

# **A Quick, Hopefully Useful Overview for CPRS**

Disclaimer: CPRS is a great system; however it is not always intuitive where to find information or how to order something. The best advice you can get is to practice, practice, and practice. The second best advice is to ask you're attending and other residents how they do it. The third and last best advice is that if you have your continuity clinic at the VA then you should get home VA computer access.

## Prepping for Clinic/Wards:

1. Cover Sheet (very useful)- lists problems, meds, allergies, VS, future appt, & reminders
  - gives you a very quick overview of the patient
  - Reminders help remind you what needs to be addressed, look at this regularly
2. Problems
  - this is your patient & this is your area to keep their PMH organized
  - remove/inactive old problems (cellulitis, unstable angina, pneumonia, etc)
  - add comments (for CHF, put in the last TTE & EF, for CAD put in cath results)
3. Medications
  - allows you to see refills and when a med was last filled
  - active/suspended = pt called for a refill or is being mailed out
4. Notes
  - every single note ever written on the patient (at the Richmond VAMC)
  - R click on the list to change options (# of notes, to highlight specific note types, etc)
5. Consults
  - P = pending
  - d/c= discontinued
  - C= complete
  - if you select a consult and scroll to the bottom of the note you can see when the pt is scheduled
6. Discharge Summary
  - self explanatory, will show you last time pt was admitted & number of admissions
7. Labs
  - self explanatory, see below
8. Reports
  - xrays
  - procedures

## The Primary Care Order Menu:

When you are in the order menu, Primary Care Orders is on Left near the bottom.

- Very useful for ordering labs & xray specific to Primary Care
- Links to consult tab.
- Has disease specific lab sets.
- Where you order follow up appointments

## Where to find information:

- Procedures:
1. Look under Reports & then under procedures
  2. Look under consults
  3. Reports > health summary > Ruleout CCU
    - good for older tests: stress test, PFT, Echo, Cath

## Setting up labs:

Under the Labs tab select Worksheet.

-First time users: type in your name in the blank box (after that it will default to you)

-Labs you want on the left, add to the right, and then click create.

\*Disclaimer, you can adjust the order the labs in for each set, but once you create a set you can not move it up or down in your list. SO create the sets you will use the most first. Recommended:

Na,K,Cl,HCO<sub>3</sub>,BUN,Cr

Ca, Mag, Phos, albumin

WBC,Hgb,Plt,MCV,Neu %, Lymph %

ALT, AST, Alk Phos, bili, albumin, protein

HgbA1c, micro-alb, TSH, chol, LDL, HDL, TG

MCV, B12, folate, iron, ferritin, TIBC

INR, PT, PTT

\*You can access other providers lists to get an idea of what they have set up. Some to look at:

-Hayes, Christopher (resident perspective)

-Feldman, George (renal attending perspective)

## Creating Templates:

CPRS has some default primary care notes already created. These are actually not very good. You need to create a note that works for you, and you will develop this over time. Here are the steps to create your own Template.

Creating a Note Template:

-log into a chart

-go to the Note tab (bottom bar)

-select Template menu (bottom left hand corner)

-Right click within the Template box & select make new template

-Select Male Follow Up Patient from the primary care section

-Click the Right arrow to move it from shared to personal folder

-You can now edit this template as you want

-move items around

-R click, add personal items (to add labs, VS, problem lists, etc)

-every note will NOT need a list of problems

-every note will need a med list and documentation of med reconciliation

-every note should contain a health maintenance section

-Recommend creating 5 templates: Male new patient, Male f/u pt, Female new patient, Female f/u pt, and Urgent appointment.

-Recommend creating templates for vital signs and medications and health maintenance.

-Right Click, select Insert Patient Data

-Recommend creating note templates for admission H&P and daily note