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

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### Key links:

**Clinical Application Coordinators:** [V21SFCCAC@va.gov](mailto:V21SFCCAC@va.gov)

**CPRS Help and Training Information Site:**  
[https://dvagov.sharepoint.com/sites/SFC/clinfo/CPRS/SitePages/Home.aspx](https://dvagov.sharepoint.com/sites/SFC/clinfo/CPRS/SitePages/Home.aspx)

**List of Service ADPACs:**  

**CPRS Tab-by-Tab training (available from any Internet-capable device):**  

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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:  

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  

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](mailto: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.
<table>
<thead>
<tr>
<th>Typical User Roles</th>
<th>Recommended priority Tab-by-Tab Modules</th>
<th>Additional resources (see our CPRS Tab by Tab Training Guide)</th>
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<tbody>
<tr>
<td>New to CPRS – ordering provider</td>
<td><em>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</em></td>
<td><em>E-sig and Link PIV to VistA Tools Menu&lt;br&gt;Encounter completion&lt;br&gt;Entering RTC orders&lt;br&gt;Using JLV for remote and Non-VA data&lt;br&gt;Future self-alerts&lt;br&gt;Setting/removing surrogates</em></td>
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<tr>
<td>New to CPRS or SFVA – not an ordering provider</td>
<td><em>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</em></td>
<td><em>E-sig&lt;br&gt;Tools Menu&lt;br&gt;Using JLV for remote and Non-VA data</em></td>
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<tr>
<td>Experienced CPRS users but new to SFVA, writing orders on inpatients / ER patients</td>
<td><em>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</em></td>
<td><em>Encounter completion&lt;br&gt;Future self-alerts&lt;br&gt;Writing Delayed Orders&lt;br&gt;Observation orders&lt;br&gt;Observation orders&lt;br&gt;EDa (Emergency Room ‘inpt’)&lt;br&gt;Using JLV for remote and Non-VA data&lt;br&gt;Graphing Tool</em></td>
</tr>
<tr>
<td>Experienced CPRS users but new to SFVA, writing orders on surgical patients</td>
<td><em>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</em></td>
<td><em>Encounter completion&lt;br&gt;Future self-alerts&lt;br&gt;Writing Delayed Orders&lt;br&gt;Admit to OPR (operating room)&lt;br&gt;Admit to Extended Recovery&lt;br&gt;EDa (Emergency Room ‘inpt’)&lt;br&gt;Surgery Dictation Instructions&lt;br&gt;Using JLV for remote and Non-VA data</em></td>
</tr>
<tr>
<td>Experienced CPRS users but new to SFVA, writing orders on outpatients</td>
<td><em>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</em></td>
<td><em>E-sig&lt;br&gt;Tools Menu&lt;br&gt;Encounter completion&lt;br&gt;Future self-alerts&lt;br&gt;Using JLV for remote and Non-VA data&lt;br&gt;Graphing Tool</em></td>
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