CPRS Training at San Francisco VA Health Care System   version June 2020

Key links:

Clinical Application Coordinators: V21SFCCAC@va.gov

CPRS Help and Training Information Site:
https://dvagov.sharepoint.com/sites/SFC/clinfo/CPRS/SitePages/Home.aspx

List of Service ADPACs: https://vaww.visn21.portal.va.gov/sanfrancisco/it/adpac-tms/SitePages/dir-adpac.aspx

CPRS Tab-by-Tab training (available from any Internet-capable device): https://vatraining.remote-learner.net/mod/page/view.php?id=31386

Most training in the use of VA's Computerized Patient Record System (CPRS) happens at the level of the Service or workgroup. Your peers and supervisors will help you use the components of CPRS that are specific to your activities.

New users should be sure to know who their ADPAC (Automated Data Processing Application Coordinator) is. ADPACs help create basic accounts and permissions and are the first point of contact for new user help to be sure you can log on to the system. A list of Service ADPACs is under "Find Your ADPAC" on the SFVA Intranet Home page. The direct link is:
https://vaww.visn21.portal.va.gov/sanfrancisco/it/adpac-tms/SitePages/dir-adpac.aspx

CPRS is a relatively intuitive application. For brand new users, we strongly recommend viewing the CPRS Tab-by-Tab Training Videos (there are 27 separate modules) before beginning work.

These videos are available from inside or outside the VA at https://vatraining.remote-learner.net/mod/page/view.php?id=31386

We have reviewed all the modules and made notations about which modules contain which information and have created supporting documentation for areas where there are gaps or San Francisco-specific customization you should be aware of. **Please obtain this CPRS Tab by Tab Training guide from your ADPAC or from our CPRS Help Site.**

If you have questions or need CPRS-related help, please contact us at V21SFCCAC@va.gov.

On page 2 of this handout, we have listed recommended priority tab-by-tab modules for different types of users, although all users may find the full course helpful and informative.

Typical User Roles	Recommended priority Tab-by-Tab Modules	Additional resources (see our CPRS Tab by Tab Training Guide)
New to CPRS – ordering provider	*Modules 1, 2/3 access, 4 Coversheet, 5 info header, 8/9 Med Tab, 11 orders, 15/16 Notes/Encounters, 20 Labs, 21 Reports, 23 Notifications, 24/25 Customizing, 26 iMed Consent, 27 VistA Imaging*	E-sig and Link PIV to VistA Tools Menu Encounter completion Entering RTC orders Using JLV for remote and Non-VA data Future self-alerts Setting/removing surrogates
New to CPRS or SFVA – not an ordering provider	*Modules 1, 2/3 access, 4 coversheet, 5 info header, 10 order views, 15/16 Notes/Encounters, 17 Consults (if on a specialty team), 20 Labs, 21 Reports, 23 Notifications, 24/25 Customizing, 27 VistA Imaging*	E-sig Tools Menu Using JLV for remote and Non-VA data
Experienced CPRS users but new to SFVA, writing orders on inpatients / ER patients	*Modules 2 E-sig, 8/9 Med Tab, 12/13 Orders Advanced, 16 Notes/Encounters, 20 Labs, 24/25 Customizing, 26 iMed Consent, 27 VistA Imaging*	Encounter completion Future self-alerts Writing Delayed Orders Observation orders EDa (Emergency Room 'inpt') Using JLV for remote and Non-VA data Graphing Tool
Experienced CPRS users but new to SFVA, writing orders on surgical patients	*Modules 2 E-sig, 8/9 Med Tab, 12/13 Orders Advanced, 16 Notes/Encounters, 18 Surgery, 20 Labs, 24/25 Customizing, 26 iMed Consent, 27 VistA Imaging*	Encounter completion Future self-alerts Writing Delayed Orders Admit to OPR (operating room) Observation orders Admit to Extended Recovery EDa (Emergency Room 'inpt') Surgery Dictation Instructions Using JLV for remote and Non-VA data
Experienced CPRS users but new to SFVA, writing orders on outpatients	*Modules 2 E-sig, 7 Problems, 8/9 Med Tab, 12/13 Orders Advanced, 16 Notes/Encounters, 17 Consults, 20 Labs, 24/25 Customizing, 26 iMed Consent, 27 VistA Imaging*	E-sig Tools Menu Encounter completion Future self-alerts Using JLV for remote and Non-VA data Graphing Tool