

CNH Roster Print
Report Format Plain Text O Delimited Export Data
<u>C</u> ancel <u>D</u> K

Figure 2-79

CNH Stays in Excess of 90 Days

This report and its data will be identical to "ACTIVE CNH STAYS IN EXCESS OF 90 DAYS" report that is produced within the Fee Basis application that lists all ACTIVE CNH stays for a patient that meets or exceeds 90 days as of the effective date entered. (Figure 2-80) shows the filter criteria for a CNH Stays in Excess of 90 Days report.

CAPRI - Using the Software

CNH Stays in Ex.	cess of 90 Days
Report Format Plain Text <u>C</u> ancel	C Delimited Export Data



Display Episode of Care

This report and its data will be identical to the "Display Episode of Care" that is produced within the Fee Basis application that displays all admission, transfer, and discharge movements for one specified episode of care in a Community Nursing Home for the selected patient. Figure 2-81) and (Figure 2-82) show the selection criteria for accessing a Display Episode of Care report.

Patient Selector	X
Patient ID:	-Selected Patient
	Other Facilities ⊻isted Enter New Pt.
Demographics More	Cancel Enterprise Search Select

Figure 2-81

🚟 Select Episode Of Care				\mathbf{X}
Select Admission Date/Time FEB 05, 1993@08:00 SEP 01, 1993@09:00	CAPRI, PATIENT	TEN TEN	ADMISSION ADMISSION	
		<u>0</u> K	Cancel	

Figure 2-82

Request for Information Reports

Pending Form 7131 Requests

This report displays all requests that are not finalized. It lists only the items pending for each patient request. The number of elapsed days (total work days passed since the request was logged) is displayed which may be useful in keeping track of outstanding requests. The user may choose to sort the report by regional office number and division. If the user chooses to report for a specific division, any 7131 that has that division responsible for any portion of the request is included.

Requests may appear on this report with no items listed as pending. These are requests where the final item(s) have been completed but the request itself has not yet been finalized by the system. This should be a rare occurrence. If this does occur, the user should wait 24 hours to see if the auto-finalization program remedies the situation.

If the auto-finalization program did not run, the user may use the Request for 7131 Information options to edit the request. The IRM Service of the medical center the user is connecting to should be notified if it appears that the auto-finalization program is not set to run. Because the pending report may serve many divisions or remote sites, the division responsible for the completion of the request is displayed at the top of each printed record.

21-Day Certificate Printing

This option is used to print 21-Day Certificates that were previously requested. They must have been completed and released by VHA before they can be printed. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119. If the length of stay for the selected episode of care is 21 days or greater, a certificate is generated regardless of the request date.

It should also be noted that upon generation of a certificate, the system will automatically modify the existing 7131 request for the veteran to show requests for a Notice of Discharge and Hospital Summary. This is done ONLY if they are not already requested, or were requested and previously completed. If there are no new 21-Day Certificates to print, CAPRI displays a message. The only prompt is for device selection.

Reprint a 21-Day Certificate

This option is used to reprint all 21-Day Certificates by the original processing date or an individual certificate if a patient's CAPRI record has been previously selected. The user must know the date the certificate was originally printed to reprint by date. The certificate produced is the same as the original certificate. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 – Report of Contact.

Reprint a Notice of Discharge

Items such as a **Notice of Discharge** are automatically tracked and issued ONLY when the event occurs. At that point, they become a **7132**, **Notice of Discharge**. From time to time, it may be necessary to reprint a Notice of Discharge for a patient. This option allows the user to reprint notices for all veterans for a selected processing date. If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the

patient's name, SSN, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

VHA Reports

Template Activity

This report is specific to CAPRI and does not exist within roll and scroll AMIE. The primary intent is to assist VHA staff in tracking their site's examination template use within CAPRI. The report corresponds to the C&P Worksheets tab within CAPRI, which VBA staff may or may not be able to see. This tab is locked with a Security Key not normally provided to VBA.

Other Reports

The next two reports are a special type normally run only by a selected individual at the regional office. It is probable that these will be locked with a Security Key in a future version of CAPRI to prevent accidental use. After these reports are run, flags are set within AMIE that update the report's last date and time. If the report is accidentally run when it should not have been, any user could still generate the report again by using the re-print options, also available in the reports dialog box.

Print C&P final Reports (Manual)

The Print C&P Final Report (Manual) option allows printing of 2507 examination results sorted by the last two digits of the claim number. It will print only those requests that have been released to the regional office and not printed.

This option will only be used by the regional office and should be executed only if there is no supporting paperwork to go with the final results (e.g., eye charts). The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. When a report is ready to be printed, it indicates that all exams for a particular request have been performed on the veteran (or canceled) and the results are completed, transcribed, approved, and released.

The output from this option includes the C&P final exam reports as well as a summary section. The summary section lists the patient name, SSN, claim number, and request date on each exam report that is printed. The total number of requests to be printed is also provided.

Final C&P results may be received at the regional office in the following three ways: **Direct printing** – completed at the regional office through the use of this option

FAX delivery – if there is supporting paperwork for the final results, the request is flagged as such when it is released. After flagged, the user will not be able to print it using this option. Only one original copy is printed at the hospital, and it is faxed along with supporting paperwork. This copy is stored in the veteran's folder (after being signed). Fax delivery of all paperwork ensures the entire exam is kept together.

U.S. Mail – In cases where there is supporting documentation that would not FAX well, it is necessary to mail the entire package to the regional office. An example would be an eye exam that included several different charts.

Print New Notices of Discharge

Items such as a **Notice of Discharge** are automatically tracked and issued ONLY when the event occurs. At that point, they become a **7132**, **Notice of Discharge**. This option facilitates printing notices for all veterans since the last time the report was generated. If the admission associated with the 7131 was deleted and notification was already sent, a message is displayed. The message includes the patient's name, SSN, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

The system is designed to automatically provide new notification of discharge in three cases:

- Veteran has a pending Notice of Discharge request logged on a 7131.
- Discharge is by death.
- Veteran is discharged to a community nursing home.

The discharges at the site are checked nightly for the current date minus seven days. Processing this date range gives the hospital time to correct any errors that occur in the discharge process, such as an incorrect discharge type.

If the admission associated with the 7131 was deleted and notification was already sent, a message is displayed. The message includes the patient's name, SSN, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center. If a specific date range is needed, the Re-print option under the **Request for Info** heading should be used instead.

Admin Tab

The Admin tab combines information about the patient's address and appointments, including admissions (Figure 2-83).

Address Tab

The user can view the permanent address, temporary address, and **Past**, **Future**, or **All** appointments. The **Edit Address Information** button is inoperable for most users.

CAPRI – Using the Software

CAPRI Connected To		
<u>File E</u> dit <u>T</u> ools <u>H</u> elp		
	SSN#	DOB: ICN:
C&P Exams 7131 Request	Reports Admin Health Summaries Clinical D	Occuments C&P Worksheets
		· ·
Address (Line 1):		
Address (Line 2):		
Address (Line 3):		
City:	Country:	UNITED STATES
State:	Province	e:
Zip+4:	Postal C	Code:
County:	Last Up	dated:
Phone:	Update	Site:
Office Phone:		
Edit Address Info	ormation <u>R</u> eload from VistA	Save Changes
Temporary Addres		×1
Start Date:	End Date:	
Street:	Lind Date.	
i i i i i i i i i i i i i i i i i i i		
City:	Country:	
State:	Province	
Zip+4:	Postal C	
County:	Last Up	
T COUNTRY.	Lascop	
Phone:	Update	
Phone:	Update	
	Update	



*Note: The user can switch between the Address and Appointments tabs either by clicking the desired tab, or by depressing the Alt key and the letter designation of the tab. Example: depressing the Alt and v keys takes the user to the Address. Pressing Alt and w takes the user to the Appointments.

Appointments Tab

The Appointments tab shows the status of all of the patient's past and future appointments, as well as admissions, based on selections made by the user (Figure 2-84). If the appointment was cancelled, the status will show that the appointment was cancelled, by whom or the reason (such

as CANCELLED BY CLINIC or NO-SHOW), and any cancellation remarks indicating the reason for the cancellation.

Step 1 – The user starts by selecting the **Admin** tab in CAPRI. The Address screen opens (Figure 2-83).

Step 2 – The user clicks the **Appointments** tab on the bottom left, and the Appointments screen is displayed (Figure 2-84). The default view is to show All Appointments.

RAE	,1992@12:02 ,1992@13:35
EYE	,1992@08:00
PC - DR SMITH	2002@15:34
PC - DR THOMPSON	2002@11:07
COMP AND PENSION CLINIC	2003@15:00
COMP AND PENSION CLINIC	,2003@09:00
APPLES	2004@13:00
APPLES	2004@14:00
APPLES	2004@09:00
APPLES APPLES	,2004@10:00 ,2004@13:00
APPLES	,2004@10:00
APPLES	,2004@09:30
APPLES	,2004@09:00
APPLES	2004014:00
CECELIA'S CLINIC	,2005008:00

Figure 2-84

Step 3 – The user clicks **Future Appointments** or **Past Appointments** to show the desired appointments (Figure 2-84).

Step 4 – The user clicks **Admissions** to see all past admissions (Figure 2-84).

Health Summaries Tab

Health Summaries are customized reports comprising VistA components specified by end users. Most of these summaries were developed by the VHA facilities. Regional Offices can create special summaries that will appear on the menu. The Veterans Administration Regional Office (VARO) St. Petersburg, in cooperation with the Veterans Integrated Service Network, VISN 8, developed a Health Summary called VARO Rating, which contains components specified by RVSRs to facilitate their work process. To develop a custom Health Summary, the user must contact the VHA facility's IRM. The VARO Rating Health Summary in VISN 8 facilities include the following VistA components: demographics, imaging impressions, past and future clinic appointments, admissions and discharges, discharge summaries, progress notes, surgery reports, and medications. In addition to the reports on the menu, the user can create one-time Ad Hoc reports for use with a particular case.

Programmed Summaries

Step 1 – The user logs into CAPRI, selects a patient, and clicks on the **Health Summaries** tab. The following screen opens (Figure 2-85):

CAPRI Connected To TU.4.2	27.21	(Server.ISPA01	Volume:ROU UCI:CHY1R Port:NLA0::582238	925)
		CAPRI	IPATIENT.ONE SSN#666999999	ICN: 442002397
&PExams 7131 Request Reports	Admir			
Historical Surgery Reports NPATIENT HEALTH SUMMARY DUTPATIENT HEALTH SUMMARY DUTPATIENT HEALTH SUMMARY Nutrition Assessment - Other Medication Profile Pain Score Fall Risk Assessment PHARMACY ROUNDS (LONG) Clinical Inpt Pharmacy- CrCl ECU Monthly Evaluation Report Dutpt Pharmacy/Refill Clinic Proton Pump Inhibitor Review Active Meds CPL Dutpt Meds Social Work Spinal Cord Dysfunction DFERATIVE /PROCEDURES W/TISSUE Lab Corder Brief Lab Orders Lab Cum Selected 4 Microbiology MH Physical Exam Latest Exams Social Work Spinal Cord Dysfunction DFERATIVE /PROCEDURE NOTE Dutpt Meds Historical REMINDER SUMMARY Reminder Due HISTORY AND PHYSICALS C&P EXAMS MINI MENTAL STATUS Restorative Care Treatment Patient Education ECU PRE-ADMISSION SCREENING Cardiopulmonary Notes VARD RATING		HS Component:		
Adhoc Report	_	Local	Remote Data View	
Ready.		veControl = BitBtnVist		🕸 News [📇 VistA

Figure 2-85

Step 2 – The left column shows all the various programmed Health Summaries available at the medical facility to which the user is connected (Figure 2-86). This menu will vary from facility to facility. The user uses the scroll bar to find a specific health summary. There are many useful health summaries that have been created at the user's medical facility. This example pertains to the VARO Rating health summary that was created in VISN 8.

The user scrolls down to the Health Summary and selects its title in the left column. The report is automatically generated for viewing in the window on the right.

*Note: If unsure what components are in a particular summary, the user can generate the summary and then click the down arrow to the right of HS Component field. A drop-down list lists the components.

CAPRI Connected To 10.4.229.2 File Edit Tools Help	7 (Server:ISPA01 Volume:ROU UCI:CHY1R Port:NLA0::582238925)			
CAPRIPATIENT.ONE SSN#666999999 ICN: 4420023973				
		1014. 4420020070		
C&P Exams 7131 Request Reports Adr	in Health Summaries Clinical Documents C&P Worksheets VistAWeb			
PHARMACY ROUNDS (LONG) Clinical Inpt Pharmacy - CrCl ECU Monthly Evaluation Report Outpt Pharmacy/Refill Clinic Proton Pump Inhibitor Review Active Meds CPL Oximetry INVASIVE PROCEDURES W/TISSUE Lab Orders Lab Orders Lab Curd Selected 4 Microbiology MH Physical Exam Latest Exams Social Work Spinal Cord Dysfunction OPERATIVE/PROCEDURE NOTE Outpt Meds Historical REMINDER MAINTENANCE REMINDER MAINTENANCE REMINDER SUMMARY Reminder Due HISTORY AND PHYSICALS CXP EXAMS MINI MENTAL STATUS Restorative Care Treatment Patient Education ECU PRE-ADMISSION SCREENING Cardiopulmonary Notes	HS Component: DEM - Demographics	V 72275551212 PINELLAS 57 MALE		
VARO RATING EPBP HS	CUP Det Clinic Visits	× 1		
Rheumatology List	<	>		
GEC Referral Report 🛛 🗸	Local			
Adhoc Report	Remote Data View			
🌱 Ready. 🛛 🕹	iveControl = BitBtnVistA	🔅 News 🛛 📇 VistA		

Figure 2-86

Step 3 – The user can scroll down the page to see the various components of the custom health summary. The components appear in the order that they are listed in the component box, which opens when the user selects the down arrow (Figure 2-86). The user can change the width of the summary window by clicking the center dividing line and dragging it to the side.

Step 4 – To print, the user selects Print from the File menu on the CAPRI menu bar.

Ad Hoc Report

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **Health Summaries** tab. The following screen (Figure 2-87) opens:

CAPRI Connected To 10.4.2	29.27 (Server: ISPA01 Volume: ROU UCI: CHY1R Port: NLA0:: 582238	8925) 📃 🗖 🔯
to car 1000 http	CAPRIPATIENT.ONE SSN#666999999	ICN: 442002397
28P Exams 7131 Request Reports	Advin Health Summaries Clinical Documents C&P Worksheets VistAWeb	
Historical Surgery Reports NPATIENT HEALTH SUMMARY DUTPATIENT HEALTH SUMMARY Nutrition Assessment - Other Medication Profile Pain Score Fail Risk Assessment PHARMACY ROUNDS (LONG) Clinical Inpt Pharmacy - CrCl Clinical Inpt Pharmacy - CrCl Clu Monthly Evaluation Report Dutpt Pharmacy/Refill Clinic Proton Pump Inhibitor Review Active Meds CPL Dainetty NVASIVE PROCEDURES W/TISSUE Lab Order Brief Lab Orders Lab Curder Brief Lab Orders Lab Curder Brief Lab Orders Lab Curder Brief Lab Orders Social Work Spinal Cord Dysfunction DPERATIVE/PROCEDURE NOTE DUtpt Meds Historical REMINDER MAINTENANCE REMINDER MAINTENANCE REMINDER SUMMARY Reminder Due HISTORY AND PHYSICALS CIP EXAMS MINI MENTAL STATUS Restorative Care Treatment Patient Education ECU PRE-ADMISSION SCREENING Cardiopulmonary Notes VARD RATING	HS Component	
Adhoc Report	Remote Data View	
Ready.	ActiveControl = BitBtnVistA	News 📑 VistA

Figure 2-87

Step 2 – When the user clicks the **Adhoc Report** button, the Adhoc Health Summary screen is displayed:

CAPRI – Using the Software

🔚 ADHOC Health Summary	
	Component Selection(s)
Advance Directive [CD] Adverse Reactions/Allerg Brief [8/ Adverse Reactions/Allergiss [ADR Bcma Med History [BCMA] Bcma Med Log [BCML] Bcma Specific Drug Lookup [BCM Clinical Reminders Brief [CMB] Clinical Reminders Due [CR] Clinical Reminders Summary [CRS] Clinical Reminders Summary [CRS] Clinical Warnings [CW] Compensation And Pension Exams Consults Brief [CNB] Crisis Notes [CN] Discharge Summary Brief [BDS] Gec Completed Referral Count [GE Gec Health Factor Category [GEC] Global Assessment Functioning [G. Hematolog (cbc/Segs) [HEM] Hepatitis Testing [HEP] Imaging Impression Selected [SII] Imaging Profile [IP] Imaging Status [IS] Lab Blood Aransfusions [BT]	Header Name: Occurance Limit: Time Limit: Display Hospital Location Display Provider Narrative ICD Text Display: Sub-items: Edit Sub-items
Cookup By: Name C Abbreviation	C Display Header OK Cancel

Figure 2-88

Step 3 – The list of available components appears in the left column (Figure 2-88). The user can order these components by their Name, Abbreviation, or Display Header. The user can scroll down the list, or search by typing the first few letters into the box directly above the list. The user locates the component to add and then clicks the > button to move that component into the center column.

Step 4 – After the user has more than one component in the center column, the up and down arrow buttons are available. These buttons are used to change the order that the components appear in the report. The user selects the component, then clicks the arrow to move the component up or down in the list.

If a component was selected in error, then the (<) button can be used to remove it from the list. The (<<) button removes all selected components from the middle column.

Depending on the component selected, the **Occurrence Limit** and **Time Limit** fields may be available. In the example below (Figure 2-89), the **Discharge Summary** component has an Occurrence Limit of 10 summaries and only summaries within the past 1 year are displayed.

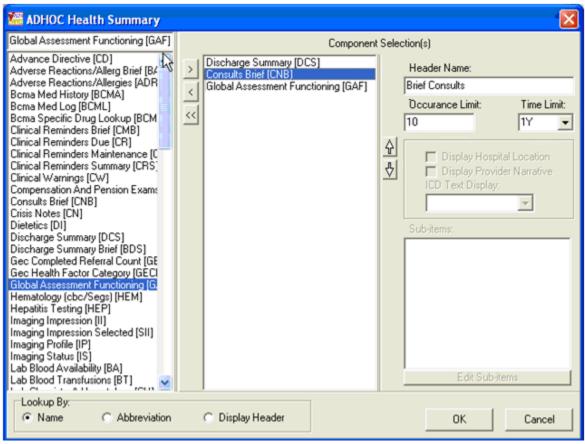


Figure 2-89

Step 5 – After selecting all the components needed in this report, the user clicks **OK**. The report is generated in the right window of the Health Summaries tab (Figure 2-90). The HS Component drop-down list shows the components selected if the user clicks the down arrow.

C&P Exams 7131 Request Reports Admin Health Summaries Clinical Documents C&P Worksheets VistAWeb PHARMACY ROUNDS (LONG) Image: Comparison of the component of the		7 (Server:ISPA01 Volume:ROU UCI:CHY1R Port:NLA0::582238925)						
C&P Exams 7131 Request Reports Admin Health Summaries Clinical Documents C&P Worksheets VistAWeb PHARMACY ROUNDS (LONG) Image: Component Structure Image: Component St	ile Edit Tools Help							
PHARMACY ROUNDS (LONG) Clinical Inpt Pharmacy - CrCl ECU Monthly Evaluation Report Outpt Pharmacy/Refill Clinic Proton Pump Inhibitor Review Active Meds CPL Oximetry INVASIVE PROCEDURES W/TISSUE Lab Orders Lab Orders Lab Orders Lab Orders Social Work Spinal Cord Dysfunction OPERATIVE/PROCEDURE NOTE No data available	CAPRIPATIENT, ONE SSN#666999999 ICN: 4420023973							
Clinical Inpt Pharmacy - CiCl ECU Monthly Evaluation Report Outpt Pharmacy / End Clinic Proton Pump Inhibitor Review Active Meds CPL Oximetry INVASIVE PROCEDURES W/TISSUE Lab Orders Lab Orders Lab Orders Lab Confess Lab Confess	C&P Exams 7131 Request Reports Adm	in Health Summaries Clinical Documents C&P Worksheets VistAWeb						
REMINDER SUMMARY Reminder Due HISTORY AND PHYSICALS CXP EXAMS MINI MENTAL STATUS Restorative Care Treatment Patient Education ECU PRE-ADMISSION SCREENING Cardiopulmonary Notes VARO RATING BACKUP BECMA Transfer Summary Info EKG RESULTS SURGERY PREOP TESTS EFRP HS	Clinical Inpt Pharmacy - CrCl ECU Monthly Evaluation Report Outpt Pharmacy/Perill Clinic Proton Pump Inhibitor Review Active Meds CPL Oximetry INVASIVE PROCEDURES W/TISSUE Lab Orders Lab Orders Lab Curders Lab Curders Der Ative / PROCEDURE NOTE Outpt Meds Historical REMINDER MAINTENANCE REMINDER SUMMARY Reminder Due HISTORY AND PHYSICALS C&P EXAMS MINI MENTAL STATUS Restorative Care Treatment Patient Education ECU PRE-ADMISSION SCREENING Cardiopulmonary Notes VARO RATING BACKUP BCMA Transfer Summary Info EKG RESULTS SURGERY PREOP TESTS EPRP HS Rheumatology List GEC Referral Report	DCS - Discharge Summary						
🌱 Ready. ActiveControl = ComboBoxHSSections 🕼 News 🖳 Vis	✔ Ready. Ac	iveControl = ComboBoxHSSections 🔗 News 🛛 🚇 VistA						

Figure 2-90

Step 6 – To print, the user selects **Print** from the File menu.

Remote Data View

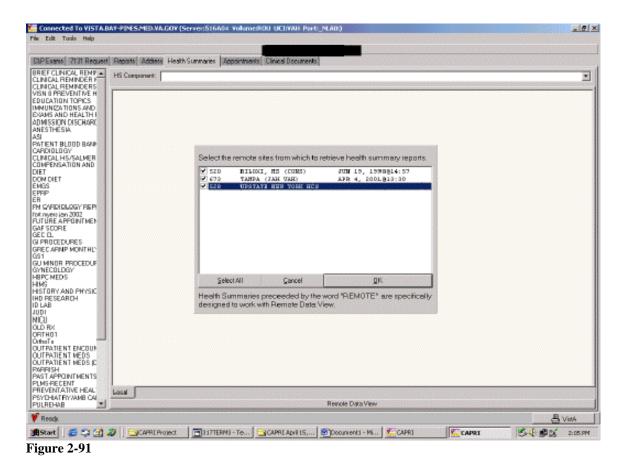
CAPRI now includes remote data views. When the user selects **Remote Data View** within the Health Summary tab, CAPRI identifies all VA medical facilities where the patient has been treated as well as the last time the patient was treated at that facility. The user checks the boxes next to the facilities where it is desired for CAPRI to assemble Health Summaries. No additional accounts or sign-ons are necessary.

Step 1 – The user logs into CAPRI, selects a patient, and clicks the Health Summaries tab.

Step 2 – The user clicks the **Remote Data View** button.

Step 3 – CAPRI identifies the remote sites where the patient was treated (Figure 2-91).

CAPRI - Using the Software



Step 4 – The user checks the box next to the sites from which health summaries are needed (Figure 2-91).

Step 5 – After identifying all facilities where Health Summaries are desired, an expanded list of Health Summary types appear in the left window (Figure 2-92).

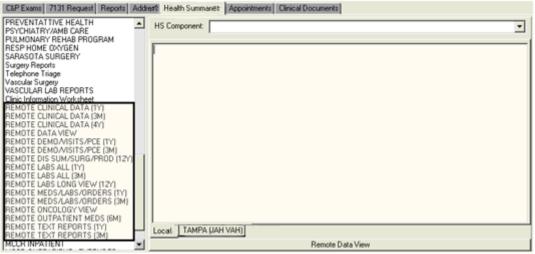


Figure 2-92

Step 6 – After the selected Health Summary has been assembled at all selected sites, CAPRI displays a message that the task has been completed (Figure 2-93). Successful completion of these remote data views is highly dependent upon the performance of the VA Wide Area Network.

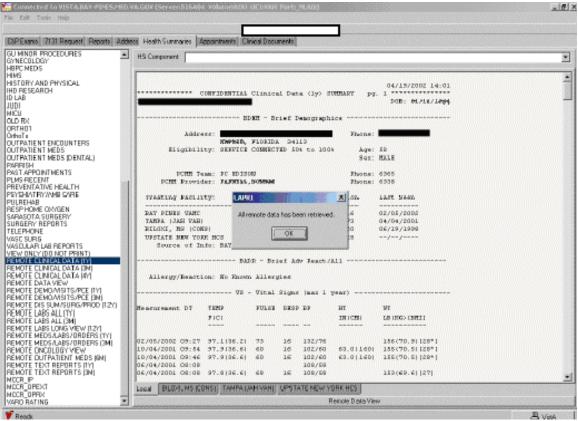


Figure 2-93

***Note:** Remote Data View is not available when CAPRI is running in remote mode. Instead, an **Other Facilities Visited** button is available at the top left of the main CAPRI window (Figure 2-94).

and the second	Connected 1 Tools <u>H</u> elp ies Visited	TO VISTA.B	AY-PIN	ES.A
C&P Exams	7131 Reque			

Figure 2-94

Selecting the **Other Facilities Visited** button presents a selector that displays other VHA sites where the patient may have data (Figure 2-95). The user chooses an alternate site and selects

Switch to This Facility. The current connection is dropped and the user is connected to the new site.

The same patient is selected for the user. If the user does not normally have privileges to connect directly to the new site, then the user will be unable to select a patient. To select a new patient, the user must use the **Other Facilities Visited** button and return to a site to where the user has patient selection privileges.

Remote Sites According to the national Master Patient Index, this veteran may have been to the following facilities:				
673 TAMPA VAMC 688 WASHINGTON 756 EL PASO VA HCS 200HD HDR (Available Soon)	OCT 9, 2002@18:19)			
<u>_</u> ancel	<u>S</u> witch to This Facility			

Figure 2-95

Clinical Documents tab

When the user selects the clinical documents tab (Figure 2-96), another complete set of tabs opens along the bottom of the screen allowing navigation within various components of the veteran's electronic medical records.

Selecting the **Clinical Documents** tab yields access to:

- Notes (progress notes)
- Discharge Summaries
- Consults
- Vitals
- Medications
- Laboratory findings
- Imaging (x-rays, CT, MRI, etc.)
- Dietary restrictions
- Nutritional Assessments
- Physician's Orders Summary
- Procedures (Holter monitor, echocardiogram, electrocardiogram, thallium stress test, etc.)
- Problem List

Each item found is listed in the left column. If the user hovers the mouse pointer over an item, more information is displayed. In Figure 2-96), the pointer was over a completed Multidisciplinary note, and that information is displayed. The selected note, directly above it, is a

nursing note, which appears in the window on the right. The user can resize these windows by moving the dividing bar.

The **search box** in the lower right allows the user to perform a simple search on the electronic notes for a word or phrase. Any time the search item is found, it is highlighted in the note (in this example, **low back pain** was used). Please note that the search is not case-sensitive and the user can use partial words for a wider search. For example, using "diab" as the search term will find all permutations, such as "diabetes," "diabetic," and "Diabinese."

Iter Facilities V.	and I	CONH CONH	ION-
File Edit Tools Help Other Facthers Vated ION CDP Exams 7131 Request Report Ladam Headth Summarie Clinical Documents CDP Workshnets VatAWebb 111 Rems Cheer Facthers Vated Current View Searched Documents Content View Searched Documents 2000/2014.17.41 EME REPORT Builder Current View Searched Documents Searched Documents 2000/2014.27 PRIMARY CAPEL Isso Dr. availagened. Tools a shower. Isso Dr. availagened. Isso Dr. availagened. Call made 1999001.20 NURSING ER ASS Isso Discharage EN CAPEL Isso Discharage NCAPEL Isso Disso Discharage NCAPEL<			
11 Items	Report Builder	Current View:	Searched Documents
2000@ 2000@ 2000@ 1999@ 1999@ 1999@ 1999@ 1999@	11:41. EMERGENCY ROC 09:54. SWS ER/TRIAGE, 02:00. NURSING ER ASS 910:29. DISCHARGE NO 14:27. PRIMARY CARE L 11:348. HOMELESS VETE 11:50. DISCHARGE NOT 20:35. INTERDISCIPLIN/ 20:35. INTERDISCIPLIN/	<pre>sleeping. 1330 Pt. awakened. Took a shower. 1400 Dc'd amb. with all belongings to the homeless program SU.(</pre>	ade essage
Divisions			Find mental health Search
Notes	21 Discharge Summarie	31 Consults 41 Vitals 51 Meds	6) Labs Z) Imaging B) Diet
CONTRACTOR OF	All a rescharge a antiophic	Charles Charles The State of S	The second and the second seco

Figure 2-96

*Note: While the Clinical Documents tab is selected, the twelve electronic medical records tabs (Figure 2-96) can be accessed by selecting a tab or by depressing the Alt key and the number or letter designation of the tab. Example: depressing the Alt and 1 keys takes the user to the Notes; depressing the Alt and z keys takes the user to the Problem List.

Current View

CAPRI allows the user to choose the view of available documents (Figure 2-96). The **Current View** option button is located below and to the right of the **Clinical Documents** tab. The user can choose All Documents, Search by Number of Documents, and Search by Date. If the user uses the **Search** box, a list of Searched Documents is displayed, as in the example above.

Step 1 – The user begins by selecting the button to the right of the **Current View** label (Figure 2-96). The following dialog box opens (Figure 2-97):

Search Options	×				
Please select one of the following three record search options:					
Date Range:	1				
Start Date: 🔽 🔽 👘 🚥					
Stop Date: 🔽 🔽 🕂 ····					
Search By Date					
Number of Documents:					
Search by Number of Documents					
All Documents:					
All Documents					

Figure 2-97

Step 2 – The user specifies the type of Search (Figure 2-97). To search by date, the user enters the Start Date and Stop Date, and clicks the **Search By Date** button. The search is performed and the Current View changes (Figure 2-98):

Current View:	JAN 1, 2002 to JAN 1, 2003
Figure 2-98	

To specify a particular number of documents, the user enters that number in the box under Number of Documents (Figure 2-98). The user can type the number or use the up and down arrows. After specifying the desired number, the user clicks the **Search by Number of Documents** button. The search is performed and the Current View changes (Figure 2-99):

Current View:	100 Documents
Figure 2-99	

To search for all documents, the user clicks the **All Documents** button (Figure 2-97). The search is performed and the Current View changes (Figure 2-100):

Current View: Current View: All Documents

Figure 2-100

Report Builder

The Report Builder allows the user to build a custom report by selecting any one, or combinations of items from the left hand navigation pane for any of the document types listed in the tabs at the bottom of the screen, and then selecting **Add All** or **Add Selected**. For example, if the veteran's claimed issue is a cardiovascular disability, the user can select any of the cardiology notes for the dates listed and any related consultations to build a custom report to facilitate the rating decision. To clear this custom report, the user selects **Clear List**.

The Report Builder has been updated with an **Add Selected** function to allow selection of combinations of items. Depending on what type of data is being displayed, this button allows any combination or all listed reports to be automatically selected for printing and viewing (Figure 2-101).

CAPRI Connected To COR.IS	-ALBANY.MED.VA.GOV (Server:ISC1A3 Volume:DEVFEX UCI:DEVFEX Port:NLA0::550400571)		
le Edit Tools Help			
Dther Facilities Visited	CAPRIPATIENT,ONE SSN#000009988	DOB: 01/01/1950	ICN: 500000222
	Admin Health Summaries Clinical Documents C&P Worksheets DoD Records		
0 Items 📃 🕮 Report Build	er Current View: 100	Documents	
JUL 22, 2008@19:04, C&P EXAM, JI JUL 27, 2008@11:44, C&P EXAM, JI NOV 16, 2007@09:00, C&P EXAM, S SEP 24, 2007@10:18, C&P EXAM, S	LOCAL TITLE: CAF EXAM DATE OF NOTE: JUL 22, 2008@19:04:14 ENTRY DATE: JUL 22, 2008@19:04:14 AUTHOR: COLEMAN, JILL EXP COSIGNER: UNCENCY: STATUS: COMPLETED INSTITUTION: DIVISION: COMPENSATION AND PENSION EXAMINATION GENERAL MEDICAL EXAMINATION STATUS: COMPLETED OTHER SIGNIFICANT HISTORY OF COMMENTS: Other significant history or comments: Will it display on the report? Yes!!! Thanks Jan PHYSICAL EXAM ====================================		
<u>D</u> ivisions		Find:	Search
) Notes 2) Discharge Summaries	3) Consults 4) Vitals 5) Meds 6) Labs 7) Imaging 8) Diet 9) Nutritional Assessment 10) Order Summary 1/ Proce	edures Z) Problem List	
Ready.	Division: DMS CENTRAL OFFICE	12 N	ews 🛛 📇 VistA

Figure 2-101

If the user selects **Add Selected**, CAPRI downloads the reports selected one by one. The user has the option to stop this process at any time by selecting **Stop Adding** (Figure 2-102). After the individual reports have been downloaded, the user can change the order of the reports using the **Move Up** and **Move Down** buttons, delete individual reports using the **Delete One** button, and build the final report with the **Build** button. After the report has been built, the user can print it by selecting the **Print** option from the File menu.

🦝 Report Builder 📃 🗖				
PN, JUL 22, 2008@19		:04, C&P	'EXAM, JILL (
↓ Move U	A Move Up		Nove Down	
Add Selected		<u>S</u> to	p Adding	
<u>D</u> elete One		ar List	<u>B</u> uild	
33%				

Figure 2-102

Notes tab

This tab allows the user to view or print the veteran's progress notes (Figure 2-103). The left side of the screen shows the appointment date, type of progress note, and the author of the note. If the user places the mouse pointer over a progress note, the full title is displayed. When a note is selected, it will appear in the window on the right.

(Figure 2-103) shows the selected domiciliary progress note, and the title of the orthopedic consultation note is shown because the mouse pointer was placed over it. The right side of the screen shows the contents of the selected progress note. The windows can be expanded or minimized to enhance viewing. Contents may be viewed, printed, or copied and pasted into a Windows-compatible document such as Microsoft Word, or as part of a rating decision.

C&P Exams 7131 Request Reports /	Admin Health Summaries Clinic	al Documents					
104 Items 🔄 🔑 Report Builder	c c	urrent View:	100	0 Documents			
AUG 20, 2002@22:46, DOM PROG AUG 20, 2002@14:04, PROSTHET AUG 20, 2002@13:09, Addendum tv JUN 17, 2002@10:43, PHARMACY AUG 20, 2002@09:47, ARNP/MED AUG 19, 2002@09:47, ARNP/MED AUG 17, 2002@09:09, DOM PT ED AUG 14, 2002@09:09, DOM PT ED AUG 8, 2002@09:09, DOM PT CO AUG 8, 2002@09:09, DOM PT CO AUG 8, 2002@09:09, DOM PT CO AUG 6, 2002@14:35, EYE CLINIC C AUG 1, 2002@08:30, SATP OPT/C AUG 2, 2002@04:45, PT EDUCATI JUL 30, 2002@14:45, PT EDUCATI JUL 27, 2002@04:23, NOTICE >>> JUL 25, 2002@14:45, DOM SECON JUL 25, 2002@14:45, DOM SECON	An observed drug scre /es/PROVIDER.TEN PROVIDER.TEN LPN Signed: 08/20/2002 22	2002@22:46 RTWELVE EXEMPTIVE EXEMPTIVE en vas colle	EXP COSIG STA completed	NER: ATUS: COMPLI			
Divisions							
Notes Discharge Summaries	Consults Vitals	Meds	Labs	Imaging	Djet		
Nutritional Assessment	Order Summary	Procedures		Problem List			



The standard Notes list is displayed in descending chronological order (Figure 2-104).

AUG 6, 2002@14:35, EYE CLINIC 0 AUG 1, 2002@08:30, SATP OPT/C AUG 1, 2002@05:10, DOM CASE M JUL 31, 2002@13:34, RECREATIO JUL 30, 2002@14:45, PT EDUCATI JUL 27, 2002@04:23, NOTICE >>> IUL 25, 2002@14:45, DOM PROGE Figure 2-104

If the user clicks the **Divisions** button (Figure 2-105), the list is re-displayed showing the division of the VHA facility for each note. In (Figure 2-105), there are notes from the Ft. Myers clinic (FT) and the Collier CBOC (COL).

FT AUG 21, 2002@10:02, FM NURS COL MAY 30, 2002@11:00, CONSUL FT MAY 20, 2002@11:06, FM MED (FT MAY 20, 2002@10:42, FM NURS FT APR 16, 2002@16:57, Addendum FT APR 16, 2002@15:43, HISTORY Figure 2-105

Discharge Summaries tab

This tab allows the user to view, print, or copy and paste information from the veteran's Discharge Summaries (Figure 2-106). The left window lists the dates of discharge and the right window displays the selected summary. The Discharge Summary tab will download all available discharge summaries. The divider between the left and right windows can be moved left or right to resize the window.

Notes Nutritional A	Discharge Summaries	Consults Irder Summary	⊻itals	Meds Procedures	Labs	Imaging Problem List	Djet
		7.6			Find		Search
JAN 2, 199 MAY 22, 19	2@12:47, Discharge Summary 7@15:44, Discharge Summary 896@07:51, Discharge Summa 996@11:49, Discharge Summa	ISIDORC y, SHAR/ ty, JUAN EPS E IN DIA 1.	DICT DATE: CTATED BY: URGENCY: CIODE BEGIN PSIODE END ISTITUTION: DIVISION: CNOSIS: Tension F MER DIAGNOSE Periphers Intermitt	CAPRIUSER TW priority DATE/TIME: DATE/TIME: BAY PINES BAY PINES meadache.	02 ELVE APR 02, 2 APR 03, 2 VAMC hy. cation. flux disea	ENTPY DATE: ATTENDING STATUS: 002@12:15:29 002@12:47:15	: HUDA : COMP ⁺
and the second se	Report Builder		cu	rrent View:		00 Documents	

Figure 2-106

Consults tab

This tab allows the user to see consultation reports for the patient (Figure 2-107). Available consultations are listed on the left. If the user places the mouse pointer over a consultation, the full title is displayed. When a consultation is selected, it will appear in the right window. (Figure 2-107) shows the selected dietician consultation. The title of the dermatology consultation is shown because the mouse pointer was placed over it.

C&P Exams 7131 Request Reports	Admin Health Summaries Cl	inical Documents				
3 Items 🔄 🙆 Report Build	er	Current View:	100 Documents			
AUG 21, 2002@11:06 (p) DIETICIAN APR 16, 2002@16:57 (c) OPTOMET APR 16, 2002@16:38 (c) DERMATO	Current PC Team:	PC FORD Outpatient	SS THAN 50%			
	To Service: From Service: Requesting Provider: Service is to be rend	dered on an OUTP	ATIENT basis			
	Place: Urgency: Orderable Item: Consult:	Consultant's Next availabl DIETICIAN OPT Consult Reque	e CLINIC (FM) st			
	Provisional Diagnosis: Heart healthy diet Reason For Request: 58 yo wm, hx of hyperlipidemia, and not interested in use of me control. Please counsel pt about a heart-healthy diet. Thanks.					
Notes Discharge Summaries	Consults Vitals	Meds Procedures	Labs Imaging Djet Problem List			

Figure 2-107

Vitals tab

This tab allows the user to display the vital signs measured during the veteran's clinical visits (Figure 2-108). Vitals can be displayed by the various time periods shown in the left window. In (Figure 2-108), all of the vitals for the past five years are displayed. Blood pressure readings are especially handy for hypertension claims. Other components included in vitals are temperature, pulse, respiration, height, weight, and pain index.

C&P Exams 7131 Request Reports A	Admin Health Summaries Clinical (Documents	
9 Items 🙆 Report Builder			
Today One Week Back Two Weeks Back One Month Back Six Months Back One Year Back	APR 21, 2003 (08:36)	Cumulative Vitals/Me	asurements Report
Two Years Back	04/16/02 13:31 T: 98.5 F (36.9 C) P: 67 R: 16 B/P: 175/84 Ht: 72.00 in (182.88 Wt: 200.00 lb (90.9)		
	Body Mass Index: 27 Pain: 4 13:51 T: 98.5 F (36.9 C) 4		
Graph Report			
Notes Discharge Summaries	Consults Vitals	Meds Labs	Imaging Djet
Nutritional Assessment	Order Summary	Procedures	Problem List

Figure 2-108

Selecting the **Graph Report** button opens another window where the user can select a particular vital sign (blood pressure, body mass index, height, pain, pulse, respiration, temperature, and weight) to generate a graph (Figure 2-109). This can be useful when evaluating conditions such as hypertension. The user can use this for reference, or copy the graph using the **Copy Graph to Clipboard** button and then paste the graph into a document.

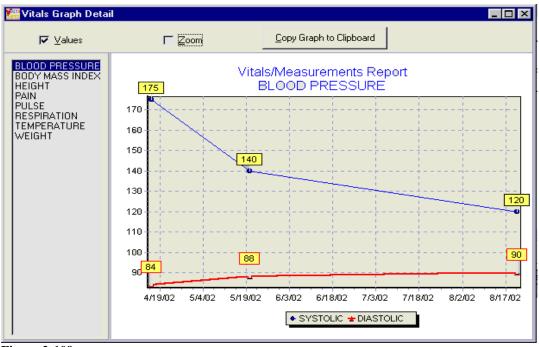


Figure 2-109

Medications tab

On the Meds tab, the user can display all of the medications prescribed to a veteran in several formats, as shown in the left window (Figure 2-110). The user can choose between active and inactive prescriptions, as well as inpatient or outpatient prescriptions. Information includes all of the veteran's prescriptions, the prescribing physician, the status of the prescription, and dosage instructions. The display format **Outpatient Rx Action Profile** shows the classification of the prescribed drug, which can save users time in referencing a prescription in the Physician's Drug Reference (PDR).

Inpatient History By Date Range Inpatient Unit Dose History All Inpatient Unit Dose History By Dat Inpatient IV History All Inpatient IV History By Date Range Active Outpatient Active Inpatient Active Inpatient Unit Dose Active Inpatient IV	
--	--

Figure 2-110

Laboratory tab

This tab shows various laboratory findings including blood, urine, anatomic pathology, blood bank, and microbiology findings (Figure 2-111). This tab may be helpful in finding a confirmed diagnosis for cancer from a biopsy or in evaluating diabetes-related or HIV-related illness.

Cumulative 1 year Cumulative 2 years		08:06	Units	Ranges		
Cumulative 6 months Cumulative 1 year		2002 08:06	Units	Ranges		
Cumulative 5 years Cumulative ALL	WBC	5.6	K/uL	3.9-10.3		
Anatomic Pathology	RBC	4.59	M/uL	4.3-5.9		
Blood Bank	HGB	15.0	g/dL	13.4-17		
Microbiology	HCT	42.5	volt	39.6-49.6	5	
Graph	ncv	92.6	fL	79.8-96.2		
and the second	MCH	32.6	pg	27.2-33.6	;	
	HCHC	35.3 H	g/dL	33.4-35		
	RDW	13.0		11.3-14.1		
	PLT	185	K/uL	163.1-380	0.7	
	HPV	7.0	fL	6.9-10.5		
	NE ⁸	64.4		41.3-70.5	5	
	LYS	21.0		19.3-43.3	3	
	HOS	11.0	4	4.7-12.3		
	1			117619407170194		2

Terrare and the second second			and the second second	Construction of the second sec	and the second se	
C&P Exams	7131 Request	Reports	Admin	Health Summaries	Clinical Documents	

Figure 2-111

Another function under the Lab tab is the graph function, which can graphically display laboratory findings as specified by the user (Figure 2-112). This feature does not have a separate button, as on the Vitals tab. Instead, the graph function is included in the list in the left window (Figure 2-111). In (Figure 2-112), a graphic display of the veteran's plasma sodium levels from 02-04-99 to 04-21-03 is shown. Note that the normal values are indicated with lines at 137 and 145. The user can scroll through numerous laboratory tests which are available in the left window. Some of the items that could be graphed include the CD4 count if a user is working on a claim for HIV-related illness, or the Prostatic Specific Antigen level if the claim is for prostate cancer.

CAPRI – Using the Software

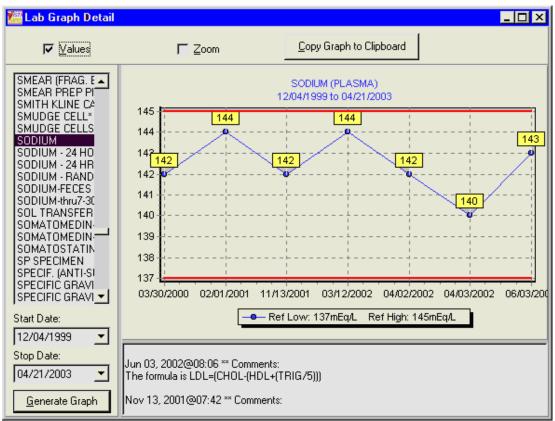


Figure 2-112

Imaging tab

The Imaging tab includes images from x-rays, MRI, CT scans, ultrasounds, cardiac perfusion imaging, and bone scans (Figure 2-113). The left window shows the various imaging techniques performed on the veteran and generally indicate the part of the body scanned or the name of the scanning technique in the title to enhance the search for items specific to the claim. When an imaging report is selected, it appears in the window on the right. (Figure 2-113) shows the selected CT scan of the Head. The title of the ultrasound of both kidneys is shown because the mouse pointer was placed over it.

June 2011

C&P Exams 7131 Request Reports /	Admin Health Summaries Clinical	Documents	
84 Items 🖉 Report Builde	r		
MAY 21, 2002@11:26 F00T V	CT HEAD/BRAIN Exm Date: APR 02, 200280	9:11	-
APR 2, 2002@07:58 CHEST SIN SEP 28, 2001@10:45 FOOT V MAY 7, 2001@11:21 CHEST 2 V	Req Phys: PROVIDER, SEVEN	ITEEN Pat Ing	Loc: ER-DAYS (Req' Loc: CT (BAY PINES vice: Unknown
FEB 1, 2001@08:53 ULTRASDUND FEB 1, 2001@08:53 ULTRASDL MAR 24, 2000@12:34 CTENDO MAR 24, 2000@12:34 UT PELVI	(IDNEYS BILATERAL Venhed		
	(Case 1005 COMPLETE) CT : Clinical History:	HEAD/BRAIN	(CT Det
AUG 27, 1999@09:31 RIBS UNI MAY 12, 1999@10:20 OP KNEE APR 27, 1999@09:12 CHEST 2	R/O BLEED,CVA		
APR 27, 1999@03:12 CHEST 2 MAR 16, 1999@07:53 CT HEAD FEB 19, 1999@014:33 TIBIA-FIBL	Report Status: Verif Verifier E-Sig:/ES/J		Date Reported: AP Date Verified: AP
FEB 19, 1999@14:33 KNEE ANI OCT 1, 1998@14:47 TIBIA-FIBU SEP 2, 1998@08:25 BONE SCAI	Report:		>
Notes Discharge Summaries	Consults <u>V</u> itals	Meds Labs	Imaging Djet
Nutritional Assessment	Order Summary	Procedures	Problem List

Figure 2-113

Diet tab

The Diet tab can provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (Figure 2-114). The Diet tab is for current inpatient activity only.

Dietetic Profile No Food Preferences on file Current Diet: PASS Supplemental Feeding: No Order No future Diet Orders exist No future Early or Late Trays ordered No Active Early or Late Trays ordered No Active Standing Orders No Active Consultations for this Admission No Monitors for this Admission	otes	Discharge Summaries	Consults	Vitals	Meds	Labs		
No Food Preferences on file Current Diet: PASS Supplemental Feeding: No Order No future Diet Orders exist No future Early or Late Trays ordered No Active Standing Orders			No Monitors	for this	Admission			
No Food Preferences on file Current Diet: PASS Supplemental Feeding: No Order No future Diet Orders exist No future Early or Late Trays ordered				0		s Admissio	n	
No Food Preferences on file Current Diet: PASS Supplemental Feeding: No Order			100 0000 00000	000.000000000	1992.000 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1797 - 1	rdered		
No Food Preferences on file Current Diet: PASS								
No Food Preferences on file					No Order			
			Current Diet	: PASS				
Dietetic Profile			No Food Pre	ferences o	n file			
			Dietetic Pro	ofile				



Nutritional Assessment tab

Like the Diet tab, this tab can provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (Figure 2-115). The Nutritional Assessment tab is for outpatient activity. All available assessments are listed in the left window. After the user selects the assessment date from the left window, the assessment is displayed in the right window.

	Date of Asse	2000000000		
2222280-572 CC 02228880-684		rshent; 2	3-Feb-96	
Height: 5' 9" (1'	75 cm)			
Weight: 179.6 lb:	Weight Taken:			
		eight/Usual		
	(80 kg)			
Frame Size: Large			Body H	ass Ind
	Labor	tory Dat	a :	
Test	Result	units	Ref.	range
LYS	1.3 L	K/uL	1.8	- 2.6
UDEA NITROGEN				
SODIUM				- 145
POTASSIUM				
				- 110
	3.8 L	g/dL	3.9	- 5
•				
	Usual Weight: 105 lbs Ideal Weight: 176 lbs Frame Size: Large Test LYs UREA NITROGEN SODIUM	Usual Weight: 105 1bs (04.1 kg) Ideal Weight: 176 1bs (00 kg) Frame Size: Large Labors Test Pesult UPEA NITPOCEN 23. H SODIUM 139. POTASSIUM 4.4 GLUCOSE 90. ALBUMIN 3.0 L	Usual Weight: 105 lbs (04.1 kg) Ideal Weight: 176 lbs (00 kg) Frame Size: Large Laboratory Dat. Test Result units LYS 1.3 L K/uL UDEA NITROGEN 23. H mg/dL SODIUM 139. mEg/L POTASSIUM 4.4 mEg/L GLUCOER 90. mg/L ALEUMIN 3.8 L g/dL	Usual Weight: 185 1bs (04.1 kg) Weight Ideal Weight: 176 1bs (80 kg) Weight Frame Size: Large Dody H Laboratory Data Test Result units Ref. LYS 1.3 L K/uL 1.8 UDEA NITPOCEN 23. H mg/dL 7 SODIUM 139. mEq/L 137 POTASSIUM 4.4 mEq/L 3.6 CLUCOSE 90. mg/dL 65 ALEUMIN 3.8 L g/dL 3.9

Figure 2-115

Order Summary tab

The Order Summary tab shows all physicians' orders for the patient for a selected time frame (Figure 2-116). The user chooses the time frame on the left (each selection is from the current date back through the period specified). The orders appear in the right window. In (Figure 2-116), there are orders for an Optometry consultation, medication, and lab tests.

9 Items 🙆 Repo	art Builder		
Today One Week Back	04/16/02 c	OPTOMETRY OPT CLINIC (FM) Cons	. 🔺
Two Weeks Back	16:57	Consultant's Choice NEXT AVAILABLE	
One Month Back Six Months Back	PG	Typ: ELECTRONICALLY EN	Sgn: ELECT
One Year Back	05/20/02 dce	NIACIN (NIASPAN) TAB, SA SOOMG	
Two Years Back	11:28	TAKE ONE TABLET BY MOUTH DAILY AT	
Five Years Back		BEDTIME FOR 30 DAYS THEN TAKE TWO	
ALL Orders		TABLETS BY MOUTH DAILY AT BEDTIME FOR :	90
		DAYS	
		For Chol control	_
		Quantity: 210 Refills: 3	
	PG	Typ: ELECTRONICALLY EN	f Sgn:ELECT
	05/20/02 e	LIPID PANEL PLASMA SP ONCE LB #159120	
	11:29		
	PG	Typ: BLECTRONICALLY EN	f Sgn: ELECT
	05/20/02 c	HEPATIC FUNCTION PANEL PLASMA SP ONCE :	LB -
	11-20	#159120	
	<u> </u>		•
Nytritional Assessment	Order Summary	Procedures Problem	List
Notes Discharge Sum		Vitals Meds Labs Imaging	Djet

Figure 2-116

Procedures tab

On this tab, the user can view the results of specialty tests such as cardiac catheterizations, Holter monitors, electrocardiograms, and thallium stress tests (Figure 2-117). If the user places the

mouse pointer over a test, the full title is displayed with an indication of whether the test was normal or abnormal. When a test is selected, it appears in the window on the right. Figure 2-117) shows the selected Holter monitor test. The title of the echocardiogram is shown because the mouse pointer was placed over it. According to Figure 2-117), the echocardiogram's result is abnormal.

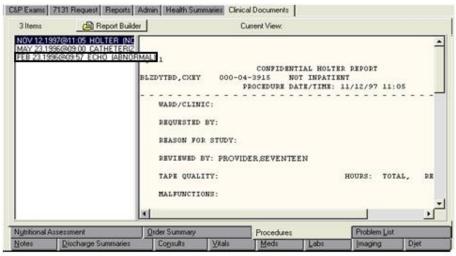


Figure 2-117

Problem List tab

This tab displays all of the confirmed diagnoses for which the veteran is being treated (Figure 2-118). The list can display both active and inactive problems. This list can be especially useful in claims for NSC pension if the user is looking for confirmed diagnoses for which the veteran is being treated. This list serves to guide the user in the search of progress notes. In the example below, active diagnoses are marked with an "A" and the inactive diagnosis is marked with an "I."

Active Inactive Both Active and Inactive	A COPNS/C A ONYCHIA A ARTHFOP, A DEFMATO A PERIPH A ARTHFIT A ASHD G A HYPERTE A HYPERTE A TYP 2 W A CA, PROS A LOW BAC A HYPERTI A HYPERTI A HYPERTI A LUMBOSA	CAPRIPATIENT, SI CAPRIPATIENT, SI ALLUS CAPRIPA OF FINGER C ATHY NOS-L/LI MYTOSIS OF N ASCULAR DIS (S, CHDONIC C GARINATIONE SION GAPRIPATIENT, ONE SION GAPRIPATIENT CAPRIPATIENT CAPRIPATIENT CAPRIPATIENT GAPRIPATIENT	SIENT SEVEN MARIPATIENT. IG CAPPEIPATI IG CAPPEIPATIENT. IG CAPPEIP NOS CAPPEIP NOS CAPPEIPATIENT. VIENT. IWO COMPATIENT. IENT. INO CATIENT. SIS CAPPEIP	IENT, THREE ATIENT, FIVE ATIENT, THREE INE	-
Nutritional Assessment	Order Summary	Procedures	2	Problem List	

Figure 2-118

Compensation and Pension Worksheet Module

Overview:

The **C&P Worksheets** tab (Figure 2-119) provides access to a defined set of point-and-click templates used for documenting a veteran's C&P examinations. This functionality is commonly referred to as C&P Worksheets Module (CPWM).

🧱 CAPRI Connected To COR.ISC-ALBANY.MED.VA	GOV (Server:ISC1A3 Volun	ne:DEVFEX_UCI:DEVFE	EX Port: NLA0::54 🖃 🗖 🔀
<u>File Edit T</u> ools <u>H</u> elp			
Other Facilities Visited CPR	IPATIENT,TWO SSN#00000	0002 DOB: 03	3/04/1955 ICN: 5000001979
C&PExams 7131 Request Reports Admin Health	Summaries Clinical Documen	its C&P Worksheets V	/istAWeb
Template Name	Date Signed	Author	Status
MERGED FORMS - LISTED BELOW: AID AND ATTENDANCE OR HOUSEBOUND EXA MEDICAL OPINION	MINATION	FAIN	DRAFT/NOT READY
FEET	OCT 14, 2008012:46	FAIN	COMPLETE
Display Template Copy Template	Refresh List		Delete Template
	<u>H</u> erresh List		
	😵 New Template	🔬 Unsigned	Templates
🌱 Ready.	Division: DM <u>S</u> CENTRAL	OFFICE	🕼 News 🛛 🚇 VistA

Figure 2-119

Users who need access to this tab in CAPRI must have the appropriate Security Key allocation before the tab is visible and functions become active. (See User Setup section below). VBA users are typically unable to access this tab and are prevented from seeing a document before it is signed and finalized by the exam provider.

User Setup:

Security Key Assignment

To activate CPWM for a particular user, a **menu option** and several **Security Keys** must be assigned. IRM will need to coordinate with the C&P clinic to determine what keys a user should receive. The majority of users will need two new keys. The reviewer type user will need three keys.

DVBA CAPRI GUI- This is the <u>option context</u> to the main CAPRI application. All CAPRI users will need to be assigned access to this menu option.

DVBA CAPRI WORKSHEET TAB – This <u>Security Key</u> makes the C&P Worksheets tab visible inside CAPRI. All VHA CAPRI users should get this Security Key.

Some sites require the exam to be sent to a reviewer when it is complete. **One and only one** of the following <u>Security Keys</u> must be assigned for anyone who is creating new C&P exam templates with CPWM.

- **DVBAB CPWM DISALLOW REVIEW** User does not need documents reviewed prior to release
- **DVBAB CPWM OPTIONAL REVIEW** User can choose to send some documents for review and not other documents
- **DVBAB CPWM REQUIRE REVIEW** User must have all documents reviewed by a reviewer prior to upload

OPTIONAL Security Key – If the site chooses to use the review process, users designated as reviewers must be assigned the **DVBAB CPWM REVIEWER** Security Key.

It is imperative that users not be given every **DVBA*** key due to the keys having conflicting uses and the probability of unexpected results. If users are unsure of which Security Key to assign, they should contact the national VistA helpdesk.

Site Considerations: Review Functionality

Before implementing CPWM, sites should consider the business roles of each user who is accessing the system. The CPWM module can be configured several ways, depending on site preference and business needs. Each site should carefully consider the following configuration options. Examinations can be completed through one of the following paths:

- If the provider is allowed to Sign and release templates to the RO and CPRS upon their completion without review by another party, then the IRM person should assign them Security Key **DVBAB CPWM DISALLOW REVIEW**.
- If the provider will need to send templates to a reviewer for approval before completion, then the IRM person should assign them Security Key **DVBAB CPWM REQUIRE REVIEW**.
- If the provider will have the option to send the template to a reviewer or sign and release immediately, then the IRM person should assign them Security Key DVBAB CPWM OPTIONAL REVIEW.

The following figures demonstrate what a user sees at the bottom of the screen when working with a CPWM document with the assigned Security Key.

DVBAB CPWM DISALLOW REVIEW – Assignment of this Security Key results in the **Send** for **Review** button being disabled, as shown in (Figure 2-120).

Options Preview Save Send for Signature Send for Review Done!

Figure 2-120

DVBAB CPWM OPTIONAL REVIEW – Assignment of this Security Key results in the user being able to choose whether to **Send for Review** or select **Done!**, as shown in (Figure 2-121).

 Options
 Preview
 Save
 Send for Signature
 Send for Review
 Done!

Figure 2-121

DVBAB CPWM REQUIRE REVIEW – All of the user's documents require a review prior to going into AMIE and Text Integration Utilities (TIU). Assignment of this Security Key results in the **Done!** button being disabled, as shown in (Figure

2 122)	<u>O</u> ptions	Preview	Sa <u>v</u> e	Send for Signature	Send for <u>R</u> eview	<u>D</u> one!
Z-1ZZ).						

```
Figure 2-122
```

C&P Worksheet Tab Functionalities

Work Sheet Status

The C&P Worksheets tab contains the list of pending and completed worksheets for the selected patient, if any exist. Information displayed includes template (worksheet) name, author, worksheet status, and the date the worksheet data was sent to CPRS (where applicable). The worksheet status value will be one of the following:

- **Draft/Not Ready** started but not completed
- **Review Pending** sent for review
- **Sent Back** sent back to the clinician by the reviewer for changes
- **Complete** completed and the data sent to CPRS on the date shown
- Uncosigned signed by the author but the author requires a cosigner in CPRS

Opening a CPWM Exam

The user may open a pending template in the C&P Worksheet tab display by selecting it and selecting the **Display Template** button, or by double-clicking the name of the desired template. All templates with **Complete** status are viewable, but a user may view only his or her own unsigned templates without Reviewer access.

Deleting a CPWM Exam

The user may delete any pending template in the C&P Worksheet tab display by selecting it and clicking **Delete Template**. The user is then prompted to verify the deletion by entering the number displayed in the verification window. The user will only be able to delete his or her own templates without Reviewer access. Templates with a status of Complete cannot be deleted.

Copying an existing CPWM Exam

To copy a pending CPWM template, the user selects the template name on the list and then selects the **Copy Template button**. The system displays a prompt "Would you like a NEW copy of the selected template and assign it to yourself?" After the user selects **Yes**, the template is copied and assigned to the current user.

Refresh the List

The user may update the C&P Worksheet tab display for the selected patient by selecting **Refresh List**. The refresh function will normally happen automatically, but it may be performed manually as well.

Flagging

Three visual flags are available on the C&P Worksheets tab and the unsigned templates dialog box. Exam templates that are "new" will have an "N" flag. After it is viewed, the flag clears automatically. A green flag and red exclamation mark are available for use according to user needs. These flags can be toggled on and off by right-clicking any template name displayed on the C&P worksheets tab or unsigned template dialog box, then selecting toggle on/off.

Starting a New CPWM Exam

To create a new exam, the user clicks the **New Template** button (Figure 2-123). The user must have the required Security Key to create a new worksheet.

		PROVIDER,ONE T DRAFT/NOT READY
e	Copy Template	<u>R</u> efresh List
	💡 New Template	📩 Unsigned Templates
	Division: ST.PETERSB	URG-RO 🌮 News 🖉 VistA

Figure 2-123

The Browse Templates screen is displayed (Figure 2-124).

Browse Templates:									
Select the desired examination protocol(s) from the list of available templates and click the [Add this template] button. Once all selections have been made, click [Generate Template] to build the customized worksheet.									
Available Templates	Available Templates:								
GYNECOLOGICAL CONDITIONS AND DISORDERS OF THE BREAST									
HEART HEMIC DISORDERS	HEART								
HIV-RELATED ILLNESS	HIV-RELATED ILLNESS								
HYPERTENSION INFECTIOUS, IMMUNE, AND NUTRITIONAL DISABILITIES									
	OR POST-TRAUMATIC S		TSD) 🔽						
	Add this template								
Selected Templates	:								
AUDIO									
	_	-							
A Move Up	🖞 Move Down	🖉 Delei	e Selected						
Description:									
Last updated on 2/11/2008~124									
Cancel	Used Buffer Space:	3%	Generate <u>T</u> emplate						

Figure 2-124

Step 1 – The user may select a single template or multiple templates by double-clicking the desired templates from the **Available Templates** list box, or by selecting a template and clicking the **Add this template** button. The templates that make up the exam appear in the **Selected Templates** list box. If the user selects multiple templates, the system merges the selected forms into a single form.

The **Description** field displays information about the template version and the last date that the template was updated.

The **Used Buffer Space** indicator determines the number of templates that can be merged together into a single form. Complex templates, such as General Medical, will use more of the buffer than a simple template, such as Audio. Depending on the speed of the PC, the user may see slower performance if the user creates a merged template that is using a large amount of the available buffer space. If the user uses up all of the available buffer space, CAPRI displays a message asking the user to remove some of the templates.

CAPRI – Using the Software

Merged Form						
Author: CAPRIUSER, ONE	Patient: REGRESSION,TEST PATIENT SSN: 000555656	Date Updated: NOW				
History Physical Exam Tests Diagnosis Medical Opinion Audio Medical Opinion						
Note to Examiners	Chief Complaint:	^				
Records Review	Situation of Greatest Difficulty:					
Pertinent Service History:						
History of Military, Occupational, and Recreational Noise Exposure:						
Pertinent Family and Social History, history o	of ear disease, head or ear trauma, etc.					
Tinnitus: Is there a history of tinnitus? Location of Of Yes Of No Of Left Of	o f Tinnitus? Is tinnitu ⊖ Bilateral O Right O Indeterminate O Yes	s constant? Is tinnitus recurrent? O No O Yes O No 💽				
	Options Preview Save	Send for Signature Review Events Done!				

Figure 2-125

Step 2 – The user enters data on the form (Figure 2-125) by selecting the tabs and completing the fields. Tabs and fields are specific to the selected templates. If there are required fields on the template and they are not completed, the user is notified either while using the form or prior to signature. To review what was entered, the user clicks the **Preview** button.

When the data entry for the exam is completed, the next step in processing the template is performed based on the Security Key assigned to the user.

- No review process Done is active, Send for Review is deactivated.
- **Review process optional Done** is active, **Send for Review** is active.
- **Review process required Done** is inactive, **Send for Review** is active.

For the reviewer, when the template is in a **Review Pending** status, the user will have the option to send for signature or to select **Done** to complete the template. Selecting **Send for Signature** allows the user to designate the signer.

Step 3 – If the **Done** button is clicked, a preview of the report data entered into the template is displayed. This represents what the final document will look like in CPRS. To make changes, the user clicks **Cancel** to return to the template. To accept the template, the user clicks **OK**.

Step 4 – After **Done or OK** is selected, the signature validation screen is displayed (Figure 2-126). To continue, the user is required to select an appointment, select an admission date, or

specify that there was no appointment. Note that CAPRI has been modified to prevent displaying appointments with dates in the future from appearing in the list of Appointments. After a selection is made, the remainder of the fields on the Signature Validation screen are displayed.

Signature Validation		×		
Select one appointment, admission, or check the box to indicate this is an opinion only report type.	Appointments Admissions OCT 21, 2004@09:00 CECELIA'S GEN MED SCHEDULED VISIT			
	🔲 No appointmer	nt was necessary. (ie. opinion only report)		
TITLE:		EXAMINING PROVIDER:		
C&P EXAM	•	FAIN		
	ELECTRONIC SIG. CODE:			
AMIE EXAM TO COMPL Requests Available:				
OCT 21, 2004@12:14 APR 25, 2005@17:38 SEP 7, 2005@13:52 SEP 7, 2005@13:55		can be selected for closure 1		
(Multiple exams can be selected for closure.)				
Iemplates Included In this Document				

Figure 2-126

TITLE: Title selection is required. The dropdown list for titles will display only titles that contain the words "C&P" or "Compensation and Pension" in the title name.

EXPECTED COSIGNER: Users may require a cosigner based on their clinical privileges. Cosigner information from the CPRS Authorization Subscription Utility is respected inside CAPRI. To designate a cosigner for a user, IRM or the local Clinical Applications Coordinator should be contacted. The basic rule is that a title-requiring cosignature in CPRS requires a cosigner in CAPRI as well. **There are no cosigner-specific keys or setup unique to CAPRI.**

Invalid Electronic Signature: If the user enters an invalid electronic signature, an error message is displayed (Figure 2-127).

🗙
You have entered an invalid electronic signature code.
(OK)

Figure 2-127

After the user clicks **OK**, they are returned to the **ELECTRONIC SIG. CODE:** field on the Signature Validation form.

Valid Electronic Signature: After CAPRI has validated the electronic signature code, a progress note record will be created.

Step 5 – The user must select the correct request under **Requests Available**. A list of the open exams for that request is displayed. Note that all open exams must be cancelled or completed before the report can be released.

Only examinations containing no exam report are offered as selections under **Open Exams** after selecting an open AMIE exam request. If an expected exam is not listed, it might be because the exam already has either a partial or a complete transcription. The transcription can be removed by the appropriate clinic staff and CAPRI displays that exam request as a selection. If there is an open request but no exams are available, then all requested exams have been populated with either a template or transcription, but the request has not yet been released. The request will need to be released through either CAPRI or AMIE by clerical or supervisory staff.

CPWM Worksheet Functionality

The functionalities detailed in this section are only available when a CPWM worksheet is open for editing. After a worksheet is opened, there are several tabs and options available. By selecting the visible buttons, the user can open other parts of the worksheet.

Data Entry Functionality

Each free text area contains options for data entry. The shortcut menu pictured below (Figure 2-128) is available when the user right-clicks an area where free text data can be entered.

🚟 BONES (FRACTURES AND BONE DISEASE)						
Author: CAPRIUSER, ONE Transcriber:	Patient: CAPRIPATIENT, SSN: 000049494	TWO	Date Updated	NOV 07, 2006@	09:10:52	Ī
History Physical Exam Tests Diagnosis						
Bones						
Was a Medical Opinion Requested? C Yes C No					-	-
	Comments:					
Employment	Veteran claims serv Back Injuries	vice connection	for:	_		
Diagnosis	Veteran claims enti	🌱 Undo	Ctrl+Z	ased on the	_	
	following	X Cut	Ctrl+X		~	
Summary of diagnosis:		Ba Copy	Ctrl+C			
		🔁 Paste	Ctrl+V		~	
		🗙 Delete	Ctrl+Del			
		💽 Select All	Ctrl+A			
		💱 Check Spelling	F7			
		😅 Load Exam Requ	uest Comments			
				-		•
 Close	<u>O</u> ptions <u>F</u>	review Sa <u>v</u> e	Send for Signature	Send for <u>R</u> eview	<u>D</u> one!	

Figure 2-128

Load Exam Request Comments

When the user right-clicks in a free text field, an option to **Load Exam Request Comments** is available. To copy information entered on the exam request into a data entry area of the template, the user can select **Load Exam Request Comments** from the shortcut menu. When Load Exam Request Comments is selected, a separate window displays the list of open exam requests and the exam request comments. After selecting the desired exam request, the user selects the **Insert These Comments** button to paste the comments into the exam as shown in Figure 2-129) below.

🔚 Load Exam Request Comments 🛛 🛛 🔀				
Open Exam Requests: OCT 4, 2006@13:13 OCT 4, 2006@14:20 OCT 4, 2006@14:26 OCT 4, 2006@14:29 OCT 5, 2006@13:08 OCT 5, 2006@15:22 NOV 6, 2006@16:28	Exams Requested: BONES (FRACTURES AND BONE DISEASE) [OPEN] Comments from Requestor: Veteran claims service connection for: Back Injuries Veteran claims entitlement to pension benefits based on the following claimed medical conditions:			
Cancel	Insert These Comments			

Figure 2-129

Cut/Copy/ Paste functionality

The shortcut menu in the free text fields gives the user access to Windows' standard Undo, Cut, Copy, and Paste functionalities.

Details Bar

A details bar is available on each free text area of the template. The details bar is designed to provide users with a larger data entry area. The details bar becomes visible when the mouse is over the text box. After the user clicks the details bar, a larger window is displayed. The user can then type the information desired and save and close the details box. When the details box is closed, the information is displayed in the original free text area.

Spell Check

A spell check feature is also available from the shortcut menu (Figure 2-130). The spell check feature searches the current text area for misspelled words and returns a list of suggested corrections. If there are no errors, a message displays "No errors found."

The spell checker allows the user to select from a list of suggested changes or make a change using the **Change to:** edit box. The user may also add a word to a custom dictionary by selecting **Add to Dictionary** or Reset Dictionary to return the dictionary to its original state.

*Note: Only the text area currently being edited is checked, not the entire template.

Spell Check				
Not in dictionary:				
EXAMINE	<u>S</u> kip			
Change to:	Ignore All			
]	Add to Dictionary			
Suggestions:	Reset Dictionary			
EXAMINER EXAMINERS EXAMINERSHIP	Change			
	Change All			
	Undo All			
	Close			
Original Text: CLAIMS FILE BEING SENT FOR REVIEW BY THE EXAMINE.				
0%				

Figure 2-130

Button Color Changing

Button functionality has been enhanced to allow the user to edit the colors of buttons on a template (Figure 2-131). The purpose of this modification is to allow CAPRI users to mark certain template sections with a specific color to notate a particular need, such as to come back and finish the section later. The color of the button is maintained between sessions. The color menu can be found by right-clicking the desired button.

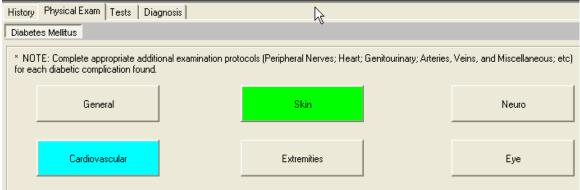


Figure 2-131

Options button functionality details

When **Options** is selected, an additional template management functionality is displayed (Figure 2-132).

Please verify address for accuracy before ma	Options: X	etter. 🔼	
	(Manage Lemplates	Y	
Tinnitus:	Change Exam Tab Order		
Is there a claim for tinnitus (verify from the examination request, i.e • Yes C No	Restore Previous Version		
Is there a current complaint of tinnitus? If yes, answer the follow ● Yes ○ No	Review Events/Comments	ition is claimed.	
Date and circumstances of onset:	Spellchec <u>k</u>	current (intermittent)?	
	<u>I</u> nfo	No	
State when veteran last experienced tinnitus:		, how frequently in a year a veteran	~
Close	Options <u>P</u> review Sa <u>v</u> e	Send for Signature Review Events Don	el



Manage Templates

CAPRI users can add additional templates to a template that is already in use, or delete a template from a group of merged templates by selecting **Manage Templates** on the Options menu. When a user selects **Manage Templates**, a dialog box is displayed (Figure 2-133) for the user to select templates to add or delete. There must always be at least one template remaining in the **Manage Templates** dialog box. An entire list of templates from a set or group of merged templates cannot be deleted without having one of the original templates remaining on the list. CAPRI will warn users when they have selected too many forms to merge by displaying the warning message: **You've selected too many forms. Either remove some of the new ones or choose existing ones for deletion.**

The buffer must be less than 100% to complete the Manage Templates function.

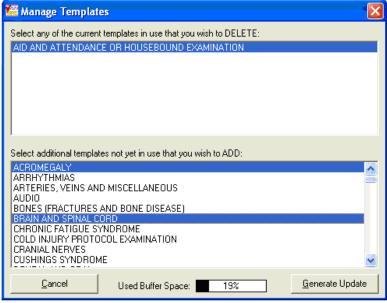


Figure 2-133

Change Exam Order

When users have several templates merged into one exam, the **Change Exam Order** feature (Figure 2-134) can be used to customize the order in which templates are displayed. After selecting Change Exam Order from the Options menu, the user clicks **Move Up** or **Move Down** to move the exams into the desired order. The user then selects **OK**. The templates and reports are displayed in the customized order.

🔚 FormExamTa	abOrder		×	
ARTERIES, VEIN	S AND MISCE	LLANEOUS		
HEART				
HYPERTENSION ABBHYTHMIAS				
COLD INJURY PF	ROTOCOL EXA			
INITIAL EVALUATION FOR POST-TRAUMATIC STRESS DISOF				
🛉 Mov	re Up 🚽 🔶 Move Down		Move Down	
<u>C</u> ancel		OK		

Figure 2-134

Restore Previous Version

When a user is actively editing a template for a selected patient, the user can select **Options** and **Restore Previous Version** to view a history of the saved entries for the current template. A dialog box showing the history of each time a template was saved is displayed (Figure 2-135). The user can select the date/time of the save. CAPRI displays the name or names of the forms saved, date, time, the name of the person who performed the save, and the names of the templates that were saved at the selected date and time. The user can then select **Load Selected Version**. CAPRI then loads the templates and all data saved to the templates at the date and time in history.

🚟 Load which saved template?	×		
Select a backup version to load.			
Previous Saves: SEP 30, 2008@17:31:16 NEW FORM / DVBA*2.7*123T23 / FAIN SEP 30, 2008@17:31:19 MANUAL SAVE: Start of Session / DVBA*2.7*123T23 / FAIN SEP 30, 2008@17:33:15 MANUAL SAVE: Managed Templates - Save Prior to Merge / DVBA*2.7*123T23 / FAIN SEP 30, 2008@17:42:35 MANUAL SAVE: Start of Session - After Merge / DVBA*2.7*123T23 / FAIN SEP 30, 2008@17:42:35 Automatic Save by FAIN OCT 21, 2008@21:57:03 MANUAL SAVE: Start of Session / DVBA*2.7*123T25 / FAIN			
Forms Within Selected Version:			
Cancel Load Selected Version			

Figure 2-135

Review Events Comments

If a template has had review comments added, users can view the reviewer's comments at any time while a template is open for editing by selecting **Review Events** on the Options menu. After the Review Events window is displayed (Figure 2-136), users can drag the Review Events window to the side for viewing while continuing to edit the open CPWM Template. The comments for a given date and time can be viewed by selecting the date and time from the drop down list.

Review Events
Date/Time:
Date/Time:
Comments:
<u>S</u> end BackNow
Add <u>N</u> ew "Send Back" Event Close

Figure 2-136

Info

The info box (Figure 2-137) provides information about the template version and the date of last update. It also displays the version of the CAPRI GUI last used to save the template. Script variables and Object count information may be used by technical staff for troubleshooting technical problems with templates.

Information about this template:	
Template IEN: 487,	<u>.</u>
Saved with version: DVBA2.7*105*0*A	
CHRONIC FATIGUE SYNDROME: Last updated on 01/05/2006 Patch DVBA*2.7*96 Object Count: 436	a
Total Object Count: 436	
Script Variables: 17^0^ FAT_PROBLEM~^ F∆T_B1~^	×
	<u>C</u> lose



Saving Template Data

Autosave

The data is automatically saved by the system every eight minutes, but it is a good practice for the user to manually save work often (Figure 2-138).

Manual Saves

•	Enter a de			X	
	Manual sa	ave		Save <u>N</u>	low
Î	Sa <u>v</u> e	Send for Signature	Send for	<u>R</u> eview	D
I	Figure 2-1	38			

The user clicks **Save** to manually save the data. When the manual save box is displayed, the user can enter a customized description by typing a custom name in the box where manual save appears. Forms do not have to be completed in a single session. If the user closes a form without signing, CAPRI will retain all responses and save it for completion later.

Saving after selecting Close

When the user closes the worksheet by selecting **Close**, the user is prompted to confirm this action by choosing **Yes** – **Save and Exit** or **No** – **Keep Working** (Figure 2-139). If **Yes** is selected, CAPRI saves the information currently entered on the Template. If **No** is selected, CAPRI returns the user to the Template and a save point is not created in the save history.

Close this document and return to the previous screen?
Yes - Save and Exit
<u>N</u> o - Keep working

Figure 2-139

Reviewer Security Key Functionality

Users who have been assigned the Reviewer Security Key will have reviewer-specific buttons inside a CPWM template (Figure 2-140).

Preview	Sa <u>v</u> e	Send for Signature	Review Events

Figure 2-140

Selecting the **Send for Signature** button allows the reviewer to select a signer for the document. The document will be sent to the person who is authorized to complete the upload process. If there is a problem with the document, the reviewer can communicate with the original author by selecting **Review Events** to display a dialog box (Figure 2-136).

The reviewer can browse previous activity on the document by selecting entries under the **Date/Time** field, if there are any. To create a new review event, the reviewer selects **Add New**

Send Back Event. The top three fields are set automatically. The reviewer places any communication to the author in the **Sent Back Comments** field. When the user selects **Send Back Now** to complete the transaction, the status of the document is changed to **Sent Back** and the original author receives a notice the next time he or she logs into CAPRI. The reviewer's comments are the first thing seen when working with the sent back document.

If a reviewer has been selected to sign a document by another reviewer, he or she will see the following prompt (Figure 2-141) when displaying that document with CPWM.

Confirm														×
?	You are a rev will enable re	iewer but a viewer mod	also have e.	been assi(gned to	sign this :	document	. Woul	d you lik	e to activ	ate sigr	nature mode?	Answerin	g "NO"
						Yes	<u>N</u> o							

Figure 2-141

Additional Considerations

A reviewer can display any document in CPWM, even if it is unsigned. Users who do not have the DVBAB CPWM REVIEWER key can only view signed documents or unsigned documents that belong to them.

Sending a CPWM Exam for Review

Users have the option to include comments with an exam when it is sent for review. When a user selects the **Send for Review** button in an open template, he or she is prompted with an additional option of **Yes, with a comment to the reviewer** (Figure 2-142).

BOI	ONES (FRACTURES AND BONE DISEASE)	
Auth Tran	thor: CAPRIUSER,ONE Patient: CAPRIPATIENT,TWO Date Upda anscriber: SSN: 000049494	ted: NOV 07, 2006@11:18:24
	Are you ready to send for revie	w?
	Yes	
	Yes, with a comment to the reviewer	
	No	

Figure 2-142

Choosing the option Yes, with a comment to the reviewer opens the Send Reviewer A Message box (Figure 2-143). The user enters comments and then clicks Send to Reviewer Now.

Send Review	wer A Message	
Date/Time:		•
Date/Time:	NOV 9,2006@15:41	:11
User Name:	CAPRIUSER, THREE	
Comments:		
Please	expedite this requ	est 🍥
<.		× 1
,	Send to Rev	iewer Now
Add <u>N</u>	ew "Send Back" Event	Cancel

Figure 2-143

Status of the exam then changes to Review Pending (Figure 2-144).

🚰 CAPRI Connected To COR.ISC-ALBANY.ME	D.VA.GOV (Server:1S)	1A3 Volume:DEVFEX UC	I:DEVFEX_Port:NLA0::547	180531) 🖃 🗖 🔛
Elle Edit Icols Help				
(Other Facilities Visited)	CPRIPATIENT, TW	0 SSN#00000002	DOB: 03/04/1955	ICN: 5000001979
CEP Exams 7131 Request Reports Admin H	ealth Summaries Clinic	al Documents C&P Worksh	eets VistAWeb	
Tenplate Name	Date Signed	Author	Status	
MERGED FORMS - LISTED BELOW: AID AND ATTENDANCE OR HOUSEBOUND MEDICAL OPINION		FAIN	REVIEW PER	MD ING
FEET	OCT 14, 2008	12:46 FAIN	COMPLETE	
Djsplay Template Copy Template	Befrest	List	_	Dgiete Template
	💡 New	Template 👌 U	nsigned Templates	
Y Beads	Divi	inv DMS CENTRAL OFFICE	: A.V.	anna 📕 Minto

Figure 2-144

Sending a CPWM Exam for Cosignature

Cosignature Required:

As previously described, CAPRI will respect the CPRS Authorization/Subscription Utility (ASU) and TIU business rules for cosignature. If a user is set up to require a note signature, the signature screen will appear as in (Figure 2-145) after a title has been selected. Note that CAPRI has been modified to prevent displaying appointments with dates in the future from appearing in the list of Appointments.

If a cosignature is required and the cosigner box is not active for a particular user, IRM or the site's Clinical Application Coordinator should be contacted for assistance.

Signature Validation			
Select one appointment or admission. If you don't see your appointment use the button to list all previous appointments.	OCT 13, 2005@10:00 OCT 17, 2005@10:00 OCT 20, 2005@08:00	CECELIA'S OPHTHAL PSYCHOLOGY PSYCHIATRY PSYCHOLOGY CECELIA'S CARDIOLOGY	's appointment/visits
TITLE: C&P EXAM EXPECTED COSIGN	ER: (Optional)		. CODE:
Templates Included In this Do	cument	<u>C</u> ancel	<u> </u>

Figure 2-145

Selecting the box under **EXPECTED COSIGNER** allows the user to select or change a previously selected cosigner. A **Confirm Co-Signer** dialog box is displayed (Figure 2-146).

Confirm Co-Signer	
Select user CAPRIUSER,ONE	CLINICAL PSYCHOLOGIST, INFORMATION RESOURCES MGMT as expected co-signer?
	<u>Y</u> es <u>N</u> o

Figure 2-146

The user should verify that the correct cosigner is being selected. The cosigner should sign the document directly in CAPRI to prevent use of the cosignature transfer utility.

Sending a CPWM Exam for Signature

Selecting **Send for Signature** allows the reviewer to select a signer for the document. The document will then be sent to the person who is authorized to complete the upload process.

CPWM Exam Management functions

Unsigned C&P Worksheets

To view the list of C&P worksheets needing a cosignature, users go to the **Tools** menu (Figure 2-147) and select **My Unsigned C&P Worksheets...**

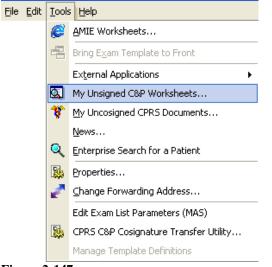


Figure 2-147

Unsigned Templates

Selecting **My Unsigned C&P Worksheets** from the **Tools** menu displays a list of unsigned templates (Figure 2-148).

ID	Patient	Template	Author	Status	
C3123	CAPRIPATIENT, EIGHTY SR	INTESTINES (LARGE AND SMA	FAIN	DRAFT/NOT READY	~
C2963	CAPRI, PATIENT X	JOINTS	FAIN	DRAFT/NOT READY	
C2963	CAPRI, PATIENT X	INITIAL EVALUATION FOR PO	FAIN	DRAFT/NOT READY	
C0828	CAPRI, TESTPATIENT	DIABETES MELLITUS V124	FAIN	DRAFT/NOT READY	
T2874	TEST, ACTIVE	MERGED FORM	FAIN	DRAFT/NOT READY	
GENI HEAF		UMATIC STRESS DISORDER (PTSD)			
20001	22CPRIPATIENT, ONE ERAL MEDICAL EXAMINATION	MERGED FORM	FAIN	DRAFT/NOT READY	
20001	ZZCPRIPATIENT, ONE	ARRHYTHMIAS	FAIN	DRAFT/NOT READY	
T2874	TEST, ACTIVE	AMPUTATION	FAIN	DRAFT/NOT READY	
HEAP	ZZCPRIPATIENT,ONE RRAL MEDICAL EXAMINATION RT HYTHMIAS	MERGED FORM	FAIN	DRAFT/NOT READY	*
Anna	H INVIAS		[insigned] <u>A</u> ll Unsigne	d Review Pending	

Figure 2-148

This window lists forms that have been started by examiners but not completed. Information provided includes ID (first letter of last name + last four digits of SSN), patient name, worksheet names, author, and status.

- Selecting the My Unsigned button displays the user's own unsigned forms.
- Selecting the **All Unsigned** button displays **all** unsigned forms.
- Selecting the **Review Pending** button (Figure 2-149) displays the forms that were sent for review. Only users who hold the DVBAB CPWM REVIEWER Security Key have

access to documents waiting for review. All users can see the documents, but only reviewers can open and work with the documents.

ID	Patient	Template	Author	Stat	us	
AMPU CHRC COLE	PRFPATIENT,SIX HYTHMIAS ITATION WIC FATIGUE SYNDROME) INWIRF PROTOCOL EXAMINATION RAL MEDICAL EXAMINATION	MERGED FORM	FAIN	REVI	EW PENDING	^
C1238 C1239 C1241 E7732 LIME	ICAL OZINION CAPRI, PATIENT NINE CAPRI, PATIENT SEVEN CAPRI, PATIENT TEN ECPATIENT, ONE PHATIC DISORDERS RELATED ILLNESS	CENITOURINARY EXAMINATION PRISONER OF WAR PROTOCOL PRISONER OF WAR PROTOCOL MERGED FORM	FAIN FAIN FAIN FAIN	REVI	EW PENDING EW PENDING EW PENDING EW PENDING	
THPR 17732 04671	NCTIOUS, IMPRIME, AND NUTRITION NOID AND FARATHFROID DISEASES ECPATIENT, ONE CPRIPATIENT, ONE HTIMIAS	AUDIO MERGED FORM	FAIN FAIN		EW PENDING EW PENDING	~
Disp	lay Form Dejete Form	My	Unsigned	All Unsigned	Review Pendin	g

Figure 2-149

The user selects the form to complete by double-clicking it. If it is clicked only once, the **Display Form** and **Delete Form** buttons are enabled. The user selects **Display Form**. The user must hold the required Security Key to delete another user's template.

Uncosigned C&P Worksheets

To view the list of the of C&P worksheets that need their cosignature, users can go to the Tools menu then select **My Uncosigned CPRS Documents** (Figure 2-150).

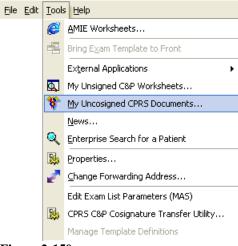


Figure 2-150

If a document has been sent to the user for cosignature, then the user is able to select the document from the list, view the report, add any addendum, and then cosign the document from CAPRI.

CPRS C&P Co signature transfer utility

To view the list of cosigned and uncosigned documents that need to be transferred to AMIE, users go to the **Tools** menu and select **CPRS C&P Cosignature Transfer Utility** (Figure 2-151).

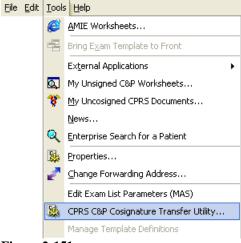


Figure 2-151

If a user cosigns a document in CPRS rather than in CAPRI, the document will appear on the cosignature transfer utility list. This utility can be used by clerical or other C&P staff to facilitate copying the CPRS document into AMIE and closing out the template in CAPRI. If a user cosigns their C&P templates directly in CAPRI and not in CPRS, this utility will not need to be used. The dialog box in Figure 2-152) demonstrates items that need to be transferred or closed in CAPRI.

🚟 Uncosigned Template Utility	X
Cosigned/Uncosigned Templates:	0 documents ready
TEST ADFIRST AID AND ATTENDANCE UK HUUSEBUUND EXAMINATION	45 649 72LVE APR 25, 2006@11:36:17 650 106@08:43:35 653 CAPRIUSER,TWELVE JUN 22, 201 @11:42:07 664 665 RS) CAPRIUSER,TWELVE \ JUL 1: 669 064:43:27 670
Refresh List	Transfer Selected Document to AMIE

Figure 2-152

When a user bypasses the CAPRI interface by manually copying and pasting a cosigned document from CPRS into AMIE, CAPRI has no way of knowing this has taken place. The document will still need to be processed inside CAPRI. The **Mark as Complete But Don't Transfer** button (Figure 2-153) should be selected to complete the process in CAPRI. This option will complete the exam in CAPRI without transferring it to AMIE.

EXAM LOCATION:	DATE OF EXAM:	EXAMINING PROVIDER:
Cancel	Mark as Complete But Don't Transfer	Iransfer to AMIE

Figure 2-153

Manage C&P Exam Request Report Management

The Manage C&P Exam Requests option available on the Tools Menu when a patient is selected can be used to reopen a released exam, release an open exam, change the status of an Exam Request, or edit the report of an exam that has already been signed and completed in CAPRI or AMIE.

Reopen a Released Exam

To reopen a released exam, the user clicks the exam request date, selects the exam name under **Exams:**, and clicks the **Re-open this request** button. The user selects **Yes** to the warning message to reopen the exam, as shown in (Figure 2-154).

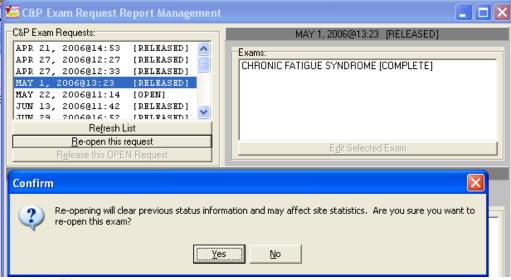


Figure 2-154

Change exam status

Exam status can be changed to Open, Completed, Canceled by MAS, Canceled by RO, or Transferred out by using **Option Manage C&P Exam Request** functionality available on the Tools Menu. This opens the C&P Exam Request Report Management screen. The user clicks on the date then clicks on the desired exam. Then, the user clicks the **Edit Selected Exam** button to open the exam as shown in (Figure 2-155).

CAPRI – Using the Software

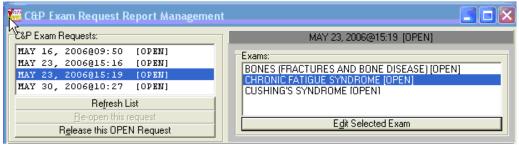


Figure 2-155

The user clicks on the down arrow button on the **STATUS** box to mark the new status for the selected exam. Exam Location, Date of the Exam and Examining Provider may also be edited. The user clicks the **Save Changes** button (Figure 2-156) and then confirms changes by selecting **Yes** on the Confirm message box.

🐱 C&P Exam Request Report Management	
C&P Exam Requests:	MAY 23, 2006@15:19 [OPEN]
MAY 16, 2006@09:50 (OPEN) MAY 23, 2006@15:16 (OPEN) MAY 23, 2006@15:19 (OPEN) MAY 30, 2006@10:27 (OPEN) MAY 30, 2006@15:53 (OPEN)	Exams: BONES (FRACTURES AND BONE DISEASE) [OPEN] CHRONIC FATIGUE SYNDROME (OPEN) CUSHING'S SYNDROME [OPEN]
Refresh List <u>R</u> e-open this request Release this OPEN Request	Edit Selected Exam
CHRONIC F	ATIGUE SYNDROME (OPEN)
STATUS: 0 OPEN 0 OPEN Report text: C COMPLETED FMCommentst CANCELED BY MAS RX CANCELED BY R0 T TRANSFERRED OUT	
EXAM LOCATION: DATE OF EX	AM: EXAMINING PROVIDER:
	<u>S</u> ave Changes

Figure 2-156

Edit a released exam

After a Released Exam is reopened (Figure 2-154), the user selects it by highlighting it in the Exams window and selecting **Edit Selected Exam**. The Exam appears in the Report Text window for editing (Figure 2-157).

CAPRI – Using the Software

🞏 C&P Exam Request Report Management	
C&P Exam Requests:	MAY 1, 2006@13:23 [0PEN]
APR 21, 2006@14:53 [RELEASED]	Exams:
APR 27, 2006@12:27 [RELEASED] APR 27, 2006@12:33 [RELEASED]	CHRONIC FATIGUE SYNDROME [COMPLETE]
MAY 1, 2006013:23 [OPEN]	
MAY 22, 2006011:14 [OPEN]	
JUN 13, 2006011:42 [RELEASED]	
Refresh List	
Re-open this request	
Release this OPEN Request	[Edit Selected Exam]
	GUE SYNDROME (COMPLETE)
	GUE STNUHUME [CUMPLETE]
STATUS: C COMPLETED	<u> </u>
Report text:	
TITLE: C&P EXAM	
DATE OF NOTE: APR 24, 2006@10:00 ENTRY D AUTHOR: PROVIDER, TWENTY COSIGN	
URGENCY: STATUS: COMPLE	
INSTITUTION: CHEVENNE VAMC	
DIVISION: CHEYENNE VAMROC	
COMPENSATION AND PENSION EXAMINATION	
AUDIO	
REVIEW OF VETERAN'S MEDICAL RECORDS ANI	D C-FILE
·	
EXAM LOCATION: DATE OF EX	
Clinic 💌 💌 💌	PROVIDER, TWENTY
	Save Changes

Figure 2-157

Miscellaneous CPWM Functionalities

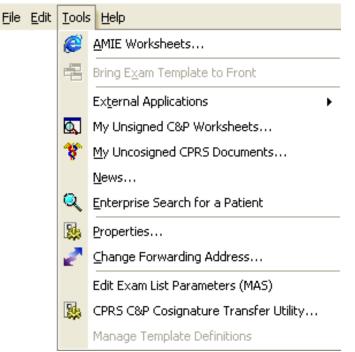


Figure 2-158

The Tools menu (Figure 2-158) has some options that are not discussed elsewhere in the User Manual.

View AMIE Worksheets

Selecting **AMIE Worksheets** takes the user to a C&P website that provides Index to Disability Examination Worksheets. Selecting a worksheet displays instructions for using the worksheets.

Bring Exam Template to Front

If a user is working on the C&P worksheets tab and loses template focus, or if the template happens to be stuck in the background, users can go to the Tools menu and select **Bring Exam Template to front** to bring the template back into focus.

External Application Access

Several links to additional web based applications are available from the External Applications menu as shown in (Figure 2-159).

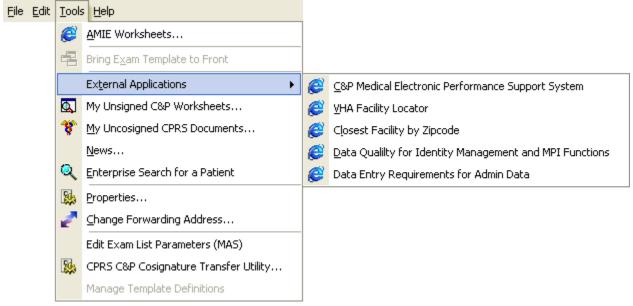


Figure 2-159

Additional CAPRI Functionality

CAPRI Remote Functionality

CAPRI Remote users access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to **forum.va.gov**, port **9400**.

CAPRI Remote users outside of VBA will normally obtain an access code from the Office of Information (OI) support staff, not from the local field site. Most VBA users are CAPRI Remote users. Most VHA users are local site users. If a user starts CAPRI and does not successfully connect to a VistA system within 90 seconds, CAPRI automatically shuts down. When users log into CAPRI remotely, CAPRI alerts users when no email account is set up.

VistA Terminal

CAPRI Remote users can launch a VistA Terminal session by selecting the VistA button to log into the local VistA system site they are signed on to. When the VistA button is clicked, a mini Telnet window opens allowing the user to be automatically logged into the local VistA system providing access to the site's regular VistA functionality.

*Note: Local CAPRI users will not have access to the VistA Terminal from CAPRI and the VistA button will not be available.

Switch sites – on the File Menu

The **Switch Sites** option, available on the File Menu, is active if the user is accessing a VistA system with remote capability. If the selection is active, the user may have other VistA accounts they can connect to without re-authenticating.

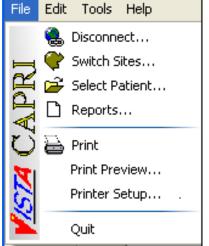


Figure 2-160

CAPRI Remote users can use this option to switch from one site to another without logging out of CAPRI. This option is only available when users are logged into the claims server with remote access. Users can access the **Switch Sites...** option from the File menu. After **Switch Sites...** is selected, the user is prompted with the site list to allow them to choose the site to which they would like to switch.

Restricted Patient List:

A CAPRI Remote user can have restricted access to patient records they are authorized to view. As determined by the Health Information Access (HIA) Office, the CAPRI application will be shut down if the CAPRI remote user is not able to access their restricted patient list on the CLAIMS server. Prior to the CAPRI application being shut down, the CAPRI Remote user will receive a notification that their restricted patient list could not be accessed and they will be provided HIA contact information (<u>HIA@va.gov</u> mail group). The CAPRI Remote user will also see the Restricted patient list that could not be accessed displayed in the lower left status bar of the CAPRI mail form.

Check Remote Connections

Check Remote Connections, found on the Help menu, is available to users with @ or U level FileMan access. This will provide a utility to scan CAPRI remote sites to discover any connectivity issues.

To use this function, the user selects the connections to scan in the left list box, or clicks **Select All** and then **Run Selected**. Any connection problems are listed in the **Could not connect to:** field. This does not mean that the site is down nationwide; it means that the current user cannot access the site, which could be due to a number of reasons.

Validate Remote Connection	IS
Available connections:	Could not connect to:
@CHEY133 TEST LAB located i @CHEY133_LINUX TEST LAB @CHY1R Test System located ir @DEV/FEX TEST SYSTEM loc.	@CHEY133_LINUX TEST LAB
	Successful connections:
	@CHEY133 TEST LAB located in FL(@CHY1R Test System located in WY @DEV/FEX TEST SYSTEM located i
Select All	
<u>C</u> lose <u>R</u> un Selected	

Figure 2-161

Edit Remote User Site Access

Edit Remote User Site Access, found on the Help Menu, is available to users with @ or U level FileMan access. This tool allows a CAPRI administrator to change the remote sites for specific CAPRI users, either limiting their site list or providing the full list of VHA VistA systems to the user. This list is presented to the administrator when CAPRI is started in remote mode.

🚟 Remote User Sites Editor		
User: (Count=16037)	Name: ZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZZ	Parent Clone:
	Show test sites? C Yes ⓒ No	Child Clones:
	Show all sites? • Yes C No	
	HIA Special User? C Yes C No	
	DOD Only User? C Yes No	
Use Selected as Parent Clone	Authorized Sites: ALASKA VAHSRO AMARIILLO HCS BLACK HILLS HCS BDISE VAMC CENTRAL CALIFORNIA HI CENTRAL TEXAS HCS CHEYENNE VAMC EASTERN COLORADO HC EL PASO VA HCS FARGO VAMROC GRAND JUNCTION (VAMC HOUSTON VAMC JACK C. MONTGOMERY V LOMA LINDA VAMC	Delete Selected Delete All
Add Selected to Child Clone List	LONG BEACH,CA VAMC	Start Cloning

Figure 2-162

The User: list is generated from the Claims system, which runs on the Forum hardware hosted by the VHA Office of Information in Silver Spring, MD. The DVBAB RESTRICTED LIST PATIENTS remote procedure is used to restrict unauthorized patient record access.

To begin the process, the administrator selects a name from the **User:** column. The second column is updated with the user's site access privileges. Selecting **Yes** for **Show all sites?** displays every available VistA site on the user's **Authorized Sites:** list. If the user should have access to only a limited number of sites, then the administrator should select **No** for this radio group and update the user's allowed sites under **Authorized Sites**.

One user's site list can be copied to other users. This is useful when a known group of users accesses the same sites. This function is accomplished using the third column of the utility. **Step 1** – A user is selected and the list of sites in the second column is updated.

Step 2 – After the user is set up correctly, the **Use Selected as Parent Clone** button is selected. This user will then be listed in the **Parent Clone** edit box.

Step 3 – Each user who should have the same site list is selected, and the Add Selected to Child Clone List button is clicked.

Step 4 – After the list is set up correctly, the process is completed by selecting the **Start Cloning** button.

CAPRI has been modified to provide the ability identify **DoD Only Users**. By selecting the **Yes** radio button under the **DoD Users Only** field, users can be identified as a **DoD Only User**. CAPRI will only display patients on the Patient Selector screen that have a patient type of "Active Duty" to **DoD Only Users**.

Consolidated Remote Reports

Consolidated Remote Reports, found on the Help menu, is available to users of CAPRI when in remote mode. This report tool was primarily created for the Tiger Team to run reports on multiple VistA accounts at the same time. To use it, the user clicks the sites on which the report is to run in the **Available Connections** list box. The user then enters stop and start dates, chooses a report type, and clicks **Run Selected**. This dialog box has its own **Print** button which should be used instead of selecting Print from the File menu and printing from the main CAPRI interface.

CAPRI – Using the Software

🚟 Consolidated Remote Rep	orts				X
File					
Available connections: [@CHEY133 TEST LAB located] @CHEY133_LINUX TEST LAB @CHY1R Test System located in @DEV/FEX TEST SYSTEM loc-	Could not report for:				
	Successful reports:				
Select All					
Start Date (Oldest):	11/29/2010 💌				
Stop Date (Newest):	11/29/2010 💌				
Regional Office:	?				
Report Type:	C Print C&P Final Report for CENTRAL OFFICE				
	<u>R</u> un Selected	Print	Setup Printer	Save As	<u>C</u> lear

Figure 2-163

Audit Trail Download utility

Audit Trail Download Utility, found on the Help menu, is available to users with @ or U level FileMan access and who have been provided an additional secondary menu option on the Claims system. This tool is used by VBA to download CAPRI audit data for internal reporting. Although a user may see this option on the menu, the secondary menu option that allows it to run may not be provided. The utility will <u>automatically continue</u> at the last point where it stopped if the same filename is selected as during a previous session. If a new filename is created, the utility will start from scratch and download every entry in the VistA Claims system database.

Capri Audit Tra	ıil 👘
Downloading aud	dit trail data
()%
Current: 45000 Total Records:	2200710
Time Remaining:	Checking previous
S	top

Figure 2-164

Miscellaneous CAPRI Functionality

Edit Exam List Parameters

The menu option **Edit Exam List Parameter (MAS)** is under Tools on the CAPRI menu bar. Exam List Parameter (MAS) is a tool used by sites to define which exams are performed at a division. When an exam request is made via the C&P exams tab, the exam list displays exams as performed or not performed in a division according to this definition.

🔚 CAPRI	Сог	nnected To 10.4.229.27 (Server: ISPA01 Volume:	ROU UC	I:CHY1R Port:NLA	0::541	[
File Edit	Too	ls Help	_				
	e	AMIE Worksheets	1230984	75		ICN: 4	420023965
C&P Exams	٢	Print Blank C&P Exam Template	cuments	C&P Worksheets Vis	stAWeb		
	-2	Bring Exam Template to Front					1
		My Unsigned C&P Worksheets					
	Ŧ	My Uncosigned CPRS Documents	03 26		^		
		News	58				
	54	Properties	1				
	2	Change Forwarding Address	46		- 1		
			53 07				
	_	Maesgo C&P Exam Requests for DAVIS, TESTER PATIENT	56				
		Edit Exam List Parameters (MAS)	56				
	2	CPRS C&P Cosignature Transfer Utility	56 56				
		JUL 12, 2006016:10 JUL 12, 2006016 JUL 12, 2006016:28 JUL 12, 2006016					
		Add a New Reque				1	
		Re-Print Final C&P Results Status Inquiry		View/Edit Selected R	equest		
					- J	1	
¥ Ready.					🥖 Ne	sws	📇 VistA 📗

Figure 2-165

The Security Key **DVBA CAPRI EXAM LIST EDIT** should be assigned to the MAS ADPAC, C&P Clinic Clerk, or other individual who is responsible for maintaining the list of C&P exams performed at the site.

The user who has the Security Key above, or programmer access, should see **Edit Exam List Parameter (MAS) under** the Tools menu option after logging into the CAPRI GUI executable. If the user does not have option context DVBA CAPRI GUI, it should be assigned to their secondary menu.

For users who do not hold this Security Key or who have @ FileMan access, the option is not displayed. When a user clicks **Edit Exam List Parameter** (**MAS**), the dialog box in (Figure 2-166) is displayed. Parameters that are set in this window are displayed in the **Add a New C&P Exam** dialog box.

Division: 28AD ABCE ALBANY ALBANY2 AMIE TEST AUGUSTA VAMC DOWN FACNEW NEW TEST NEW TROY OLD ALBANY OL DALBANY ON THE HUDSON IN HIS	Custom Lists Defined for the Selected Divison: DEFAULT LIST	Add New Edit Selected Delete Selected
ONE MORE DIVISION OUTUER SATELLITE CLINIC SATELLITE CLINIC1 TEST DIVISION TEST DIVISION NUMBEF TEST NUMB TEST2 TROY1 TROY2 TROY3	Completely Inactivate this Division (Hide the dr/tsion from CAPRI users.) Comments for this Division:	×
	Close	

Figure 2-166

The first time the user uses the option, it will set up the entire division list and make them all active.

To turn off a division so it is not available for user selection, the user selects the division on the left of the screen then selects the box labeled **Completely Inactivate this Division** in the **Edit Exam List Parameters (MAS)** window as shown in (Figure 2-166). A textbox is provided for comments relating to a specific division.

When selecting **Edit Exam List Parameters (MAS)** for the first time, CAPRI automatically finds the site's divisions and activates all exams for each division in a default list. The user is then able to add new lists or modify the default list that was created.

To enable a specified group of users to order certain exams, the user may create a custom list by selecting the **Add New** button in the **Edit Exam List Parameters (MAS)** window. When the user selects an exam list defined for a division, the **Edit Selected** button is enabled. Selecting this button triggers the display of the screen below to enable users to modify the list of exams and add comments about a particular list or exam.

ist Name: DEFAULT LIST	
Comment for this list of exams:	
	This is the default list for the division:
Xams available for this list: ALD AND ATTENDANCE OR HOUSEBOUND EXAMINATION AMPUTATION, RESIDUALS OF APTENES, VEINS AND MISCELLANEOUS AUDIO BONES (FRACTURES AND BONE DISEASE) RRAIN AND SPINAL CORD Comment to be displayed when this exam is selected:	This list will be displayed when which user group is entering an exam?

Figure 2-167

The checkmarks in the checkboxes next to the exam name indicate that the exams are activated. Users can modify (turn off) the default as well as the custom exam list by clearing the check marks from the checkboxes next to the exams they wish to turn off. This will cause the exam to display in red in the **Add a New Exam** dialog box, indicating that the exam is not performed at the particular facility.

If exams are turned off via future DVB patches, they will no longer show in the **New Exam** dialog box.

If a patch releases a new exam, it is shown to all users until someone uses **Edit Exam List Parameter (MAS)** to turn it off.

Comments may be added for the exam list in the section labeled **Comment for this list of exams**:. Users can place comments, reminders, or notes about an exam in the text box labeled, **Comment to be displayed when this exam is selected**:. Selecting the exam will bring the textbox into view.

DOD Records Tab

CAPRI Remote users have access to the Department of Defense (DoD) Tab. From this tab, DoD records are available for certain veterans beginning approximately six weeks after discharge. These records are available through the Federal Health Information Exchange (FHIE). The user will know if DoD records are available when they access the Patient Selector screen. In (Figure 2-168), the notation **DOD data is available** indicates that the user can access these records after selecting the patient. The patient demographic data is not visible in this specific example because it is a sensitive level record.

*Note: The DoD Tab is not available for local CAPRI users. When a local CAPRI user selects the DoD Tab, CAPRI displays a message directing the user to the VistAWeb tab to access DoD data.

Patient Selector		×
C0032		
CAPRIPATIENT,NINE		
	Sensitiv	ve Record
	Other Facilitie	es Visited by Vet
	DOD data	is available
	Enter	New Pt.
More	Cancel	Select

Figure 2-168

After the user selects this patient, a new tab is available: the DoD Records tab (Figure 2-169). This tab is disabled for patients who do not have FHIE records available.

 $Step \ 1-The \ user \ selects \ the \ DoD \ Records \ tab.$

					ICN	
Exanc 7131 Request Rep	ort: Admin Health S	ummaries Clinical Dor	cunents CLP Worksheets	DoD Records		
NOTE: DoD data will	not be visible u	ntil approximate	ly 6 weeks after disc	sharge.		
Expanded ADT	Facility	Admitted Date/Time	Discharged Date/Time	Author/Dictated By	Appro C	une
Lab Orders Chem& Hem Surgical Path	EISENHOWER AMC FT. GORDON	Apr 01, 2001@17.08	арг 11, 2001@17:58	CAPRIUSER,NINE	CAPRIUSCe ER,NINE	stilled
Cytology Microbiology Redictogy Report Dutpatient RX	EISENHOWER AMC FT. GORDON	Mar 11, 2001@12:20	Mar 12, 2001@17:25	CAPRIUSER, SEVEN	CAPRIU Ce USER, SEVEN	stified
	D. D. HISEN		DON CA rge Summary for	1974 (FL 93-\$79)	22 Dec 2002	
Start Date:	Attending PA Admission Da Admitting Di Discharge Di PYRLONEPHRI ICD Operatia REMOVAL OF 1	Discha Fersonal Da hysician: FROVIDE ate: 08 Apr 2001 iagnosis: iagnosis: iIS, UNSPECIFIED ons/Procedures: URTENOSTORY TUB	rge Summary for	rge Date: 11 Apr 2001	22 Dec 2002	

Figure 2-169

Step 2 – The available reports are listed in the left window. Figure 2-169) shows primarily laboratory and test results together with discharge summaries and outpatient prescriptions. The FHIE framework requires a **Start Date** and a **Stop Date** before any data is returned. FHIE records, if available, could date back to 1989. After entering a Start Date and a Stop Date, the user selects the type of report to view.

Step 3 – If more than one report of the selected type is available, they are listed in the top window. Figure 2-169) shows two discharge summaries. The user selects the summary or report to view.

Step 4 – The selected summary or report is displayed in the lower window.

*Note: The C&P Worksheets tab in the screen above no longer exists (Figure 2-169). This functionality was moved under CAPRI – Reports (the Reports selection under the File menu) as C&P Exams Checklist.

VistAWeb Tab

VistAWeb is an intranet Web application used to review remote patient information found in VistA and the Health Data Repository (HDR) databases. VistAWeb mirrors the behavior of CPRS and Remote Data View (RDV). CAPRI users can view the data on VistAWeb, but they cannot make changes to VistAWeb pages.

	BUQUERQUE.MED.VA.GOV (Server	R1PD33 Volume:ROU UCI	ALB Port:NL	A0::6440151	37)		
Edit Tools Help er Facilities Visited		LEHEALTH,PATIENT ONE SSN#	00000100			DOB: 01/01/19	00 ICN: 1013
	dmin Health Summaries Clinical Docum		5			000.000000	00 1014, 1013
Back - Forward A Hom	1 - 1		1 DOD HOCOIDS				
vista # £B	Sites & Notices	ZZTELEHEALTH,PATIENT	ONE (000-00-	0100)		m	edical reco
Logoff							
VTA Sites	Data for this patient will be ac				Deceased		
Care Team	Site Name	Patient Name	SSN	DOB	Date	Sensitivity	Last Seen
Allergies † * Second Se	Walla Walla, WA (WWW)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			03/20/2009
Patient Information Visits/Admissions	Connecticut HCS (Newington,	ZZTELEHEALTH,PATIENT	000000100	01/01/1900			01/31/2007
Dietetics	West Haven) (CON)	ONE ZZTELEHEALTH,PATIENT					
Consults and Procedures † Consults (DoD Remote Data	Louisville, KY (LOU)	ONE	000000100	01/01/1900			11/07/2007
Discharge Summaries † Laboratory	N. Florida/S. Georgia HCS (Gainesville) (NFL)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			01/15/2008
Anatomic Path Reports Medicine	Loma Linda, CA (LOM)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			
Orders Outpatient Encounters/GAF	Montana HCS (FHM)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			02/25/2009
Pharmacy Problem List †	Grand Junction, CO (GRJ)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			02/23/2009
Progress Notes † Other Notes Radiology	Fargo, ND (FAR)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			01/23/2009
Surgery Reports Vital Signs † *	Madison, WI (MAD)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			11/17/2008
VTA Sites	Beckley, WV (BEC)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			06/18/2008
Care Team Allergies †*	St. Cloud, MN (STC)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			03/19/2009
Appointments Patient Information	Bedford, MA (BED)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900		Y	03/25/2008
Visits/Admissions Dietetics Consults and Procedures †	Togus, ME (TOG)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			03/25/2008
Consults (DoD Remote Data) Discharge Summaries †	Salisbury, NC (SBY)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			12/12/2008
Laboratory Anatomic Path Reports	White River Junction, VT (WRJ)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			09/26/2008
Medicine Orders	Columbia, SC (CMS)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			10/07/2008
Outpatient Encounters/GAF Pharmacy Problem List †	Miami, FL (MIA)	ZZTELEHEALTH,PATIENT ONE	000000100	01/01/1900			
Progress Notes † Other Notes Radiology Surgery Reports	There is also a stand-alone version select patients from sites other tha	n their home site. The URL is	https://vista	web.med.va	.gov.	ion is for users	who need to
Vital Signs †* Health Summaries (WWW) Health Summaries (CON)	Comments, suggestions, requests, VistaWeb is a product of the					ation.	
Health Summaries (LOU)	visiaweb is a product of the	VA Medical Center at Ar	n Arbur, Mi t	and the Ollit	e or morm	lauon.	

Figure 2-170

Set Up Options

Printer Set Up

CAPRI has Windows printer functionality. The user can generate printouts using the default printer selection.

Step 1 – The user selects Print Setup from the File menu (Figure 2-171).





Step 2 – CAPRI displays the current default printer (Figure 2-172). If the user has more than one printer, then selecting the down arrow at the end of the printer name displays a list of available printers. To permanently change the default printer, the user must contact IRM or use the printer's applet under the Windows control panel.

Print		? 🛛
Printer		
<u>N</u> ame:	Microsoft XPS Document Writer	✓ Properties
Status: F	Ready	
Type: N	Microsoft XPS Document Writer	
Where: ≻	KPSPort:	
Comment:		
Print range		Copies
⊙ <u>A</u> I		Number of <u>c</u> opies:
C Pages	from: 0 to: 0	
C Selection		12 ³ 12 ³ ^{II} Collate
		OK Cancel

Figure 2-172

Display Properties

Display properties can be accessed from the **Properties** option on the **Tools** menu as shown in Figure 2-173).

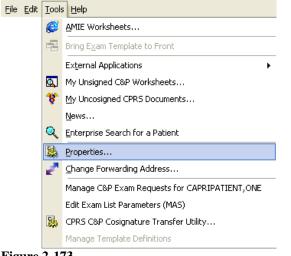


Figure 2-173

Properties

This panel allows the user to change the way the PC looks and works (Figure 2-174).

CAPRI Properties	
Display Settings	
Change <u>F</u> ont	Listbox/Report Font: Sample
Patient Lookup Keyboard Sensitiv	1000 ms
<u>B</u> estore Original Font/Keyboard	I Settings <u>D</u> K

Figure 2-174

Selecting **Display Settings** (Figure 2-174) takes the user to the standard Windows Display Settings dialog box that can be opened also via Start/Settings/Control Panel/Display (Figure 2-175).

CAPRI – Using the Software

isplay P	ropertie	s			?
Themes	Desktop	Screen Saver	Appearance	Settings	
to help	e is a back <u>o</u> you person ed Theme	round plus a sel alize your compu	of sounds, ico ter with one cli		er elements Delete
	Active V				
				Cancel	Single Contract of the second

Figure 2-175

Selecting **Accessibility** takes the user to the standard Windows Accessibility Options dialog box that the user can open via Start/Settings/Control Panel/Accessibility Options (Figure 2-176).

CAPRI – Using the Software

Accessibility Options
Keyboard Sound Display Mouse General
StickyKeys
Use StickyKeys if you want to use SHIFT, CTRL, ALT, or Windows logo key by pressing one key at a time.
Use StickyKeys Settings
FilterKeys
Use FilterKeys if you want Windows to ignore brief or repeated keystrokes, or slow the repeat rate.
Use <u>FilterKeys</u>
ToggleKeys
Use ToggleKeys if you want to hear tones when pressing CAPS LOCK, NUM LOCK, and SCROLL LOCK.
Use <u>I</u> oggleKeys Setti <u>ng</u> s
Show extra keyboard help in programs
OK Cancel Apply

Figure 2-176

Selecting **Change Font** takes the user to the standard Windows Fonts dialog box (Figure 2-177) that can also be opened via Start/Settings/Control Panel/Fonts.

Font			? 🗙
Eont: MS Sans Serif MS Serif The MT Extra O Niagara Engraved O Niagara Solid O OCR A Extended	Font style: Regular Italic Bold Bold Italic	Size: 8 8 10 12 14 18 24	OK Cancel
Effects Strikeout Underline Color: Black	Sample AaBbYyZ: Script: Western	•	

Figure 2-177

Patient Lookup Keyboard Sensitivity (Figure 2-174) adjusts the amount of time CAPRI waits after a keystroke before searching for the patient on the Patient Selector screen. The user should not change this from the default setting of 500 milliseconds unless there are difficulties. If the user makes any changes to these settings and wants to undo the changes, then the user should select **Restore Original Font/Keyboard Settings** (Figure 2-174).

Change Forwarding Address

Change Forwarding Address on the Tools menu allows the user to specify an Exchange email address for forwarding MailMan messages and CAPRI reports (Figure 2-178). The user can find an Exchange email address by opening the Address Book in the default email application and searching for the desired name. After the user finds the name and right-clicks it, Properties is selected. Then, the user should go to the Email Addresses tab. Local Information Resources Management (IRM) staff should be contacted if the user has difficulty identifying the email addresses.

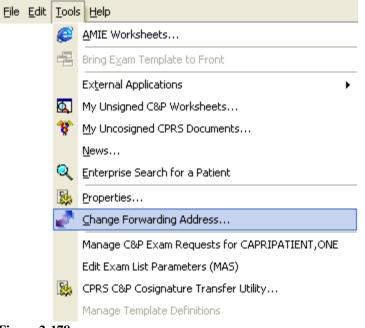


Figure 2-178

Forwarding email address

This email address is used for automated AMIE responses to certain activity such as cancelled C&P exam requests and completed C&P exam request bulletins. The responses are emailed back to the user if there is an email address specified (Figure 2-179).

Email Forwarding Address		
Automated mail bulletins will be forwarded to the e-mail address you specify.		
Current forwarding address:		
NONE SPECIFIED		
Set to: O@		
C Don't Forward Messages		
C NO CHANGE		
<u>o</u> k		

Figure 2-179

Help Menu

For most users, this menu will only have two items, **About** (Figure 2-180) and **CAPRI C&P Template Training Website**. Other items only show up for VBA users or users who have been assigned these options

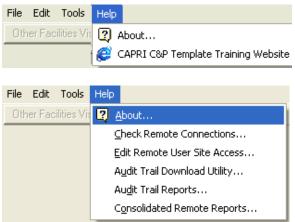


Figure 2-180

About

The **About** screen displays the CAPRI version number (Figure 2-181). The user can also see this number on the CAPRI splash screen at start-up or when switching sites when using CAPRI in remote mode.



Figure 2-181

The user can select **OK** (Figure 2-181) to close the **About** screen. The user should have this information available when reporting a problem.

Training website

Selecting **CAPRI C&P Template Training Website** takes the user to the CAPRI website with video training materials.

3 **Troubleshooting and Error Messages**

*Note: in all cases, please print the error message for your local IRM staff.

CAPRI not installed in VistA

Capri 🛛
The context 'DVBA CAPRI GUI' does not exist on server.
(СОК

Figure 3-1

The user receives the message in Figure 3-1) if the VHA Medical Center has not loaded the VHA half of the CAPRI software. The user should contact local IRM staff after receiving this message.

CAPRI GUI Option not assigned to user in VistA

Capri	×
User in the set	does not have access to option DVBA CAPHI GUI
	OK]

Figure 3-2

The user receives the message in Figure 3-2) if the VHA medical center has not assigned the CAPRI option to RO users. The user must contact local IRM staff upon receiving this message.

VistA server down



Figure 3-3

The user receives the message in (Figure 3-3), or a similar one such as WSAETIMEDOUT, when there are performance issues in the VA Wide Area Network (WAN), if a server is down, or if a server was not restarted after being down. When this happens, AMIE II may or may not connect, depending on the exact problem. The user should test the AMIE II connection.

CAPRI Connected To vista.cleveland.med.va.gov
ile Edit <u>H</u> elp
C&P Exams 7131 Request Reports Address Health Summaries Appointments Dinical Documents
Multi-Document Report Build
JUL 10,2000@1539,+PODK TITLE: AUDIOLOCY HEARING AND FIT/ADJUSTMENT MAY 5,2000@10:31,+PODK PATE OF NOTE: OCT ZZ,1999816:20 KNTRY DATE: OCT ZZ,199 FEB 11.2000@14:04.+PODK AUTHOR: EXP CDEIONER:
OCT 25, 1999@15:08, PMR5 OCT 25, 1999@11:00, PM8R5 OCT 25, 1999@11:00, PM8R5
CCI 22, 1980@15.55, +PODI AUG 25, 1999@09.44, +PODI JUL 16, 1999@09.44, +PODI APR 9, 1995@09.44, AMBULA JAN 7, 1999@10.16, AMBULA
Loed the last 100 documents. Find: Search
Notes Discharge Summarics Consults Vitals Meds Labe Imaging Djet Nghitonal Assessment Dider Summary Erocedures Problem List
📮 VisA

VistA limits ability to see patient records

Figure 3-4

The user receives the message in Figure 3-4) if the medical facility made local permission modifications in VistA that prohibit users from seeing the contents of patient records.

Network problems

CAPRI DVBA*2. 7*140 🛛 🔀
Could not connect to remote server. Error: Error encountered. Function was: connect Error was: 0
ОК

Figure 3-5

The user receives the message in (Figure 3-5) if the connection to the medical facility is lost unexpectedly. The user should try to connect to the medical facility again.

Institution file in VistA has been locally modified

Capri 🗙
The Regional Office you have entered is not in the list.
()

Figure 3-6

The user may receive the message in Figure 3-6) when requesting exams, requesting 7131s, or entering new patients if the VHA medical facility has an incomplete or incorrect Regional Office list in their system.

Too many invalid attempts at access code / verify code



Figure 3-7

The user receives the message in Figure 3-7) if the user attempted to log on and entered the wrong Access Code / Verify Code combination 3 or more times.

Multiple sign-ons

₩arning	×
⚠	*** MULTIPLE SIGN-ONS NOT ALLOWED ***
	ОК

Figure 3-8

The user may receive the message in (Figure 3-8) if the user did not log out of CAPRI correctly or if the session was unexpectedly disconnected.

General error message



Figure 3-9

The user may receive the message in (Figure 3-9) for a number of reasons. Upon receiving this message, the user should cancel the current task, close CAPRI, and sign on again. If the user receives this error message again, local IRM staff should be contacted for assistance.

CAPRI Equivalents for AMIE II Functions

*Admission Inquiry by Date (All Admissions)No CAPRI equivalent yetAdmissions)**Print New Notices of DischargeNo CAPRI equivalent yetAdd an Exam to an Existing RequestC&P Exams – View/Edit Selected Request – Add Exam to RequestAd Hoc Health SummaryHealth Summaries – Adhoc ReportAdmission Report for Service Connected VeteransCAPRI Reports – Admission Report for SC VeteransAMIS 290 for the Regional OfficeCAPRI Reports – AMIS 290Beneficiary Information Status Inquiry7131 Request – Status InquiryCancel C&P Requests (all exams)C&P Exams – View/Edit Selected Request – Cancel ALL ExamsCancel C&P Requests (selected exams)C&P Exams – View/Edit Selected Request – Select Exam – View Exam – Cancel This ExamDetailed Inpatient InquiryReports – Detailed Inpt. InquiryDischarge Report (A&A, Pension, Service Connected, All)CAPRI Reports – Discharge Report (A&A, Pension, SC, All)Edit T131 Remarks7131 Request – View/Edit Selected Request RequestEdit C&P Request InformationC&P Exams – View/Edit Selected Request RequestEdit C&P Request InformationC&P Exams – View/Edit Selected Request Request	AMIE Function	CAPRI Function
Admissions)No CAPRI equivalent yet*Print New Notices of DischargeNo CAPRI equivalent yetAdd an Exam to an Existing RequestC&P Exams – View/Edit Selected Request – Add Exam to RequestAd Hoc Health SummaryHealth Summaries – Adhoc ReportAdmission Report for Service Connected VeteransCAPRI Reports – Admission Report for SC VeteransAMIS 290 for the Regional OfficeCAPRI Reports – AMIS 290Beneficiary Information Status Inquiry7131 Request – Status InquiryCancel C&P Requests (all exams)C&P Exams – View/Edit Selected Request – Cancel ALL ExamsCancel C&P Requests (selected exams)C&P Exams – View/Edit Selected Request – Select Exam – View Exam – Cancel This ExamDetailed Inpatient InquiryReports – Detailed Inpt. InquiryDischarge Report (A&A, Pension, Service Connected, All)CAPRI Reports – Discharge Report (A&A, Pension, SC, All)Edit C&P Request InformationC&P Exams – View/Edit Selected Request RequestEdit C&P Request InformationC&P Exams – View/Edit Selected Request RequestEdit Patient Address InformationAdmin – Edit Address Information Request		
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Full Patient Profile MAS Reports – Patient Profile MAS (Full)	Enter a C&P Exam Request	C&P Exams – Add a New Request
	Full Patient Profile MAS	Reports – Patient Profile MAS (Full)
HS Health Summary Menu Health Summaries tab	HS Health Summary Menu	Health Summaries tab
Incompetent Veterans Report CAPRI Reports – Incompetent Veterans	Incompetent Veterans Report	CAPRI Reports – Incompetent Veterans
Report		
INPT Detailed Inpatient Inquiry Reports – Detailed Inpt. Inquiry	INPT Detailed Inpatient Inquiry	Reports – Detailed Inpt. Inquiry
INQ Patient Inquiry Reports – Pt. Inquiry		Reports – Pt. Inquiry
Inquiry for C&P Requests C&P Exams – Status Inquiry		
Insufficient Exam Report CAPRI Reports – Insufficient Exam Report		÷ •
LAB Interim Report Clinical Documents – Lab tab	LAB Interim Report	Clinical Documents – Lab tab

AMIE Function	CAPRI Function
NHE Network Health Exchange Options	CAPRI Remote Data View
NOTE Print Document Menu	Clinical Documents – Notes tab
OP Operation Report	Reports – Surgery Report
PDX Patient Data Exchange	CAPRI Remote Data View
Pending C&P Exams Report	CAPRI Reports – Pending C&P Exams
Pending Form 7131 Requests Report	CAPRI Reports – Pending Form 7131
	Requests
Print C&P Final Report (Manual)	Print C&P Final Report (Manual)
Print Exam Check List for RO	CAPRI Reports – C&P Exams Checklist
Re-admission Report	CAPRI Reports – Re-Admission Report
Regional Office 21-day Certificate Printing	CAPRI Reports – 21 Day Certificate
	Printing
Regional Office Patient Inquiry	Reports – Pt. Inquiry
REG View Registration Data	Reports – View Registration Data
Report for Pension and A&A	CAPRI Reports – Discharge Report, select
	Pension or A&A
Reprint a 21-day Certificate for the RO	CAPRI Reports – Reprint a 21 Day
	Certificate (can run with or without a
	patient selected)
Reprint a Notice of Discharge	CAPRI Reports – Reprint a Notice of
	Discharge (can run with or without a
	patient selected)
Reprint C&P Final Report	Re-Print C&P Final Report(s)
Request for 7131 Information	7131 Request – Add a New Request
XRAY Radiology Reports for VARO	Clinical Documents – Imaging tab

CAPRI Locations for Medical Evidence

***Note:** this list is not meant to be all-inclusive in terms of providing the evidentiary requirements for the evaluation of disabilities. Rather it is meant to provide helpful hints for locating commonly used types of medical evidence.

What do I need?	Where to go in CAPRI:
MUSCULOSKELETAL (DC 5000, 5100, 5200), 5300)
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Magnetic Resonance Imaging (MRI)	Imaging Tab
X-rays	Imaging Tab
Arthrograms (X-ray dye)	Imaging Tab
Arthroscopies	Imaging Tab
Range of Motion Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EYE (DC 6000)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Ophthalmology reports	Notes Tab, Consults Tab
Eye exams w/Snellen test (visual acuity) and	Notes Tab, Consults Tab
Goldmann Perimeter Chart (field test)	
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EAR AND OTHER SENSE ORGANS (DC 6100, 6200)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Audiologic (conductive/sensorineural) tests	Notes Tab, Consults Tab
Audiograms (puretone threshold/speech	Notes Tab, Consults Tab
recognition scores)	
Electrogustometry (taste sensation)	Notes Tab, Consults, Procedures Tab
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:	
INFECTIOUS DISEASES, IMMUNE DISORDERS AND NUTRITIONAL DEFICIENCIES		
(DC 6300)		
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries	
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cumulative/Graph	
Skin tests	Labs Tab/Anatomic Pathology, Notes, Consults	
Stool cultures	Labs Tab/Microbiology/Cumulative	
T4 Cell Count	Labs Tab/Cumulative/Graphs	
Serology	Labs Tab/Cumulative/Graphs	
Weight Loss	Vitals Tab/Graph	
Prescribed medications	Meds Tab	

RESPIRATORY SYSTEM (DC 6500, 6600, 6700, 6800)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Pulmonary Function Tests (PFT)	Procedures Tab, Notes Tab (interpretation)
X-rays	Imaging Tab
Sleep Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
CARDIOVASCULAR SYSTEM (DC 7000,	7100)
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
X-rays	Imaging Tab
Electrocardiograms (ECG/EKG)	Procedures, Consults, Notes (interpretation)
Exercise Stress tests (METS)	Procedures, Consults, Notes (interpretation)
Echocardiography/Ejection Fraction tests	Procedures, Consults, Notes (interpretation)
Holter monitor	Procedures, Consults, Notes (interpretation)
Doppler studies (ankle/brachial index)	Imaging Tab
Blood Pressure	Vitals Tab/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
DIGESTIVE (DC 7200, 7300)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
X-rays	Imaging Tab
Barium enema (colon X-ray)	Imaging Tab
Sigmoidoscopies	Notes Tab, Consults Tab
Endoscopies	Notes Tab, Consults Tab
Proctoscopies	Notes Tab, Consults Tab
Colonoscopies	Notes Tab, Consults Tab
Liver biopsies	Labs Tab/Anatomic Pathology
Gastrointestinal – upper and lower – series	Imaging Tab
Liver Function Tests (LFT)	Labs Tab/Cumulative/Graph
Weight Loss	Vitals Tab/Graph
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
GENITOURINARY SYSTEM (DC 7500)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cumulative/Graph
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph

CAPRI Locations for Medical Evidence

Uroflowmetry	Consults Tab, Notes Tab
Semen and endocrine evaluations	Labs Tab/Cumulative/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
GYNECOLOGICAL CONDITIONS AND	DISORDERS OF THE BREAST (DC 7600)
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Laparoscopies	Notes Tab, Consults Tab
X-rays	Imaging Tab
Ultrasounds	Imaging Tab
Pap smears	Labs Tab/Cumulative/Microbiology
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph
Ultrasounds	Imaging Tab
Mammographies	Imaging Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
HEMIC AND LYMPHATIC SYSTEMS (I	DC 7700)
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Hemoglobin – See CBC	Labs Tab/Cumulative/Graph
X-rays	Imaging Tab
Platelet count (Thrombocyte) – See CBC	Labs Tab/Cumulative/Graph
Magnetic Resonance Imaging (MRI)	Imaging Tab
CT scans	Imaging Tab
Prescribed medications	Meds Tab
SKIN (DC 7800)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Skin biopsies	Labs Tab/Anatomic Pathology
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:	
ENDOCRINE SYSTEM (DC 7900)		
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries	
T4 (Thyroxine test)	Labs Tab/Cumulative/Graph	
T3 (Triiodothyronine or T3	Labs Tab/Cumulative/Graph	
Radioimmunoassay test)		
TSH (Thyrotropin or Thyroid Stimulating	Labs Tab/Cumulative/Graph	
Hormone test)		
Renal function tests	Labs Tab/Cumulative/Graph	
Blood sugar	Labs Tab/Cumulative/Graph	
Urinalysis (macro and micro)	Labs Tab/Cumulative/Graph/Microbiology	
Dietary Restrictions	Nutritional Assessment, Diet Tab (inpatient)	
Glucose Tolerance test	Labs Tab/Cumulative/Graph	
Surgical Procedures	Reports Tab/Surgery Report	
Surgical Pathology	Labs Tab/Anatomic Pathology	
Prescribed medications	Meds Tab	
NEUROLOGICAL CONDITIONS AND CONVULSIVE DISORDERS (DC 8000-8900)		
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries	
Electromyographies, Myograms (EMG)	Procedures, Consults, Notes (interpretation)	
Nerve Conduction Velocity (NCV)	Procedures, Consults, Notes (interpretation)	
Electroencephalograms, Brain wave tests	Procedures, Consults, Notes (interpretation)	
Magnetic Resonance Imaging (MRI)	Imaging Tab	
X-rays	Imaging Tab	
Prescribed medications	Meds Tab	

What do I need?	Where to go in CAPRI:	
MENTAL DISORDERS (DC 9200-9500)		
History and Psychiatric Examinations	C&P Exam Tab, Notes Tab, Discharge	
	Summaries Tab	
Social and Industrial Surveys	Notes Tab, Consults Tab	
Global Assessment of Functioning (GAF)	Notes Tab, Consults Tab	
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab	
	(inpatient)	
Weight Loss	Vitals Tab/Graph	
Prescribed medications	Meds Tab	
DENTAL AND ORAL CONDITIONS (DC 9900)		
History and Dental Examinations	C&P Exam Tab, Notes Tab, Discharge	
	Summaries Tab	
X-rays	Imaging Tab	

4 Glossary

A&A	Aid and Attendance
AMIE	Automated Medical Information Exchange
AMIS	Automated Management Information System
ASU	Authorization/Subscription Utility
CAC	Clinical Applications Coordinator. The CAC is a person at a hospital or
CAC	clinic assigned to coordinate the installation, maintenance and upgrading of
	CPRS and other VistA software programs for the end users.
CAPRI	Compensation and Pension Record Interchange
Consults	Consult/Request Tracking, a VistA product that is also part of CPRS (it can
Consults	function as part of CPRS, independently as a standalone package, or as part
	of TIU). It is used to request and track consultations or procedures from
	one clinician to another clinician or service.
C-Number	Claim Number
C&P	Compensation and Pension
CPEP	Compensation and Pension Examination Program
CPRS	Computerized Patient Record System, the VistA package (in both GUI and
CIKS	character-based formats) that provides access to most components of the
	patient chart
CPWM	Compensation and Pension Worksheet Module
Discharge Summary	Component of TIU that can function as part of CPRS, Discharge
Discharge Summary	Summaries are recapitulations of a patient's course of care while in the
	hospital.
DoD	Department of Defense
FHIE	Federal Health Information Exchange
GUI	Graphical User Interface—a Windows-like screen with pull-down menus,
001	icons, pointer device, etc.
Health Summary	VistA product that can be viewed through CPRS, Health Summaries are
ricarin Summary	components of patient information extracted from other VistA applications
HDR	Health Data Repository
HIA	Health Information Access
Imaging	VistA product that is also a component of CPRS; includes Radiology, X-
iniuging	rays, Nuclear Medicine, etc.
IRM	Information Resources Management
MAS	Medical Administration Service
NP	Nurse Practitioner
Nurse Practitioner	Registered nurse who has received special training and can perform many
i vuise i ruettioner	of the duties of a physician
Progress Notes	Component of TIU that can function as part of CPRS.
RDV	Remote Data View
RO	Regional Office
RPC	Remote Procedure Call
TIU	Text Integration Utilities; a package for document handling, that includes
110	Text integration of indes, a package for document handning, that includes

	Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients
VAMC	through the TIU interface. VA Medical Center
VARO	Veterans Administration Regional Office
VBA	Veterans Benefits Administration
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Information Systems Technology Architecture, the new name for
	Decentralized Hospital Computer Program (DHCP)
VistAWeb	Intranet web application used to review remote patient information found
	in VistA and the Health Data Repository (HDR) databases