Enterprise Health Management Platform (eHMP)

USER GUIDE

eHMP Version 2.0

VA | U.S. Department of Veterans Affairs

Contents

Table of Figures

Chapter 1: Introduction

Purpose

The purpose of this user guide is to familiarize users with the important features and navigational elements of the Enterprise Health Management Platform version 2.0 (eHMP v2.0).

About eHMP

The eHMP project is a multi-year effort to evolve a modern, service-oriented platform which provides a web-based user interface (UI), clinical data services (CDS), and assembles patient clinical data from federated Veterans Health Information Systems and Technology Architecture (VistA) repositories, Department of Defense (DoD), and private partner data sources, reflective of each location providing care to the patient. This federated data is aggregated into an enterprise patient record. eHMP service components will span all application layers, including presentation, business and core services, and data access.

Organization of the Manual

This user guide is organized to mimic the use of the application, beginning with how to log in to eHMP, and progresses by giving instructions for each of the features available within the application.

Assumptions

This user guide was written with the following assumed experience/skills of the audience:

- User has been provided the appropriate active roles, menus, and security keys required for eHMP.
- User has validated access to eHMP.
- User has completed any prerequisite training.

Disclaimers

Software Disclaimer

This software was developed at the Department of Veterans Affairs (VA) by employees of the Federal Government in the course of their official duties. Pursuant to Title 17 Section 105 of the United States Code, this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely if any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

Documentation Disclaimer

The appearance of external hyperlink references in this manual does not constitute endorsement by the VA of this Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

References and Resources

Online Help Feature

Online help is available throughout eHMP. There are help buttons that provide information about specific system topics. Select the **help** button to open context-specific help in a new window.

eHMP Help Resources

The VA eHMP Deployment SharePoint site[1] and eHMP Deployment space on VA Pulse[2] provides resources for more reference information on the eHMP application. Some of the available resources include: Frequently asked questions (FAQs), quick reference guides, job aids, and system demonstrations.

In addition, the VA Software Document Library[3] (VDL) houses a variety of eHMP documents.

National Service Desk

The National Service Desk (NSD) is available to report any issues while using eHMP. To contact the NSD for eHMP support, call 1-855-NSD-Help (1-855-673-4357).

Please note the following:

- The NSD sets priorities for tickets based on an accepted NSD Priority Matrix.
- Requesting support via an email is not as expedient as placing a phone call, as emails are deemed to be non-urgent. Emails are processed for support within 24 hours of receipt.
- Password resets cannot be achieved via email; you must contact NSD by phone.

---

[1] http://go.va.gov/k9ze
[2] https://www.vapulse.net/community/vista-evolution/enterprise-availability/overview
[3] http://www.va.gov/vdl/

System Requirements

eHMP is a web-based application, and is designed to run in a web browser. eHMP release v2.0 is optimized for use with Internet Explorer 11 (IE11).

Chapter 2: Getting Started

This chapter provides a general walk-through of eHMP from initiation through exit.

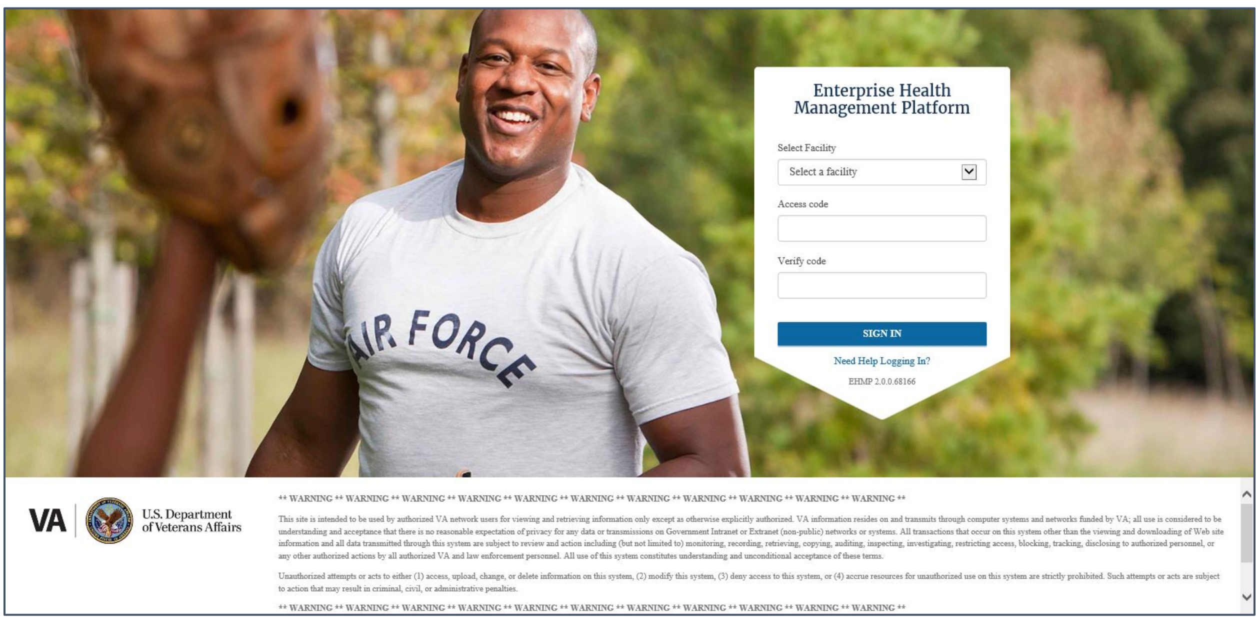
eHMP can be accessed in two ways: through IE11, or through CPRS. The steps for accessing eHMP v2.0 are described in the subsequent sections.

NOTE: *Not all sites have eHMP setup on the Tools Menu in CPRS.*

Signing into eHMP via IE11

1. Open **IE11**. Enter the **eHMP v2.0 web address**[4] into the address field, and the sign in screen displays (Figure 2-1). The sign in screen is comprised of disclosure and warning language and the sign in form.

Figure 2-1 eHMP Sign In Screen



2. Select a **facility** from the *Select a facility* dropdown menu.
3. Enter your **VistA access code** into the *Access Code* field.
4. Enter your **VistA verify code** into the *Verify Code* field.
5. Select the **Sign In** button to display the Patient Selection screen.

NOTE: *Select the* ***Need Help Logging In?*** *link to display the eHMP v2.0 user guide.*

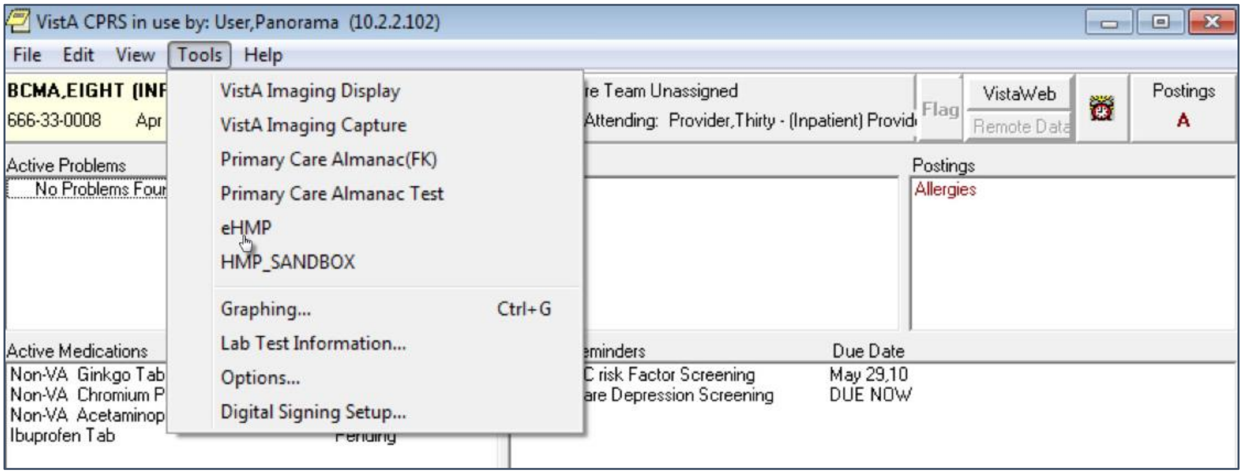
[4] https://ehmp.vistacore.us

Accessing eHMP through CPRS

1. Access **CPRS** as usual.
2. Select **eHMP** from the CPRS Tools Menu (Figure 2-2). The eHMP application opens.

NOTE:	*Not all sites have eHMP setup on the Tools Menu in CPRS.*

Figure 2-2 eHMP Link on the CPRS Tools Menu

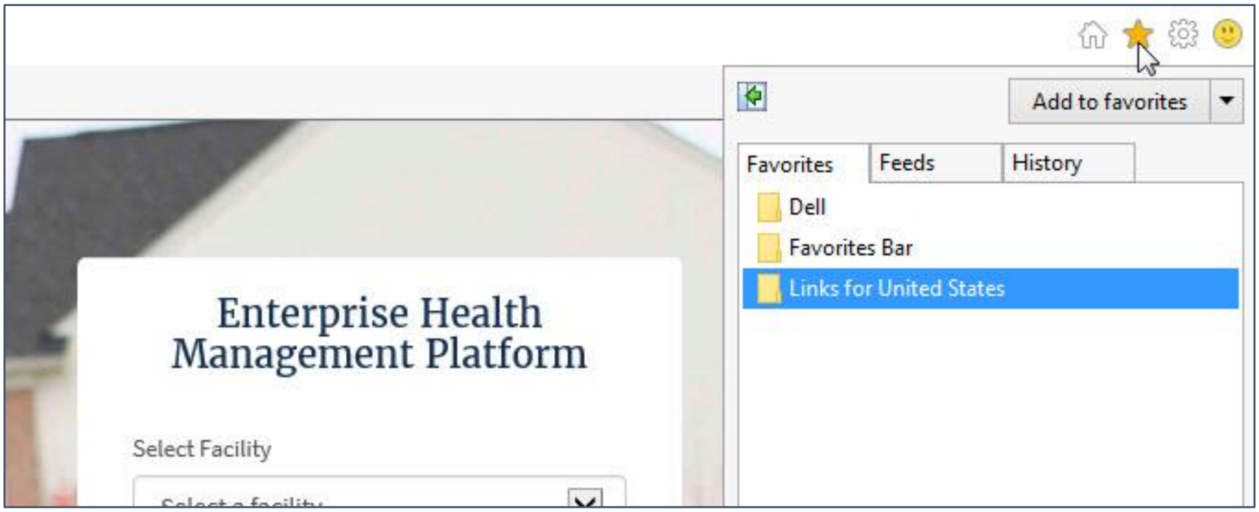


NOTE:	*If you accessed a patient's record in CPRS prior to logging into eHMP, that same patient's record is the default display when you are automatically logged into eHMP. Likewise, if you access a particular patient in eHMP, that patient's record is the default display when you switch back to CPRS.*

Adding eHMP to Favorites in IE11

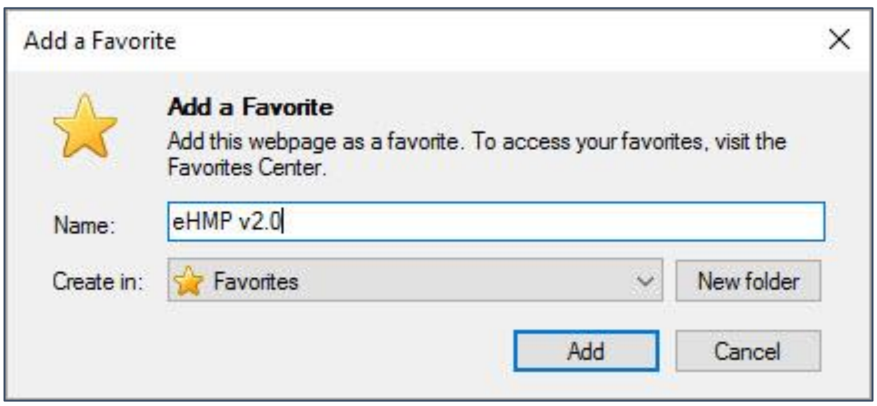
1. Access **eHMP**.
2. Select the **star icon** (Figure 2-3) on the IE11 toolbar and a dropdown menu displays.

Figure 2-3 Star Icon



3. Select **Add to favorites**. The Add a Favorite dialog (Figure 2-4) displays.

Figure 2-4 Add a Favorite

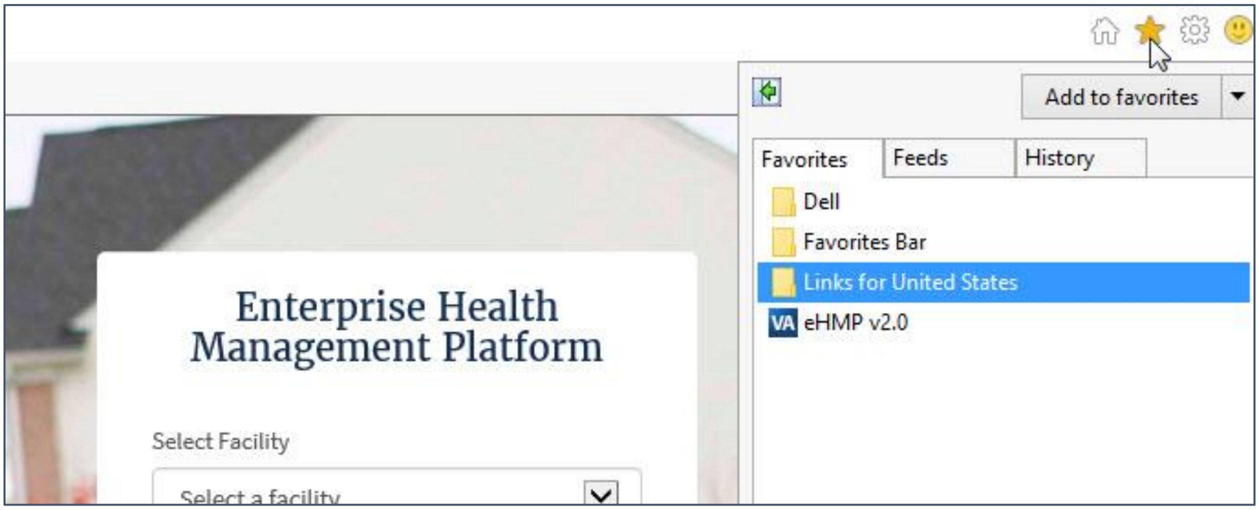


4. Enter the **name** in the *Name* field.
5. Select **Add.**

Accessing eHMP using IE11 Favorites

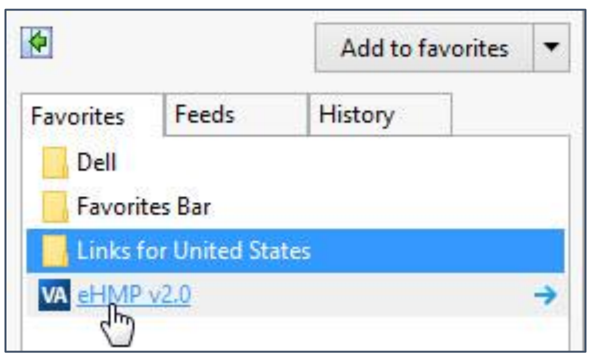
1. Open **IE11**.
2. Select the **star** icon (Figure 2-5) on the IE11 toolbar and a dropdown menu displays.

Figure 2-5 Star Icon



3. Select the **eHMP** link (Figure 2-6). The eHMP sign in screen displays in the browser window.

Figure 2-6 Selecting the eHMP Link



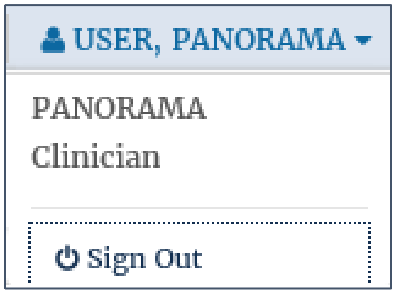
Signing Out of eHMP

There are two ways to sign out of eHMP: signing out manually, or being automatically signed out due to inactivity.

Manual Sign Out

1. Select the **user dropdown menu**.
2. Select **Sign Out** (Figure 2-7) to sign out of eHMP.

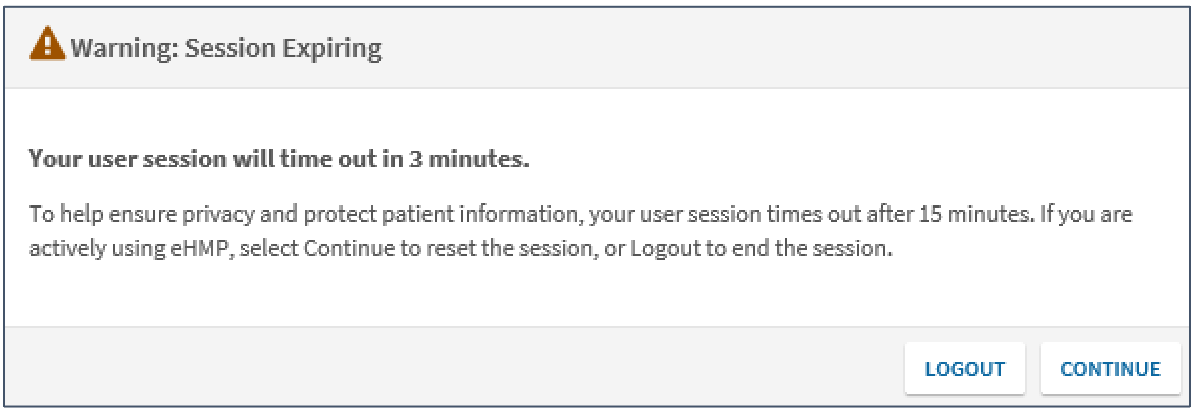
Figure 2-7 Sign Out Option



Auto Sign Out

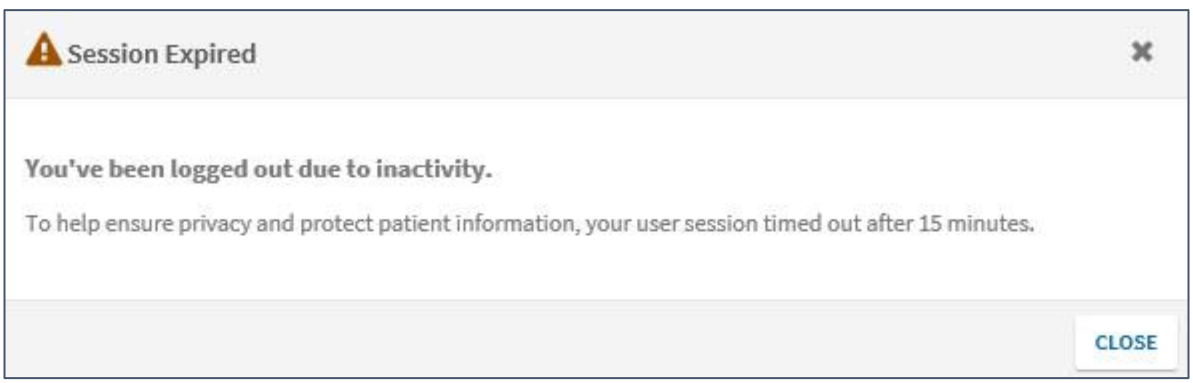
When you have been inactive for 12 minutes, a warning message informing you your session will end in 3 minutes (Figure 2-8) displays. You are given the option to stay signed in by selecting the **Continue** button, or to sign out of the application by selecting the **Logout** button.

Figure 2-8 Session Expiring Warning Message



When you have been inactive in the eHMP application for 15 minutes or more, you are automatically signed out of the application, and a warning message displays (Figure 2-9). Select the **Close** button and you will be redirected to the eHMP sign in screen.

Figure 2-9 Inactivity Logout Message

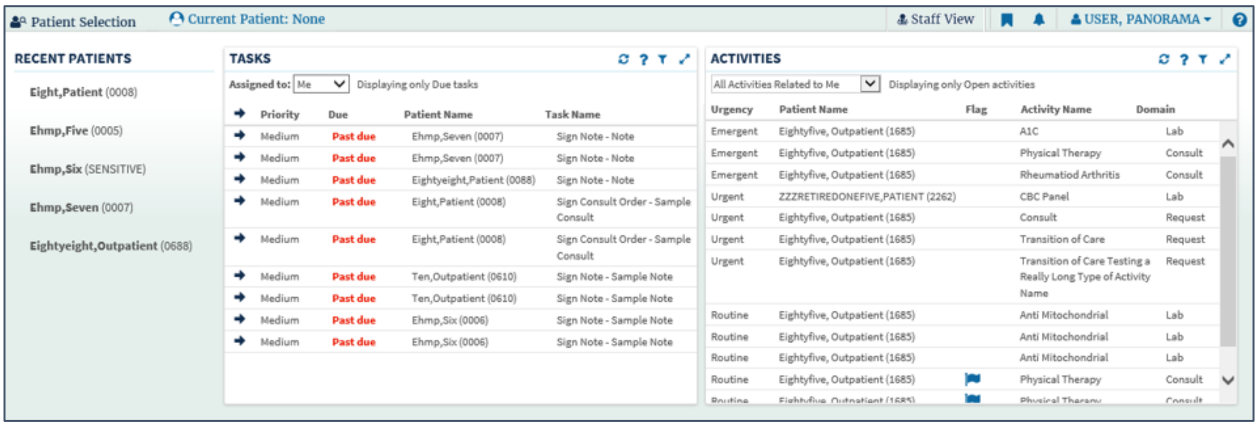


Chapter 3: Staff View Screen

About the Staff View Screen

The staff view screen (Figure 3-1) is the default screen after signing into eHMP. This screen allows you to quickly access a recent patient, any tasks assigned to you and your team(s), and any activities related to you, created by you, or intended for you or your team(s).

Figure 3-1 Staff View Screen



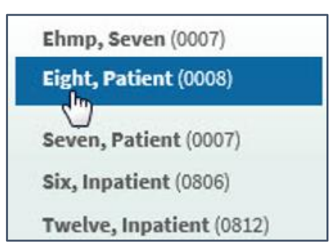
Recent Patients

The recent patients feature displays a list of the most recently viewed patient records (up to 20), with the most recent at the top of the list.

To access a recent patient:

1. Select a **patient's name** from the *Recent Patients* list. The selected patient's detail dialog displays (Figure 3-2).

Figure 3-2 Recent Patients List



2. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

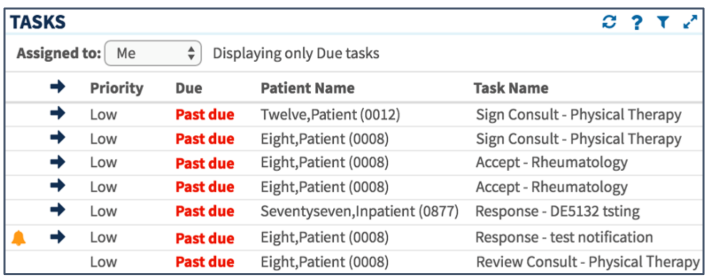
Tasks

The summary view of the Tasks applet (Figure 3-3) displays a list of tasks assigned to you or to your team(s) across multiple patients. It includes the following:

- **Assigned to:** A dropdown menu that allows you to sort through the options Me or My Teams
- **Alert indicator** **:** Indicates high action tasks
- **Action indicator** **:** Indicates that the tasks' due date has been reached and needs to be completed
- **Priority:** Displays the task priority as high, medium, or low
- **Due:** Informs you that the task is due or past due
- **Patient Name:** Displays the patient name the task is associated with
- **Task name:** Displays the task name and description

NOTE: *The task description displays when you hover your cursor over the Task Name.*

Figure 3-3 Tasks Applet Summary View



TASKS

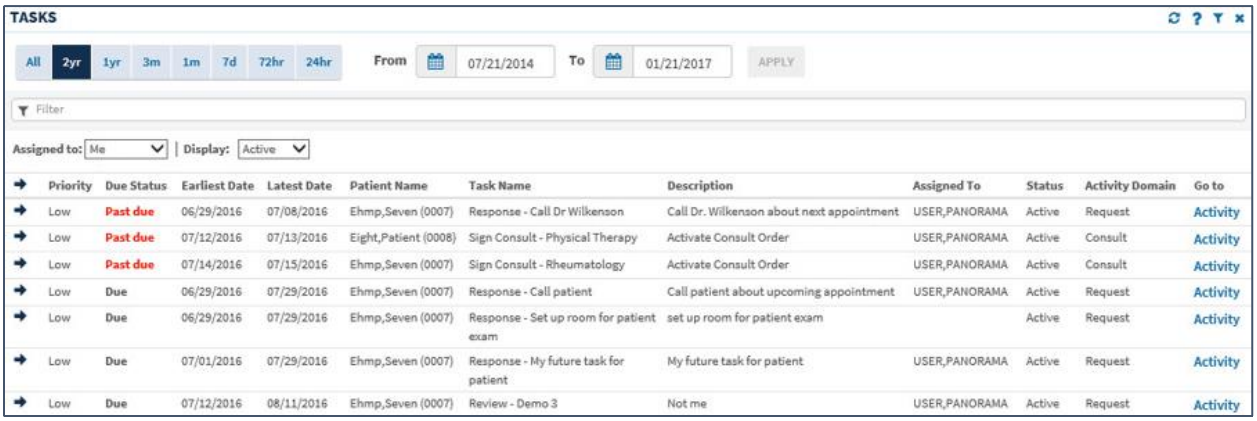
Assigned to: Me   Displaying only Due tasks

		Priority	Due	Patient Name	Task Name
		Low	Past due	Twelve,Patient (0012)	Sign Consult - Physical Therapy
		Low	Past due	Eight,Patient (0008)	Sign Consult - Physical Therapy
		Low	Past due	Eight,Patient (0008)	Accept - Rheumatology
		Low	Past due	Eight,Patient (0008)	Accept - Rheumatology
		Low	Past due	Seventyseven,Inpatient (0877)	Response - DE5132 tsting
		Low	Past due	Eight,Patient (0008)	Response - test notification
		Low	Past due	Eight,Patient (0008)	Review Consult - Physical Therapy

1. Select the filter button to open the filter text field and enter keywords to filter through the tasks. For more detail refer to the Filter Button section.
2. Select the expand view button to display more information about the assigned tasks (Figure 3-4). The expanded view of the Tasks applet includes the following:
   - **Assigned to:** A dropdown menu with the option to sort tasks by Me or My Teams
   - **Display:** A dropdown menu to sort tasks by Active, Inactive, or All
   - **Alert indicator** **:** Indicates high action tasks
   - **Action indicator** **:** Indicates that the tasks' due date has been reached and needs to be completed
   - **Priority:** Displays the tasks' priority as high, medium, or low.
   - **Due Status:** Informs you that the task is due or past due
   - **Earliest Date:** Displays the earliest date the task can be completed
   - **Latest Date:** Displays the latest date the task can be completed. If the task is not completed by the latest date, the due status is changed to *past due* and the task is added to your notifications list

- **Patient Name:** Displays the patient's name the task is associated with
- **Task name:** Displays the task name
- **Description:** Displays the task description
- **Assigned To:** Displays who the task is assigned to
- **Status:** Displays the task status as active or inactive. You can change the status view by using the Display dropdown menu
- **Activity Domain:** Displays the domain in which the task is found, such as Note or Consult
- **Go to:** Allows you to select the link to access the task in the patient's record

Figure 3-4 Tasks Applet Expanded View



Priority	Due Status	Earliest Date	Latest Date	Patient Name	Task Name	Description	Assigned To	Status	Activity Domain	Go to
Low	Past due	06/29/2016	07/08/2016	Ehmp,Seven (0007)	Response - Call Dr Wilkenson	Call Dr. Wilkenson about next appointment	USER,PANORAMA	Active	Request	Activity
Low	Past due	07/12/2016	07/13/2016	Eight,Patient (0008)	Sign Consult - Physical Therapy	Activate Consult Order	USER,PANORAMA	Active	Consult	Activity
Low	Past due	07/14/2016	07/15/2016	Ehmp,Seven (0007)	Sign Consult - Rheumatology	Activate Consult Order	USER,PANORAMA	Active	Consult	Activity
Low	Due	06/29/2016	07/29/2016	Ehmp,Seven (0007)	Response - Call patient	Call patient about upcoming appointment	USER,PANORAMA	Active	Request	Activity
Low	Due	06/29/2016	07/29/2016	Ehmp,Seven (0007)	Response - Set up room for patient exam	set up room for patient exam		Active	Request	Activity
Low	Due	07/01/2016	07/29/2016	Ehmp,Seven (0007)	Response - My future task for patient	My future task for patient	USER,PANORAMA	Active	Request	Activity
Low	Due	07/12/2016	08/11/2016	Ehmp,Seven (0007)	Review - Demo 3	Not me	USER,PANORAMA	Active	Request	Activity

3. Two years is the default date range of patient information displayed. Select the preset date ranges or use the calendar dropdowns and select Apply to filter through the tasks by a preferred timeframe.
4. Enter a keyword in the Filter field to filter through the tasks. The results populate as you enter text.
5. Select the close button to close the expanded view and return to the summary view of the Tasks applet.
6. Select a task item from the Tasks applet. The associated patient's detail dialog displays.
7. Confirm patient selection. For more detail refer to the Selecting a Patient section. The selected task associated with the patient displays in the patient's record.
8. Take action on the **assigned task**.

Activities

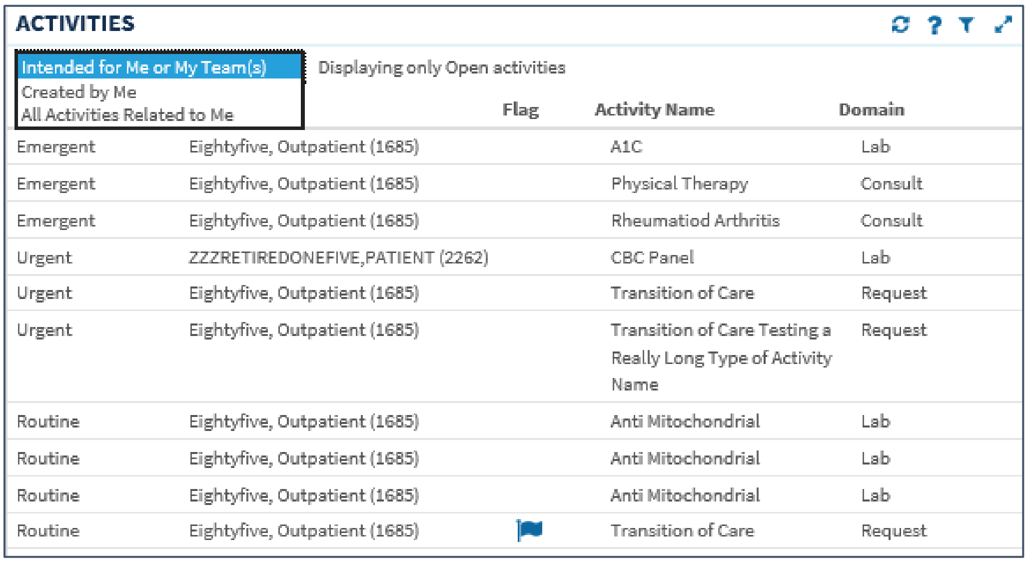
The summary view of the Activities applet (Figure 3-5) displays patient activities that are intended for you or your team(s), created by you, or related to you. It includes the following:

- **Dropdown menu:** Displays the following options: All Activities Related to Me, Intended for Me or My Team(s), and Created by Me

- **Urgency:** Displays the urgency of the activity as emergent, routine, or urgent
- **Patient Name:** Displays the patient's name the activity is associated with
- **Flag** : Indicates if the overall activity is not meeting a performance indicator as defined in the activity definition
- **Activity Name:** Displays the activity name
- **Domain:** Displays the domain in which the activity is found, such as Lab or Consult

NOTE: *The activities are sorted first by urgency then by the activity name.*

Figure 3-5 Activities Applet Summary View


ACTIVITIES

Intended for Me or My Team(s)
Created by Me
All Activities Related to Me

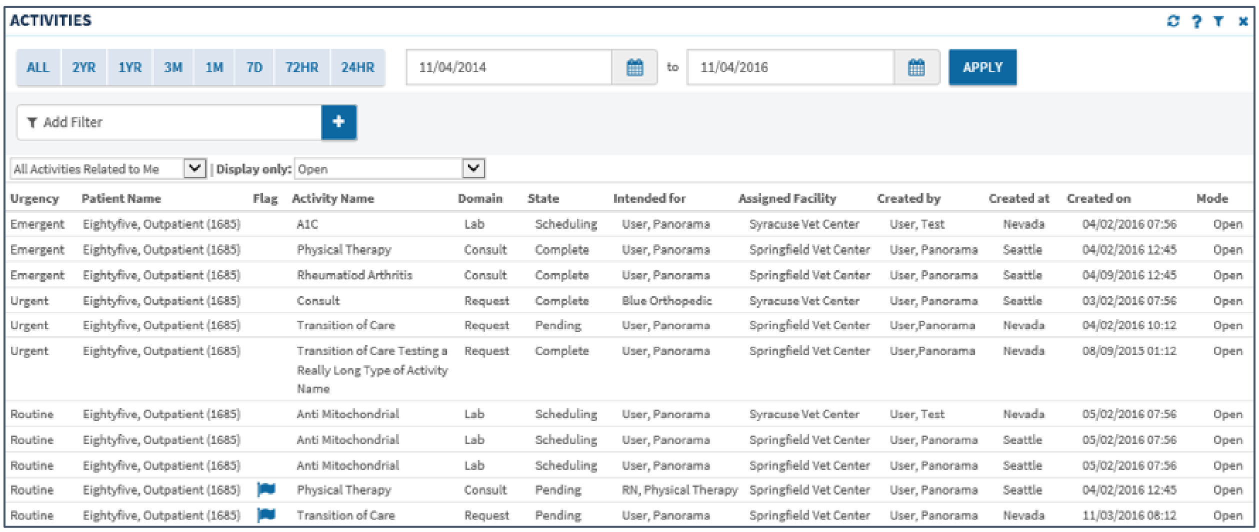
Displaying only Open activities

		Flag	Activity Name	Domain
Emergent	Eightyfive, Outpatient (1685)		A1C	Lab
Emergent	Eightyfive, Outpatient (1685)		Physical Therapy	Consult
Emergent	Eightyfive, Outpatient (1685)		Rheumatiod Arthritis	Consult
Urgent	ZZZRETIREDONEFIVE,PATIENT (2262)		CBC Panel	Lab
Urgent	Eightyfive, Outpatient (1685)		Transition of Care	Request
Urgent	Eightyfive, Outpatient (1685)		Transition of Care Testing a Really Long Type of Activity Name	Request
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab
Routine	Eightyfive, Outpatient (1685)		Transition of Care	Request

1. Select the filter button to open the filter text field and enter keywords to filter through the activities. For more detail refer to the Filter Button section.
2. Select the expand view button to display more information about the activities (Figure 3-6). The expanded view of the Activities applet includes the following:
    - **Dropdown menu:** Displays the following options: All Activities Related to Me, Intended for Me or My Team(s), and Created by Me
    - **Display only:** Dropdown menu to sort activities by Open, Open and Closed, or Closed
    - **Urgency:** Displays the urgency of the activity as emergent, routine, or urgent
    - **Patient Name:** Displays the patient's name the activity is associated with
    - **Flag** : Indicates if the overall activity is not meeting a performance indicator as defined in the activity definition
    - **Activity Name:** Displays the activity instance name
    - **Domain:** Displays the domain in which the activity is found, such as Orders, or Lab
    - **State:** Displays current activity state

- **Intended for:** Displays the person or team the activity was initially assigned to
- **Assigned Facility:** Displays the facility to whom the activity was sent. This field may be empty
- **Created by:** Displays the user who originated the activity request
- **Created at:** Displays the source facility where the user authenticated the activity
- **Created on:** Displays the date and time the activity was created
- **Mode:** Displays the mode of the activity as Open, Open & Closed, and Closed (default is Open only.) This column is linked to the **Display only** dropdown menu

Figure 3-6 Activities Applet Expanded View



Urgency	Patient Name	Flag	Activity Name	Domain	State	Intended for	Assigned Facility	Created by	Created at	Created on	Mode
Emergent	Eightyfive, Outpatient (1685)		A1C	Lab	Scheduling	User, Panorama	Syracuse Vet Center	User, Test	Nevada	04/02/2016 07:56	Open
Emergent	Eightyfive, Outpatient (1685)		Physical Therapy	Consult	Complete	User, Panorama	Springfield Vet Center	User, Panorama	Seattle	04/02/2016 12:45	Open
Emergent	Eightyfive, Outpatient (1685)		Rheumatiod Arthritis	Consult	Complete	User, Panorama	Springfield Vet Center	User, Panorama	Seattle	04/09/2016 12:45	Open
Urgent	Eightyfive, Outpatient (1685)		Consult	Request	Complete	Blue Orthopedic	Syracuse Vet Center	User, Panorama	Seattle	03/02/2016 07:56	Open
Urgent	Eightyfive, Outpatient (1685)		Transition of Care	Request	Pending	User, Panorama	Springfield Vet Center	User,Panorama	Nevada	04/02/2016 10:12	Open
Urgent	Eightyfive, Outpatient (1685)		Transition of Care Testing a Really Long Type of Activity Name	Request	Complete	User, Panorama	Springfield Vet Center	User,Panorama	Nevada	08/09/2015 01:12	Open
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab	Scheduling	User, Panorama	Syracuse Vet Center	User, Test	Nevada	05/02/2016 07:56	Open
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab	Scheduling	User, Panorama	Springfield Vet Center	User, Panorama	Seattle	05/02/2016 07:56	Open
Routine	Eightyfive, Outpatient (1685)		Anti Mitochondrial	Lab	Scheduling	User, Panorama	Springfield Vet Center	User, Panorama	Seattle	05/02/2016 07:56	Open
Routine	Eightyfive, Outpatient (1685)		Physical Therapy	Consult	Pending	RN, Physical Therapy	Springfield Vet Center	User, Panorama	Seattle	04/02/2016 12:45	Open
Routine	Eightyfive, Outpatient (1685)		Transition of Care	Request	Pending	User, Panorama	Springfield Vet Center	User, Panorama	Nevada	11/03/2016 08:12	Open

3. Select the **preset date ranges** or use the **calendar dropdowns** and select **Apply** to sort through the activities by a preferred timeframe.
4. Enter a **keyword** in the *Add Filter* field and then select the **add** button to add filters to the Activities applet.
5. Select the X next to the keyword or select the Remove All button REMOVE ALL to remove the filter text.
6. Select the **close** button to close the expanded view and return to the summary view of the Activities applet.
7. Select an **activity item** from the Activities applet. The associated patient's detail dialog displays.
8. Confirm **patient selection**. For more detail refer to the Selecting a Patient section. The selected activity associated with the patient displays in the patient's record.
9. Take action on the **assigned activity**.

Chapter 4: Patient Selection Screen

About Patient Selection Screen

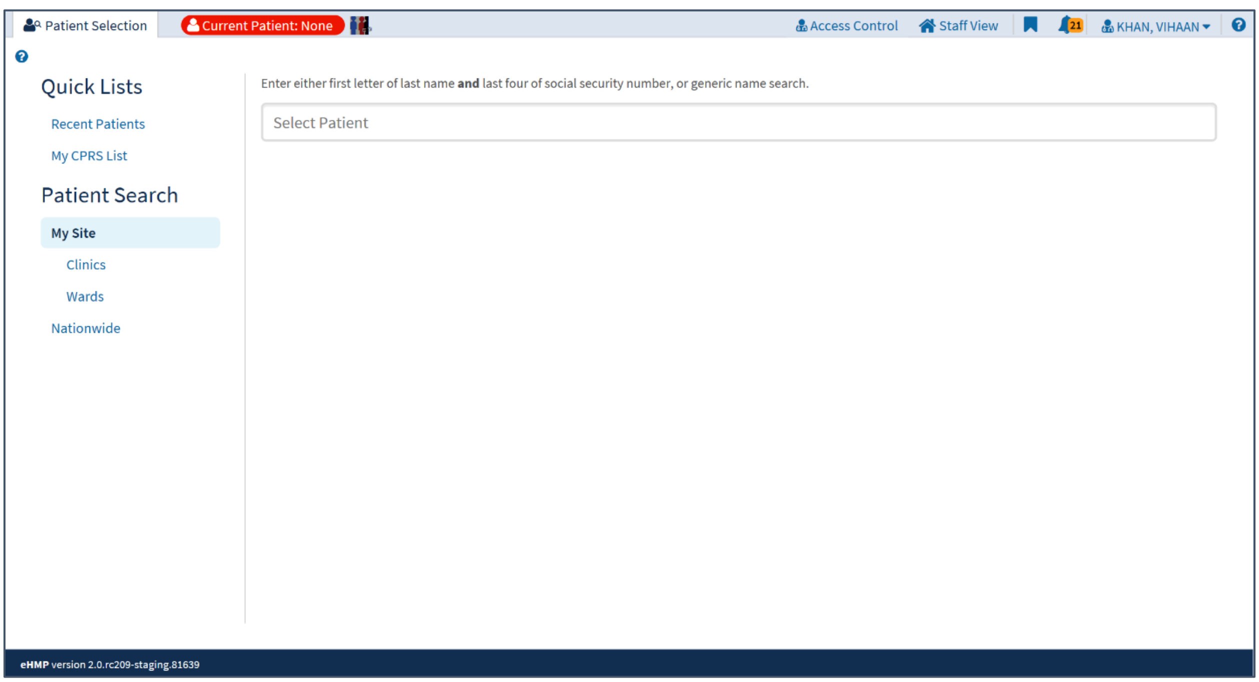
The patient selection screen allows you to search for and select a patient from the following options:

- A list of recent patients
- Your defined default patient selection list in CPRS
- A list of clinics and wards from your local facility
- Across the enterprise, including all VistA systems
- DoD
- Nationwide Health Information Network (NwHIN)

Select the **Patient Selection** tab 

to display the patient selection screen (Figure 4-1**Error! Reference source not found.**).

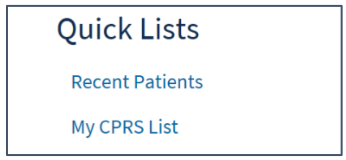
Figure 4-1 Patient Selection Screen



Quick Lists

The quick lists section (Figure 4-2**Error! Reference source not found.**) allows you to quickly find and select a patient from your recent patients or from your default patient selection list defined in CPRS.

Figure 4-2 Quick Lists Section



Recent Patients

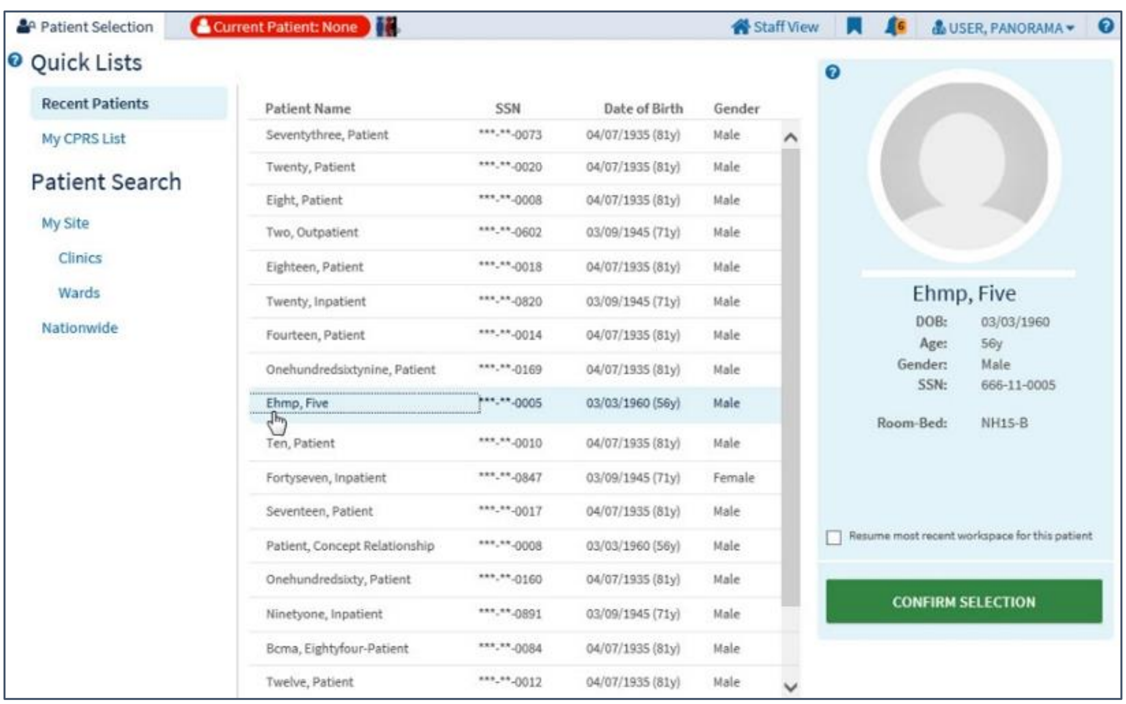
The recent patients feature displays a list of the most recently viewed patient records (up to 20), with the most recent at the top of the list.

To access a recent patient from the patient selection screen:

1 Select **Recent Patients** from the *Quick Lists* section. A list of patients displays with the patients' name, last four digits of SSN, date of birth, age, and gender.

2 Select the **patient's name** from the list. The selected patient's detail dialog displays (Figure 4-3**Error! Reference source not found.**).

Figure 4-3 Recent Patients List



3 Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

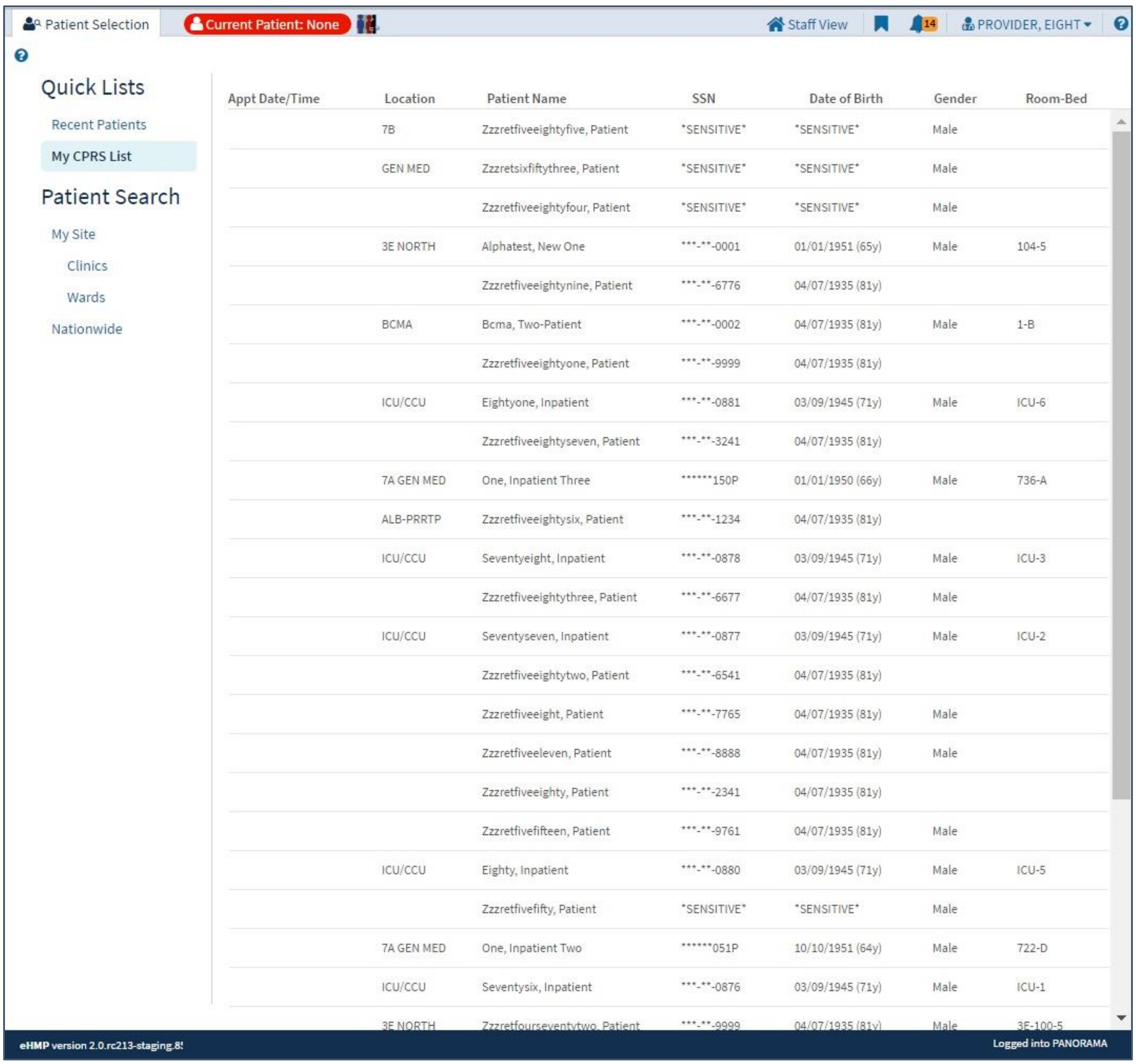
My CPRS List

If you have a default patient selection list defined in CPRS, that same patient list is presented here.

To access a patient from your defined patient selection list in CPRS:

1. Select **My CPRS List** from the *Quick Lists* section. The list of patients displays with the appointment date and time, location, patient name, SSN, date of birth, gender, and room-bed number (Figure 4-4**Error! Reference source not found.**).

Figure 4-4 My CPRS List



Appt Date/Time	Location	Patient Name	SSN	Date of Birth	Gender	Room-Bed
	7B	Zzzretfiveeightyfive, Patient	*SENSITIVE*	*SENSITIVE*	Male	
	GEN MED	Zzzretsixfiftythree, Patient	*SENSITIVE*	*SENSITIVE*	Male	
		Zzzretfiveeightyfour, Patient	*SENSITIVE*	*SENSITIVE*	Male	
	3E NORTH	Alphatest, New One	***-**-0001	01/01/1951 (65y)	Male	104-5
		Zzzretfiveeightynine, Patient	***-**-6776	04/07/1935 (81y)		
	BCMA	Bcma, Two-Patient	***-**-0002	04/07/1935 (81y)	Male	1-B
		Zzzretfiveeightyone, Patient	***-**-9999	04/07/1935 (81y)		
	ICU/CCU	Eightyone, Inpatient	***-**-0881	03/09/1945 (71y)	Male	ICU-6
		Zzzretfiveeightyseven, Patient	***-**-3241	04/07/1935 (81y)		
	7A GEN MED	One, Inpatient Three	******150P	01/01/1950 (66y)	Male	736-A
	ALB-PRRTP	Zzzretfiveeightysix, Patient	***-**-1234	04/07/1935 (81y)		
	ICU/CCU	Seventyeight, Inpatient	***-**-0878	03/09/1945 (71y)	Male	ICU-3
		Zzzretfiveeightythree, Patient	***-**-6677	04/07/1935 (81y)	Male	
	ICU/CCU	Seventyseven, Inpatient	***-**-0877	03/09/1945 (71y)	Male	ICU-2
		Zzzretfiveeightytwo, Patient	***-**-6541	04/07/1935 (81y)		
		Zzzretfiveeight, Patient	***-**-7765	04/07/1935 (81y)	Male	
		Zzzretfiveeleven, Patient	***-**-8888	04/07/1935 (81y)	Male	
		Zzzretfiveeighty, Patient	***-**-2341	04/07/1935 (81y)		
		Zzzretfivefifteen, Patient	***-**-9761	04/07/1935 (81y)	Male	
	ICU/CCU	Eighty, Inpatient	***-**-0880	03/09/1945 (71y)	Male	ICU-5
		Zzzretfivefifty, Patient	*SENSITIVE*	*SENSITIVE*	Male	
	7A GEN MED	One, Inpatient Two	******051P	10/10/1951 (64y)	Male	722-D
	ICU/CCU	Seventysix, Inpatient	***-**-0876	03/09/1945 (71y)	Male	ICU-1
	3E NORTH	Zzzretfourseventytwo, Patient	***-**-9999	04/07/1935 (81y)	Male	3E-100-5

2. Select the **patient's name** from the list. The selected patient's detail dialog displays.
3. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

Patient Search

Patient search allows you to search for a patient from your local VA facility, across the enterprise, the DoD, and external sources.

My Site Search

The My Site search allows you to search for patients from a comprehensive list of all patients, patients from a specific clinic, or patients in a specific ward at your local VA facility.

General Patient Search

To run a general patient search using the Select Patient field:

1. Select **My Site** from the *Patient Search* section.
2. Enter either **first initial of last name *AND* last four of social security number**, or **generic name search**.
3. Press the **Enter** key. A list of patients displays. The patients' name, last four digits of SSN, date of birth, age, and gender displays (Figure 4-5**Error! Reference source not found.**).

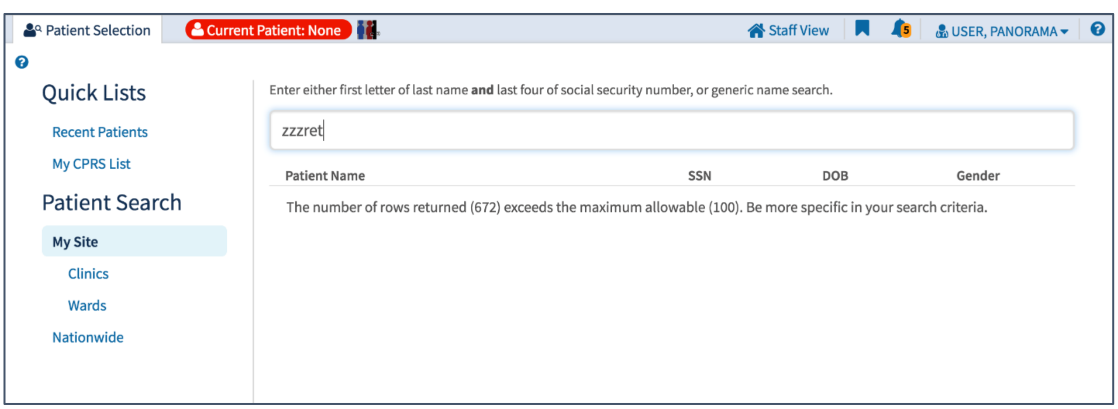
NOTE:	*If the patient has a restricted record, then *SENSITIVE* displays instead of their SSN and date of birth.*

Figure 4-5 General Patient Search

4. Select the **patient's name** to display the patient detail dialog.
5. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

NOTE:	*Depending on the search results, the request may result in no patient found, 1 to 100 matching results found, or more than 100 records found, which returns a notification message in place of the records (Figure 4-6).*

Figure 4-6 Results Exceeds the Maximum Allowable Notification



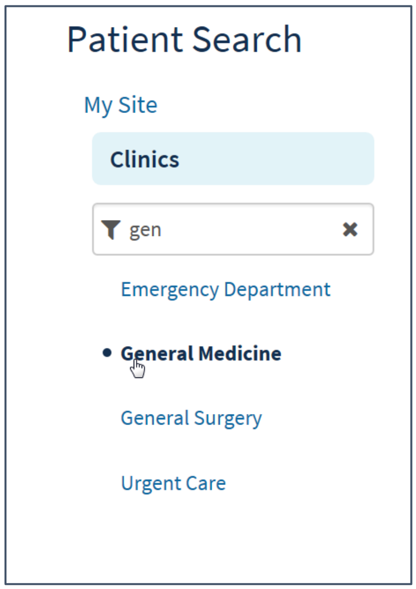
Clinics

The Clinics search allows you to search for patients within a specific clinic from your local facility.

To search for a patient within a specific clinic:

1. Select **Clinics** from the *My Site* section. A list of clinics from your local VA facility displays.
2. Scroll through the **clinics list** or enter the **clinic name** in the *Filter clinics* field to filter through the list. The results populate as you enter information.
3. Select the **clinic name** from the list (Figure 4-7**Error! Reference source not found.**). A list of patients from the selected clinic displays.

Figure 4-7 My Site/Clinics



4. Today is the default time period. Use the **preset date ranges** (Figure 4-8**Error! Reference source not found.**) or the **calendar dropdowns** to locate patients at the selected clinic during a specific time period.

Figure 4-8 Selecting a Date from a Clinic

Appt Date / Time	Clinic Name	Patient Name	SSN	Date of Birth	Gender
07/14/2016 13:00	Cardiology	Zzzretfiveeightyfive, Patient	*SENSITIVE*	*SENSITIVE*	Male
07/14/2016 13:00	Cardiology	Zzzretfiveeightyfour, Patient	*SENSITIVE*	*SENSITIVE*	Male
07/28/2016 09:00	Cardiology	Appointment, Inpatient	***-**-1111	01/01/1951 (65y)	Female

5. Select the **patient's name** to display the patient detail dialog.
6. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

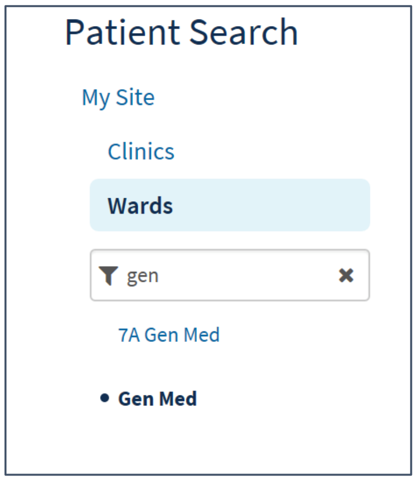
Wards

The Wards search allows you to search for patients within a specific ward from your local facility.

To search for a patient within a specific ward:

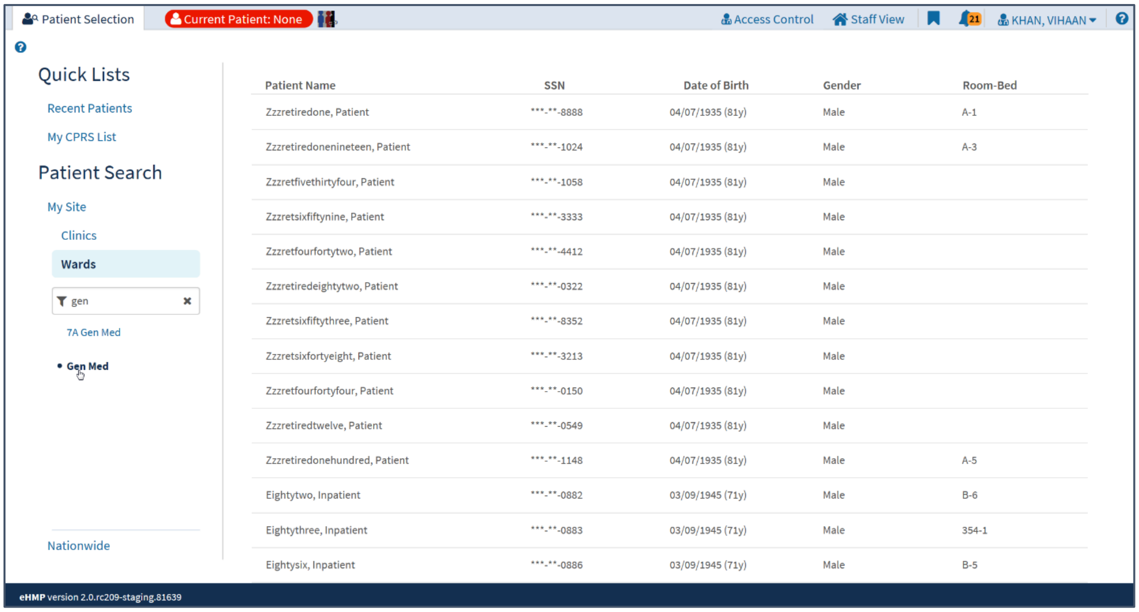
1. Select **Wards** from the *My Site* section. A list of wards from your local VA facility displays.
2. Scroll through the **wards list** or enter the **ward name** in the *Filter wards* field to filter through the list. The results populate as you enter information (Figure 4-9**Error! Reference source not found.**).

Figure 4-9 My Site/Wards



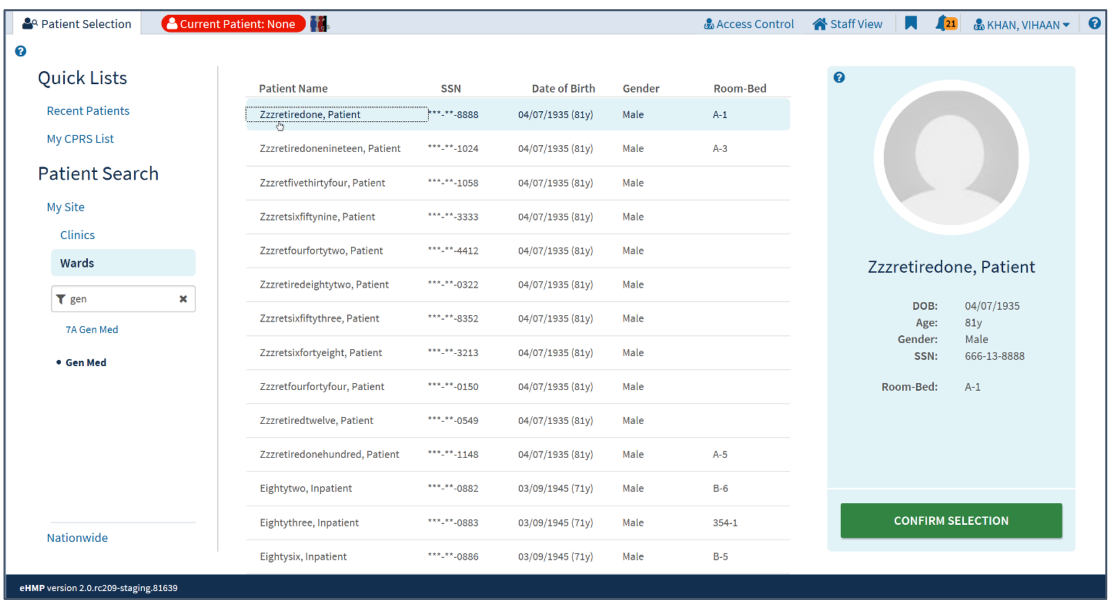
3. Select the **ward name** from the list. A list of patients from the selected ward displays (Figure 4-10**Error! Reference source not found.**).

Figure 4-10 Wards



4. Select the **patient's name** to display the patient detail dialog (Figure 4-11**Error! Reference source not found.**).

Figure 4-11 Select Patient from Ward



5. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

Nationwide Search

The Nationwide search is used to run a patient search across the enterprise, including all VistA systems, as well as external systems, such as DoD and the NwHIN.

To run a Nationwide Patient search:

1. Select the **Nationwide** tab from the Patient Search section (Figure 4-12**Error! Reference source not found.**).

Figure 4-12 Nationwide Search

2. Enter the **patient's first name, last name, and SSN to enable search**.
3. Select the **Search** button. The search results display (Figure 4-13**Error! Reference source not found.**).

Figure 4-13 Nationwide Search Results

4. Select the **patient's name** to display the patient detail dialog.
5. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

Patient Confirmation

Once the correct patient has been identified, select the patient's name from the search results list. If a patient record is not restricted, their record is displayed after confirming the selection (as demonstrated in the Accessing an Unrestricted Patient Record section) of that patient.

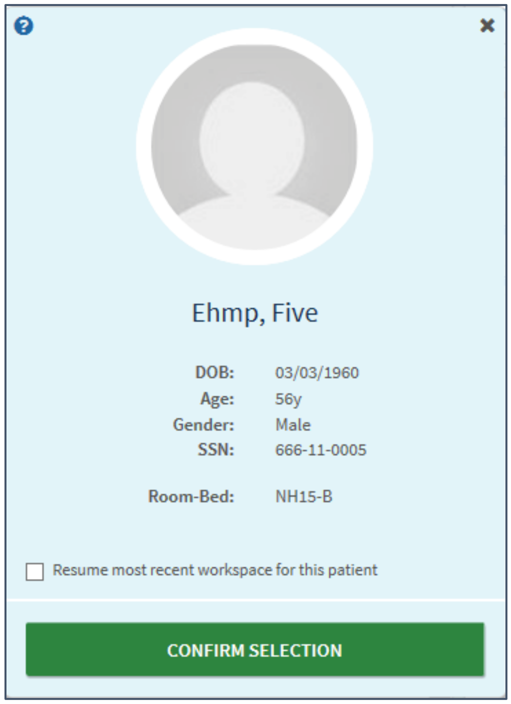
If a patient's record is restricted, a warning displays prior to accessing the record, requiring acknowledgement of the restricted nature of the record before accessing it (as demonstrated in the Accessing a Restricted Patient Record section below).

Accessing an Unrestricted Patient Record

To access an unrestricted patient record:

1. Select the **patient's name** from the search results list. The patient detail dialog displays (Figure 4-14).

Figure 4-14 Patient Detail Dialog



NOTE: *The Room-Bed location displays for patients currently admitted in a ward.*

2. Select the **Confirm Selection** button. The patient's record displays in the eHMP application window.

Accessing a Restricted Patient Record

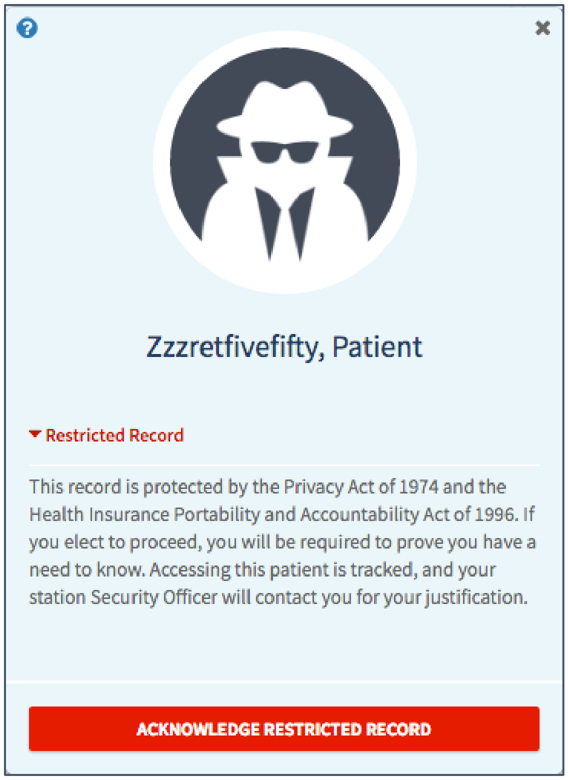
To access a restricted patient record:

1. Select the **patient's name** from the search results list.

NOTE: **SENSITIVE* displays instead of the patient's SSN and DOB.*

2. The Restricted Record Dialog displays (Figure 4-15). The notification in the dialog makes you aware that the patient's record is restricted, and advises that if you proceed to "break the glass" and open the record, your activity is tracked. In addition, your station Security Officer will contact you for justification in accessing the restricted patient record.

Figure 4-15 Restricted Record Acknowledgement



3. Review the notification dialog, and select the **Acknowledge Restricted Record** button. The restricted record patient detail dialog displays (Figure 4-16), displaying your acknowledgement of the restricted record.

NOTE: *Select the Restricted Record Acknowledged link to display the warning again.*

Figure 4-16 Confirm Selection of Restricted Patient Record

4. Select the **Confirm Selection** button. The patient's record displays in the eHMP application window.

Accessing a Flagged Patient Record

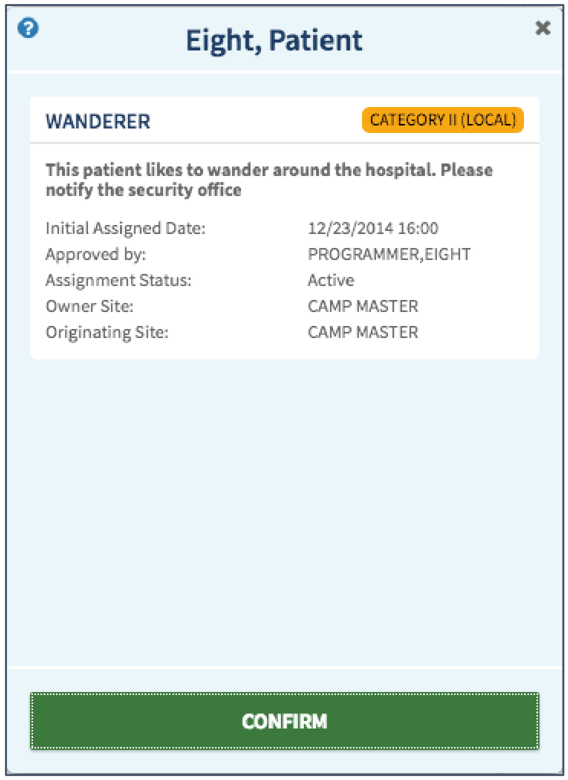
There are patients in the system with flagged records. Patient Record Flags (PRFs) are used to alert VHA medical staff and employees of patients whose behavior and characteristics may pose a threat either to their safety, the safety of other patients, themselves, or compromise the delivery of quality health care. The PRFs can be national (Category I), which are shared among the VA facilities, or local (Category II), which are only shared at the local site. You must review and acknowledge the PRF during patient selection before accessing the patient record.

To access a flagged patient record**:**

1. Select the **patient's name** from the search results list. The patient detail dialog displays.
2. Select the **Confirm Selection** button. The patient flag dialog displays (Figure 4-17).

NOTE:	*Some patients may have more than one patient record flag. You need to scroll through the patient flag dialog to read all of the notifications associated with a patient.*

Figure 4-17 Confirm Selection of Flagged Patient Record



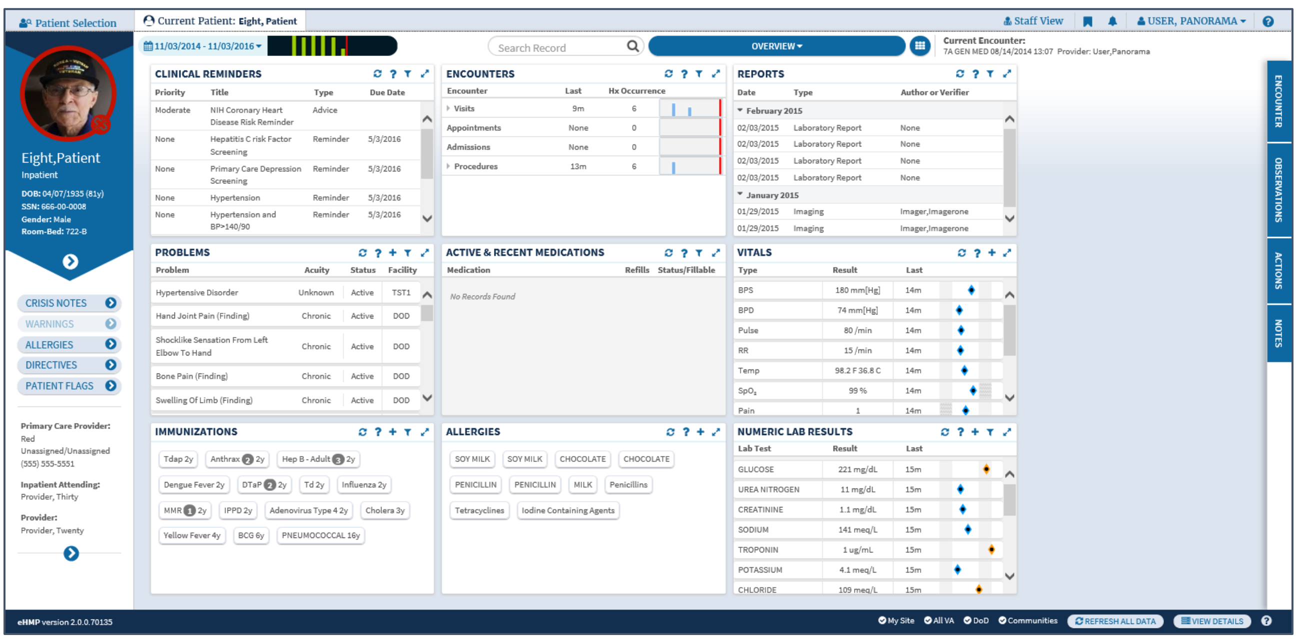
3. Read the notification dialog, and select the **Confirm** button. The patient's record displays in the eHMP application window.

Chapter 5: eHMP Application Window

About the eHMP Application Window

Once the patient has been selected and confirmed, the patient record opens and you are navigated to the eHMP Application Window (Figure 5-1). The eHMP Application Window is comprised of the patient information bar, global navigation, global date filter, search record field, workspace dropdown menu, workspace manager button, current encounter information, the default workspace, activity tray, and eHMP data sources. Each of these areas is described in subsequent chapters.

Figure 5-1 eHMP Application Window

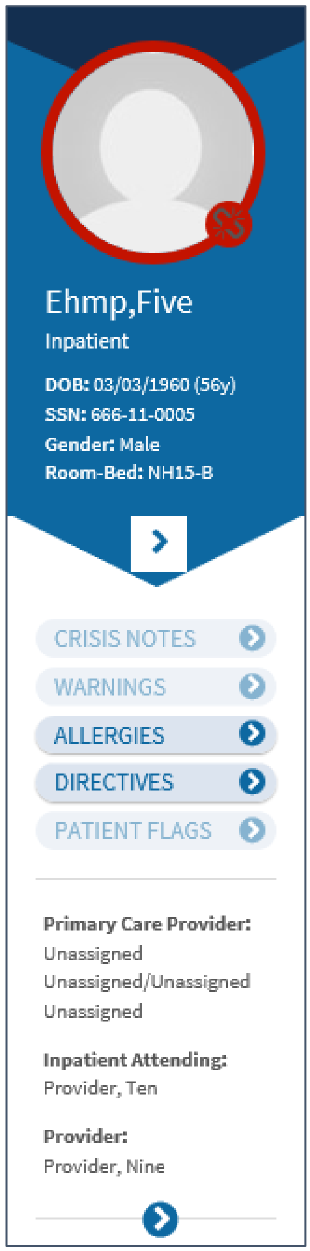


Chapter 6: Patient Information Bar

About the Patient Information Bar

The Patient Information Bar (Figure 6-1) displays patient information. It displays the patient's photo (if applicable), demographics, postings, and care team information. Detailed information for each item is included below.

Figure 6-1 Patient Information Bar



Patient Photo

eHMP displays the patient image as found in VistA Imaging. The image is retrieved from the Veteran Health Identification Card (VHIC) system and displayed here. If an image is unavailable for that patient, then a gender neutral image displays (Figure 6-2).

Figure 6-2 Patient Photo (Example)

Clinical Context Management (CCOW)

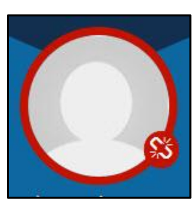
Clinical Context Management (also known as CCOW) is a way for different applications to synchronize their clinical context based on the Health Level 7 (HL7) CCOW standard. This means that if CCOW-compliant applications are sharing context and one of the applications changes to a different patient, the other applications will change to that patient as well. eHMP is CCOW-compliant and can synchronize with other VistA CCOW-compliant applications. The CCOW icon displays whether the current application is linked with others.

When eHMP is in patient context, a green circle around the patient photo with a clinical link icon displays (Figure 6-3). This specifies that the patient data is being synced across multiple VistA applications, such as eHMP and CPRS.

Figure 6-3 In Patient Context

A red circle around the patient photo with a broken clinical link indicates that eHMP is not in patient context (Figure 6-4). This specifies that the patient data is **NOT** being synced across multiple VistA applications.

Figure 6-4 Not in Patient Context



Changing Patient Context

eHMP v2.0 allows you to change patient context.

To turn the clinical link off:

1. Select the **clinical link** icon (Figure 6-5).

Figure 6-5 Selecting the Clinical Link Icon

2. A notification displays asking if you want to turn the clinical link off (Figure 6-6).

Figure 6-6 Turn Clinical Link Off

3. Select **Yes** to turn clinical link off.
4. The clinical link changes to a red circle around the patient image with a broken clinical link.

To turn the clinical link on:

1. Select the **broken clinical link** icon (Figure 6-7).

Figure 6-7 Selecting a Broken Clinical Link

2. A notification displays asking if you want to turn the clinical link on (Figure 6-8).

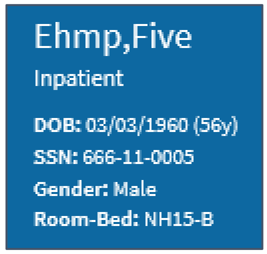
Figure 6-8 Turn Clinical Link On

3. Select **Yes** to turn clinical link on.
4. The clinical link changes to a green circle around the patient image with the clinical link.

Patient Demographics

The Patient Demographics section displays the patient's name, status (inpatient or outpatient), DOB, age, SSN, gender, and room-bed (for patient's in a ward) (Figure 6-9).

Figure 6-9 Patient Demographics



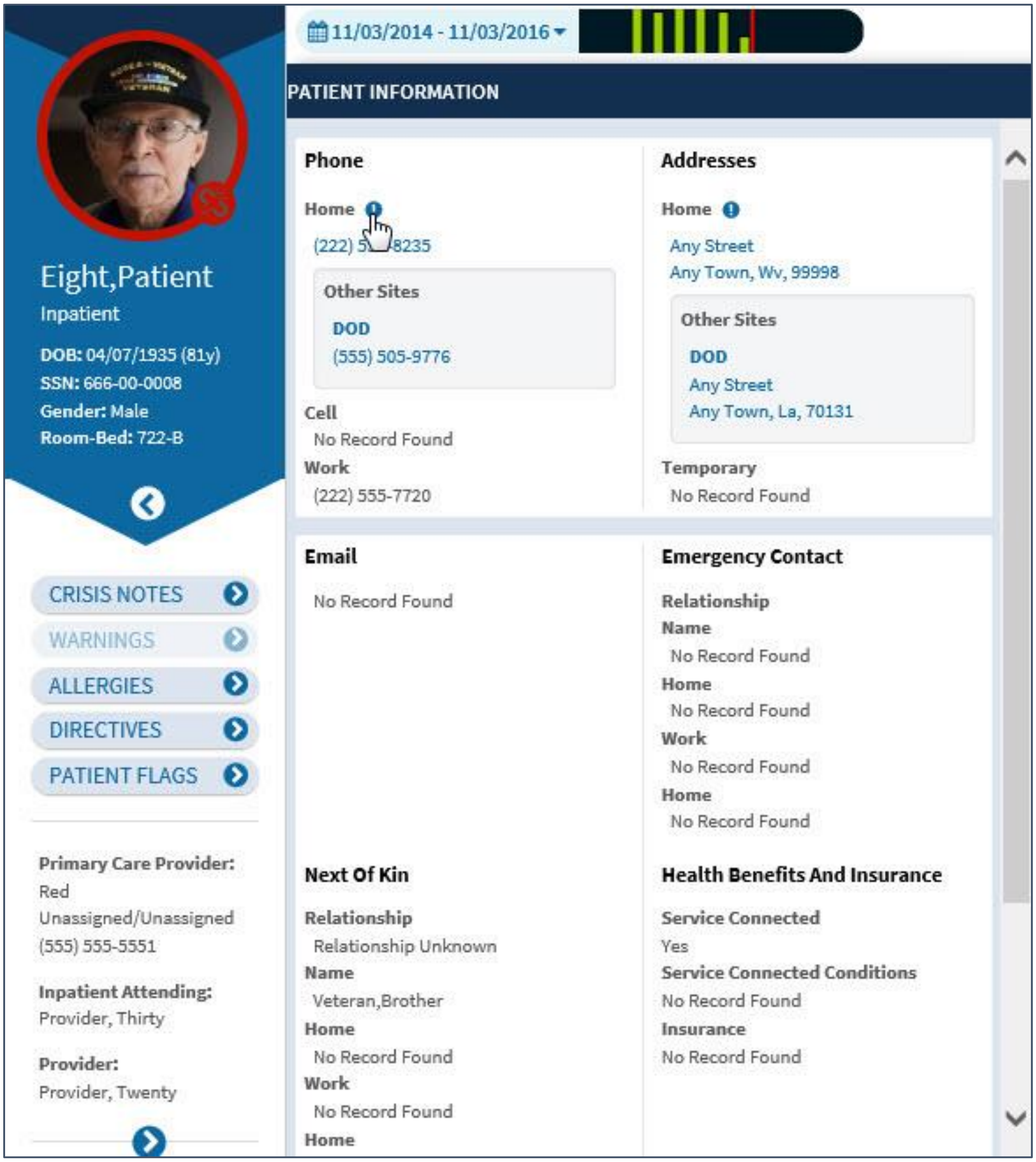
Additionally, Sensitive displays for sensitive patients (Figure 6-10).

Figure 6-10 Patient Demographics for Sensitive Patients

To display expanded patient information:

- Select the **menu** arrow to open expanded patient demographic information. The expanded information contains sections with additional patient information, such as the patient's phone numbers, addresses, email address, next of kin, emergency contact information, health benefits and insurance, and service and social history.
- Select the **non-local data** icon to display non-local demographic data (Figure 6-11). This is for patients who were treated at other sites.
- Select the **menu** arrow again to exit the expanded information and return to the previous view.

Figure 6-11 Expanded Patient Information



Patient Postings

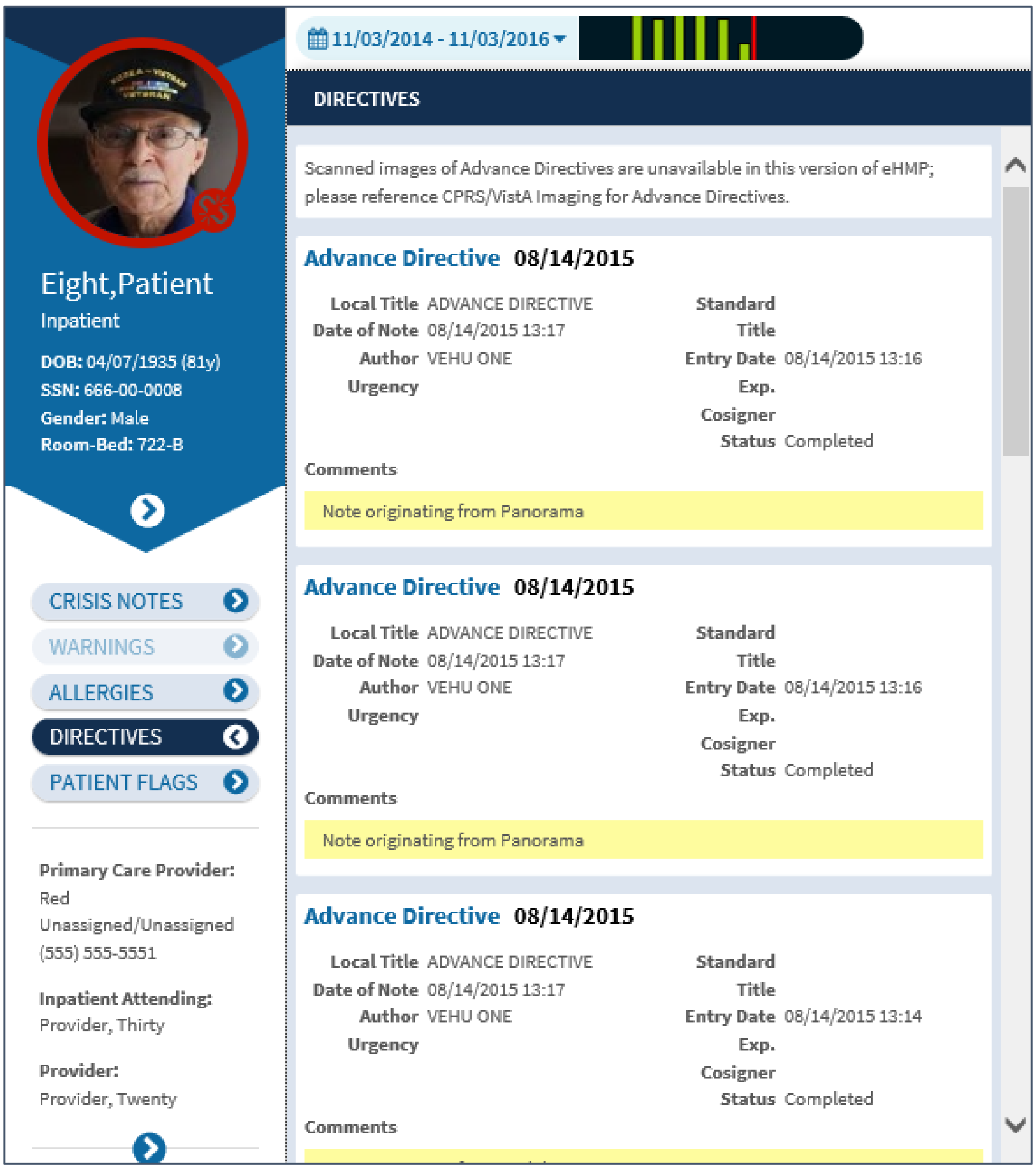
The Postings section (Figure 6-12) of the Patient Information Bar presents shortcuts to the following pieces of information:

- Crisis Notes
- Warnings
- Allergies and Adverse Drug Reactions
- Directives
- Patient Flags

Figure 6-12 Patient Postings

The enabled postings indicate that information is available for the patient and can be accessed. Select the **menu** arrow to display expanded information (Figure 6-13) for the posting. Select the **menu** arrow again to close the expanded information.

Figure 6-13 Expanded Postings Information

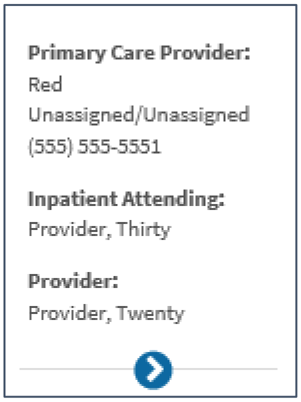


Patient Care Team Information

Care Team Information for the selected patient is displayed in the Patient Information Bar (Figure 6-14). The information presented here includes the following:

- Outpatient Information:
  - Primary care team and provider
  - Associate name (if available)
  - Team phone number
  - Mental health (MH) treatment team
  - MH treatment coordinator (if available)
- Inpatient information:
  - Primary care team and provider
  - Associate name (if available)
  - Team phone number
  - Inpatient attending
  - Inpatient provider

Figure 6-14 Patient Care Team Information

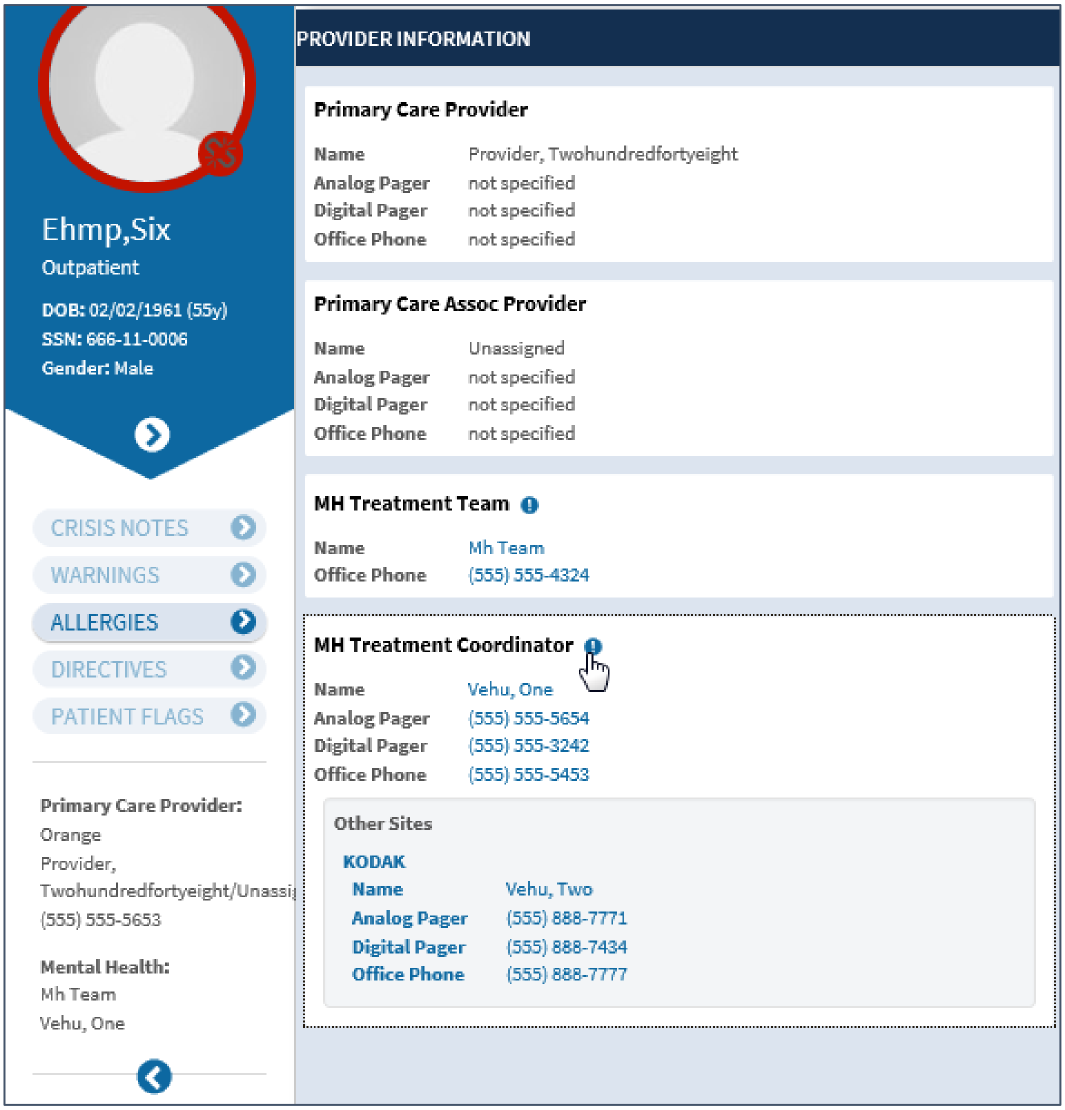


To display expanded Care Team information:

1. Select the **menu** arrow to open the expanded Care Team information. The expanded information contains sections with additional care team information, such as the patient's primary care provider, primary care associate provider, inpatient attending provider (inpatient only), inpatient provider (inpatient only), MH treatment team, and MH treatment coordinator.

NOTE:	*If the patient has visited other VistA sites, you are able to review the listing for each care team by site for which the patient has a VistA record by selecting the non-local data icon (Figure 6-15).*

Figure 6-15 Detailed Care Team Information



2. Select the **menu** arrow  again to close the expanded information.

Chapter 7: Global Navigation

About the Global Navigation

The global navigation (Figure 7-1**Error! Reference source not found.**) allows you to quickly navigate to the patient selection screen, the current patient record, your staff view screen, shortcuts to external links, and your notifications. It also allows you to sign out of eHMP. All of these options are available from any screen in eHMP. Detailed information for each of these is included below.

Figure 7-1 Global Navigation

Patient Selection

Select the Patient Selection tab 

to navigate to the Patient Selection screen to search for another patient. For more detail refer to the Selecting a Patient section.

Current Patient Information

The Current Patient tab 

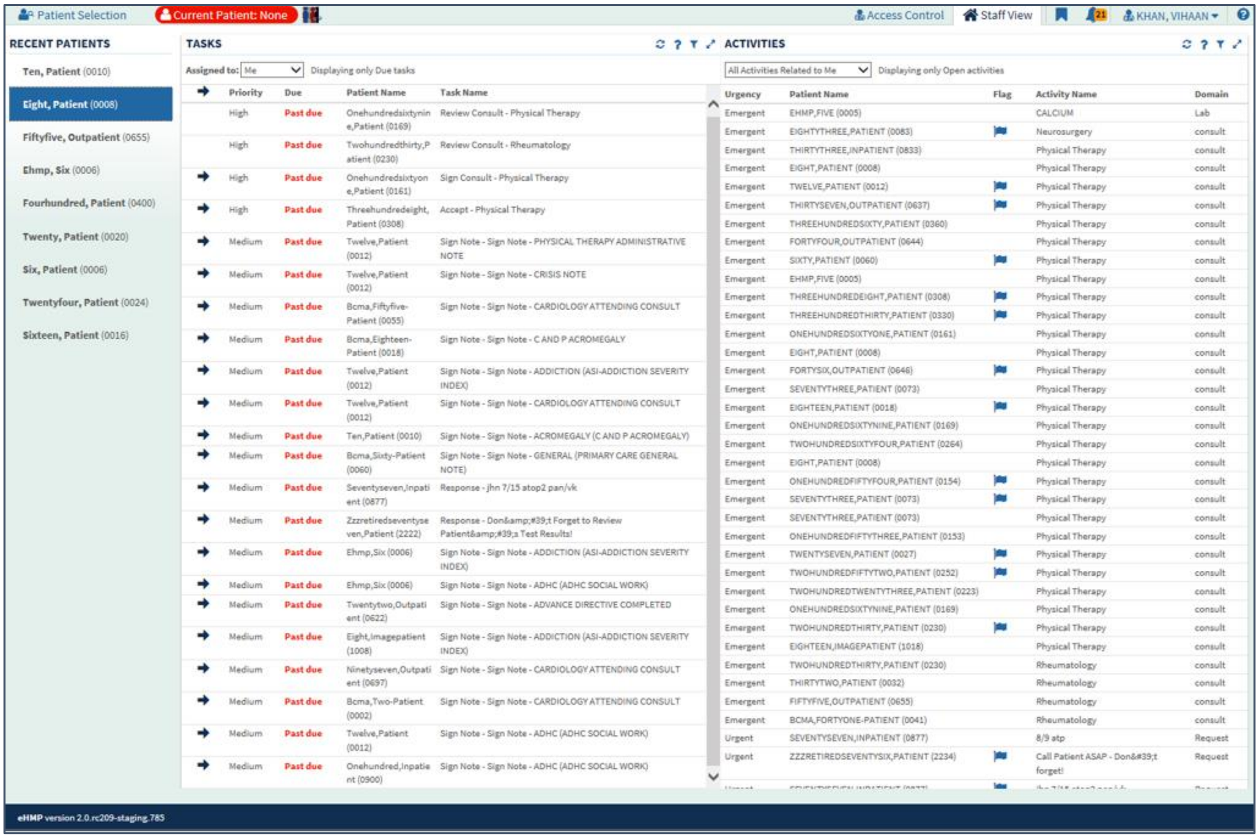
allows you to quickly navigate to the current patient's record when you access other areas of eHMP. '**None**' displays if a patient has not been selected during the current session.

NOTE:	*You need to confirm the current patient selection again to open the patient's record, the same as you did when first selecting that patient.*

Staff View Workspace

The staff view screen (Figure 7-2) is the default screen after signing into eHMP. This screen allows you to quickly access a recent patient, any tasks assigned to you and your team(s), and any activities related to you, created by you, or intended for you or your team(s).

Figure 7-2 Staff View Screen

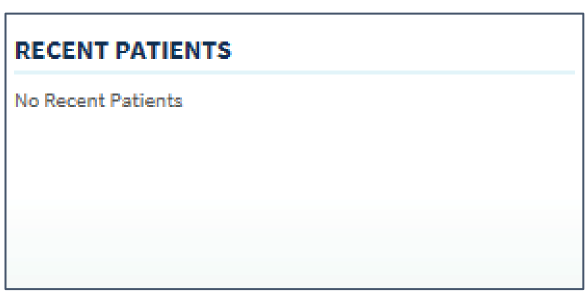


Recent Patients

The recent patients feature displays a list of the most recently viewed patient records (up to 20), with the most recent at the top of the list.

NOTE: *If there are no recent patients, 'No Recent Patients' displays instead of the patient names (Figure 7-3).*

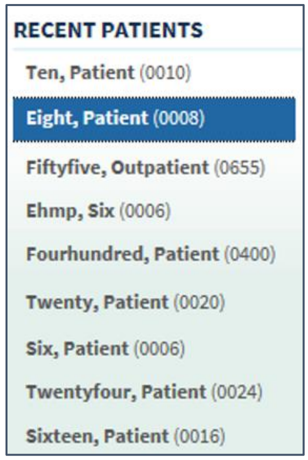
Figure 7-3 Recent Patients List



To access a patient from the Recent Patients list:

1. Select a **patient's name** (Figure 7-4). The selected patient's detail dialog displays.

Figure 7-4 Recent Patients List



2. Confirm **patient selection**. For more detail refer to the Selecting a Patient section.

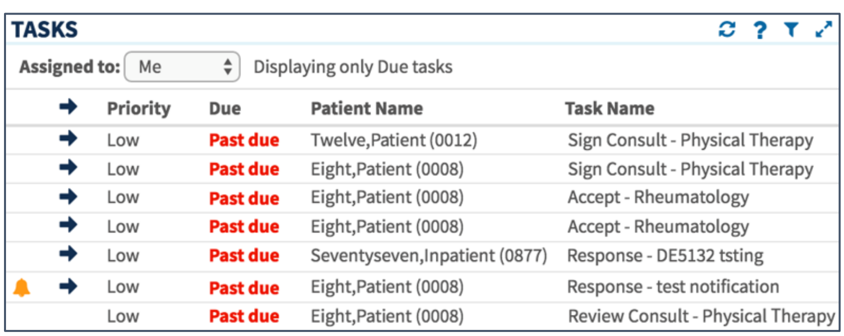
Tasks Applet

The summary view of the Tasks applet (Figure 7-5) displays a list of tasks assigned to you or to your team(s) across multiple patients. It includes the following:

- **Assigned to:** A dropdown menu that allows you to sort through the options Me or My Teams
- **Alert indicator :** Indicates high action tasks
- **Action indicator :** Indicates that the tasks' due date has been reached and needs to be completed
- **Priority:** Displays the tasks' priority as high, medium, or low
- **Due:** Informs you that the task is due or past due
- **Patient Name:** Displays the patient's name the task is associated with
- **Task name:** Displays the task name and description

NOTE: *The task description displays when you hover your cursor over the Task Name.*

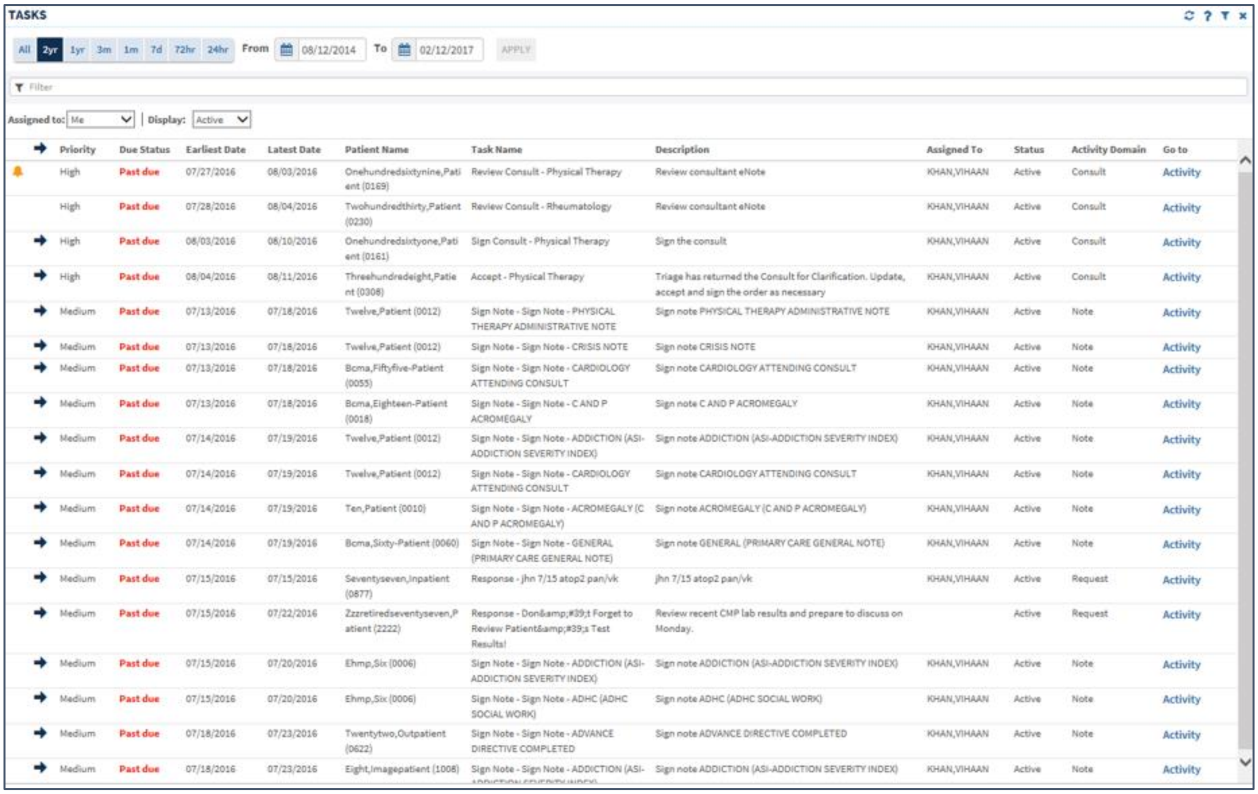
Figure 7-5 Tasks Applet Summary View



1. Select the **filter** button to open the filter text field and enter keywords to filter through the tasks. For more detail refer to the Filter Button section.

2. Select the **expanded view** button to display more information about the assigned tasks (Figure 7-6). The expanded view of the Tasks applet includes the following:
    a. **Assigned to:** A dropdown menu with the option to sort tasks by Me or My Teams
    b. **Display:** A dropdown menu to sort tasks by Active, Inactive, or All
    c. **Alert indicator :** Indicates high action tasks
    d. **Action indicator :** Indicates that the tasks' due date has been reached and needs to be completed
    e. **Priority:** Displays the tasks' priority as high, medium, or low
    f. **Due Status:** Informs you that the task is due or past due
    g. **Earliest Date:** Displays the earliest date the task can be completed
    h. **Latest Date:** Displays the latest date the task can be completed. If the task is not completed by the latest date, the due status is changed to *Past due* and the task is added to your notifications list
    i. **Patient Name:** Displays the patient's name the task is associated with
    j. **Task name:** Displays the task name
    k. **Description:** Displays the task description
    l. **Assigned To:** Displays who the task is assigned to
    m. **Status:** Displays the task status as active or inactive. You can change the status view by using the Display dropdown menu
    n. **Activity Domain:** Displays the domain in which the task is found, such as Note or Consult
    o. **Go to:** Allows you to select the link to quickly access the task in the patient's record

Figure 7-6 Tasks Applet Expanded View



	Priority	Due Status	Earliest Date	Latest Date	Patient Name	Task Name	Description	Assigned To	Status	Activity Domain	Go to
	High	Past due	07/27/2016	08/03/2016	Onehundredsixtynine,Patient (0169)	Review Consult - Physical Therapy	Review consultant eNote	KHAN,VIHAAN	Active	Consult	Activity
	High	Past due	07/28/2016	08/04/2016	Twohundredthirty,Patient (0230)	Review Consult - Rheumatology	Review consultant eNote	KHAN,VIHAAN	Active	Consult	Activity
	High	Past due	08/03/2016	08/10/2016	Onehundredsixtyone,Patient (0161)	Sign Consult - Physical Therapy	Sign the consult	KHAN,VIHAAN	Active	Consult	Activity
	High	Past due	08/04/2016	08/11/2016	Threehundredeight,Patient (0308)	Accept - Physical Therapy	Triage has returned the Consult for Clarification. Update, accept and sign the order as necessary	KHAN,VIHAAN	Active	Consult	Activity
	Medium	Past due	07/13/2016	07/18/2016	Twelve,Patient (0012)	Sign Note - Sign Note - PHYSICAL THERAPY ADMINISTRATIVE NOTE	Sign note PHYSICAL THERAPY ADMINISTRATIVE NOTE	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/13/2016	07/18/2016	Twelve,Patient (0012)	Sign Note - Sign Note - CRISIS NOTE	Sign note CRISIS NOTE	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/13/2016	07/18/2016	Bcma,Fiftyfive-Patient (0055)	Sign Note - Sign Note - CARDIOLOGY ATTENDING CONSULT	Sign note CARDIOLOGY ATTENDING CONSULT	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/13/2016	07/18/2016	Bcma,Eighteen-Patient (0018)	Sign Note - Sign Note - C AND P ACROMEGALY	Sign note C AND P ACROMEGALY	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/14/2016	07/19/2016	Twelve,Patient (0012)	Sign Note - Sign Note - ADDICTION (ASI-ADDICTION SEVERITY INDEX)	Sign note ADDICTION (ASI-ADDICTION SEVERITY INDEX)	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/14/2016	07/19/2016	Twelve,Patient (0012)	Sign Note - Sign Note - CARDIOLOGY ATTENDING CONSULT	Sign note CARDIOLOGY ATTENDING CONSULT	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/14/2016	07/19/2016	Ten,Patient (0010)	Sign Note - Sign Note - ACROMEGALY (C AND P ACROMEGALY)	Sign note ACROMEGALY (C AND P ACROMEGALY)	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/14/2016	07/19/2016	Bcma,Sixty-Patient (0060)	Sign Note - Sign Note - GENERAL (PRIMARY CARE GENERAL NOTE)	Sign note GENERAL (PRIMARY CARE GENERAL NOTE)	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/15/2016	07/15/2016	Seventyseven,Inpatient (0877)	Response - jhn 7/15 atop2 pan/vk	jhn 7/15 atop2 pan/vk	KHAN,VIHAAN	Active	Request	Activity
	Medium	Past due	07/15/2016	07/22/2016	Zzzretiredseventyseven,Patient (2222)	Response - Don't Forget to Review Patient's Test Results!	Review recent CMP lab results and prepare to discuss on Monday.		Active	Request	Activity
	Medium	Past due	07/15/2016	07/20/2016	Ehmp,Six (0006)	Sign Note - Sign Note - ADDICTION (ASI-ADDICTION SEVERITY INDEX)	Sign note ADDICTION (ASI-ADDICTION SEVERITY INDEX)	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/15/2016	07/20/2016	Ehmp,Six (0006)	Sign Note - Sign Note - ADHC (ADHC SOCIAL WORK)	Sign note ADHC (ADHC SOCIAL WORK)	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/18/2016	07/23/2016	Twentytwo,Outpatient (0622)	Sign Note - Sign Note - ADVANCE DIRECTIVE COMPLETED	Sign note ADVANCE DIRECTIVE COMPLETED	KHAN,VIHAAN	Active	Note	Activity
	Medium	Past due	07/18/2016	07/23/2016	Eight,Imagepatient (1008)	Sign Note - Sign Note - ADDICTION (ASI-	Sign note ADDICTION (ASI-ADDICTION SEVERITY INDEX)	KHAN,VIHAAN	Active	Note	Activity

3. Two years is the default date range of patient information displayed. Select the **preset date ranges** or use the **calendar date picker** and select **Apply** to filter through the tasks by a preferred timeframe. For more detail refer to the Entering Dates and Times into eHMP section.
4. Enter a **keyword** in the *Filter* field to filter through the tasks. The results populate as you enter text.
5. Select the **close** button to close the expanded view and return to the summary view of the Tasks applet.
6. Select a **task item** from the Tasks applet. The associated patient's detail dialog displays.
7. Confirm **patient selection**. For more detail refer to the Selecting a Patient section. The selected task associated with the patient displays in the patient's record.
8. Take action on the **assigned task**.

Activities

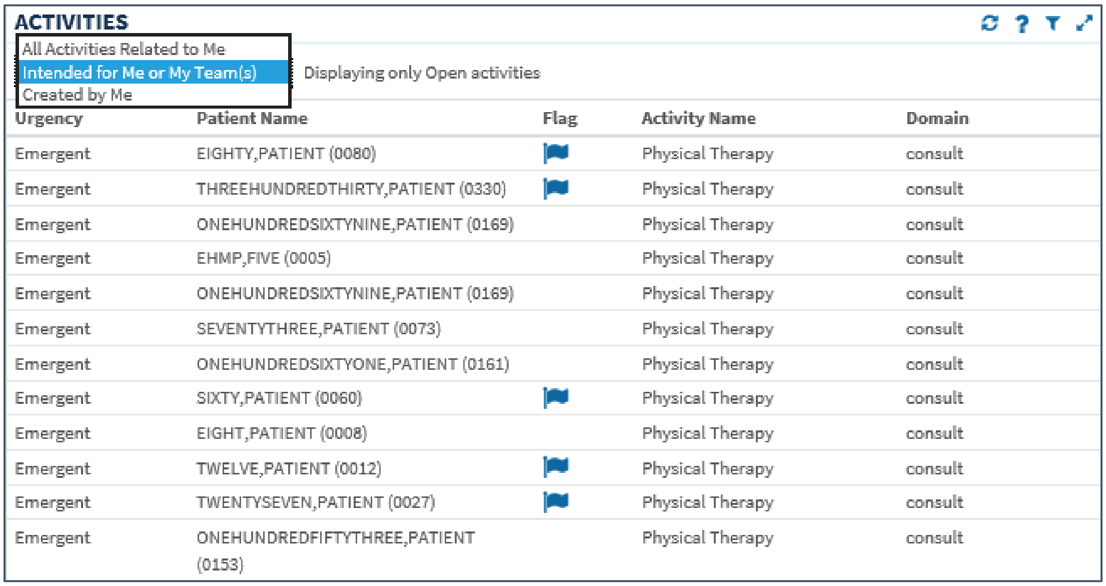
The summary view of the Activities applet (Figure 7-7) displays patient activities that are intended for you or your team(s), created by you, or related to you. It includes the following:

- **Dropdown menu:** A dropdown menu with the option to sort activities by All Activities Related to Me, Intended for Me or My Team(s), and Created by Me
- **Urgency:** Displays the urgency of the activity as emergent, routine, or urgent
- **Patient Name:** Displays the patient's name the activity is associated with

- **Flag** : Indicates if the overall activity is not meeting a performance indicator as defined in the activity definition
- **Activity Name:** Displays the activity name
- **Domain:** Displays the domain in which the activity is found, such as Lab or Consult

NOTE: *The activities are sorted first by urgency then by the activity name.*

Figure 7-7 Activities Applet Summary View


ACTIVITIES

All Activities Related to Me
Intended for Me or My Team(s)
Created by Me

Displaying only Open activities

Urgency	Patient Name	Flag	Activity Name	Domain
Emergent	EIGHTY,PATIENT (0080)		Physical Therapy	consult
Emergent	THREEHUNDREDTHIRTY,PATIENT (0330)		Physical Therapy	consult
Emergent	ONEHUNDREDSIXTYNINE,PATIENT (0169)		Physical Therapy	consult
Emergent	EHMP,FIVE (0005)		Physical Therapy	consult
Emergent	ONEHUNDREDSIXTYNINE,PATIENT (0169)		Physical Therapy	consult
Emergent	SEVENTYTHREE,PATIENT (0073)		Physical Therapy	consult
Emergent	ONEHUNDREDSIXTYONE,PATIENT (0161)		Physical Therapy	consult
Emergent	SIXTY,PATIENT (0060)		Physical Therapy	consult
Emergent	EIGHT,PATIENT (0008)		Physical Therapy	consult
Emergent	TWELVE,PATIENT (0012)		Physical Therapy	consult
Emergent	TWENTYSEVEN,PATIENT (0027)		Physical Therapy	consult
Emergent	ONEHUNDREDFIFTYTHREE,PATIENT (0153)		Physical Therapy	consult

1. Select the **filter** button to open the filter text field and enter keywords to filter through the activities. For more detail refer to the Filter Button section.
2. Select the **expanded view** button to display more information about the activities (Figure 7-8). The expanded view of the Activities applet includes the following:
   a. **Dropdown menu:** A dropdown menu with the option to sort activities by All Activities Related to Me, Intended for Me or My Team(s), and Created by Me
   b. **Display only:** A dropdown menu to sort activities by Open, Open and Closed, or Closed
   c. **Urgency:** Displays the urgency of the activity as emergent, routine, or urgent
   d. **Patient Name:** Displays the patient's name the activity is associated with
   e. **Flag** : Indicates if the overall activity is not meeting a performance indicator as defined in the activity definition
   f. **Activity Name:** Displays the activity instance name
   g. **Domain:** Displays the domain in which the activity is found, such as Orders, or Lab
   h. **State:** Displays current activity state
   i. **Intended for:** Displays the person or team the activity was initially assigned to

j. **Assigned Facility:** Displays the facility to whom the activity was sent. This field may be empty

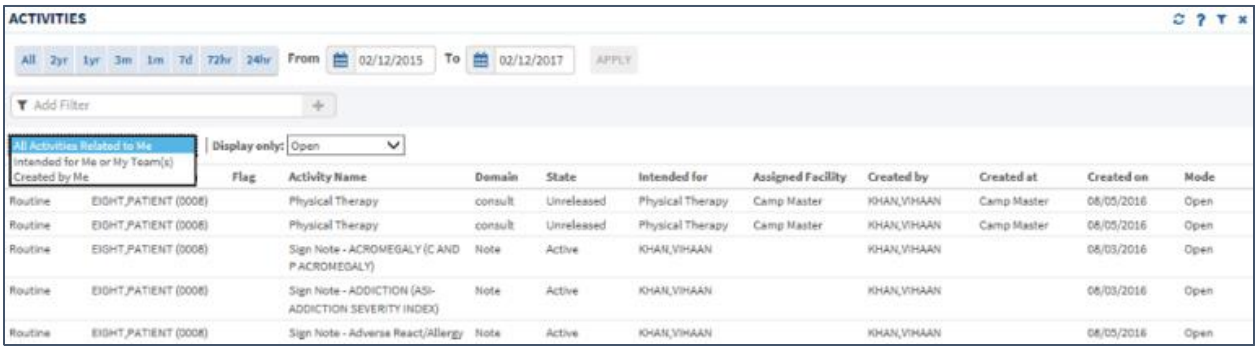
k. **Created by:** Displays the user who originated the activity request

l. **Created at:** Displays the source facility where the user authenticated the activity

m. **Created on:** Displays the date and time the activity was created

n. **Mode:** Displays the mode of the activity as Open, Open & Closed, and Closed (default is Open only.) This column is linked to the Display only dropdown menu

Figure 7-8 Activities Applet Expanded View

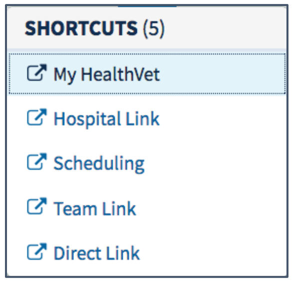


3. Select the **preset date ranges** or use the **calendar date picker** and select **Apply** to sort through the activities by a preferred timeframe. For more detail refer to the Entering Dates and Times into eHMP section.
4. Enter a **keyword** in the *Add Filter* field and then select the **add** button to add filters to the Activities applet. The results populate as you enter text.
5. Select the **remove filter** button or select the **Remove All** button REMOVE ALL to remove the filter text.
6. Select the **close** button to close the expanded view and return to the summary view of the Activities applet.
7. Select an **activity item** from the Activities applet. The associated patient's detail dialog displays.
8. Confirm **patient selection**. For more detail refer to the Selecting a Patient section. The selected activity associated with the patient displays in the patient's record.
9. Take action on the **assigned activity**.

Shortcuts

The shortcuts feature provides shortcuts to external links. Select the **shortcuts** icon to open the dropdown menu (Figure 7-9**Error! Reference source not found.**). Select a **link** to open in a new browser window.

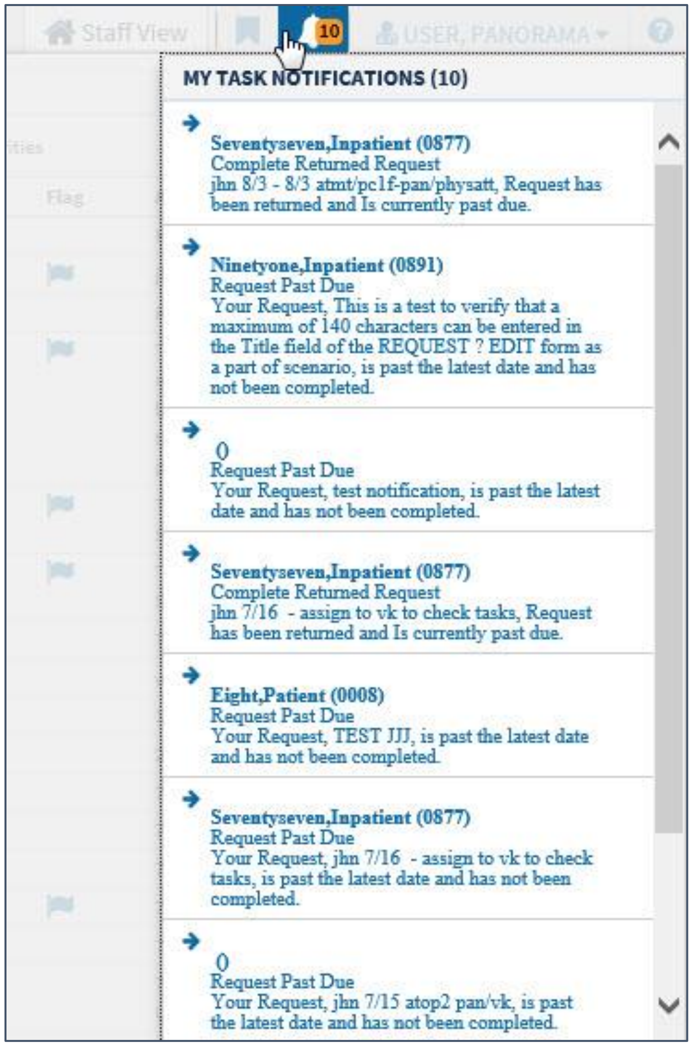
Figure 7-9 Shortcuts



My Task Notifications

The My Task Notifications feature displays messages that allow you to quickly review and manage high priority tasks assigned to you to better assess and treat your patients. Select the **notifications** icon  to display your notifications (Figure 7-10**Error! Reference source not found.**).

Figure 7-10 My Task Notifications

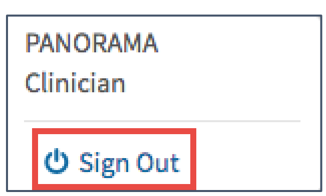


User Tab

The user tab 

displays the user's name, facility, and role, and the sign out option when selected. Select **Sign Out** to sign out of eHMP (Figure 7-11**Error! Reference source not found.**).

Figure 7-11 Sign Out Option



Chapter 8: Global Timeline Date Filter

About the Global Timeline Date Filter

The Global Timeline Date Filter controls the amount of historical information displayed throughout the patient record. It displays two years of patient information by default, and allows you to modify the date range to allow for easier investigation of records.

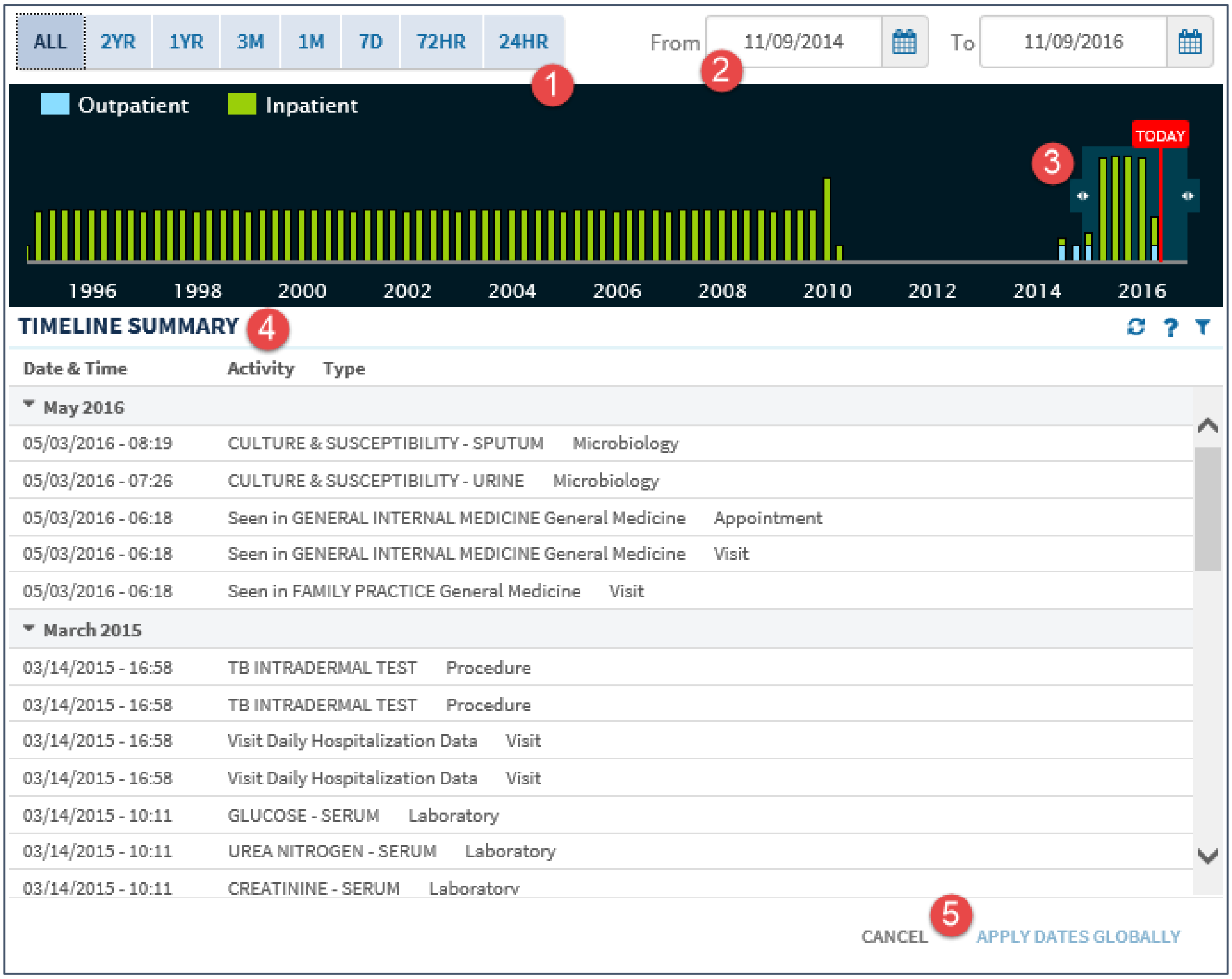
The summary view of the Global Timeline Date Filter displays the date range selected with a graphical representation. The bars (blue denotes outpatient and green denotes inpatient) depict the number of patient activities recorded for a specific date (Figure 8-1). The red line on the graph represents the current date.

Figure 8-1 Global Timeline Date Filter Summary View

The list below describes the elements of the expanded Global Timeline Date Filter as displayed in Figure 8-2:

1. Preset date ranges
2. Custom date range
3. All events timeline graph
4. Timeline summary
5. Apply selected dates globally

Figure 8-2 Expanded Global Timeline Date Filter

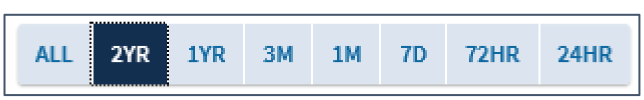


Using the Preset Date Ranges

To use preset date ranges:

1. Select the **Global Timeline Date Filter summary view** to open the expanded Global Timeline Date Filter.
2. Select the desired **preset date range** (Figure 8-3). The calendar dropdown, all events timeline graph, and timeline summary update with the selected date range.

Figure 8-3 Preset Date Ranges



3. Select **Apply Dates Globally** to set the date range for the patient record. The patient information for the selected date range displays. Or select **Cancel** to exit the Global Timeline Date Filter without changing the dates.

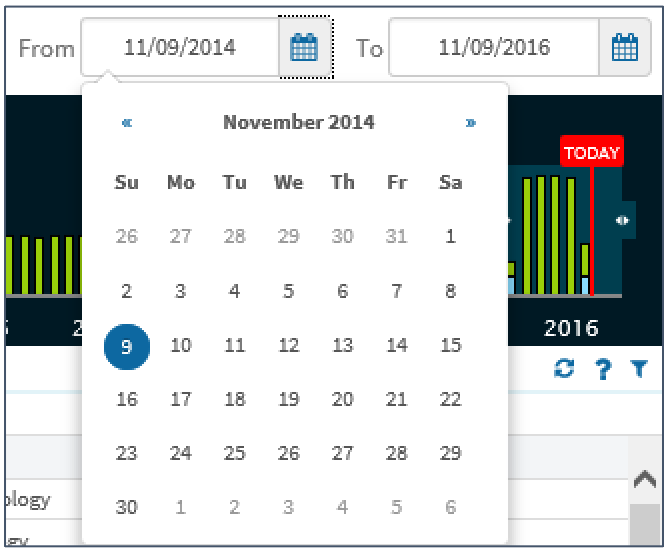
NOTE: *If you select **outside** of the Global Timeline Date Filter box, the box closes and the selected dates are not applied.*

Using the Custom Date Range

To use custom date ranges:

1. Select the **Global Timeline Date Filter summary view** to open the expanded Global Timeline Date Filter.
2. Use the **calendar dropdowns** (Figure 8-4) or enter the **dates** using the MM/DD/YYYY format to choose a custom date range.

Figure 8-4 Calendar Dropdowns



NOTE: *You can only select a **start date** that is in the past and an **end date** that is the current date or a date in the future.*

3. Select **Apply Dates Globally** to set the date range for the patient record. The patient information for the selected date range displays. Or select **Cancel** to exit the Global Timeline Date Filter without changing the dates.

NOTE: *If you select **outside** of the Global Timeline Date Filter box, the box closes and the selected dates are not applied.*

Using the All Events Timeline

The All Events Timeline (Figure 8-5) displays a graphical representation of events from the full patient historical record that includes both inpatient and outpatient information. It allows you to limit the data set more accurately to perform a quick analysis.

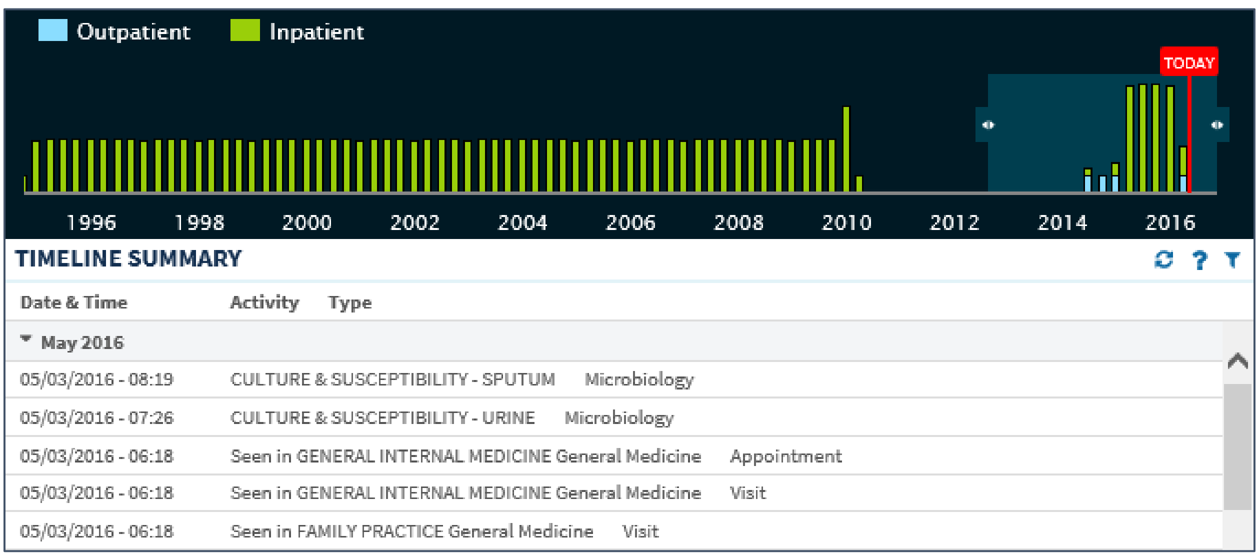
To use the all events timeline:

1. Select the **Global Timeline Date Filter summary view** to open the expanded Global Timeline Date Filter.
2. Select and drag the **double arrows** on the left of the shaded timeline area to select the *start* date.
3. Select and drag the **double arrows** on the right of the shaded timeline area to select the *end* date. The calendar dropdown and the Timeline Summary populate as you select the date range.
4. Select **Apply Dates Globally** to set the date range for the patient record. The patient information for the selected date range displays. Or select **Cancel** to exit the Global Timeline Date Filter without changing the dates.

NOTE: *If there is no recent data, only the red **Today** reference line displays.*

NOTE: *If you select **outside** of the Global Timeline Date Filter box, the box closes and the selected dates are not applied.*

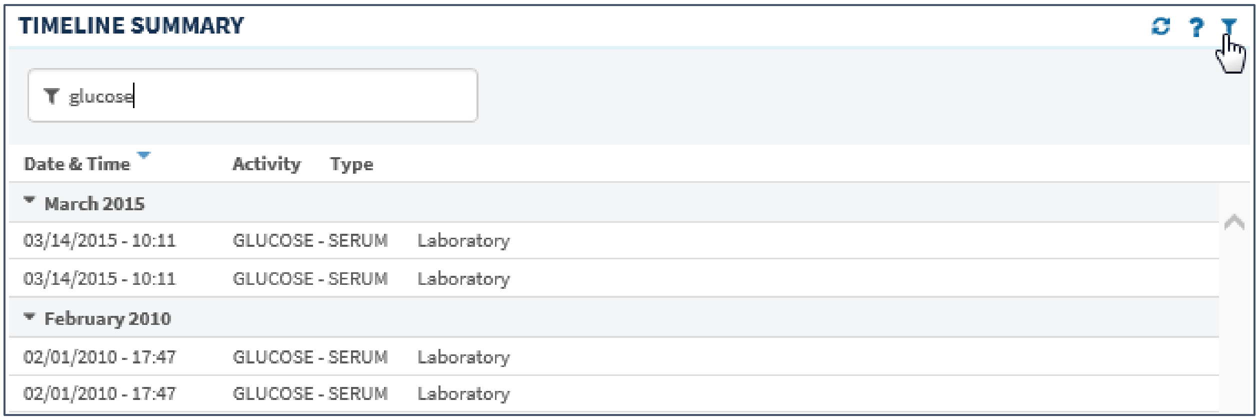
Figure 8-5 All Events Timeline



Using the Timeline Summary

As the date range for the patient record changes, the Timeline Summary refreshes to display patient activities within the selected date range. The Timeline Summary is a list view of the patient's activities grouped by month. The groups are collapsible and can be sorted by date and time, or type. The information can also be filtered by selecting the **Filter** button and entering a keyword (Figure 8-6).

Figure 8-6 Timeline Summary Filtering



Select **an activity** in the Timeline Summary to display more detailed information (Figure 8-7).

Figure 8-7 Patient Activity Detail Dialog Box

Chapter 9: Search Record Field

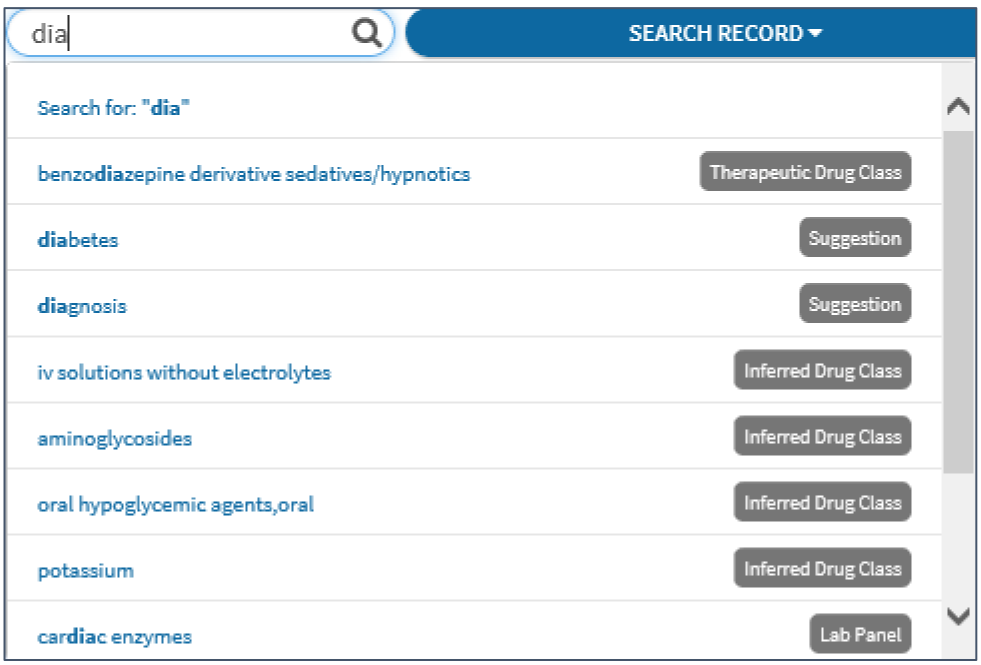
About the Search Record Field

The Search Record field allows you to search within a selected patient's record for specific information.

How to Search a Patient Record

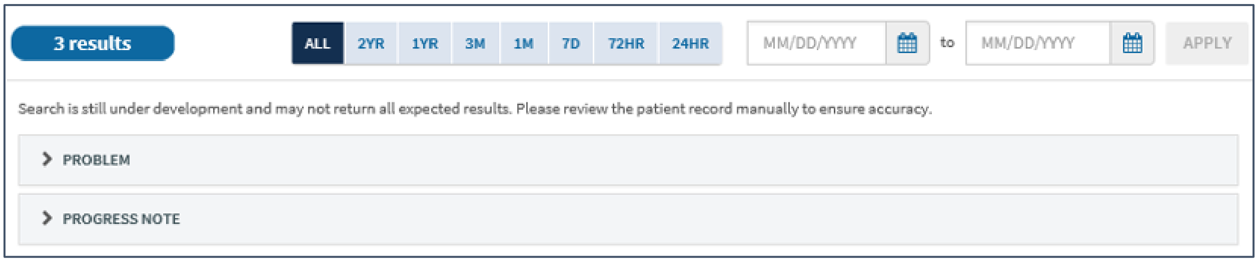
1. Enter text (e.g., a medication, document, or immunization) in the *Search Record* field. A list of suggested items drops down from the field as you enter the text (Figure 9-1**Error! Reference source not found.**).

Figure 9-1 Searching a Patient Record



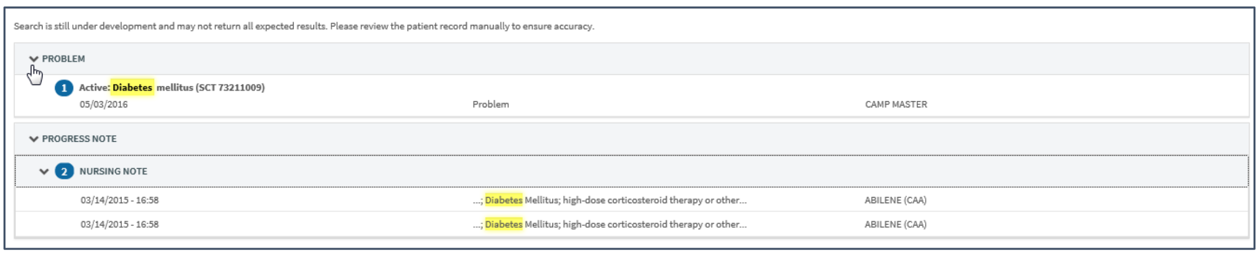
2. If the desired item appears in the list, select the **item**; otherwise continue to enter the entire text and press **Enter** to run the search. The number of results that match the search criteria is displayed and results are categorized (Figure 9-2**Error! Reference source not found.**).

Figure 9-2 Categorized Results



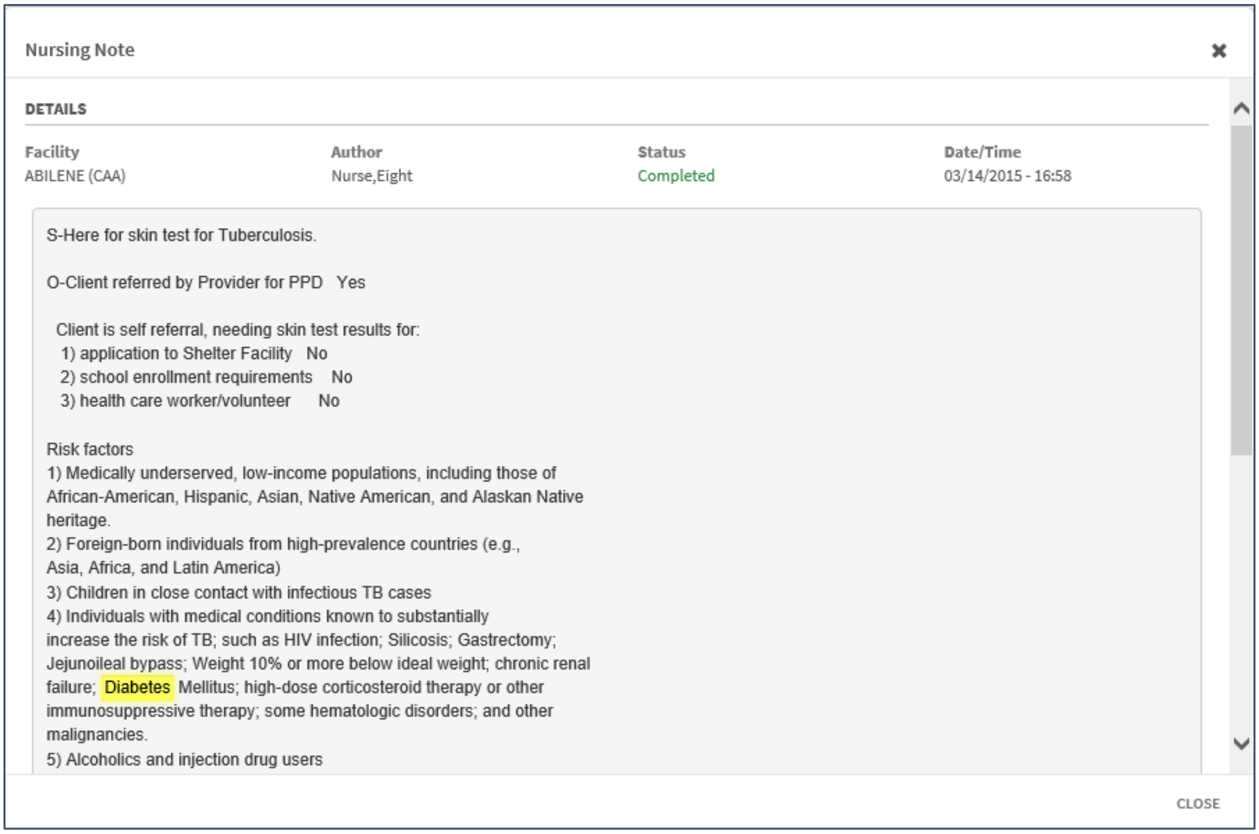
3. Use the **preset date ranges** or the **calendar dropdowns** to filter the results for a specific timeframe. By default, there is no date filter set; the search is performed on the entire patient record (i.e. "All" data).
4. Select the **dropdown** arrows to display the results found within each category (Figure 9-3**Error! Reference source not found.**). The selected item and related items are highlighted within the item name and/or a snippet of its associated details.

Figure 9-3 Results Within Each Category



5. Select an **item** from the results list to open a detail dialog box with the selected item and related items highlighted (Figure 9-4**Error! Reference source not found.**).

Figure 9-4 Search Results Detail Dialog Box



6. Select **CLOSE** to close the detail dialog box and return to the results list.

Chapter 10: Workspaces

About Workspaces

Workspaces represent an area of activity with specific applets that support that activity. There are two types of workspaces for eHMP v2.0: predefined and user-defined workspaces.

Predefined Workspaces

Predefined workspaces have been created to provide you with different displays of patient information. These workspaces cannot be edited or deleted. The Coversheet, Timeline, Overview, Meds Review, Documents, and Summary are all predefined workspaces.

Workspace Manager

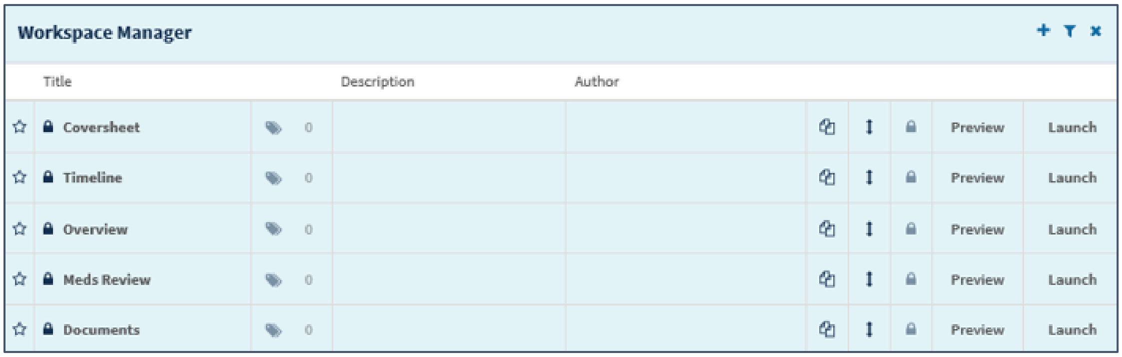
The Workspace Manager feature allows you to add, edit, arrange and delete user-defined workspaces within the patient record. You can also copy and customize any of the predefined and user-defined workspaces.

Select either **Manage Workspaces** from the Workspace dropdown menu or the **Workspace Manager** button to open the Workspace Manager window.

The following are the elements of the Workspace Manager (Figure 10-1**Error! Reference source not found.**):

- Default View
- Title
- Associated Conditions
- Description
- Author
- Duplicate
- Rearrange
- Locked/Delete
- Preview
- Customize/Launch

Figure 10-1 Workspace Manager Window



Select the **X** icon or the **Close** button to close the Workspace Manager and return to the previous screen.

NOTE: *A workspace with a lock icon beside the title cannot be edited or deleted. Predefined workspaces are locked by default.*

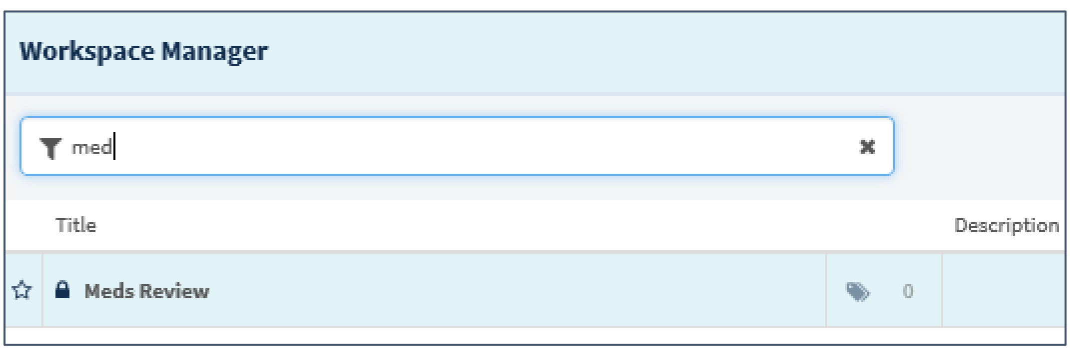
Workspace Filter

The Workspace Filter allows you to filter the workspaces by title or description.

To filter through the list of workspaces:

1. Select the **Filter** button . The *Filter by title or description* field displays.
2. Enter the desired **workspace title and/or description**. The results populate as you type (Figure 10-2**Error! Reference source not found.**).

Figure 10-2 Workspace Manager Filtering



3. Select the **x** to remove the text and enter new filter text.
4. Select the **filter** button again to remove the *Filter by title or description* field.

Add a New Workspace

The Workspace Manager allows you to create a new user-defined workspace that persists from patient to patient and session to session.

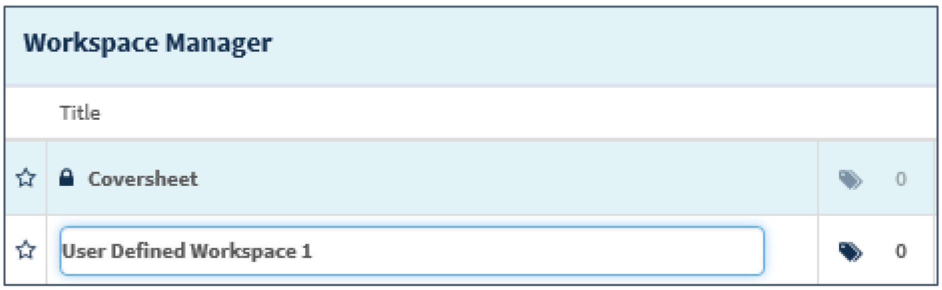
To create a user-defined workspace:

1. Select the **Add New Workspace** button. The new workspace is added to the bottom of the workspace manager listing.

Workspace Title

Once a workspace has been added to the Workspace Manager, you can customize the new workspace. By default, each new user defined workspace title will be prefixed with “User Defined Workspace” and a number (e.g. “User Defined Workspace 1”) and can be renamed as needed (30-character limit, no special characters allowed). Your name will also be displayed as the Author of the new workspace (Figure 10-3**Error! Reference source not found.**).

Figure 10-3 Workspace Title Field



Default Screen

The Default Screen button allows you to select the workspace you want to set as your default screen when you open a patient record. Select the **star** button next to the workspace title to set the desired default screen.

NOTE: *The Summary workspace is the default screen until another workspace has been selected.*

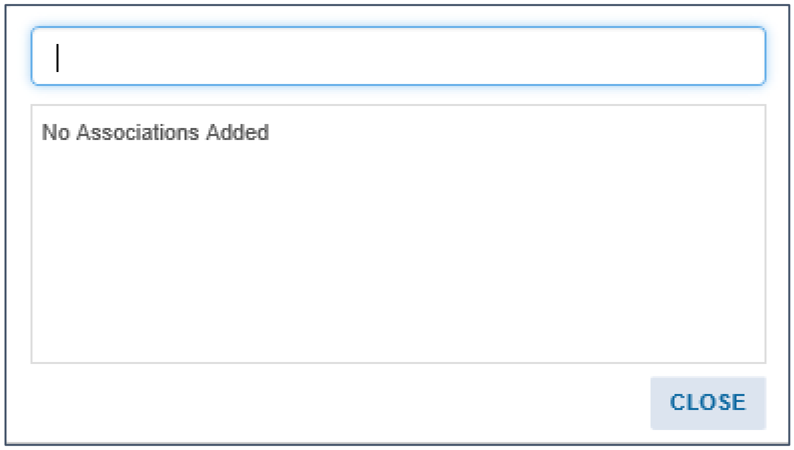
Associated Conditions

The Associated Conditions feature allows you to associate a problem with a user-defined workspace. When a problem is associated with a workspace, you are able to select the problem from the Problems applet to quickly access the associated user-defined workspace. A number next to the Associated Conditions button indicates the number of problems associated with the workspace.

Add an Associated Condition to a Workspace

1. Select the **Associated Conditions** button. The *Search Problems* field displays (Figure 10-4**Error! Reference source not found.**).

Figure 10-4 Search Associated Problems Field

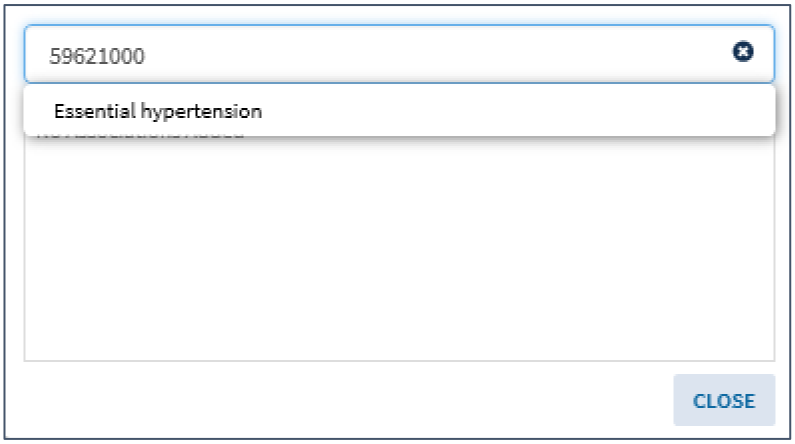


2. Enter the **problem** in the *Search Problems* field. The results populate as you type (Figure 10-5**Error! Reference source not found.**).

Figure 10-5 Associated Problems Search Results

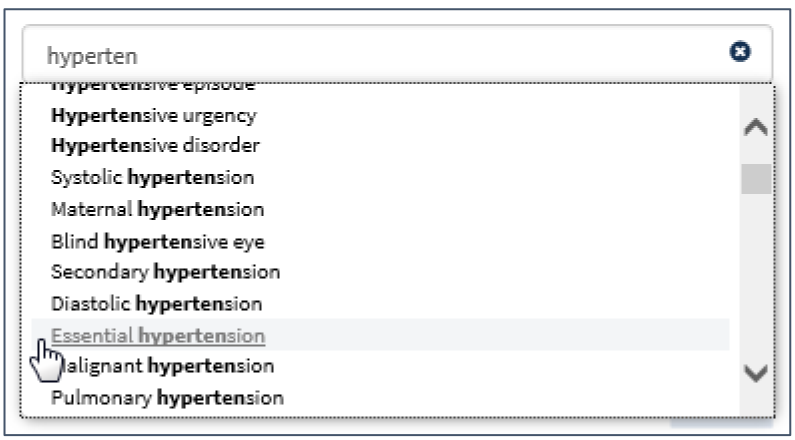
3. You can also enter the **SNOMED CT code** in the *Search Problems* field (Figure 10-6). The code can be copied from the Problems applet by selecting the problem and then the details form button. Then paste into the *Search Problems* field.

Figure 10-6 Entering in SNOMED CT Code



4. Select the **problem** from the list. The problem is underlined and shaded out when selected (Figure 10-7**Error! Reference source not found.**).

Figure 10-7 Selected Associated Problem

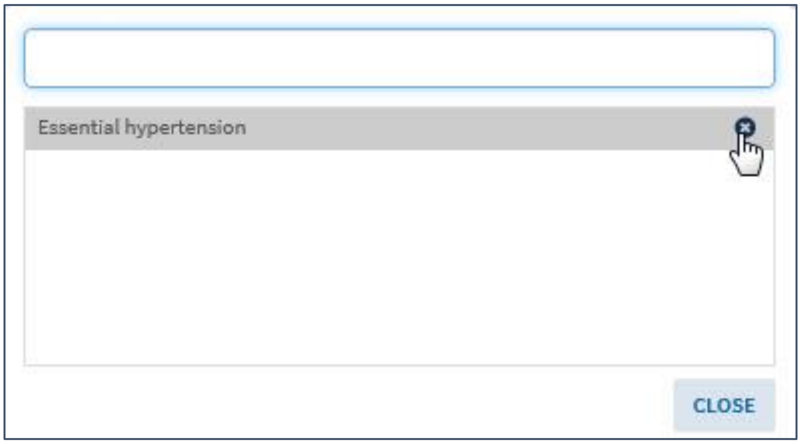


5. You can add another **problem** by entering it in the *Search Problems* field, or exit by selecting the **Close** button. The problem is now associated with that workspace. A number next to the Associated Conditions button indicates the number of problems associated with the workspace .

Remove an Associated Condition(s) From a Workspace

1. Select the **Associated Conditions** button . The *Search Problems* field displays with the associated condition(s) listed (Figure 10-8**Error! Reference source not found.**).
2. Select the **remove association** button  to remove the problem from the workspace (Figure 10-8**Error! Reference source not found.**).

Figure 10-8 Remove Associated Condition



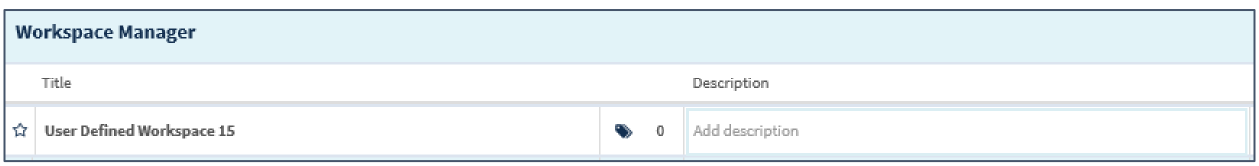
3. Select the **Close** button to return to the workspace manager.

Workspace Description

The Description field allows you to describe a user-defined workspace. This feature is associated with the workspace filter function. Select the **Add description** field (Figure 10-9**Error! Reference source not found.**) to add a workspace description.

NOTE: *The workspace description is optional and not required.*

Figure 10-9 Add Description to Workspace Field

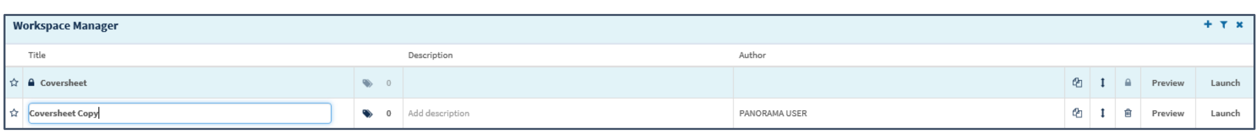


NOTE: *A description cannot be added to predefined workspaces.*

Duplicate Workspaces

You are able to duplicate any workspace so that you can modify a copy of the selected workspace. Select the **Duplicate** button  to create a duplicated workspace. A copy of that workspace displays in the Workspace Manager list, under the duplicated workspace (Figure 10-10**Error! Reference source not found.**).

Figure 10-10 Duplicated Workspace



NOTE: *Refer to the **Error! Reference source not found.** section for guidance on customizing a orkspace.*

Rearrange Workspace Listings

The Rearrange button allows you to rearrange the workspace listing so that you can customize the workspace order. This sort order of the workspaces in the Workspace Manager will drive the display order of the workspaces in the Workspace dropdown menu.

To rearrange the Workspace Manager listing:

1. Select the **Rearrange** button . The selected row is highlighted.
2. Use your right button on your mouse to select the workspace and then drag to desired spot. Alternatively, you can press the spacebar and the up and down arrow keys on the keyboard to move the workspace to the desired spot.

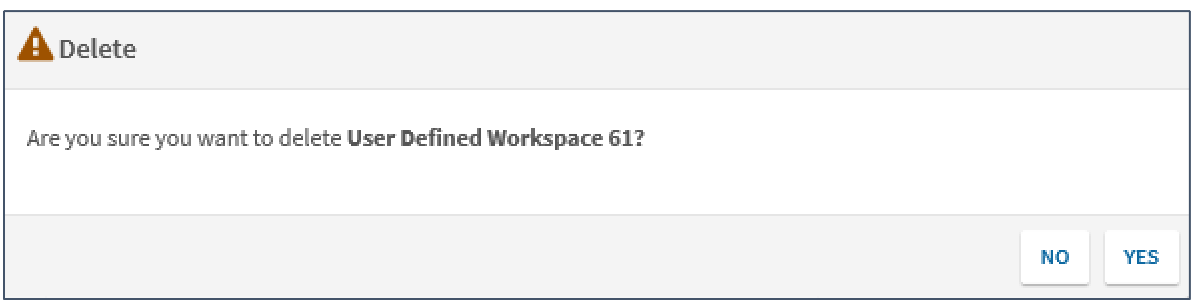
Delete Workspaces

The Delete button allows you to delete any user-defined or duplicated workspace. Once deleted, these workspaces are no longer available.

To delete a user-defined or duplicated workspace:

1. Select the **Delete** button associated with the workspace to be deleted. A confirmation message displays (Figure 10-11**Error! Reference source not found.**).
2. Select either **Yes** to delete the workspace, or **No** to return to the Workspace Manager without deleting the workspace.

Figure 10-11 Delete Workspace Confirmation Message



NOTE: *Predefined workspaces cannot be deleted.*

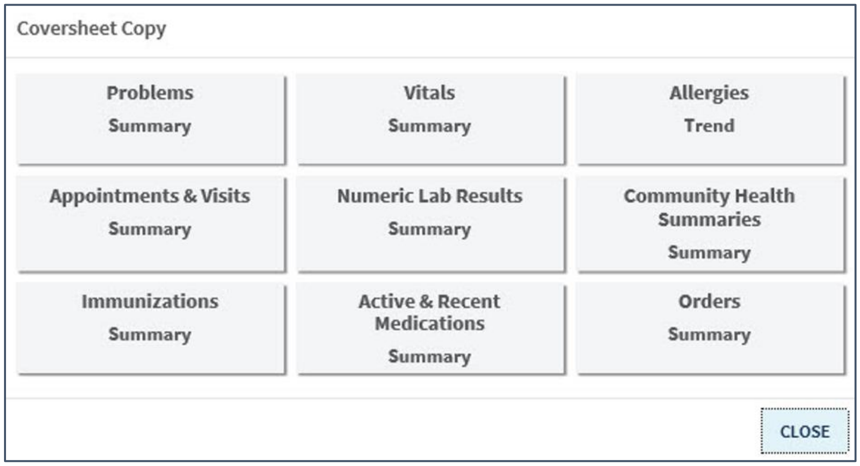
Preview Workspace

The preview link displays a view-only sample of the workspace layout.

1. Select the **Preview** link to open a preview of the selected workspace. The pop-up box displays the applet titles and views for the selected workspace (Figure 10-12**Error! Reference source not found.**).

NOTE: *The Preview functionality is not available for user-defined workspaces that have not been customized. The Preview is shaded out to indicate the link is unavailable.*

Figure 10-12 Workspace Preview



2. Select the **CLOSE** button to return to the Workspace Manager.

Customize a New Workspace

You can customize workspaces you create to enable unique experiences within the application.

To implement the customization of a new workspace:

1. Select the **Customize** link 

in the Workspace Manager. The Workspace Editor screen displays.

Workspace Editor Screen

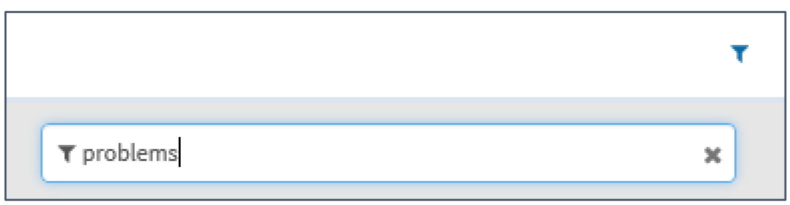
The Workspace Editor screen displays a listing of the applets in alphabetical order (Figure 10-13**Error! Reference source not found.**). An applet is an application that when run will display specific information within the web browser. The Allergies applet, for example, will display the patient's allergies. The Workspace Editor screen allows you to edit and customize your user-defined workspace.

Figure 10-13 Workspace Editor Screen

You can access the Workspace Editor Screen by selecting the Workspace Editor button  from the eHMP Application Window or from selecting the Customize link in the Workspace Manager screen.

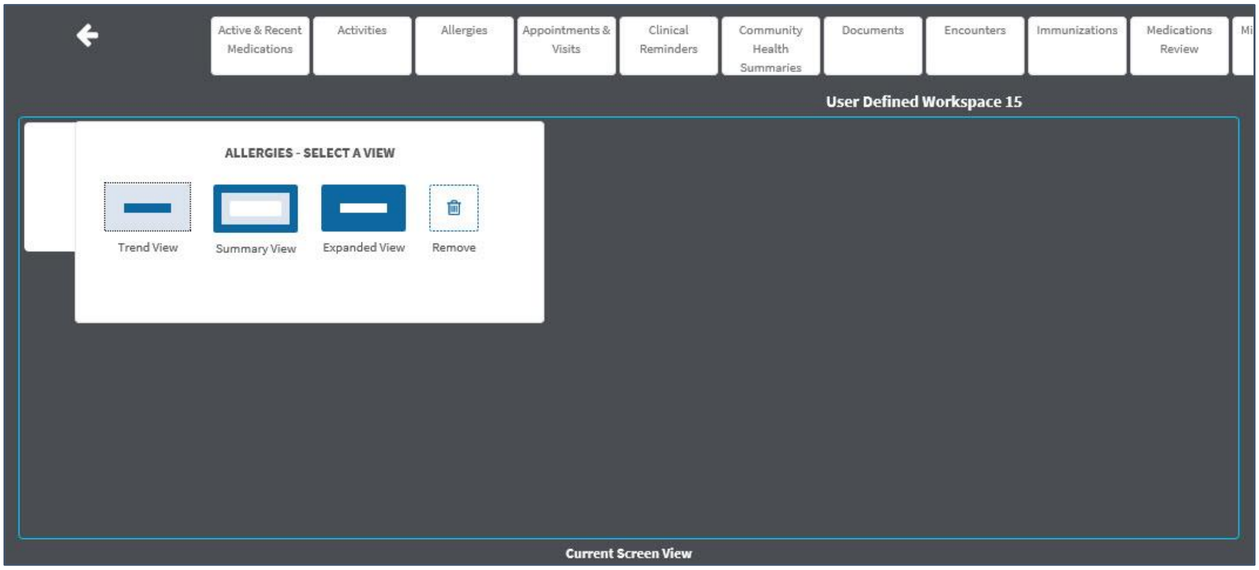
1. Select the right or left arrows to horizontally scroll through the **applets list.** Alternatively, you can select the **filter button** and enter the **applet name** in the *Search applet* field (Figure 10-14).

Figure 10-14 Search Applets Field



2. To remove the filter, select the **x** in the *Search applet* field.
3. Select the **applet**, then drag and drop in the Current Screen View box. The Select a View option displays (Figure 10-15**Error! Reference source not found.**).

Figure 10-15 Select a View for Applet in User-Defined Workspace



4. Select the **trend, summary, or expanded view** for that applet. The views determine the level of detail that will be displayed within the applet, with the Trend View being the most general and the Expanded View having the most detail of the selectable options. The displayed view options will vary by applet.
5. A box with the applet title and the view that was chosen displays in the Current Screen View box.
6. Select the **applets** then drag them to move them on the screen.

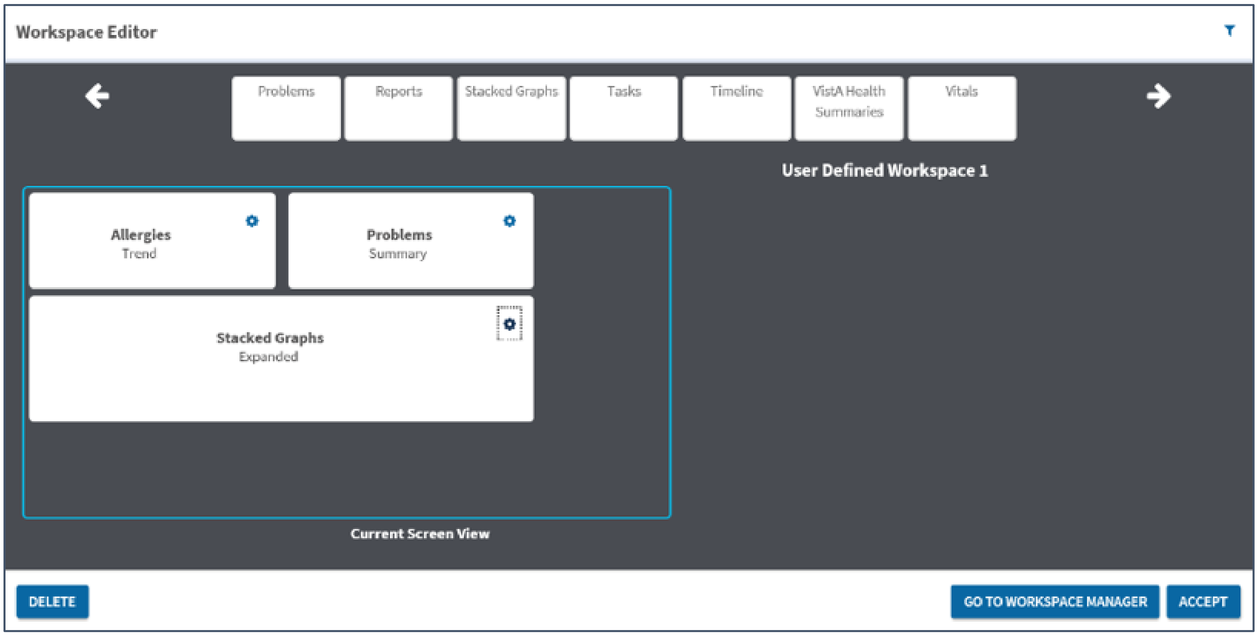
NOTE: *Any applets outside the Current Screen View box are included in the workspace. You will need to use the horizontal scrollbar at the bottom of the eHMP Application Window to display applets outside of the Current Screen View box when reviewing the workspace.*

7. Use the **double arrows** in the lower right-hand corner to modify the size of the applet (Figure 10-16**Error! Reference source not found.**) on the screen.

Figure 10-16 Using Double Arrows to Modify Applet Size

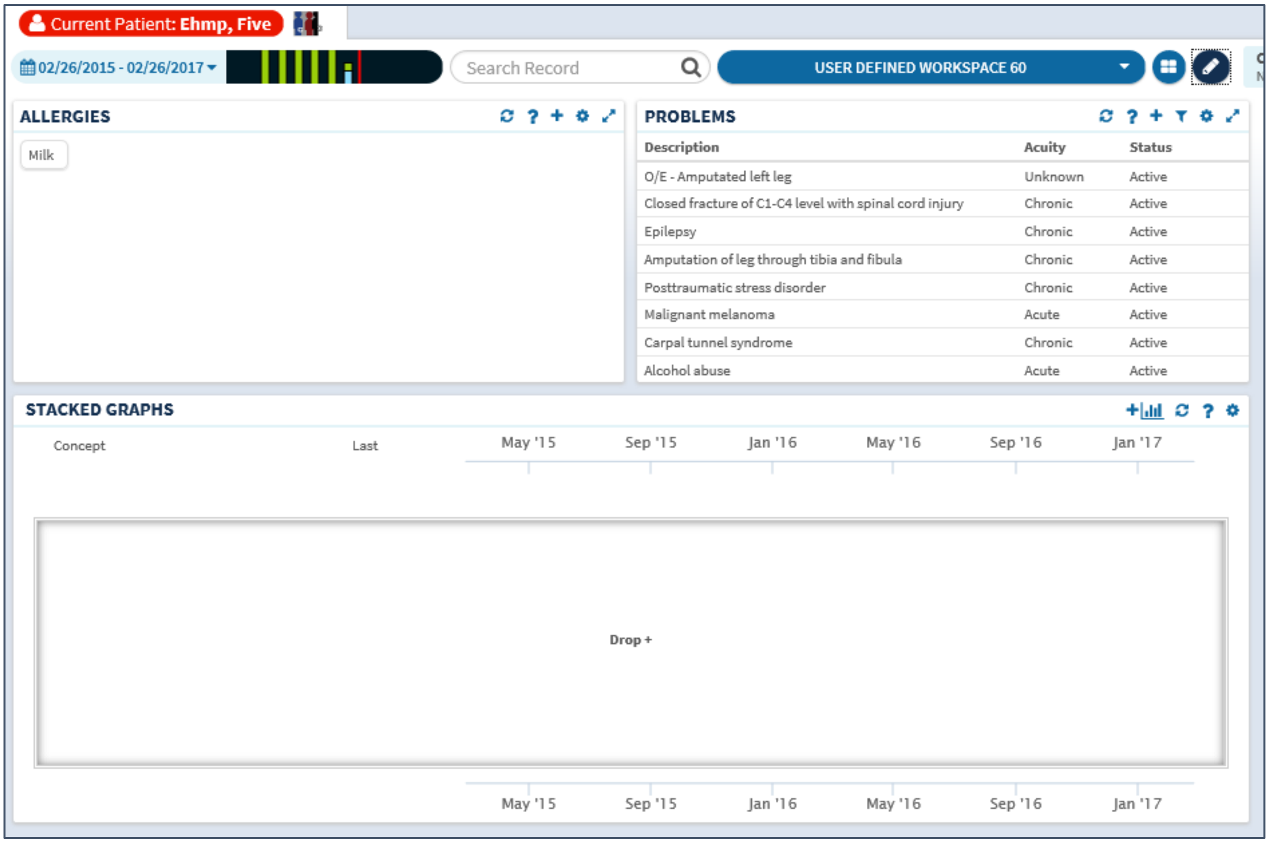
8. Select the **settings** button to change the applet view or to delete it.
9. Repeat **steps 2-7** until the workspace layout is complete. Figure 10-17 displays an example user-defined workspace consisting of the trend view for the Allergies applet, the summary view for the Problems applet, and expanded view for the Stacked Graphs applet.

Figure 10-17 Example User-Defined Workspace



10. Select either the **Go to Workspace Manager** button to return to the Workspace Manager screen or the **Accept** button to open the workspace in the eHMP Application Window (Figure 10-18). You can also select the **Delete** button to delete the workspace completely.

Figure 10-18 User-Defined Workspace in the eHMP Application Window



NOTE: *User-defined workspaces can also be edited in the eHMP Application Window.*

Launch Workspaces

Once the user-defined workspace has been customized, select the **Accept** button to open the workspace in the eHMP Application Window. You can also select the **Launch** link from the Workspace Manager or from the Workspace dropdown menu to access the user-defined workspace.

Edit a User-Defined Workspace

Once a user-defined workspace is launched in the eHMP Application Window, you have the option to edit the workspace here.

1. Launch the workspace from the Workspace Manager, or from the Workspace dropdown menu. The workspace opens in the eHMP Application Window.
2. Select an **applet** to drag and move it on the screen.
3. Select the **settings** button  on the applet to select a different view, or to delete the applet.

4. Hover your **cursor** on the bottom left corner of the applet, then **select** and **drag** to re-size the applet.
5. Select the **Workspace Editor** button  to add more applets to the workspace.
6. Repeat **steps 2-5** until the customization is complete.

Chapter 11: Current Encounter

About the Current Encounter Section

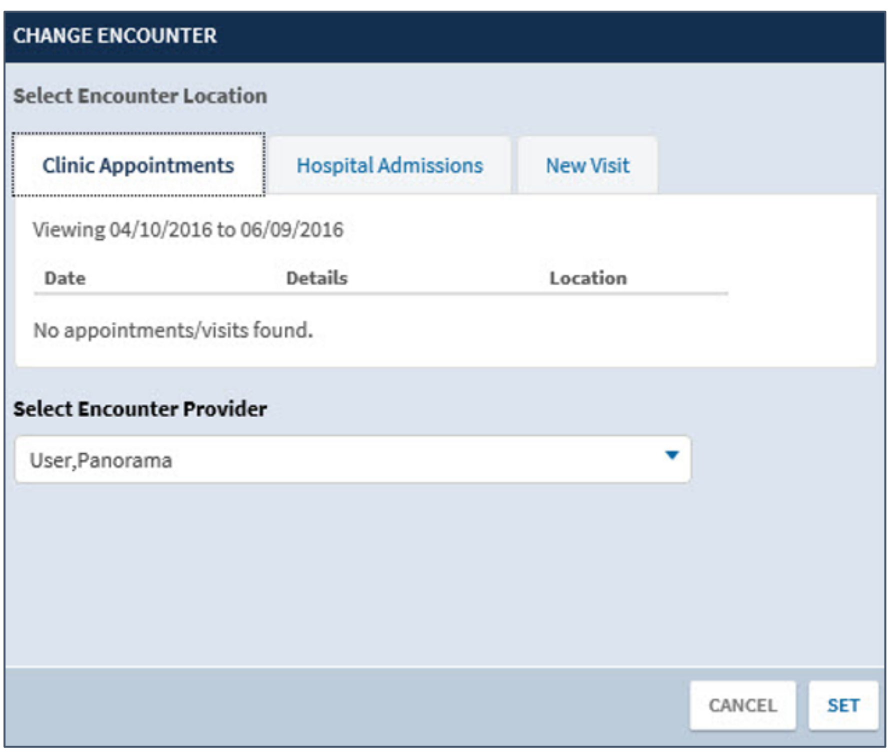
The eHMP Current Encounter feature allows you to create or select a visit to which almost all other clinical activities can be associated. A visit must be selected before performing an action requiring visit context. The minimum information required to establish a visit is the Provider, Location, Date, Time, and visit category (Clinic Appointment, Hospital Admission, or New Visit). Once the visit has been selected, all subsequent clinical documentation is associated with that visit, and the visit details display (Figure 11-1). You can access this section from any screen in eHMP.

Figure 11-1 Current Encounter Section

Select an Existing Encounter

1. Select the **Current Encounter** section. The Change Encounter window displays (Figure 11-2).

Figure 11-2 Change Encounter Window

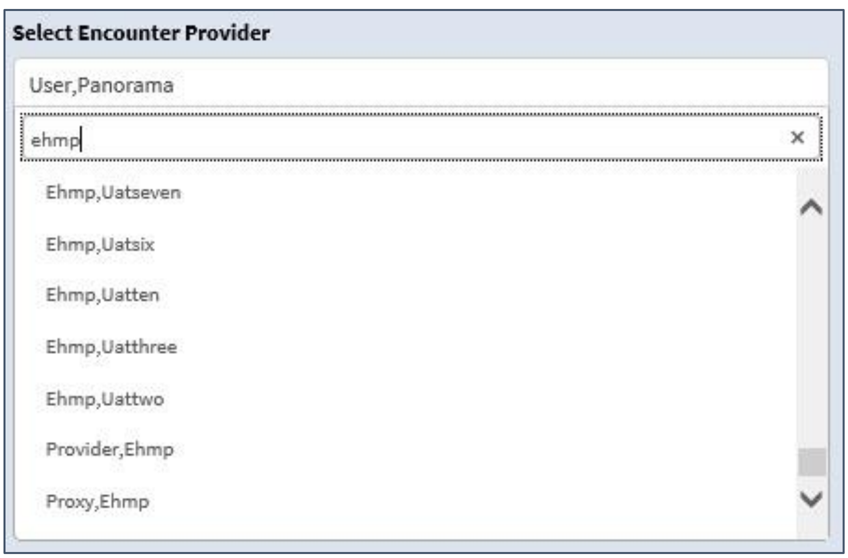


2. Select either the **Clinic Appointments** or **Hospital Admissions** tab.
3. Select the **existing encounter** from either section. The selected encounter is highlighted (Figure 11-3).

Figure 11-3 Encounter Selection

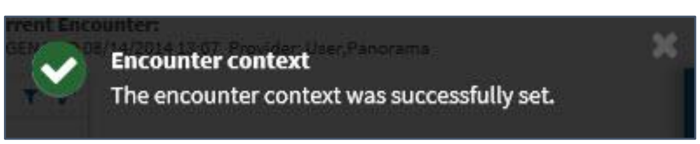
4. Select the **Encounter Provider** using the *Select Encounter Provider* dropdown arrow.
5. Enter the **provider's name** in the *filter* field to filter through the provider list (Figure 11-4).

Figure 11-4 Select Encounter Provider



6. Select **Set** at the bottom of the page to set the encounter. A notification displays informing you that the encounter was successfully set (Figure 11-5).

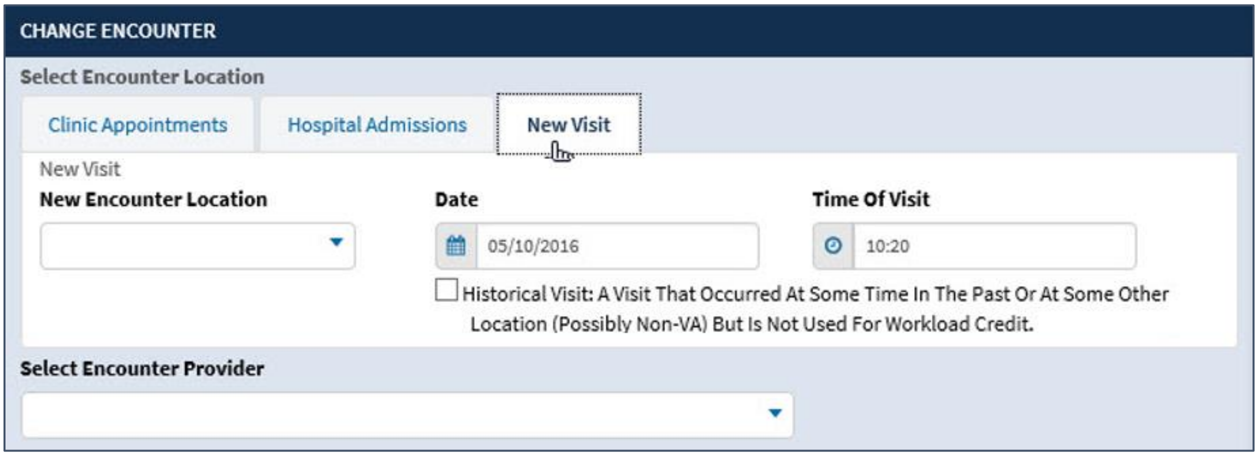
Figure 11-5 Encounter Context Notification



Create a New Visit

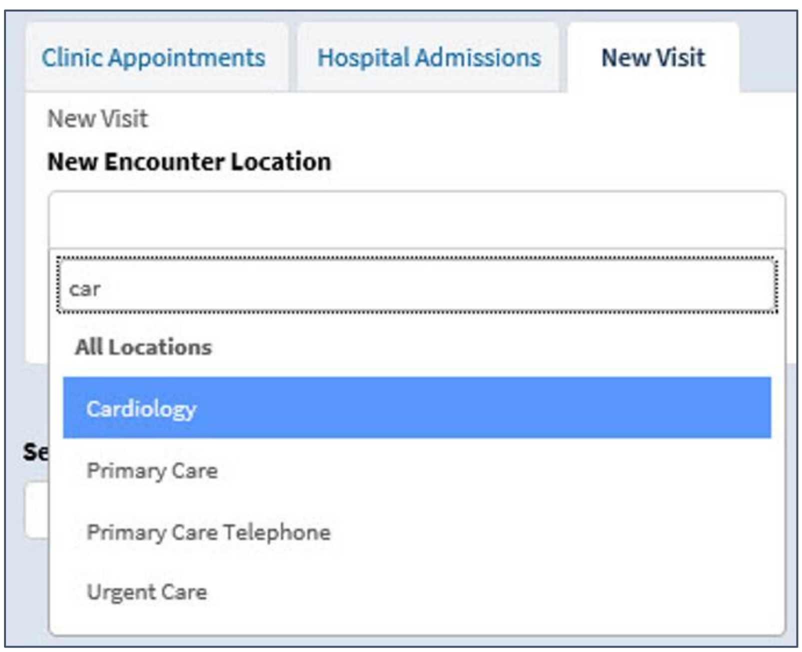
1. Select the **Current Encounter** section. The *Change Encounter* window displays.
2. Select the **New Visit** tab (Figure 11-6).

Figure 11-6 New Visit Tab



3. Select the **New Encounter Location** dropdown arrow.
4. Enter the **location name** in the *filter* field to filter through the locations. The results populate as you enter text (Figure 11-7).

Figure 11-7 New Encounter Location



5. Select the **location** for the new encounter.
6. Select a **date for the visit** using the calendar icon or enter **the date** using the MM/DD/YYYY format.

NOTE:	*The default is the current date.*

7. Select a **time for the visit** using the clock icon or enter **the time** using the HH:MM format.

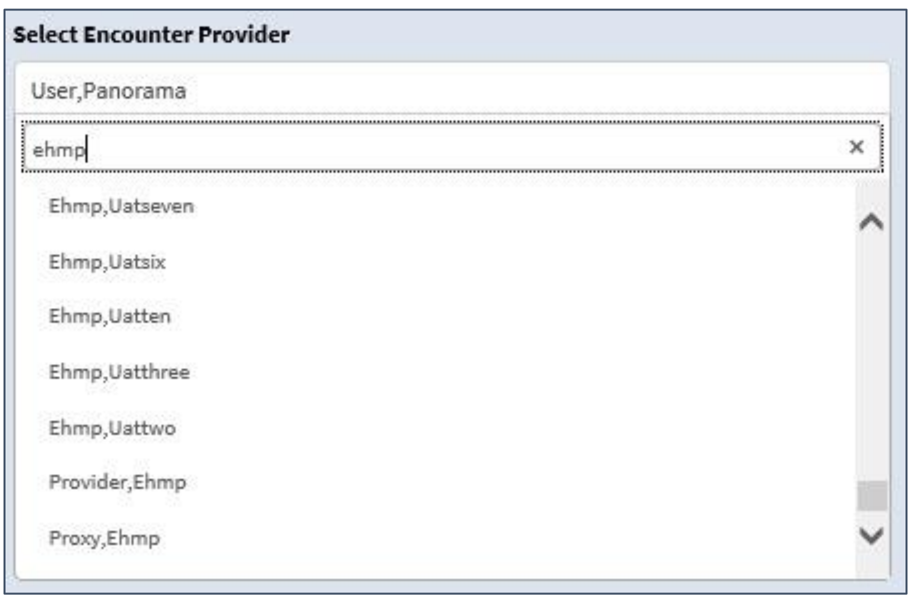
NOTE:	*The default is the current time.*

8. Select the **Historical Visit** checkbox to record a visit that occurred in the past or at some other location but is not used for workload credit (Figure 11-8).

Figure 11-8 Historical Visit Checkbox

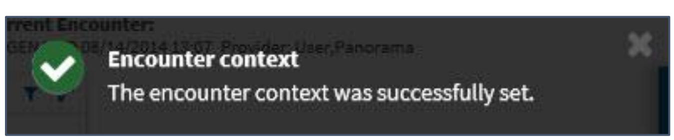
9. Select the **Encounter Provider** using the dropdown arrow.
10. Enter the **provider's name** in the *filter* field to filter through the provider list (Figure 11-9).

Figure 11-9 Select New Encounter Provider



11. Select **Set** to set the encounter. A notification displays informing you that the encounter was successfully set (Figure 11-10).

Figure 11-10 New Encounter Context Notification

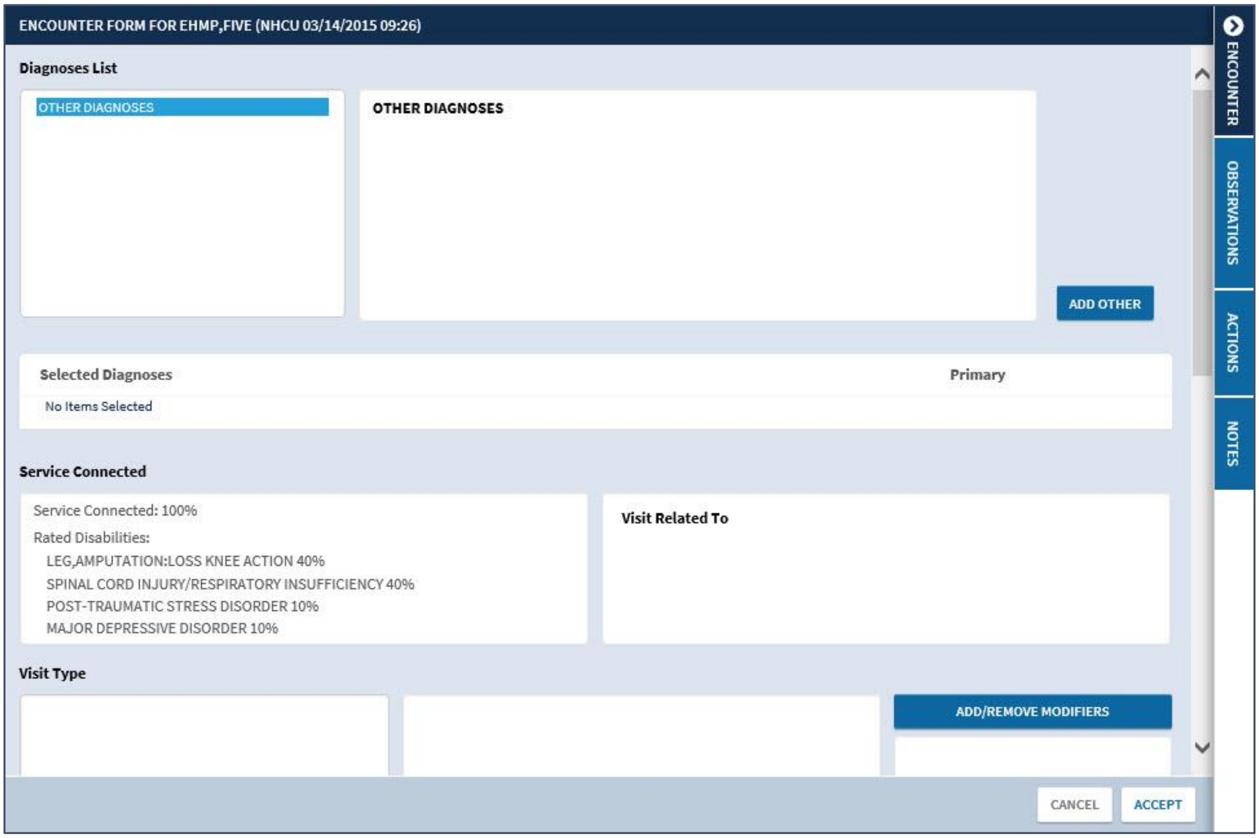


Chapter 12: Activity Tray

Encounter

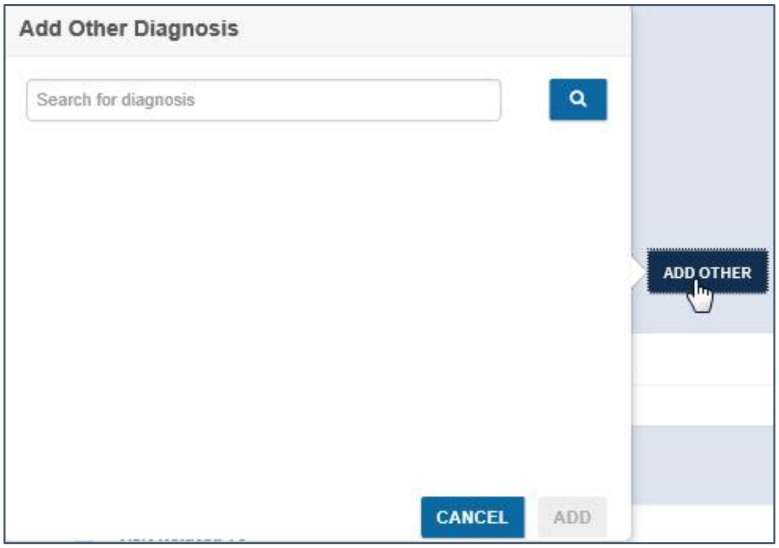
1. Select the **Encounter** button from the *Activity Tray*. The Encounter Form for the selected patient displays (Figure 12-1).

Figure 12-1 Encounter Form



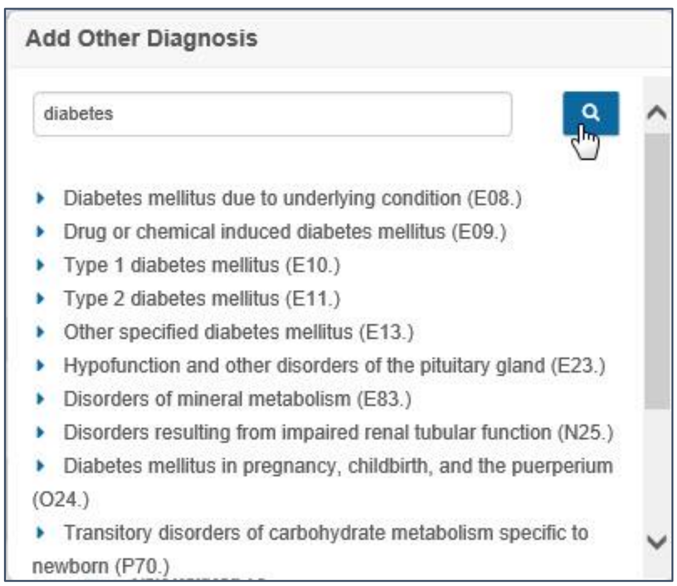
2. Select **Add Other** to add another diagnosis for the patient (Figure 12-2).

Figure 12-2 Add Other Diagnosis



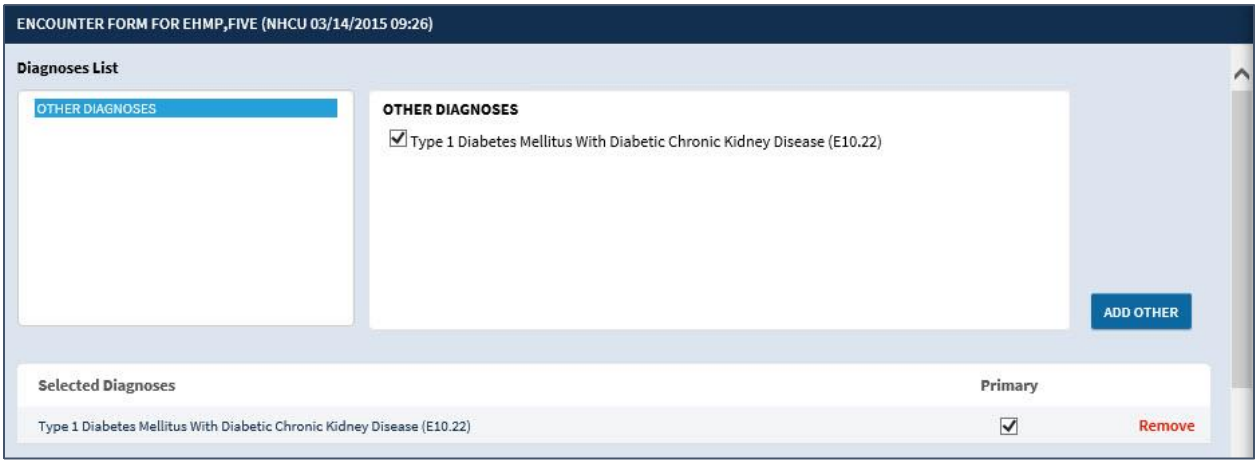
3. Enter the **diagnosis** in the *Search for diagnosis* field.
4. Select the **search** icon or press **Enter** on your keyboard. The results display (Figure 12-3). A blue arrow icon indicates a dropdown row. Select the **row** to display more results.

Figure 12-3 Diagnosis Results Display



5. Select the **diagnosis** from the list.
6. Select the **Add** button. The diagnosis is listed under the Other Diagnoses section and is the default selection and listed under the Selected Diagnoses section as the Primary diagnosis (Figure 12-4).

Figure 12-4 Primary Diagnosis Selection



7. Select the **checkbox** next to the diagnosis under the *Other Diagnoses* section or select the **Remove** link under the *Selected Diagnoses* section to remove it from the Selected Diagnoses section.

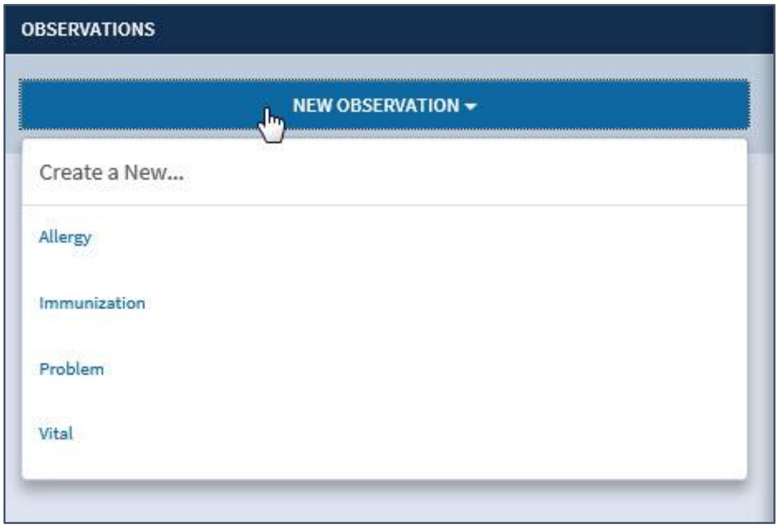
Observations

1. Select the **Observations** button from the *Activity Tray.* The Observations window displays (Figure 12-5).

Figure 12-5 Observations Window

2. Select the **New Observation** dropdown menu. The available observations display (Figure 12-6).

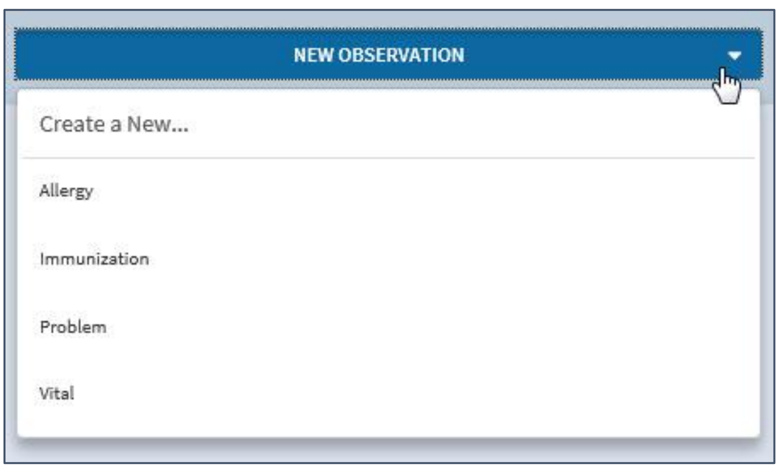
Figure 12-6 New Observation Dropdown Menu



Add an Allergy/Adverse Reaction

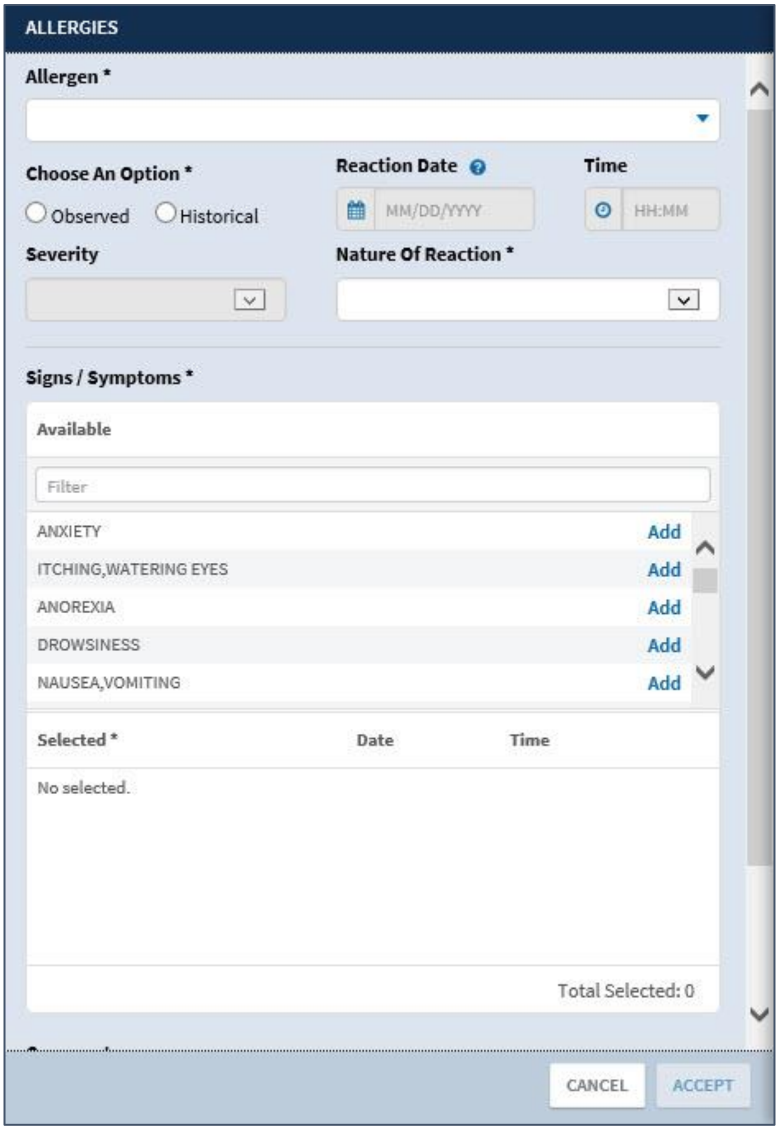
1. Select **Observations** from the Activity Tray.
2. Select the **New Observation** dropdown menu. The available observations display (Figure 12-7).

Figure 12-7 New Observation Dropdown Menu



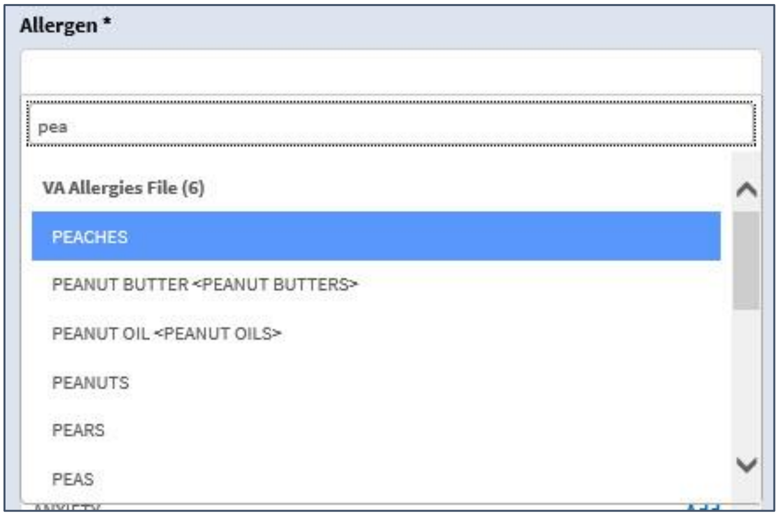
3. Select **Allergy** and the Allergies form displays (Figure 12-8).

Figure 12-8 Allergies Form



4. Select the **Allergen** dropdown menu.
5. Enter an **allergen** in the *text* field. The results populate as you enter the text (Figure 12-9).

Figure 12-9 Search for Allergen

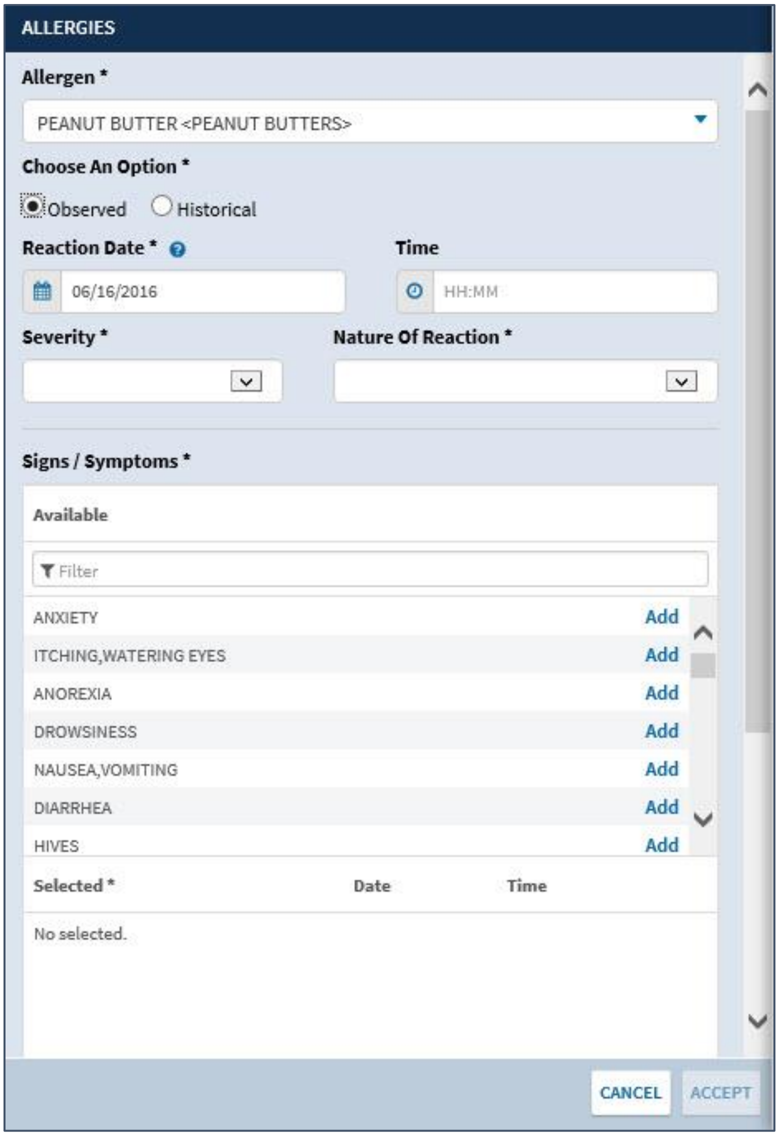


6. Select the **allergy** from the results.
7. Select either **Observed** (directly observed or occurring while the patient was on the suspected causative agent. Use for new information about an allergy/adverse reaction and for recent reactions caused by VA prescribed medications) or **Historical** (reported by the patient as occurring in the past) from under the *Choose An Option* section (required).

Add an Observed Allergy

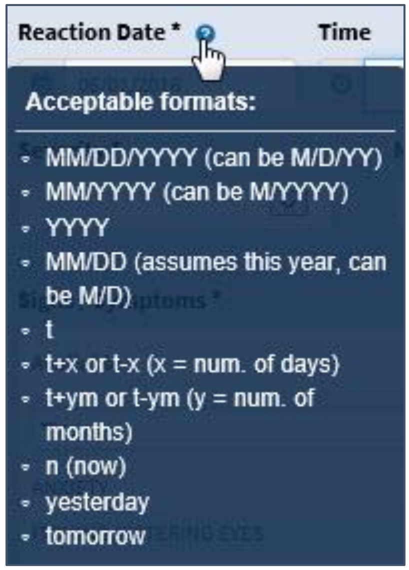
1. Select **Observed** from the *Choose An Option* section (required). The Observed Allergies form displays (Figure 12-10).

Figure 12-10 Observed Allergies Form



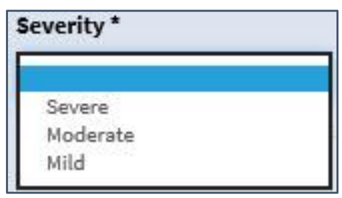
2. Enter the **Reaction Date** (required for observed allergens). Hover your cursor over the question mark icon to display the acceptable formats for entering the date (Figure 12-11).

Figure 12-11 Acceptable Date Formats



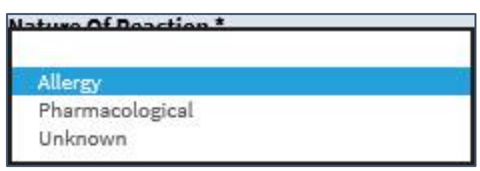
3. Enter the **Reaction Time** (if applicable) using the HH:MM format.
4. Select the **dropdown** menu arrow to display a list of options under the *Severity* section (Figure 12-12).

Figure 12-12 Allergy Severity Options



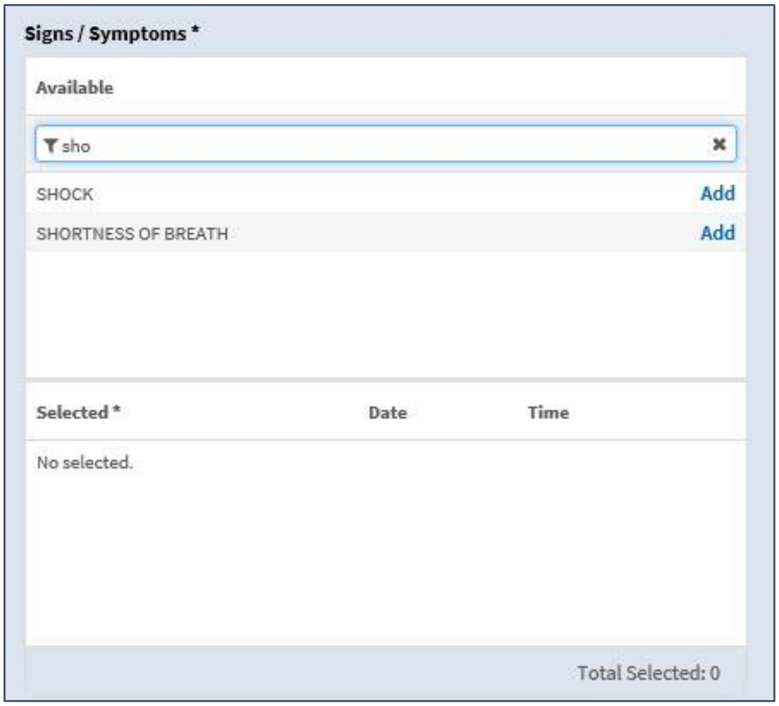
5. Select the **Severity** for the allergen from the list (required).
6. Select the **dropdown** menu arrow to display a list of options under the *Nature Of Reaction* section (Figure 12-13).

Figure 12-13 Nature of Reaction Options



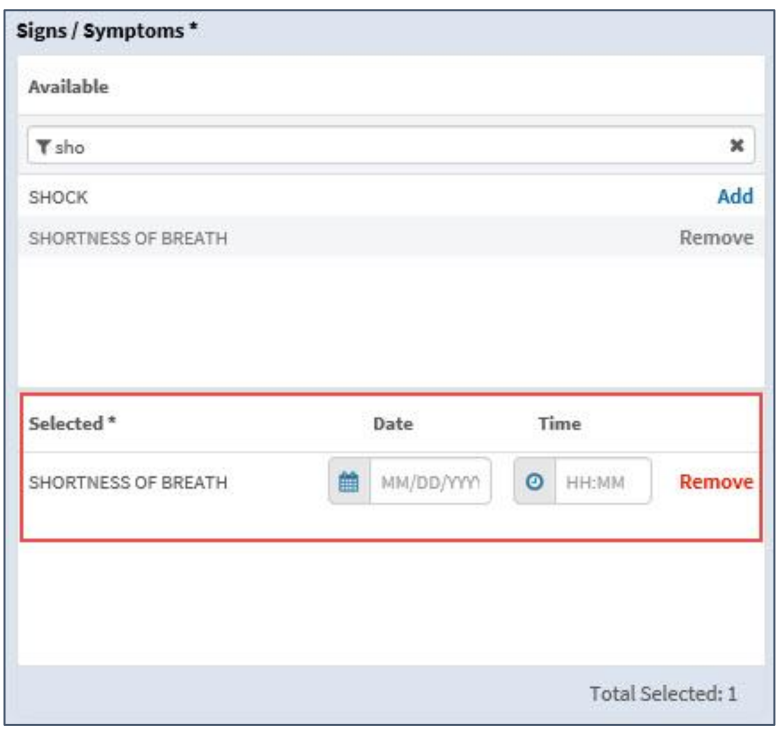
7. Select the **Nature of Reaction** from the list (required).
8. Enter the **Sign or Symptom** using the *Filter* field as displayed in Figure 12-14 (required). The results begin to populate once you enter 3 characters.

Figure 12-14 Allergies Signs or Symptoms



9. Select the **Add** link next to the correct sign or symptom. The selected sign or symptom is added below the Selected section (Figure 12-15).

Figure 12-15 Selected Allergy Sign or Symptom

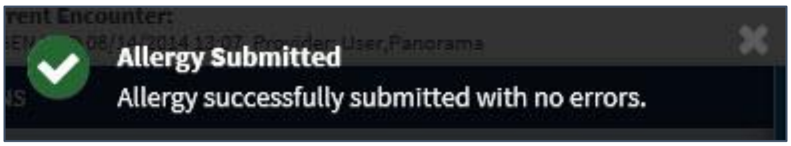


10. Enter the **date** for the sign or symptom using the acceptable formats as described in step 5.
11. Enter the **time** for the sign or symptom using the HH:MM format.
12. Select the **Remove** link to remove the sign or symptom from the allergen.
13. Enter any **comments** for the allergen in the *Comments* section.

NOTE: *The maximum character number for the Comments section is 200.*

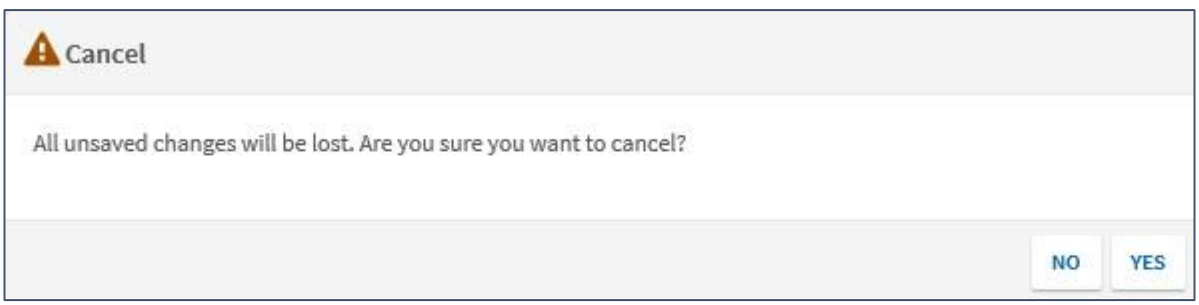
14. Select **Accept** to add the allergen to the patient's record. A notification displays notifying you the allergy was successfully submitted with no errors (Figure 12-16).

Figure 12-16 Allergy Successfully Submitted Notification



NOTE: *Select* ***Cancel*** *at any time to cancel adding an allergy. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 12-17). Select* ***Yes*** *to cancel or* ***No*** *to return to the Allergies form.*

Figure 12-17 Cancel Allergy Alert

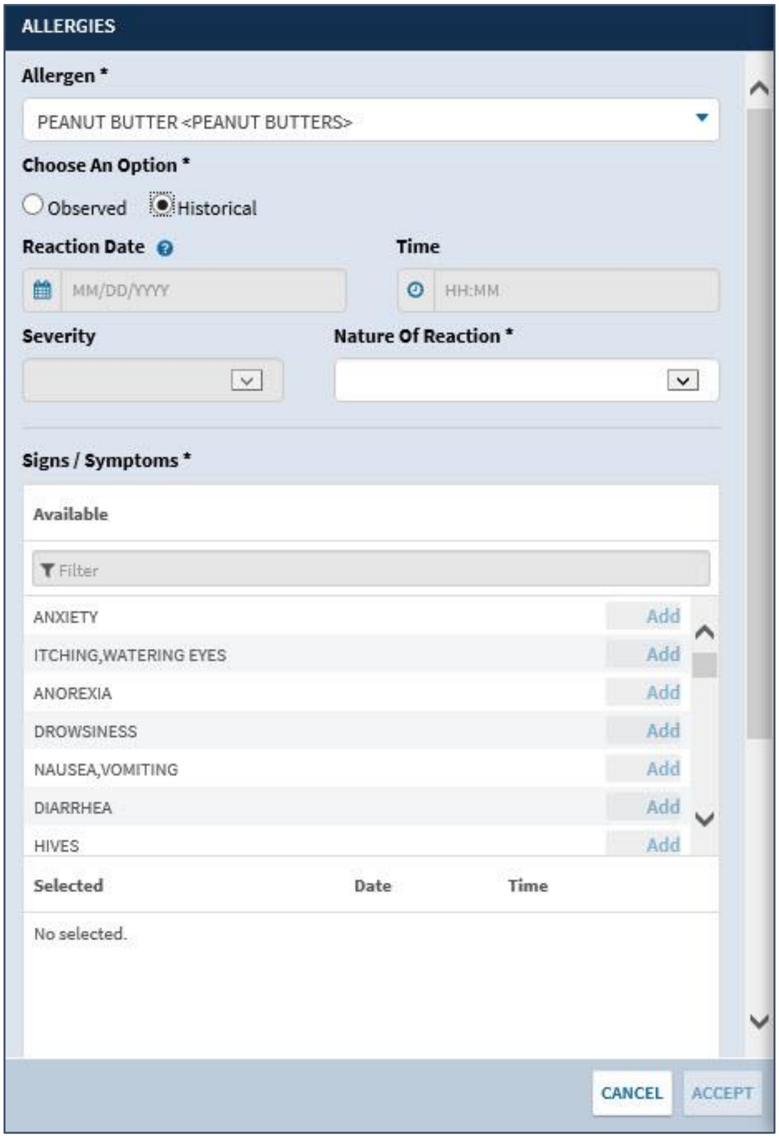


Add a Historical Allergy

1. Select **Historical** from the *Choose An Option* section (required). The Historical Allergies form displays (Figure 12-18).

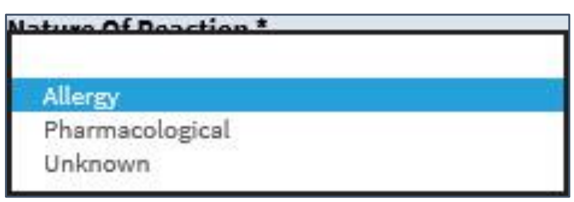
NOTE: *When Historical is selected, you are not able to enter the reaction date and time, severity, or signs/symptoms. These options are shaded out.*

Figure 12-18 Historical Allergies Form



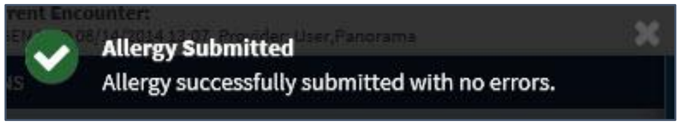
2. Select the **dropdown** menu arrow to display a list of options under the *Nature Of Reaction* section (Figure 12-19).

Figure 12-19 Nature of Reaction Options



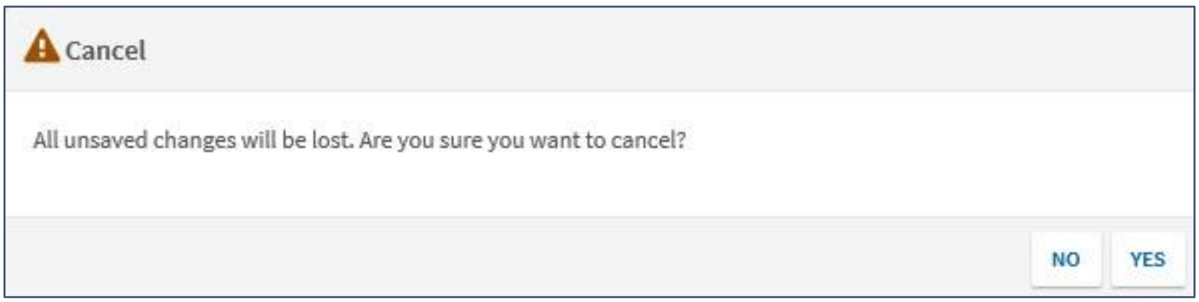
3. Select the **Nature of Reaction** from the list (required).
4. Select **Accept** to add the allergen to the patient's record. A notification displays notifying you the allergy was successfully submitted with no errors (Figure 12-20).

Figure 12-20 Allergy Successfully Submitted Notification



NOTE: *Select **Cancel** at any time to cancel adding an allergy. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 12-21). Select **Yes** to cancel or **No** to return to the Allergies form.*

Figure 12-21 Cancel Allergy Alert

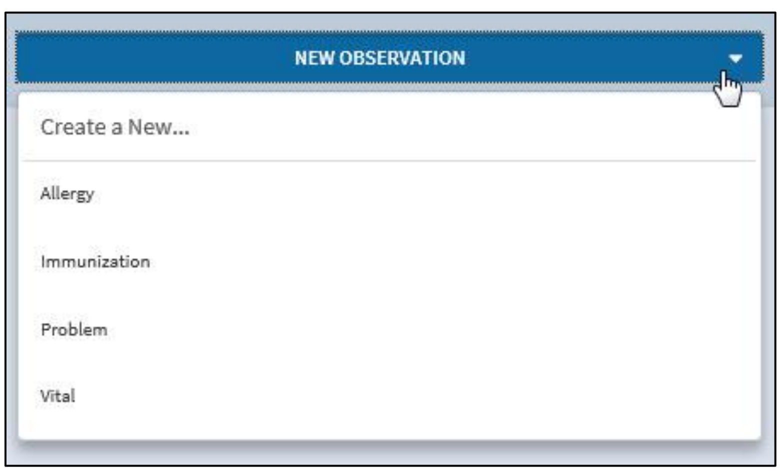


Add an Immunization

eHMP allows you to record and store a patient's past immunizations as VA-Administered or Historical.

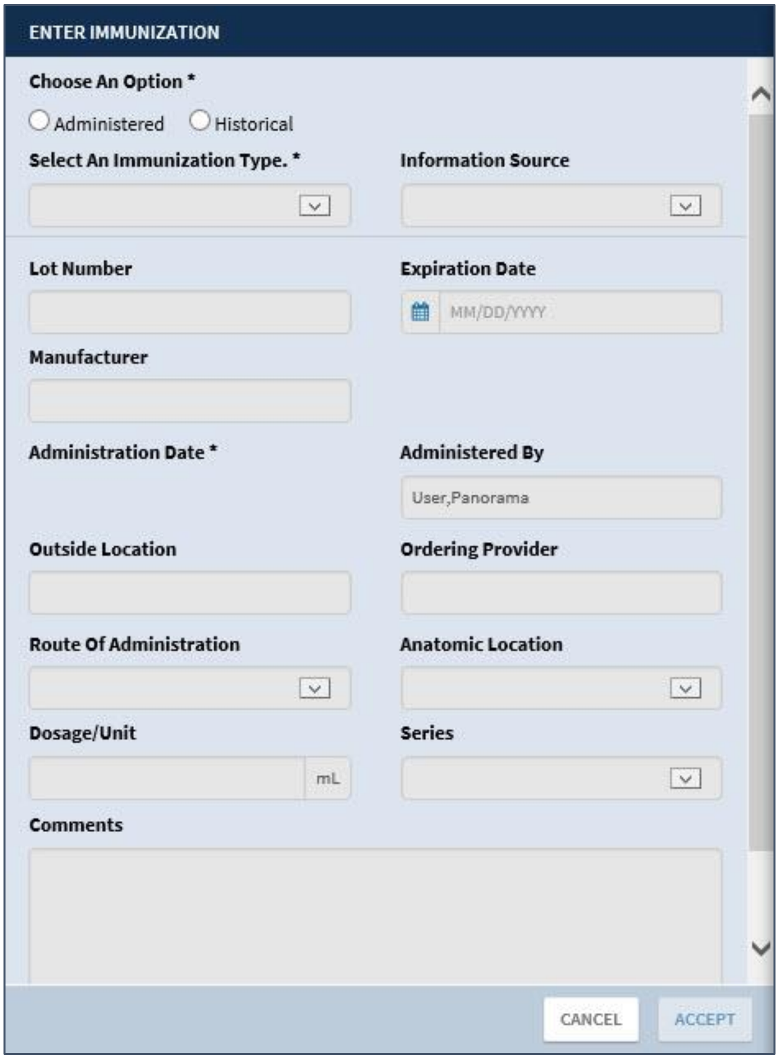
1. Select **Observations** from the Activity Tray.
2. Select the **New Observation** dropdown menu. The available observations display (Figure 12-22).

Figure 12-22 New Observation Dropdown Menu



3. Select **Immunization** and the Enter Immunization form displays (Figure 12-23). There are two options to enter an immunization: Administered or Historical.

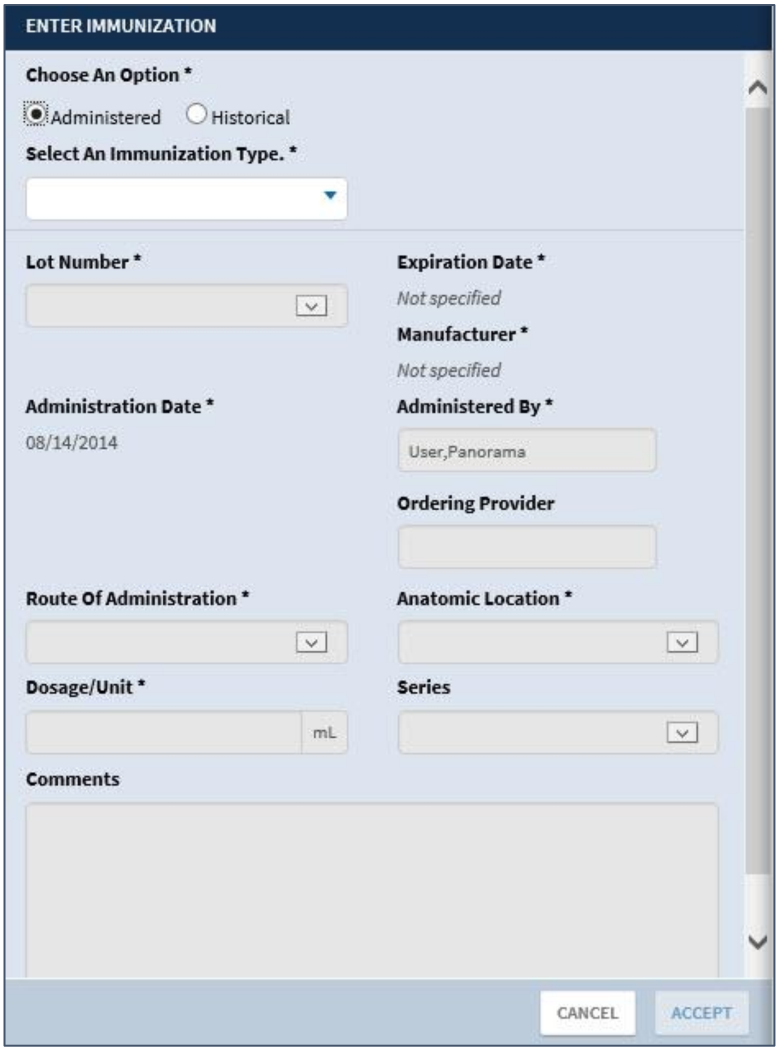
Figure 12-23 Enter Immunization Form



Add an Administered Immunization

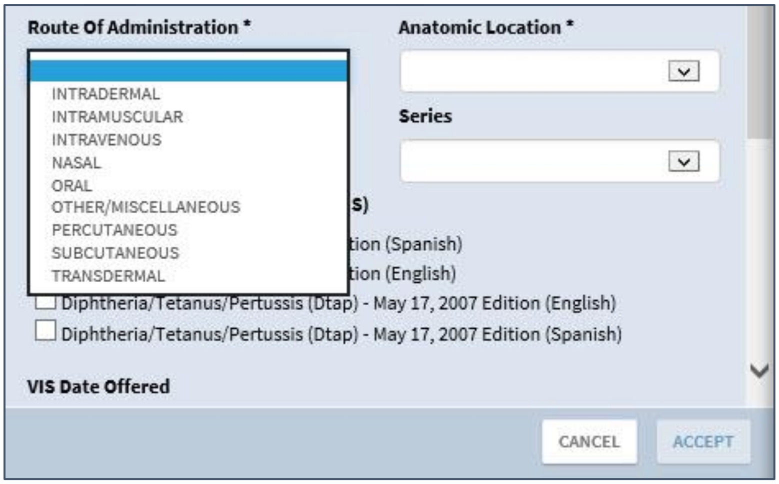
1. Select **Administered** under *Choose An Option* (required) (Figure 12-24).

Figure 12-24 Enter Administered Immunization



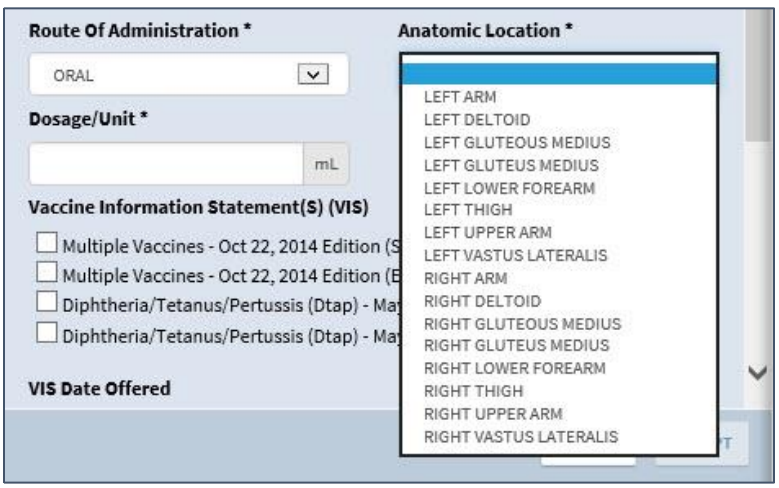
2. Select the **dropdown** arrow under *Select An Immunization Type* and enter the **immunization type** in the text field. The results populate as you enter the text.
3. Select an **Immunization Type** from the list (required).
4. Select the **Lot Number** from the dropdown menu (required). The *Expiration Date*, *Manufacturer*, and *Administration Date* displays.
5. Enter the **Administered By** information (required).
6. Enter the **Ordering Provider**.
7. Select the **Route of Administration** using the dropdown menu (required) (Figure 12-25).

Figure 12-25 Route of Administration Options



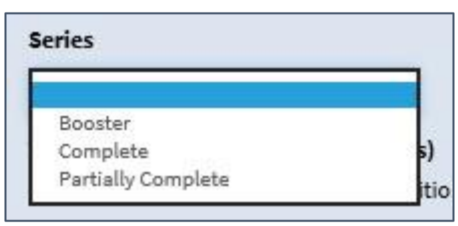
8. Select the **Anatomic Location** using the dropdown menu (required) (Figure 12-26).

Figure 12-26 Anatomic Location Dropdown Menu



9. Enter the **Dosage/Unit** (required).
10. Select a **Series** using the dropdown list (Figure 12-27).

Figure 12-27 Series Dropdown List



11. Select a **Vaccine Information Statement(s) (VIS)** from the options.
12. Select the **VIS Date Offered** using the calendar dropdown.

NOTE: *VIS Date Offered is required when one of the VIS choices are selected.*

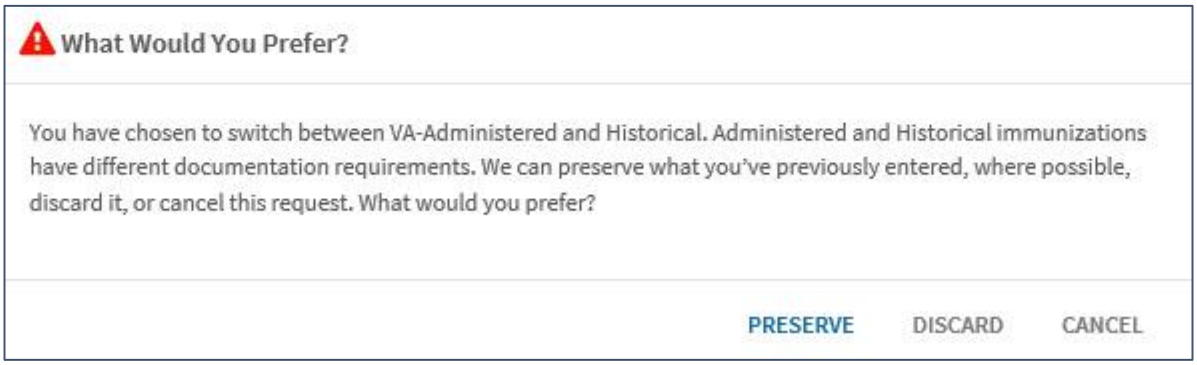
13. Enter any **comments** regarding the immunization.

NOTE: The maximum character number for the Comments section is 245.

14. Select **Accept** to add the immunization to the patient record or **Cancel** to exit from the Enter Immunization form without saving the immunization to the patient record.

NOTE: When you try to switch between Administered and Historical, an alert displays notifying you that you have chosen to switch between the options and asking if you want to preserve what you've previously entered where possible, discard it, or cancel the request (Figure 12-28).

Figure 12-28 Switching Between Administered and Historical Alert



*NOTE: On selection of **Preserve**, the form converts from either VA-Administered to Historical or Historical to VA-Administered representation. Any information entered in the Immunization Type, Administered by, Administered Date, Ordered by, Route, Anatomic Location, Series, and Comments fields are preserved. Information entered in the remaining fields are discarded.*

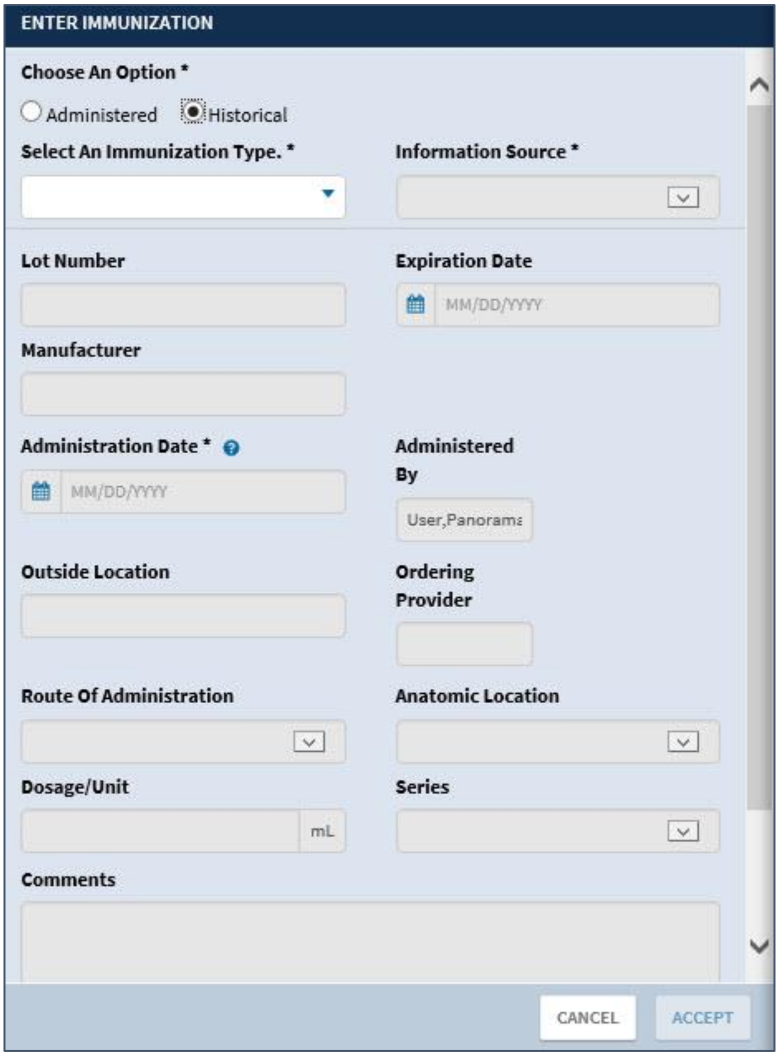
*NOTE: On selection of **Discard**, the form converts from VA-Administered to Historical representation and all previously input information is discarded.*

*NOTE: On selection of **Cancel**, the form remains as if you did not select the Historical button.*

Add a Historical Immunization

1. Select **Historical** under *Choose an option* (required) (Figure 12-29).

Figure 12-29 Enter Historical Immunization

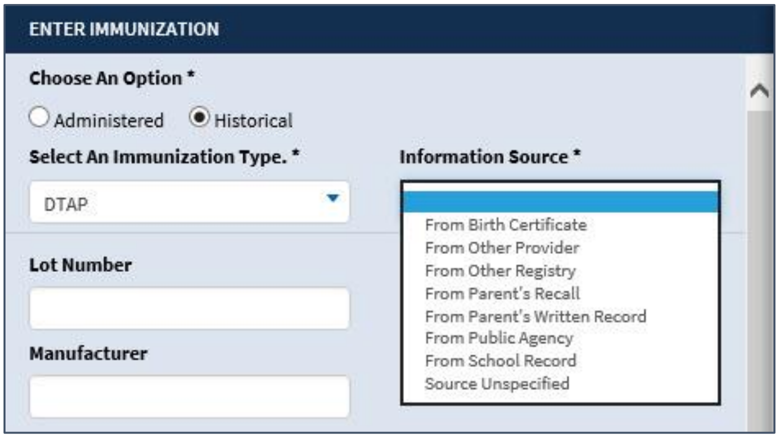


2. Select the **dropdown** arrow under *Select An Immunization Type* and enter the **immunization type** in the text field. The results populate as you enter text.
3. Select an **Immunization Type** from the list (required).

NOTE:	*Once you enter an immunization type, the shaded out fields display.*

4. Select the **Information Source** from the dropdown menu (required) (Figure 12-30).

Figure 12-30 Information Source Options

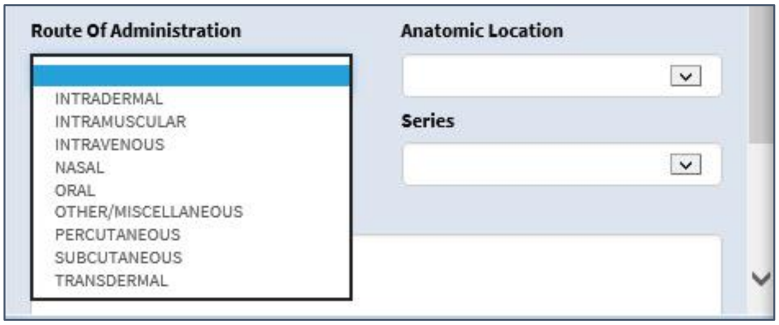


5. Enter the **Lot Number**.
6. Select the **Expiration Date** using the calendar dropdown.
7. Enter the **Manufacturer**.
8. Select the **Administration Date** using the calendar dropdown (required).

NOTE: *The administration date needs to be the current date or a date in the past.*

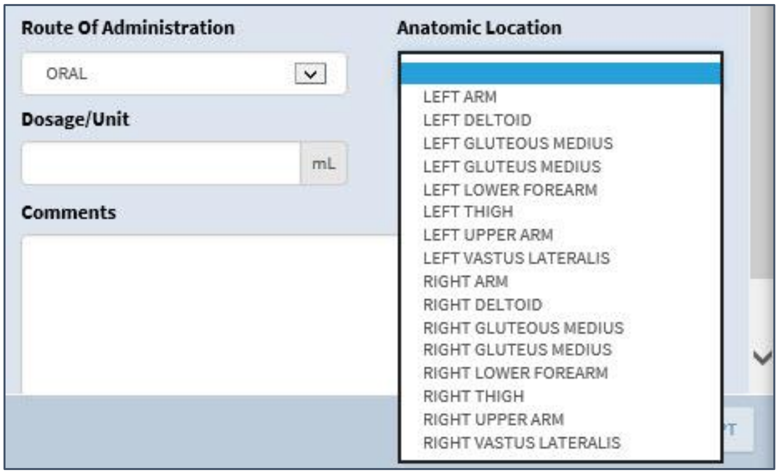
9. Enter the **Administered By** information.
10. Enter the **Outside Location**.
11. Enter the **Ordering Provider**.
12. Select the **Route of Administration** using the dropdown menu (Figure 12-31).

Figure 12-31 Route of Administration Options



13. Select the **Anatomic Location** using the dropdown menu (Figure 12-32).

Figure 12-32 Anatomic Location Dropdown Menu



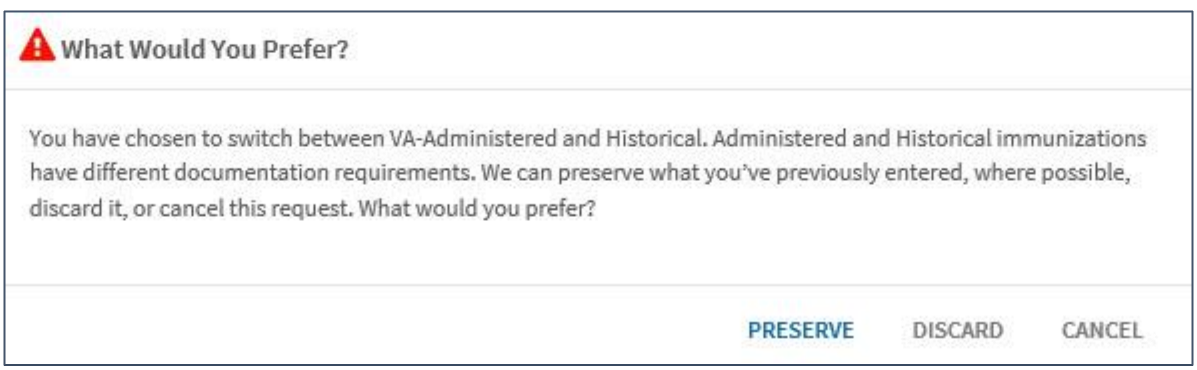
14. Enter the **Dosage/Unit**.
15. Select a **Series** using the dropdown menu.
16. Enter any **comments** regarding the immunization.

NOTE: *The maximum character number for the Comments section is 245.*

17. Select **Accept** to add the immunization to the patient record or **Cancel** to exit from the Enter Immunization window without saving the immunization to the patient record.

NOTE: *When you try to switch between Administered and Historical, an alert displays notifying you that you have chosen to switch between the options and asking if you want to preserve what you've previously entered, where possible, discard it, or cancel the request (Figure 12-33).*

Figure 12-33 Switching Between Administered and Historical Alert



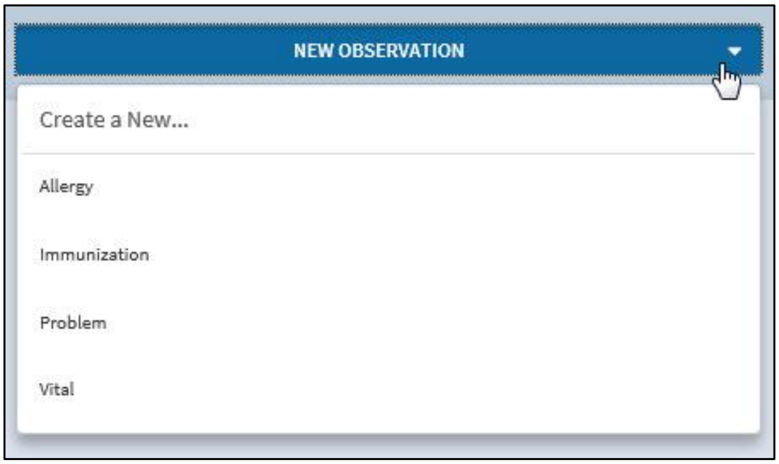
NOTE: *On selection of **Preserve**, the form converts from either VA-Administered to Historical or Historical to VA-Administered representation. Any information entered in the Immunization Type, Administered by, Administered Date, Ordered by, Route, Anatomic Location, Series, and Comments fields are preserved. Information entered in the remaining fields are discarded.*

NOTE:	*On selection of **Discard**, the form converts from VA-Administered to Historical representation and all previously input information is discarded.*
NOTE:	*On selection of **Cancel**, the form remains as if you did not select the Historical button.*

Add a Problem

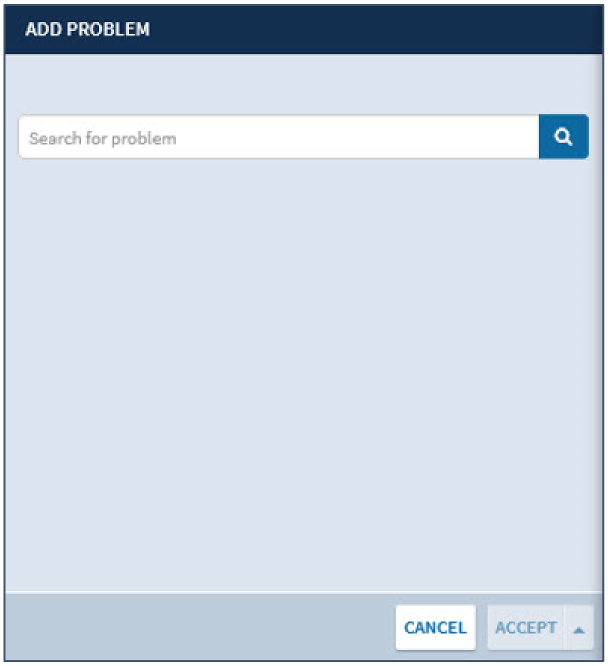
1. Select **Observations** from the Activity Tray.
2. Select the **New Observation** dropdown menu. The available observations display (Figure 12-34).

Figure 12-34 New Observation Dropdown Menu



3. Select **Problem** and the Add Problem form displays (Figure 12-35).

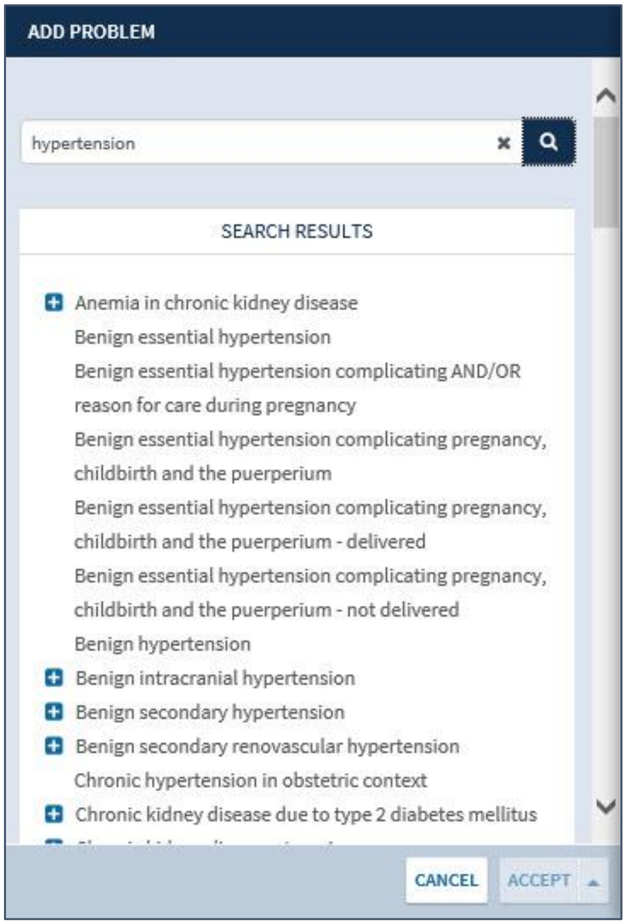
Figure 12-35 Add Problem Field



4. Enter the **problem name** in the *Search for problem* field.
5. Select the **magnifying glass** button to run the search. The results display below the search field (Figure 12-36)

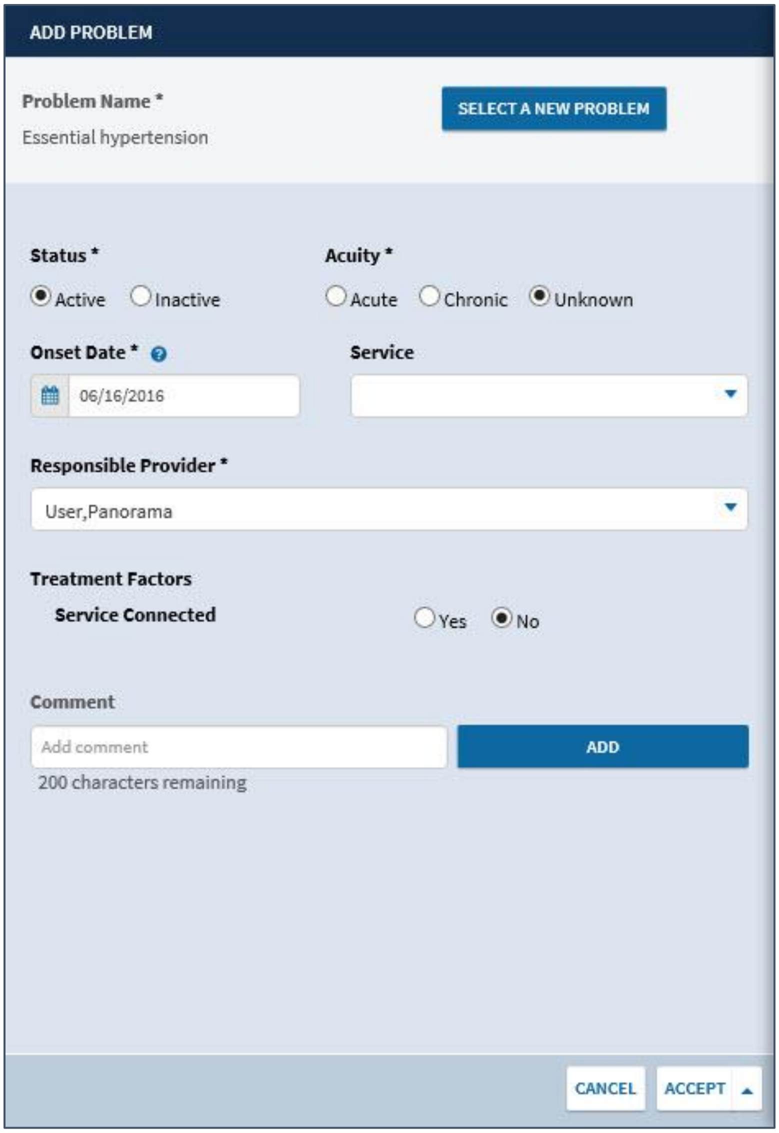
NOTE: *Select the* ***expand problem list*** *button to display more problem options.*

Figure 12-36 Add Problem Search Results



6. Select **the problem** from the list. The problem form displays (Figure 12-37)

Figure 12-37 Problem Form



7. Select the **Status** of the problem (required).

NOTE:	*Active is the default selection.*

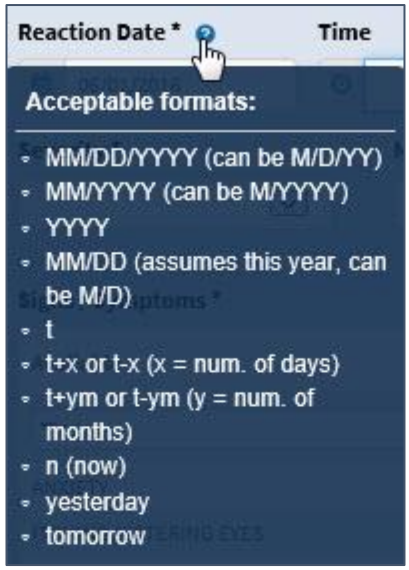
8. Select the **Acuity** of the problem (required).

NOTE:	*Unknown is the default selection.*

9. Select the **Onset Date** (required). Hover your cursor over the question mark icon to display the acceptable formats for entering the date (Figure 12-38).

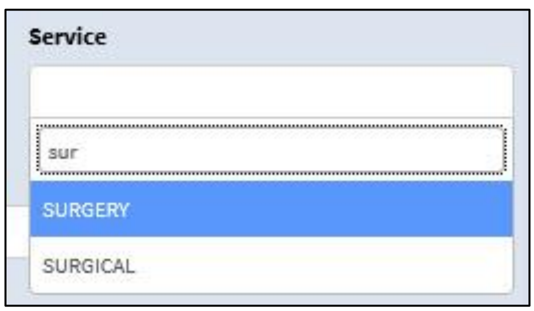
NOTE:	*The current date is the default selection.*

Figure 12-38 Acceptable Date Formats



10. Enter a **Service** to associate the problem with (if applicable). The results populate as you enter text (Figure 12-39).

Figure 12-39 Service Option



11. Select the **Responsible Provider** (required).

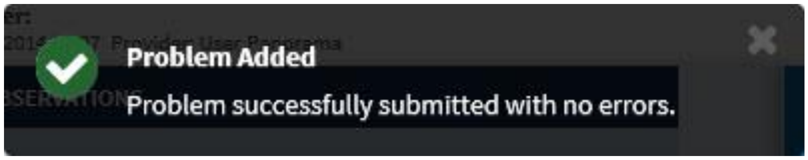
NOTE: *Your user information is the default selection.*

12. Select **Yes** or **No** if the problem is service connected.

NOTE: *No is the default selection.*

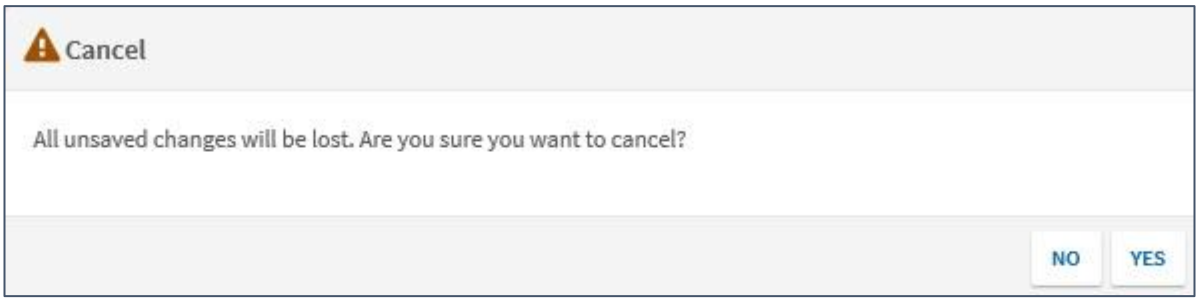
13. Enter a **comment** in the *Add comment* field.
14. Select the **Add** button to add the comment to the problem.
15. Select **Accept** to add the problem to the patient’s record. A notification displays notifying you the problem was successfully submitted with no errors (Figure 12-40).

Figure 12-40 Problem Successfully Submitted Notification



NOTE:	*Select **Cancel** at any time to cancel adding problem. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 12-41). Select **Yes** to cancel or **No** to return to the Add Problems form.*

Figure 12-41 Cancel Problem Alert

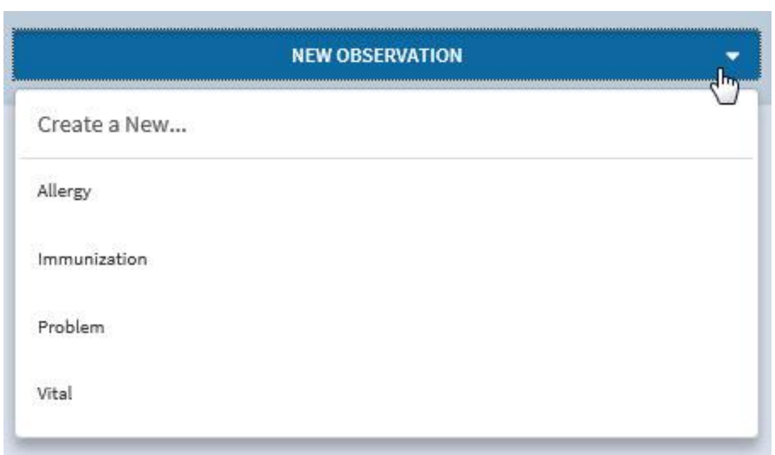


Add a Vital Sign

eHMP allows you to manually enter vital sign observations during a patient's encounter.

1. Select **Observations** from the Activity Tray.
2. Select the **New Observation** dropdown menu. The available observations display (Figure 12-42).

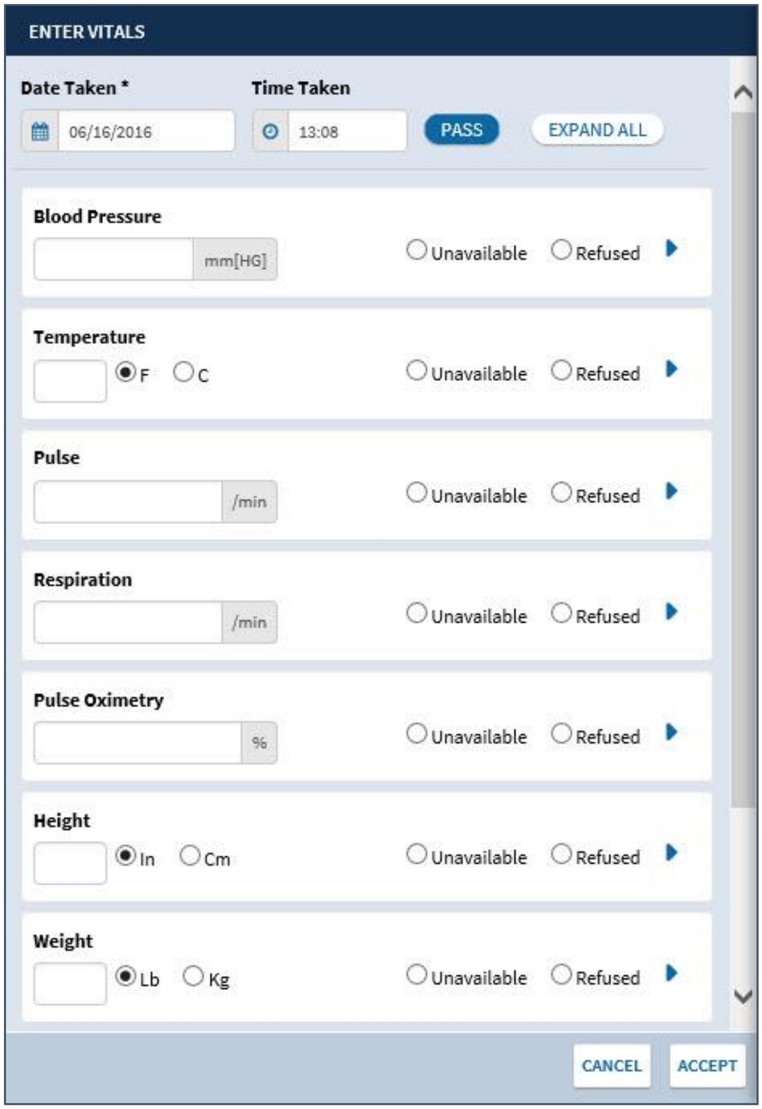
Figure 12-42 New Observation Dropdown Menu



3. Select **Vital** and the Enter Vitals form displays (Figure 12-43).

NOTE:	*Select the **Pass** button to designate that vitals cannot be taken for the patient at a specified date and time.*

Figure 12-43 Enter Vitals Form



4. Enter or select the **date** the vital sign was taken (default is the current date).

NOTE:	*Future dates are not acceptable.*

5. Enter or select the **time** the vital sign was taken (default is the current time).

NOTE:	*Future times are not acceptable if the entered date is today.*

6. Select the **Expand All** button 

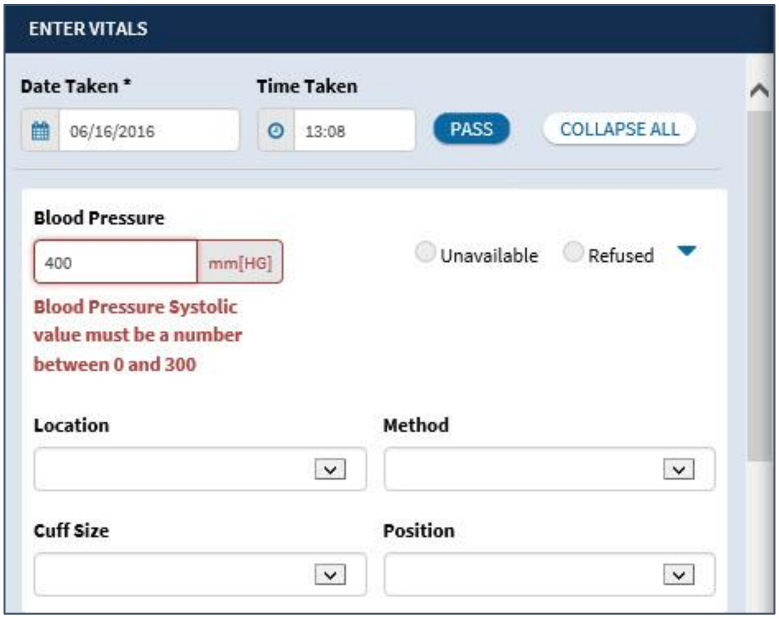
 to display all the options for all the vital signs.
7. Enter the **vital sign information** for the patient.
8. Select **Add** to add the vital sign information for the selected patient.

NOTE:	*You can select the **Unavailable** option if the patient was not available for the vitals measurement or select the **Refused** option if the patient refuses to have a vital measured.*

9. Select **Accept** to add the vital sign information for the selected patient.

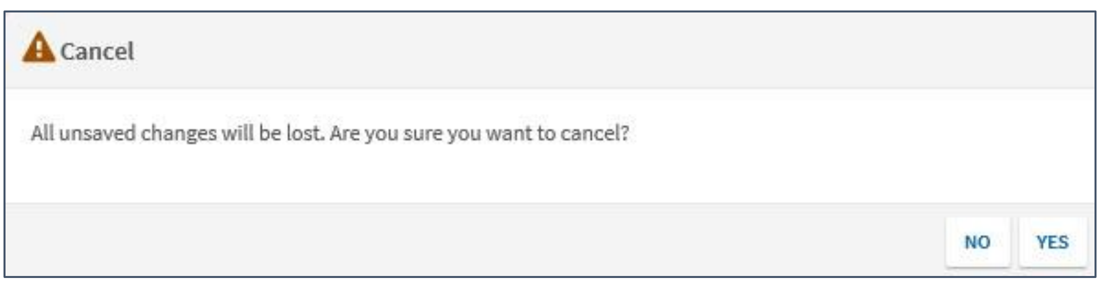
NOTE:	*A warning displays below the vital sign measurement if vitals data entered is outside of the acceptable range for a vital sign type (Figure 12-44).*

Figure 12-44 Vital Range Warning



NOTE:	*Select **Cancel** at any time to cancel adding the vitals. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 12-45). Select **Yes** to cancel or **No** to return to the Enter Vitals form.*

Figure 12-45 Cancel Vitals Alert



Vital Sign Values and Units

Vital Signs	Values and Units
Blood Pressure (mm [Hg])	• Acceptable Range: 0 to 300 • Format: ○ nnn/nnn for systolic/diastolic ○ nnn/nnn/nnn for systolic/intermediate/diastolic

Vital Signs	Values and Units
Temperature	• Options: F/C • Acceptable Range: ○ F = 45 to 120 ○ C = 7.2 to 48.9
Pulse (min)	• Acceptable Range: 0 to 300
Respiration (min)	• Acceptable Range: 0 to 100
Pulse Oximetry (%)	• Acceptable Range: 0 to 100
Height	• Options: in/cm • Acceptable Range: ○ in = 10 to 100 ○ cm = 25.4 to 254
Weight	• Options: lb/kg • Acceptable Range: ○ lb = 0 to 1500 ○ kg = 0 to 680.39
Pain	• Numerical value text box ○ Valid values are single integers from 0 to 10 ○ “0-10” displays in the text box to remind you of the valid values ○ An error message displays when an invalid value is entered ○ Option to select **Unable to Respond** if patient cannot respond
Circumference/Girth	• Options: in/cm • Acceptable Range: ○ in = 1 to 200 ○ cm = 2.54 to 508

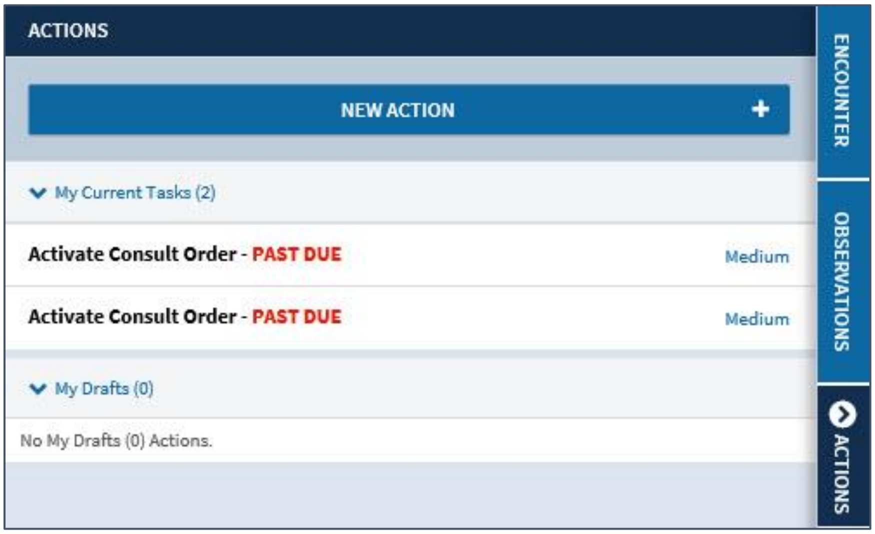
Actions

The Actions window displays your current tasks and/or drafts. You can add a new action from this window.

Add a New Consult Order

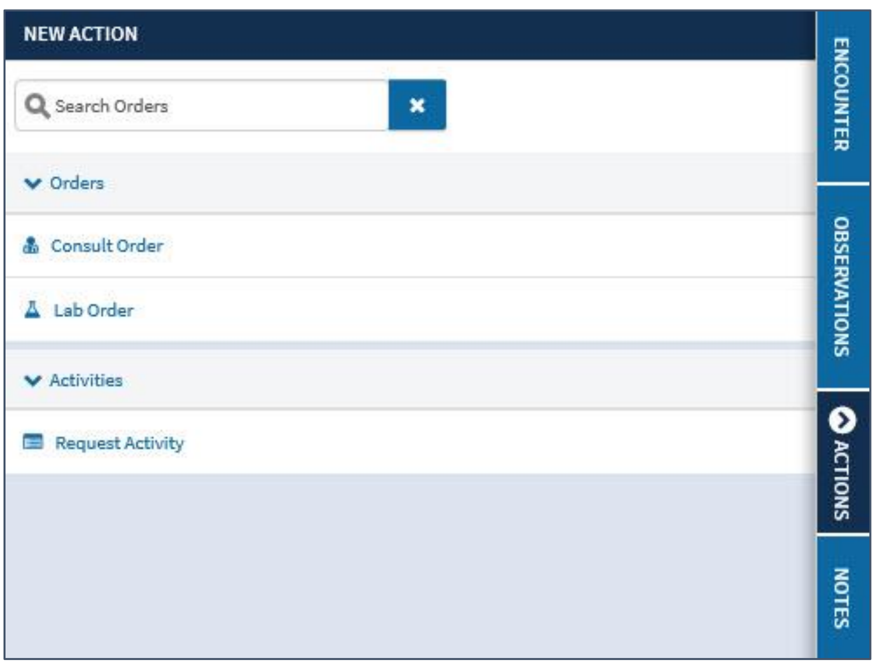
1. Select the **Actions** button from the *Activity Tray*. The Actions window displays. (Figure 12-46)

Figure 12-46 Actions Window



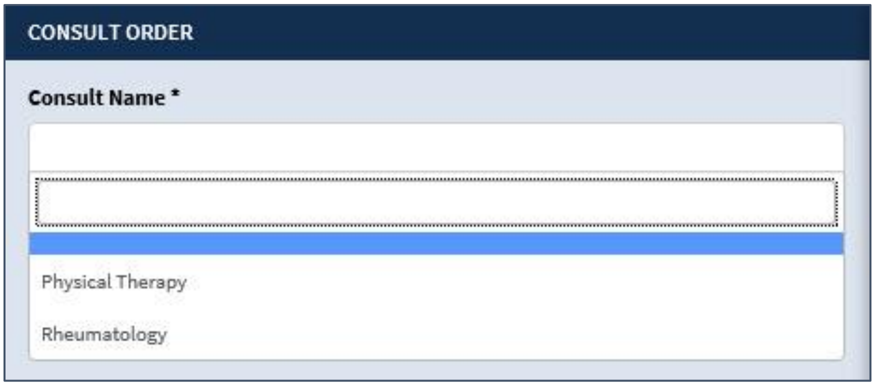
2. Select the **New Action** button. The New Action pop up box displays (Figure 12-47).

Figure 12-47 New Action Pop-up Box



3. Select **Consult Order** from under the *Orders* tab.
4. Select either **Physical Therapy** or **Rheumatology** from the *Consult Name* dropdown menu (Figure 12-48).

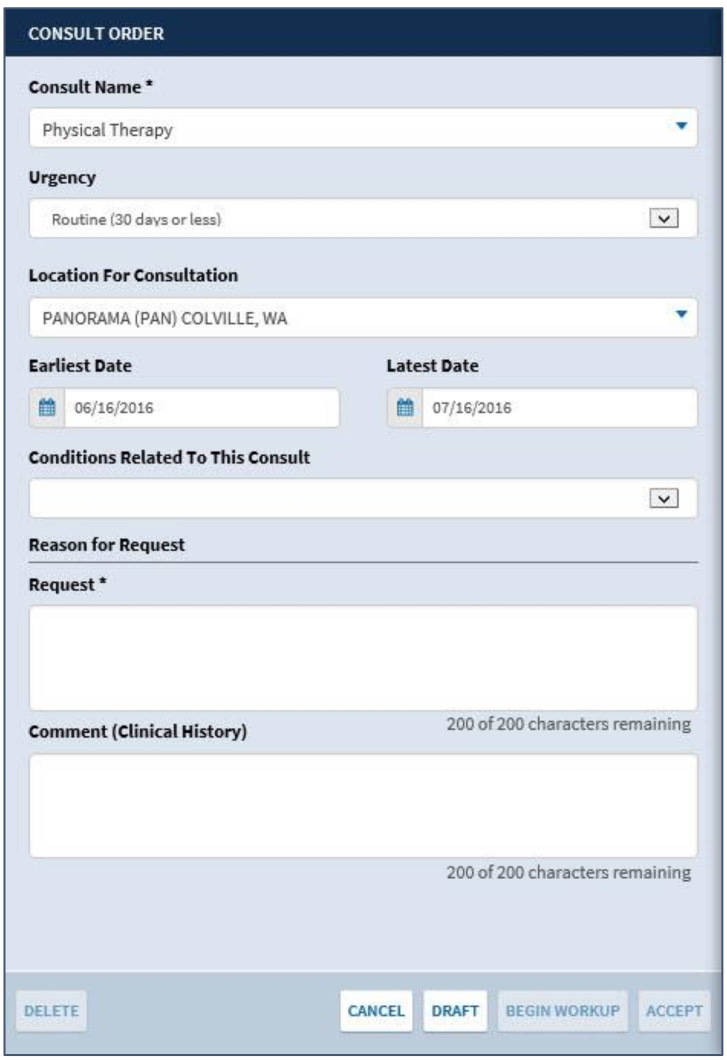
Figure 12-48 Consult Name Dropdown Menu



Order a Physical Therapy Consult

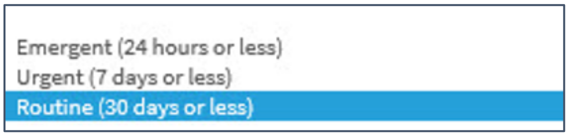
1. The Physical Therapy Consult Order form (Figure 12-49) displays after selecting **Physical Therapy** from the *Consult Name* dropdown menu.

Figure 12-49 Physical Therapy Consult Order Form



2. Select an **Urgency** option using the *Urgency* dropdown menu (Figure 12-50).

Figure 12-50 Urgency Options



3. Select a **consultation location** using the *Location for Consultation* dropdown menu (Figure 12-51).

Figure 12-51 Location for Consultation

4. Select the **earliest consultation date** using the calendar icon or using the MM/DD/YYYY format.
5. Select the **latest consultation date** using the calendar icon or using the MM/DD/YYYY format.

NOTE: *The Earliest and Latest Dates cannot be dates in the past.*

6. Select a **condition** using the *Conditions Related To This Consult* dropdown menu (Figure 12-52).

Figure 12-52 Conditions Related To This Consult Dropdown Menu

7. Enter the **reason for request** in the *Request* field (required).

NOTE: *The maximum character number for the Request section is 200.*

8. Enter a **comment** in the *Comment (Clinical History)* field.

NOTE: *The maximum character number for the Comments section is 200.*

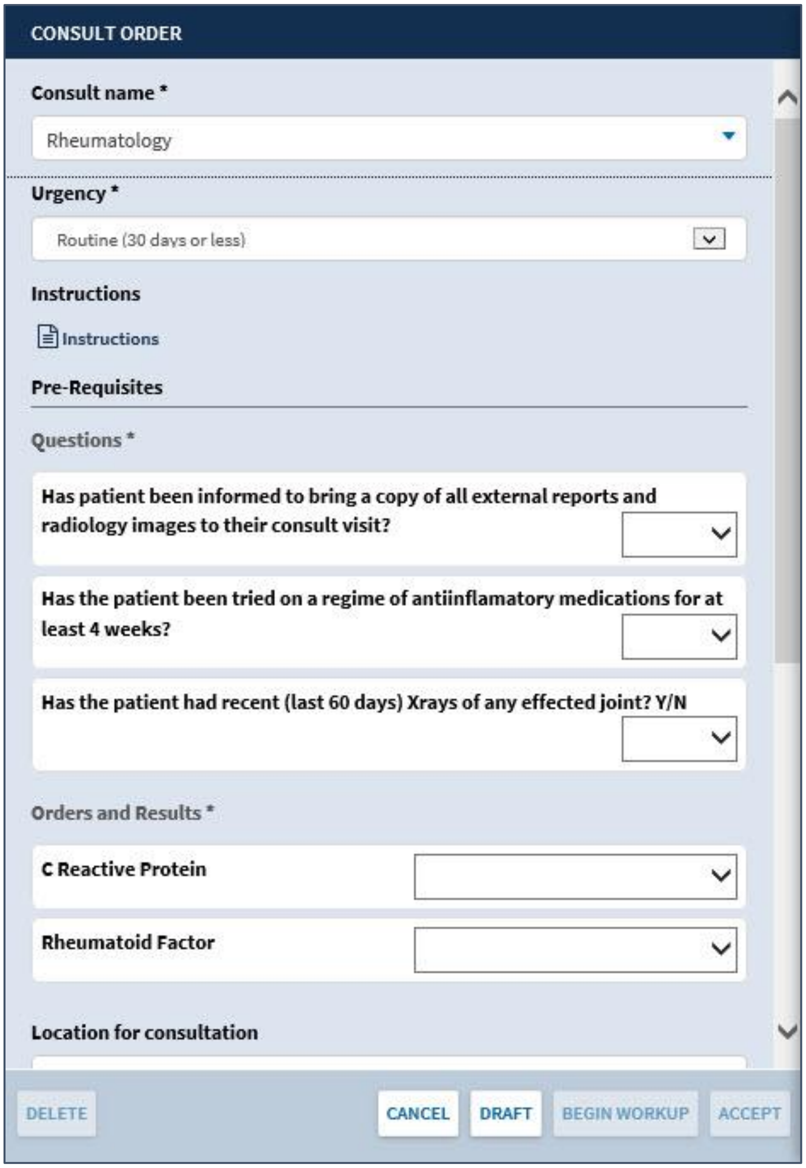
9. Select **Accept** to accept this order, **Draft** to save a draft of the order, or **Cancel** to cancel the order.

NOTE: *If the order was tasked to you, you have the options to begin workup or delete the order.*

Order a Rheumatology Consult

1. The Rheumatology Consult Order form displays after selecting **Rheumatology** from the *Consult Name* dropdown menu (Figure 12-53).

Figure 12-53 Rheumatology Consult Order Form


CONSULT ORDER

Consult name *

Rheumatology

Urgency *

Routine (30 days or less)

Instructions

Instructions

Pre-Requisites

Questions *

Has patient been informed to bring a copy of all external reports and radiology images to their consult visit?

Has the patient been tried on a regime of antiinflamatory medications for at least 4 weeks?

Has the patient had recent (last 60 days) Xrays of any effected joint? Y/N

Orders and Results *

C Reactive Protein

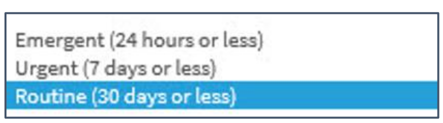
Rheumatoid Factor

Location for consultation

DELETE CANCEL DRAFT BEGIN WORKUP ACCEPT

2. Select the **Urgency** from the Urgency dropdown menu (Figure 12-54).

Figure 12-54 Urgency Dropdown Menu

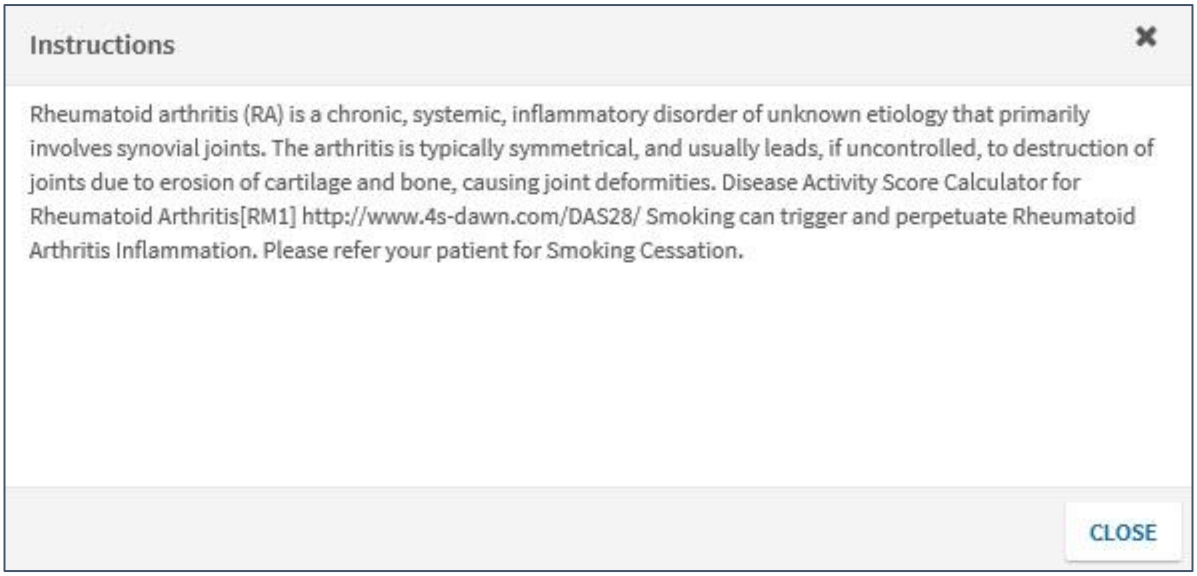

Emergent (24 hours or less)

Urgent (7 days or less)

Routine (30 days or less)

3. Select the **Instructions** link to open a pop-up box with information regarding rheumatoid arthritis (RA) (Figure 12-55).

Figure 12-55 Rheumatology Instructions

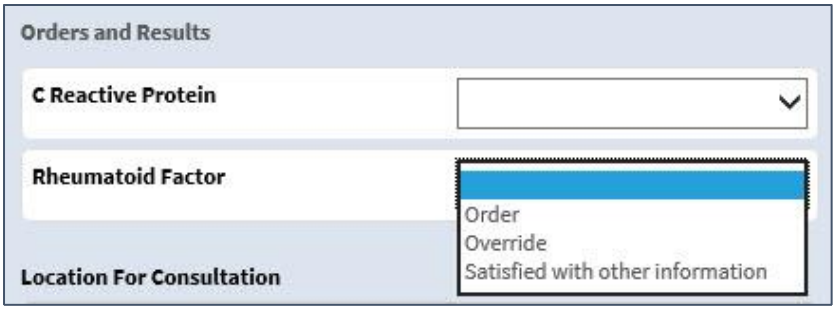


4. Select **Close** to close the Instructions pop-up box.
5. Use the **dropdown** arrows to answer the questions under the *Pre-Requisites* section (Figure 12-56).

Figure 12-56 Pre-Requisite Questions

6. Use the **dropdown** arrows to select information under the *Orders and Results* section (Figure 12-57).

Figure 12-57 Rheumatology Orders and Results Section



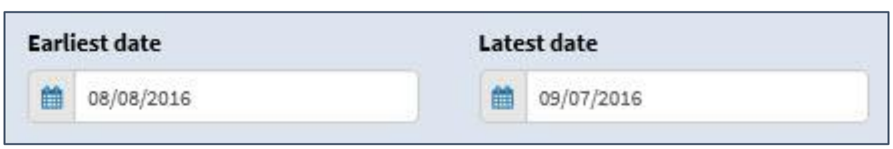
7. Select a **consultation location** using the *Location for consultation* dropdown menu (Figure 12-58).

Figure 12-58 Location for Consultation Dropdown Menu

8. Select the **earliest consultation date** using the calendar icon or using the MM/DD/YYYY format (Figure 12-59).
9. Select the **latest consultation date** using the calendar icon or using the MM/DD/YYYY format (Figure 12-59).

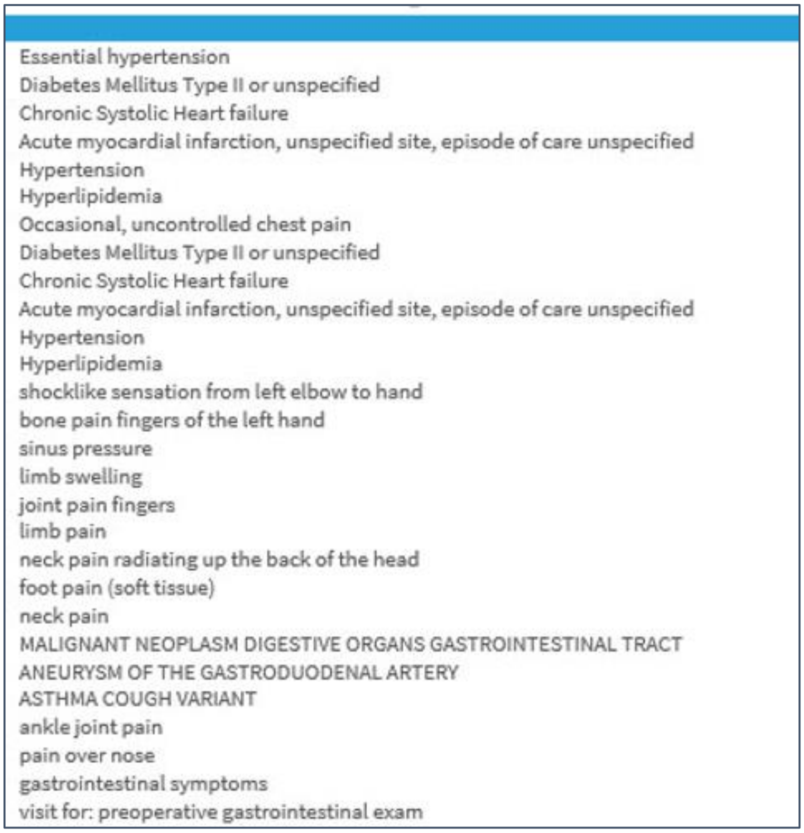
NOTE:	*The Earliest and Latest Dates cannot be dates in the past.*

Figure 12-59 Earliest and Latest Dates



10. Select a **condition** using the *Conditions Related To This Consult* dropdown menu (Figure 12-60).

Figure 12-60 Conditions Related To This Consult Dropdown Menu



11. Enter the **reason for request** in the *Request* field (required).

NOTE: *The maximum character number for the Request section is 200.*

12. Enter a **comment** in the *Comment (Clinical History)* field.

NOTE: *The maximum character number for the Comments section is 200.*

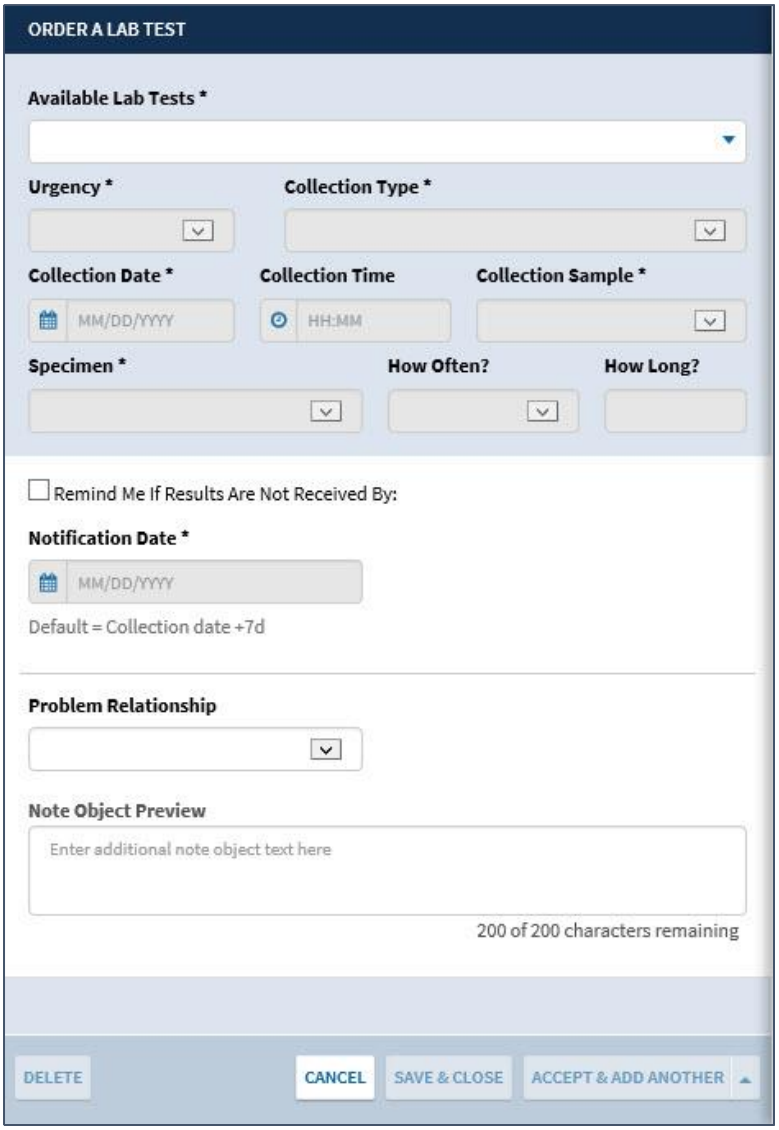
13. Select **Accept** to accept this order, **Draft** to save a draft of the order, or **Cancel** to cancel the order.

NOTE: *If the order was tasked to you, you have the options to begin workup or delete the order.*

Order a Lab Test

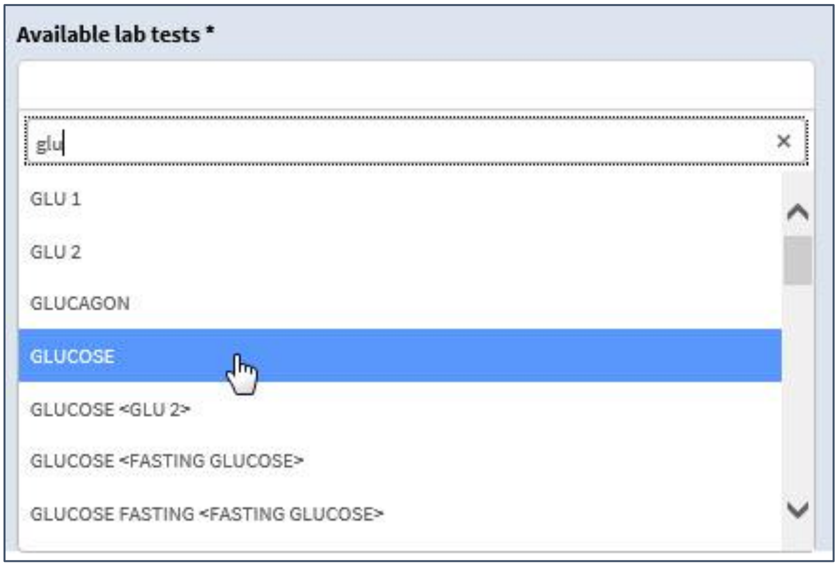
1. The Order a Lab Test form displays after selecting **Lab Order** from the *Orders* section (Figure 12-61).

Figure 12-61 Order a Lab Test Form



2. Select a **lab test** from the *Available Lab Tests* dropdown menu or use the filter field to filter through the list (Figure 12-62) (required).

Figure 12-62 Available Lab Tests Dropdown Menu Example



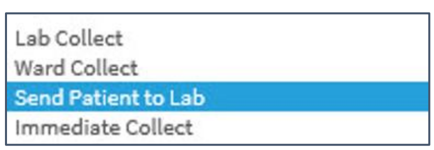
NOTE: *The options on the Order a Lab Test form update as different tests are selected.*

3. Select the **Urgency** from the dropdown menu (required) (Figure 12-63).

Figure 12-63 Lab Test Urgency

4. Select the **Collection Type** from the dropdown menu (required) (Figure 12-64).

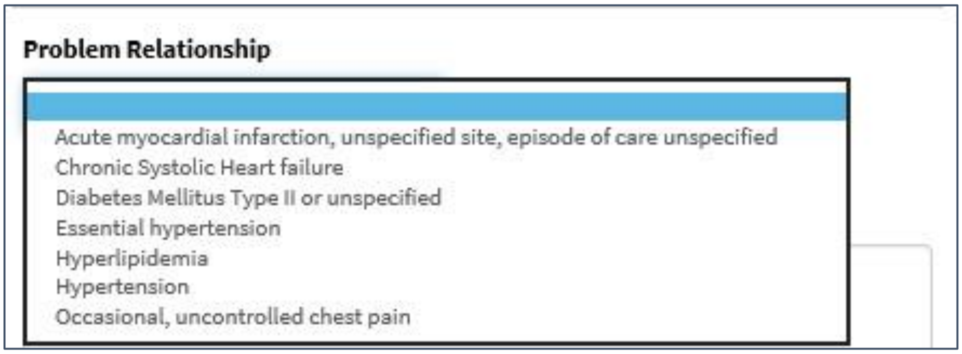
Figure 12-64 Collection Type



5. Select the **Collection Date** using the calendar dropdown or enter the date using the MM/DD/YYYY format (required).
6. Select the **Collection Time** using the clock dropdown or enter the **time** using HH:MM format.
7. Select the **Collection Sample** using the drop (required).
8. Select the **Specimen** using the dropdown menu (required).
9. Select **How Often** the lab test will be conducted using the dropdown menu.
10. Enter **How Long** the test will be conducted if more than once.

11. Select the **Remind Me If Results Are Not Received By:** checkbox to receive a notification.
12. Enter the **Notification Date** (required if the checkbox is checked).
13. Select a **Problem Relationship** using the dropdown menu (Figure 12-65).

Figure 12-65 Problem Relationship



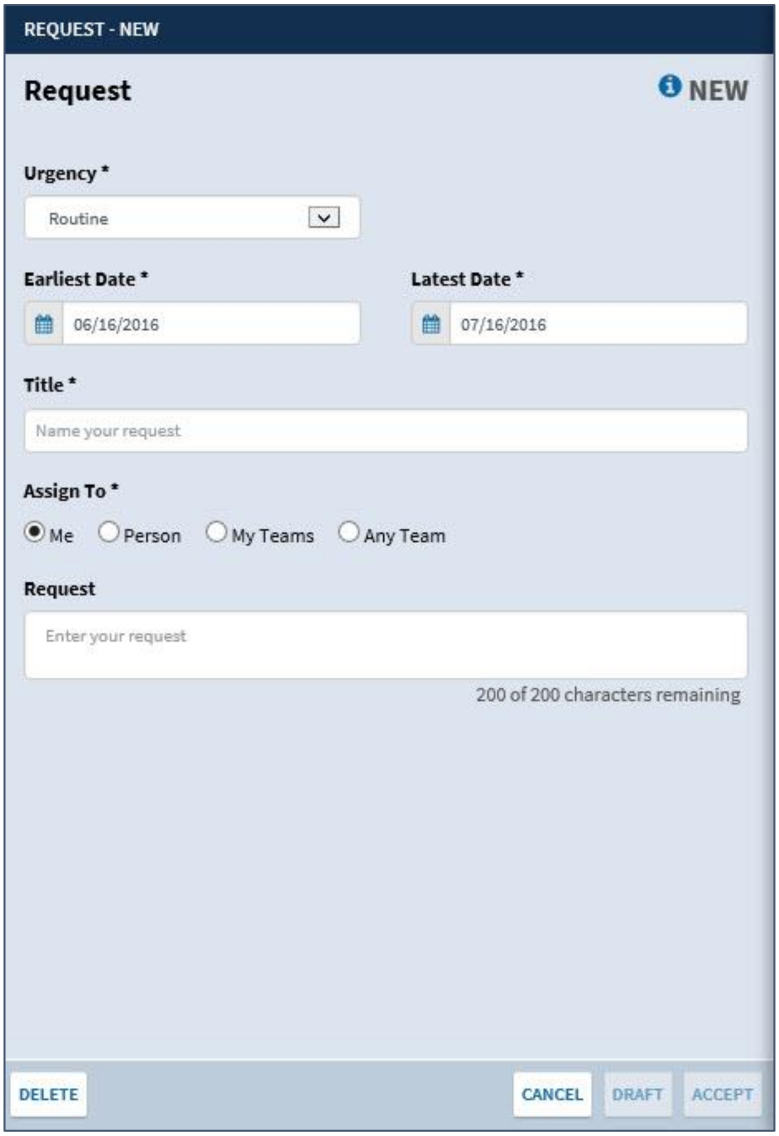
14. Review the Note Object Preview.
15. Enter additional note object text in the text box.
16. Select **Accept & Add Another** or **Accept** from the dropdown menu (Figure 12-66), or **Draft** to save the order, or **Cancel** to close the order without saving changes.

Figure 12-66 Accept & Add Another Dropdown Menu

Add a Request

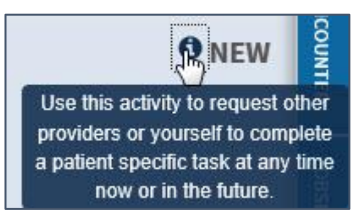
1. Select the **Actions** button from the *Activity Tray*. The Actions window displays.
2. Select the **New Action** button. The New Action pop up box displays
3. Select **Request** from under the *Activities* tab. The Request - New form displays (Figure 12-67).

Figure 12-67 Request New Activity Form



4. Select the **information button** to display a pop-up box with information regarding the Request – New form (Figure 12-68).

Figure 12-68 Request Information



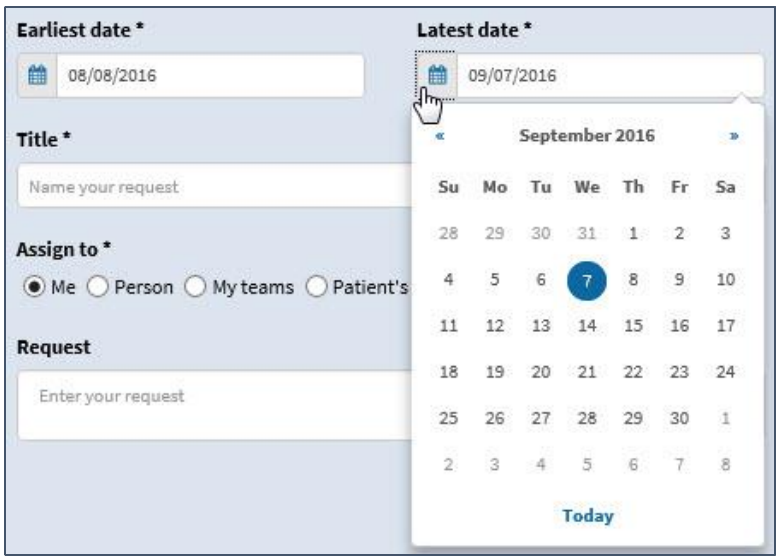
5. Select an **Urgency** using the dropdown menu (Figure 12-69) (required).

Figure 12-69 Urgency Dropdown Menu

6. Select the **Earliest Date** using the calendar dropdown or using the MM/DD/YYYY format (required) (Figure 12-70).
7. Select the **Latest Date** using the calendar dropdown or using the MM/DD/YYYY format (required) (Figure 12-70).

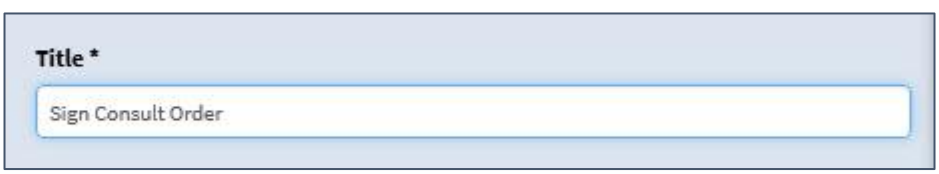
NOTE: *The Earliest and Latest Dates cannot be dates in the past.*

Figure 12-70 Earliest and Latest Dates



8. Enter a **Title** for the request in the *Name your request* field (required) (Figure 12-71).

Figure 12-71 Title for Request Example



9. Select the **person or team** to assign the task to (required).
10. Enter the **request information** in the text field.
11. Select **Accept** to accept this request, **Draft** to save a draft of the request, or **Cancel** to cancel the request.

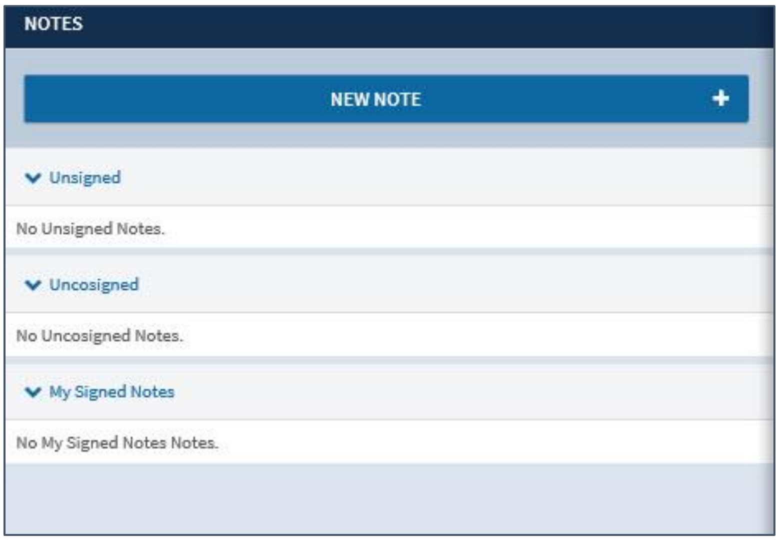
Notes

The notes feature provides you with a quick display of all notes for a selected patient, which are grouped by status. When a note is selected, you have the option to delete, edit, sign, and review the note. In addition, you can add a new note to the patient's chart.

Add a New Note

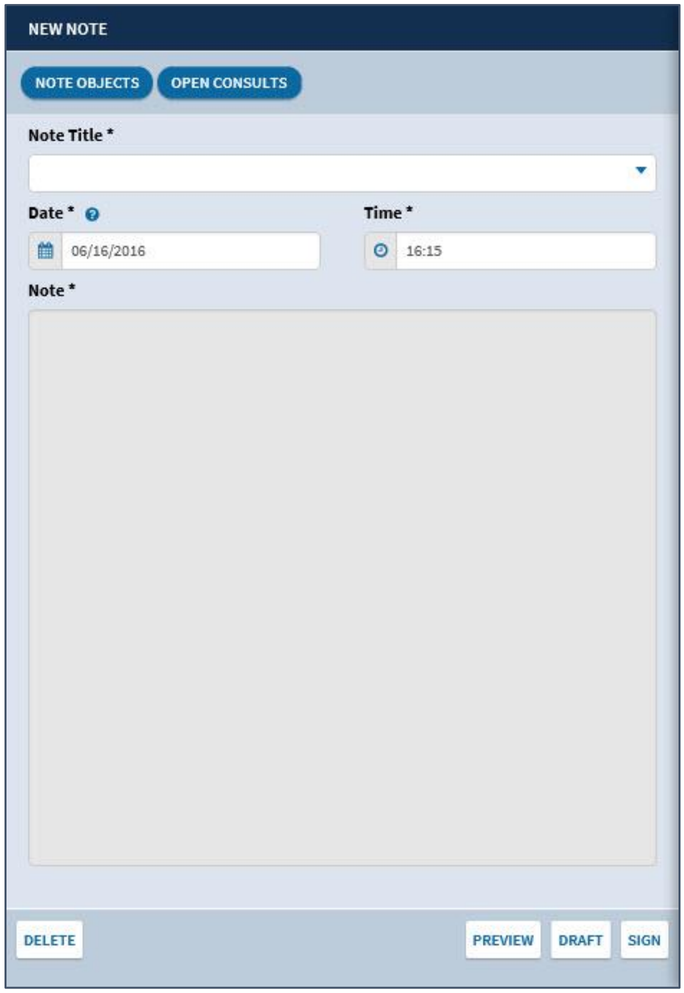
1. Select the **Notes** button from the *Activity Tray*. The Notes window displays (Figure 12-72).

Figure 12-72 Notes Window



2. Select the **New Note** button. The New Note form displays (Figure 12-73).

Figure 12-73 New Note Form



3. Select the **Note Objects** button to display available note objects to add to the note. For more detail refer to the Create Note Object Button section.
4. Select the **Open Consults** button to display a list of open consults to add to the note.
5. Enter a **note title** using the *Note Title* dropdown menu (required). The results populate as you enter text (Figure 12-74).

Figure 12-74 Note Title Dropdown Menu

6. Select the **date** using the calendar icon or enter the **date** using the MM/DD/YYYY format (required).
7. Select the **time** using the clock icon or enter the **time** using the HH:MM format (required).

NOTE: *The current date and time are the default date and time.*

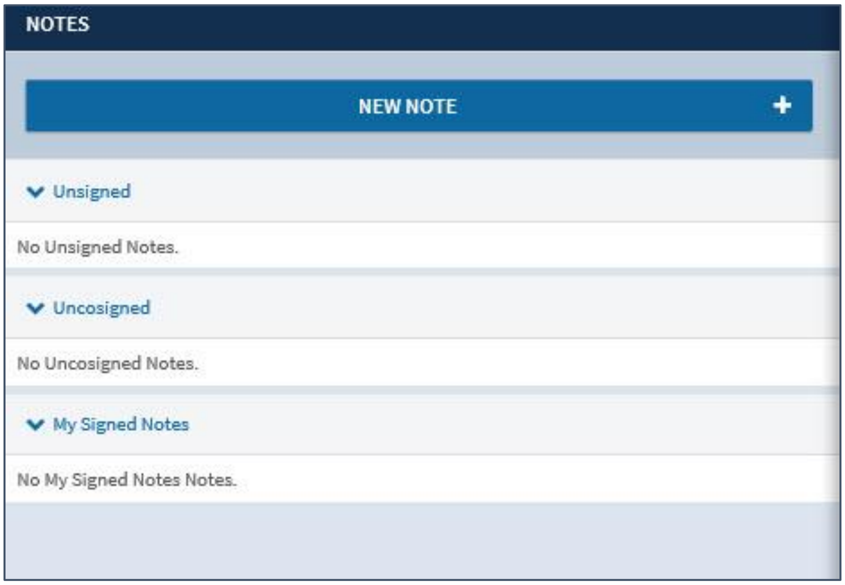
8. Enter the **note description** in the *Note* text box.
9. Select the **Preview** button to preview the note.
10. Select **Preview** to display a preview of the note, **Sign** to sign the note, **Draft** to save a draft of the note, or **Delete** to delete the note (Figure 12-75).

Figure 12-75 Delete, Preview, Draft, and Sign Options

Edit a Note

1. Select the **Notes** button from the *Activity Tray*. The Notes window displays (Figure 12-76).

Figure 12-76 Notes Window



2. Select an **existing note** from the list.
3. Edit the **information**.
4. Select the **Preview** button to preview the updated note.
5. Select **Sign** to sign the note, **Draft** to save a draft of the note, or **Delete** to delete the note.

Chapter 13: Applets and Applet Views

About Applets and Applet Views

Applets are small applications that run within eHMP and sort patient information into segments throughout the patient record. Five applet views are available, which allows you to customize the display of patient information. The five applet views are described below:

- Trend View – A concise presentation of information pertinent to helping a clinician decide what to do next, often incorporating graphics or symbols to communicate at high level information.
- Summary View – A table format of the applet content.
- Expanded View – Displays more columns and details than the trend and summary views.
- Detailed View – Displays a popup window with detailed information for the selected item.
- Maximized View – Displays in full screen with all information for the applet.

This chapter describes the different applets within eHMP and the available views for each applet. The applets are listed in alphabetical order.

Chapter 14: Active & Recent Medications

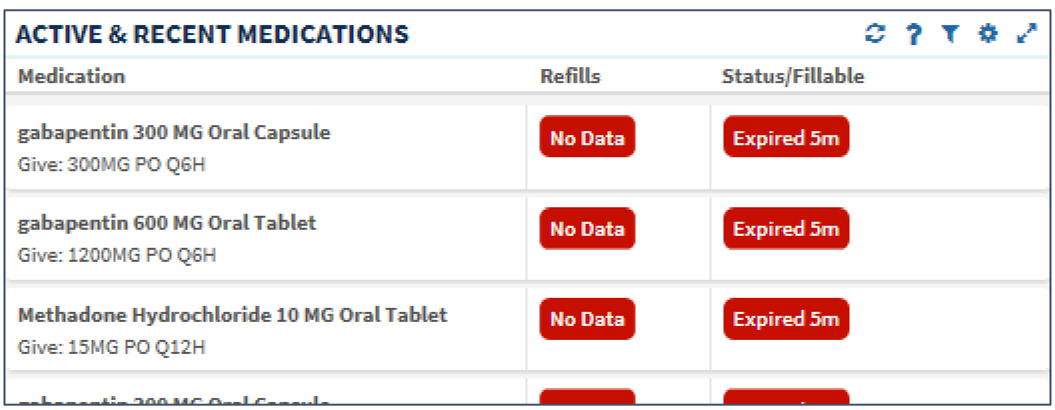
The Active & Recent Medications applet provides you with a quick display of a patient's active and recent medications. If the patient does not have any medications for the defined date range, then a message indicating that no records have been found displays.

NOTE:	*If a patient has an inpatient status, then only active inpatient medications and IVs display. If a patient has an outpatient status, then only active outpatient and non-VA medications display.*

Active & Recent Medications: Trend View

This feature (Figure 14-1) **Error! Reference source not found.**displays the trend view that lists the active and recent medication and dosage, any refills, if there are any changes in the medication, and when the medication was last filled. It also includes all medications that have expired within the last 90 days.

Figure 14-1 Active & Recent Medications Applet Trend View



Refills Column

The refills column indicates the refill status for an active or recent medication.

- When there is no refill count information available, 'NA' is displayed (usually on DoD medications).
- When a medication has zero refills remaining, a '0', surrounded by a red highlighted box, displays.
- If a medication has one refill left, a '1', surrounded by an orange highlighted box, displays.
- Medications that have two or more refills remaining displays the number of refills left.

Status/Fillable Column

The status/fillable column indicates the status of an active or recent medication and the amount of time left for each. For example, Figure 14-2 shows that Gabapentin 300 MG Oral Capsule expired 5 months from the current date.

- 'Active' displays when the medication is active.
- 'Expired' displays in red for a medication that is about to expire, or has expired.
- 'New' displays if the medication is relatively recent and pending.

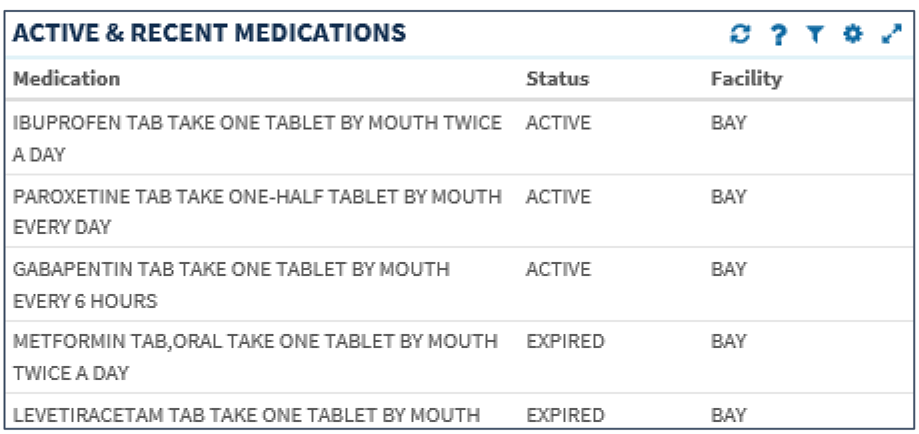
To display more information for a medication:

1. Select the **left side of the medication tile** to display the applet toolbar menu.
2. Select the **right side of the medication tile** to display a quick view containing up to the last five fills for the selected medication consisting of the last update date, medication name with dosage, sig, and time since last change.

Active & Recent Medications: Summary View

This feature**Error! Reference source not found.** depicts the summary view listing (Figure 14-2) the medication and dosage, the status, and the facility where the medication was prescribed.

Figure 14-2 Active & Recent Medications Applet Summary View



ACTIVE & RECENT MEDICATIONS

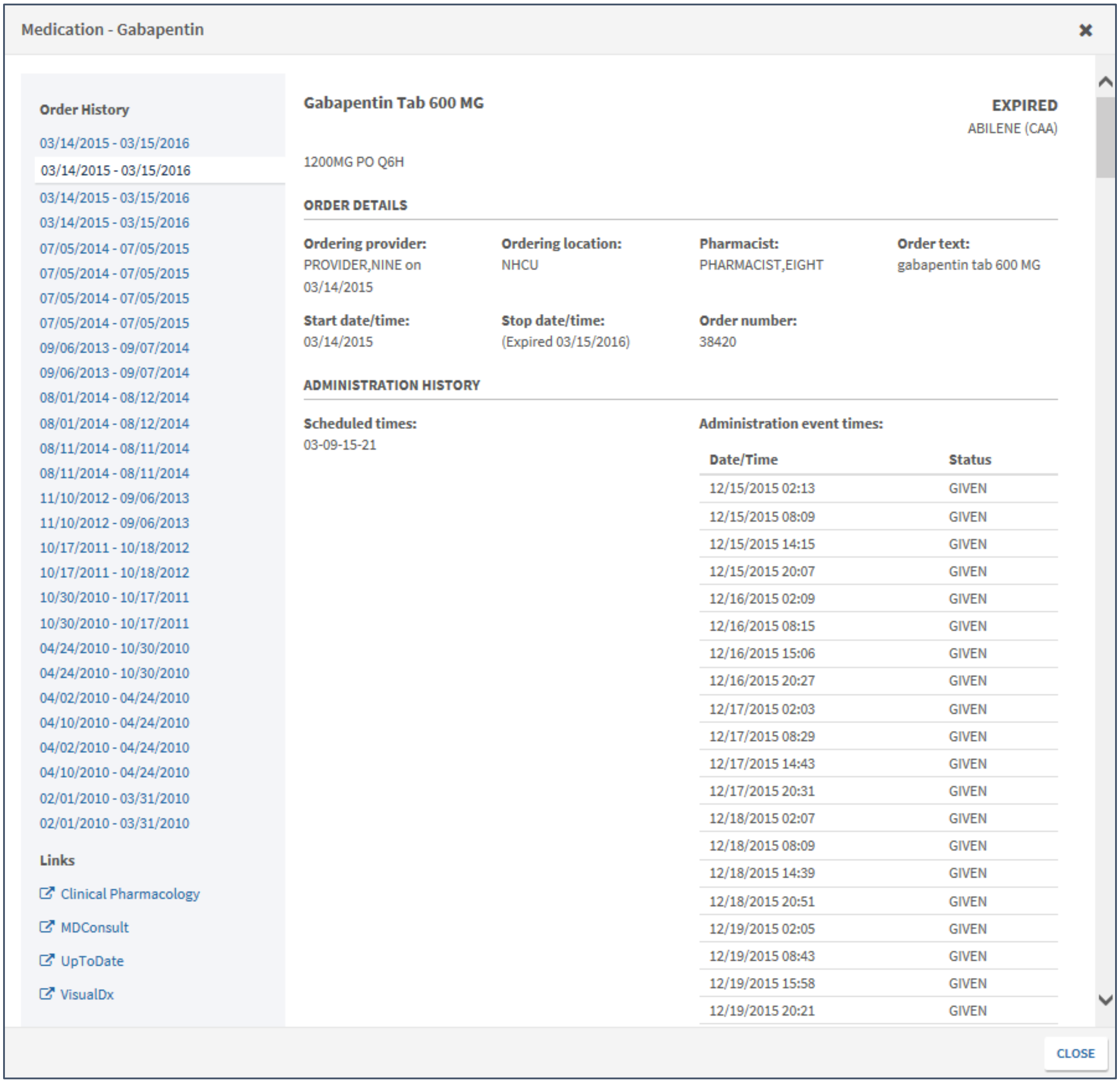
Medication	Status	Facility
IBUPROFEN TAB TAKE ONE TABLET BY MOUTH TWICE A DAY	ACTIVE	BAY
PAROXETINE TAB TAKE ONE-HALF TABLET BY MOUTH EVERY DAY	ACTIVE	BAY
GABAPENTIN TAB TAKE ONE TABLET BY MOUTH EVERY 6 HOURS	ACTIVE	BAY
METFORMIN TAB,ORAL TAKE ONE TABLET BY MOUTH TWICE A DAY	EXPIRED	BAY
LEVETIRACETAM TAB TAKE ONE TABLET BY MOUTH	EXPIRED	BAY

Active & Recent Medications: Detailed View

To display a detailed view of an active or recent medication from the trend or summary view:

1. Select an **active or recent medication** from the list to display the applet toolbar menu.
2. Select the **Details** button to open the Active & Recent Medication detail dialog box (Figure 14-3**Error! Reference source not found.**).

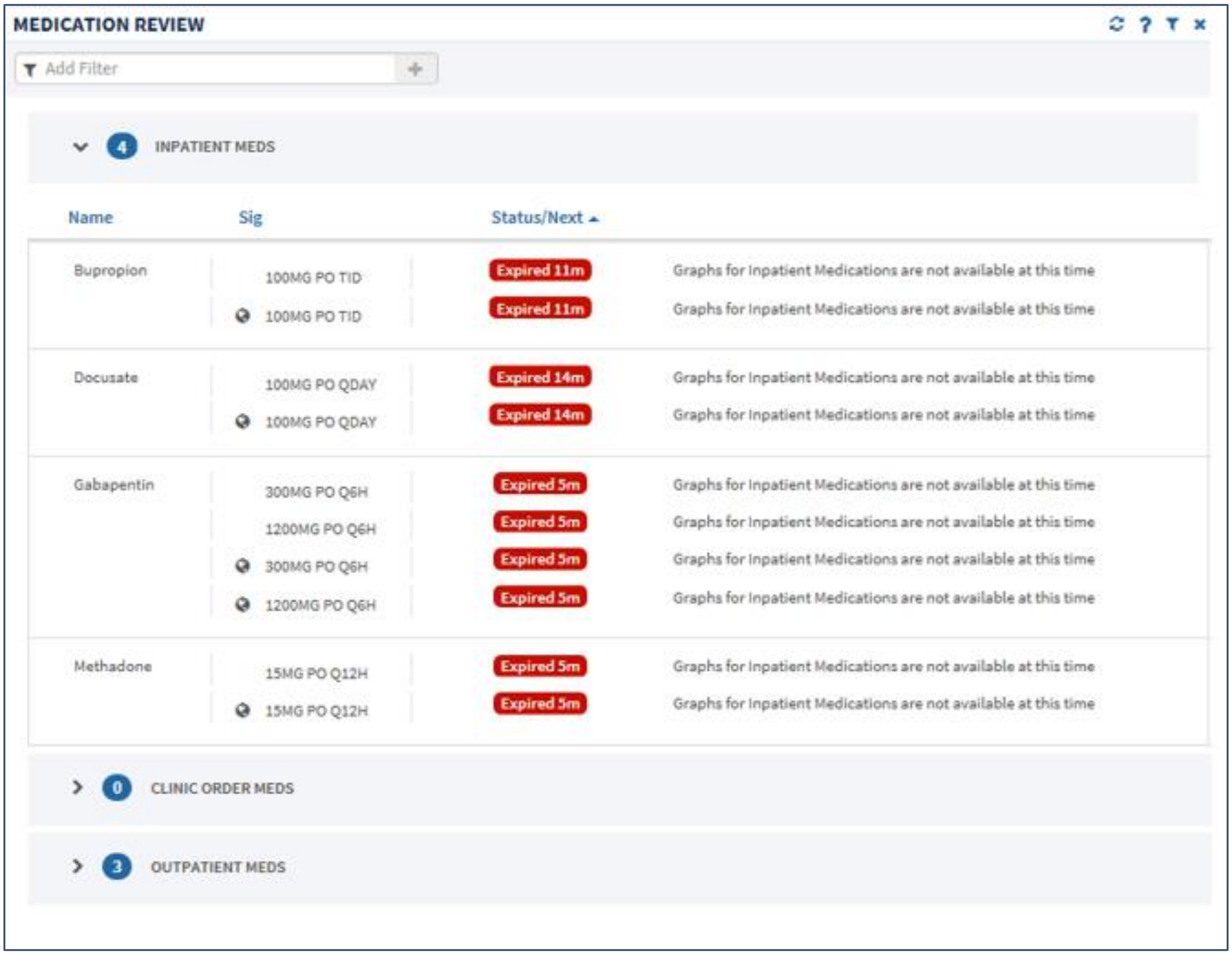
Figure 14-3 Active & Recent Medications Detail Dialog Box



All available orders for the medication display on tabs to the left under Order Hx.

3. Select a **date tab** to display detailed medication information for the selected date range.
4. Select a **resource link** under the Links and Patient Education headers, to open a new window for more information on the selected medication.
5. Select the **Close** button or the **X** to close the detail dialog.
6. Select the **Expanded View** button to open the Medication Review applet (Figure 14-4).

Figure 14-4 Medication Review Applet



Chapter 15: Allergies

The Allergies applet provides a trend, summary, and expanded view of identified patient allergies and adverse drug reactions, with standardized coding references from all sources. If the patient does not have any medications for the defined date range, then a message indicating that no records have been found displays.

NOTE: *It is common for a patient to have more than one instance of the same allergy listed.*

Allergies: Trend View

Top allergy information for a given patient is displayed in pill format (Figure 15-1**Error! Reference source not found.**).

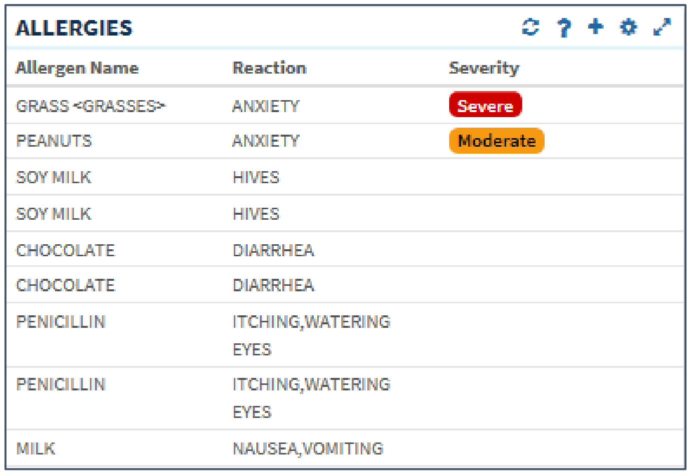
- A red pill indicates a severe allergy
- An orange pill indicates a moderate allergy
- A white pill indicates a mild allergy or severity not noted

Figure 15-1 Allergies Applet Trend View

Allergies: Summary View

The summary view (Figure 15-2**Error! Reference source not found.**) lists the allergen name, reaction, and level of severity for each allergen. The default summary view lists the allergies sorted first by severity, then by the date the allergy was entered into the VA system.

Figure 15-2 Allergies Applet Summary View



ALLERGIES

Allergen Name	Reaction	Severity
GRASS <GRASSES>	ANXIETY	Severe
PEANUTS	ANXIETY	Moderate
SOY MILK	HIVES	
SOY MILK	HIVES	
CHOCOLATE	DIARRHEA	
CHOCOLATE	DIARRHEA	
PENICILLIN	ITCHING,WATERING EYES	
PENICILLIN	ITCHING,WATERING EYES	
MILK	NAUSEA,VOMITING	

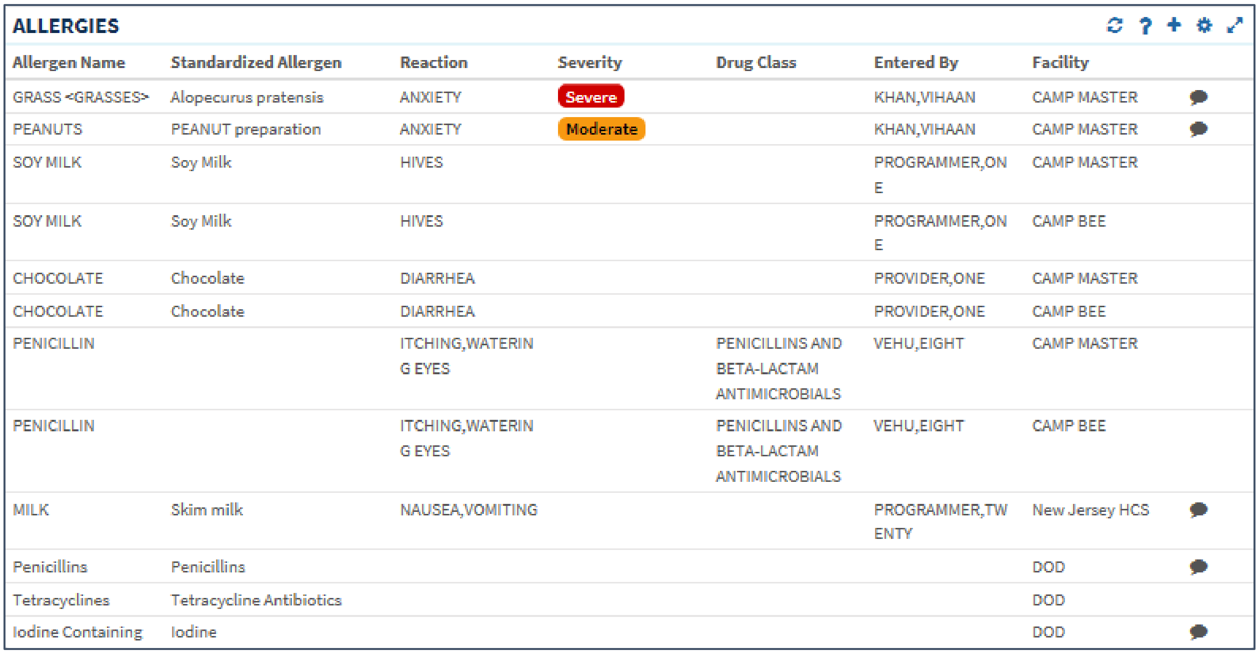
Allergies: Expanded View

The default expanded view lists the allergies sorted first by severity, then by the date the allergy was entered into the VA system.

Select the **Expanded View** button  to display more information on the Allergies applet (Figure 15-3**Error! Reference source not found.**), which displays the following information in sortable columns:

- Allergen Name
- Standardized Allergen
- Reaction
- Severity
- Drug class
- Entered By
- Facility

Figure 15-3 Allergies Applet Expanded View



ALLERGIES

Allergen Name	Standardized Allergen	Reaction	Severity	Drug Class	Entered By	Facility
GRASS <GRASSES>	Alopecurus pratensis	ANXIETY	Severe		KHAN,VIHAAN	CAMP MASTER
PEANUTS	PEANUT preparation	ANXIETY	Moderate		KHAN,VIHAAN	CAMP MASTER
SOY MILK	Soy Milk	HIVES			PROGRAMMER,ONE	CAMP MASTER
SOY MILK	Soy Milk	HIVES			PROGRAMMER,ONE	CAMP BEE
CHOCOLATE	Chocolate	DIARRHEA			PROVIDER,ONE	CAMP MASTER
CHOCOLATE	Chocolate	DIARRHEA			PROVIDER,ONE	CAMP BEE
PENICILLIN		ITCHING,WATERING EYES		PENICILLINS AND BETA-LACTAM ANTIMICROBIALS	VEHU,EIGHT	CAMP MASTER
PENICILLIN		ITCHING,WATERING EYES		PENICILLINS AND BETA-LACTAM ANTIMICROBIALS	VEHU,EIGHT	CAMP BEE
MILK	Skim milk	NAUSEA,VOMITING			PROGRAMMER,TWENTY	New Jersey HCS
Penicillins	Penicillins					DOD
Tetracyclines	Tetracycline Antibiotics					DOD
Iodine Containing	Iodine					DOD

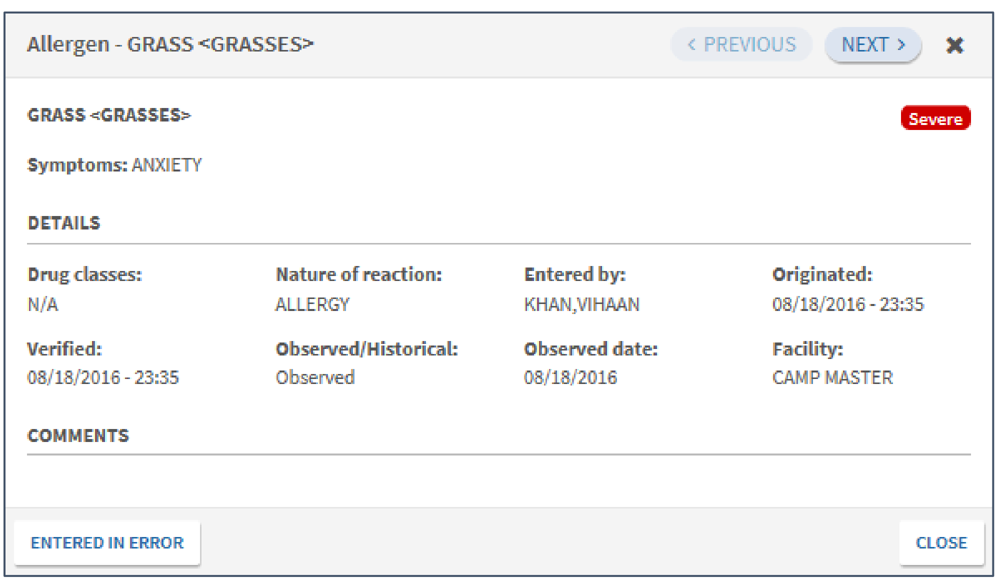
There is a comment indicator to inform you that a comment is associated to the allergy.

Allergies: Detailed View

To display a detailed view of an allergy from the trend, summary, or expanded views:

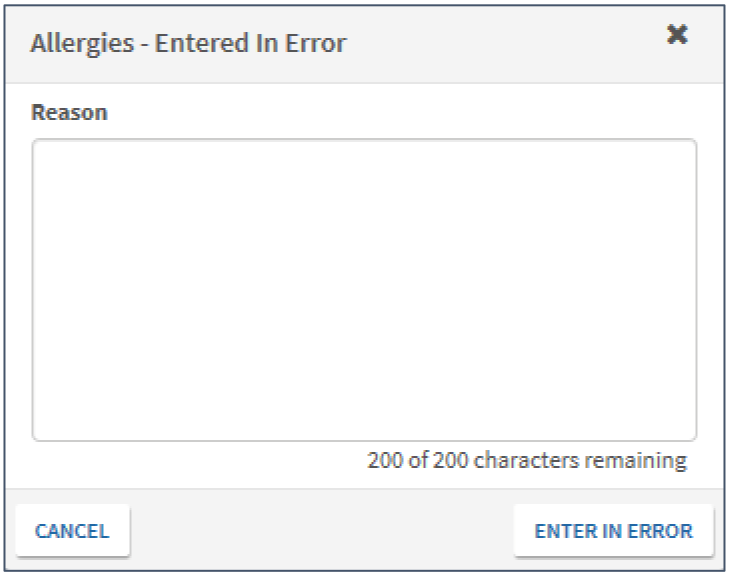
1. Select **an allergy** to open the applet toolbar menu.
2. Select the **Details** button to open the Allergy detail dialog box (Figure 15-4**Error! Reference source not found.**).

Figure 15-4 Allergy Detail Dialog Box



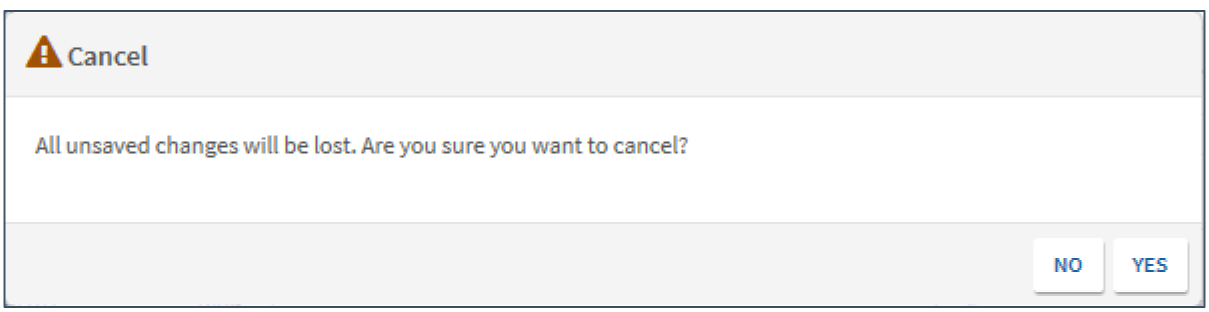
3. Select the **Entered in Error** button to mark the existing allergy or adverse reaction as having been entered in error.
4. Enter the reason for marking the allergy as being entered in error and select the **Enter in Error** button (Figure 15-5**Error! Reference source not found.**).

Figure 15-5 Entered in Error



5. If you select **Cancel**, a notification displays asking if you are sure you want to cancel (Figure 15-6).

Figure 15-6 Entered in Error



6. Select the **Previous** and **Next** buttons to navigate through the allergies.
7. Select the **Close** button or the **X** in the upper right-hand corner to close the detail dialogue.

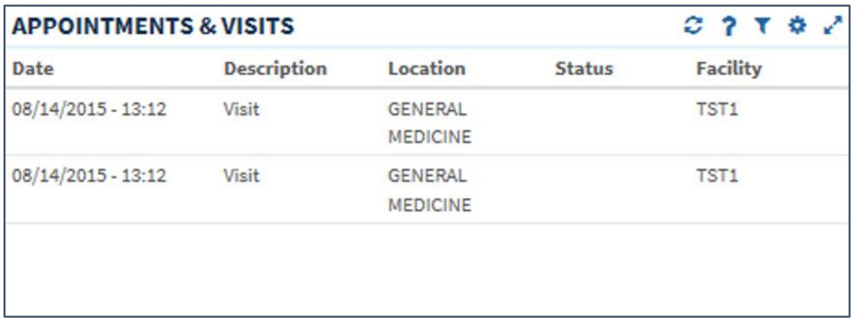
Chapter 16: Appointments & Visits

The Appointments & Visits applet (Figure 16-1) lists any future outpatient appointments, and past clinic visits, for a selected patient at VA and DoD facilities.

Appointments & Visits: Summary View

This feature**Error! Reference source not found.** displays the summary view listing the ppointment dates, encounter descriptions, the locations where the patient was treated, the status of the appointment, and the facility they visited.

Figure 16-1 Appointments & Visits Applet Summary View

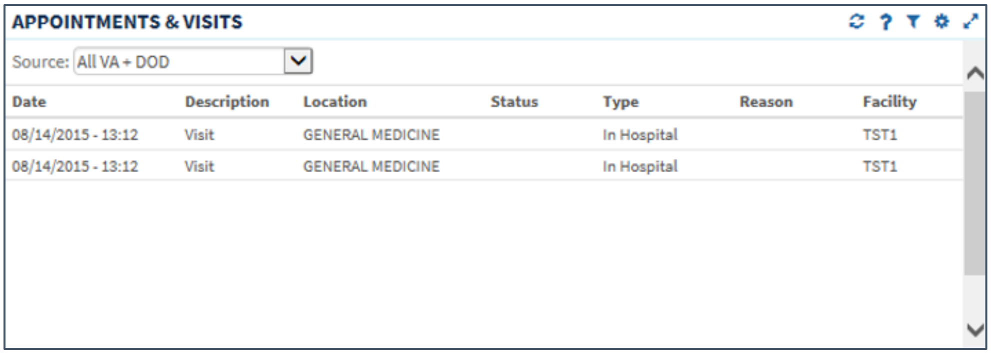


Appointments & Visits: Expanded View

Select the **Expanded View** button to display more information for the Appointments & Visits applet (Figure 16-2**Error! Reference source not found.**). The following information is displayed in sortable columns:

- Date
- Description
- Location
- Status
- Type
- Reason
- Facility

Figure 16-2 Appointments & Visits Applet Expanded View



The default view contains both VA and DoD data, but you can change the Source to filter the results. The Source filtering labels include: Local VA, All VA, and All VA + (plus) DoD.

To filter by source:

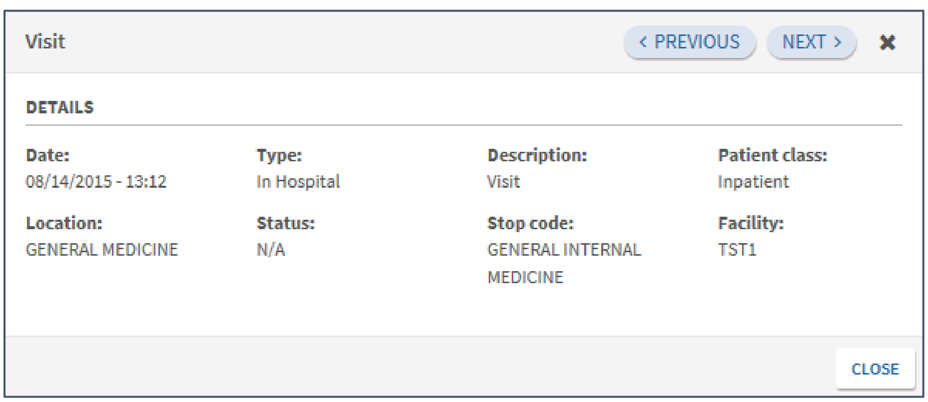
1. Select the **Source** dropdown menu to display a list of data filtering labels.
2. Select the desired source.
3. The appointment and visit information is filtered according to the selected source.

Appointments & Visits: Detailed View

To display the details of an encounter from the summary or expanded applet:

1. Select an **appointment** or **visit** from the list to display the detail dialog box (Figure 16-3**Error! Reference source not found.**).

Figure 16-3 Appointments & Visits Detail Dialog Box



2. Select the **Previous** and **Next** buttons to navigate between appointments and visits.
3. Select the **Close** button or the **X** to close the detail dialog.

Chapter 17: Clinical Reminders

The Clinical Reminders applet provides a summary and expanded view of the clinical reminders in effect for a patient from all sites. These reminders warn you when upcoming events are due for the patient.

Clinical Reminders: Summary View

This feature**Error! Reference source not found.** (Figure 17-1) displays the summary view that lists the priority (if any), title, type, and due date for any clinical reminders.

Figure 17-1 Clinical Reminders Applet Summary View

CLINICAL REMINDERS

Priority	Title	Type	Due Date
Moderate	NIH Coronary Heart Disease Risk Reminder	Advice	
Moderate	Hepatitis C risk Factor Screening	Reminder	8/18/2016
Moderate	Primary Care Depression Screening	Reminder	8/18/2016
Moderate	Hypertension	Reminder	8/18/2016
Moderate	Hypertension and BP>140/90	Reminder	8/18/2016
Moderate	Iraq&Afghan Post-Deployment Screen	Reminder	8/18/2016
Moderate	TBI Screening	Reminder	8/18/2016
Moderate	Pneumococcal PCV13 (Prevnar13)	Reminder	8/18/2016

Clinical Reminders: Expanded View

Select the **Expanded View** button to display more information for the Clinical Reminders applet (Figure 17-2**Error! Reference source not found.**). The following information is displayed in sortable columns:

- Priority
- Title
- Type
- Due Date
- Done Date

Figure 17-2 Clinical Reminders Applet Expanded View

CLINICAL REMINDERS

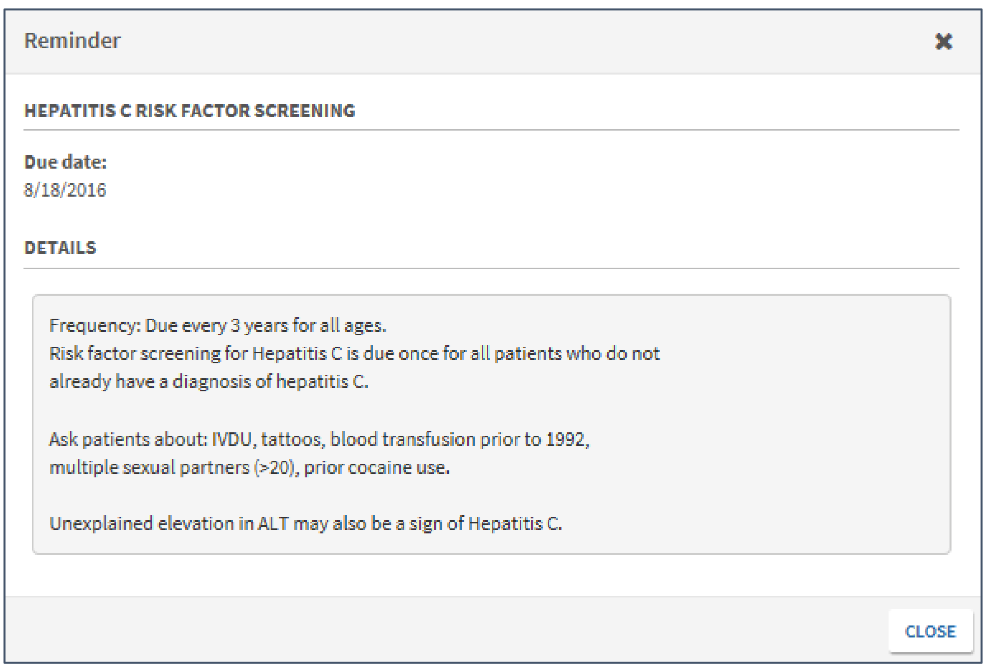
Priority	Title	Type	Due Date
Moderate	NIH Coronary Heart Disease Risk Reminder	Advice	
Moderate	Hepatitis C risk Factor Screening	Reminder	8/18/2016
Moderate	Primary Care Depression Screening	Reminder	8/18/2016
Moderate	Hypertension	Reminder	8/18/2016
Moderate	Hypertension and BP>140/90	Reminder	8/18/2016
Moderate	Iraq&Afghan Post-Deployment Screen	Reminder	8/18/2016
Moderate	TBI Screening	Reminder	8/18/2016
Moderate	Pneumococcal PCV13 (Prevnar13)	Reminder	8/18/2016

Clinical Reminders: Detailed View

To display the details of a clinical reminder from the summary or expanded applet:

1. Select a **clinical reminder** from the list to display the Clinical Reminders detail dialog box (Figure 17-3**Error! Reference source not found.**).

Figure 17-3 Clinical Reminders Detail Dialog Box



2. Select the **Close** button or the **X** to close the detail dialog.

Community Health Summaries

The Community Health Summaries applet displays the selected patient's clinical health care summaries received from VA's external Health Information Exchange (HIE) partners who participate in the NwHIN. The Community Health Summaries applet can display any of the following data elements sent from community health partners in a summarized form:

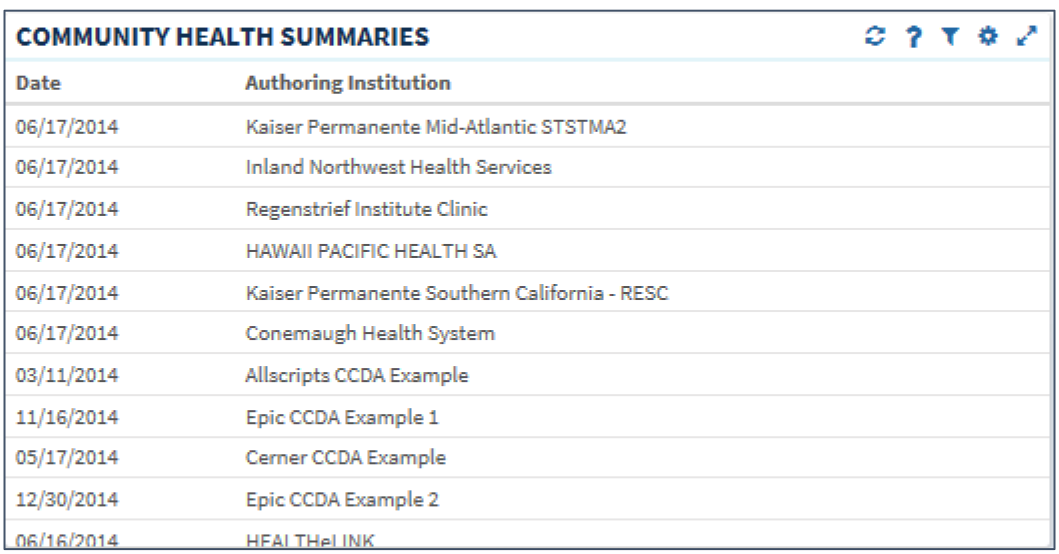
- Vitals
- Medications
- Allergies
- Lab Results
- Immunizations
- Encounters
- Problem List

These summaries often include helpful information about date, provider, and location that are frequently used when requesting records via phone.

Community Health Summaries: Summary View

The summary view (Figure 17-4**Error! Reference source not found.**) lists the date of service and authoring institution(s) of each care summary.

Figure 17-4 Community Health Summaries Applet Summary View



COMMUNITY HEALTH SUMMARIES

Date	Authoring Institution
06/17/2014	Kaiser Permanente Mid-Atlantic STSTMA2
06/17/2014	Inland Northwest Health Services
06/17/2014	Regenstrief Institute Clinic
06/17/2014	HAWAII PACIFIC HEALTH SA
06/17/2014	Kaiser Permanente Southern California - RESC
06/17/2014	Conemaugh Health System
03/11/2014	Allscripts CCDA Example
11/16/2014	Epic CCDA Example 1
05/17/2014	Cerner CCDA Example
12/30/2014	Epic CCDA Example 2
06/16/2014	HEALTHeLINK

Community Health Summaries: Expanded View

Select the **Expanded View** button to display more information of the Community Health Summaries applet (Figure 17-5**Error! Reference source not found.**), which lists the following information in sortable columns:

- Date
- Description
- Authoring Institution

Figure 17-5 Community Health Summaries Applet Expanded View

COMMUNITY HEALTH SUMMARIES

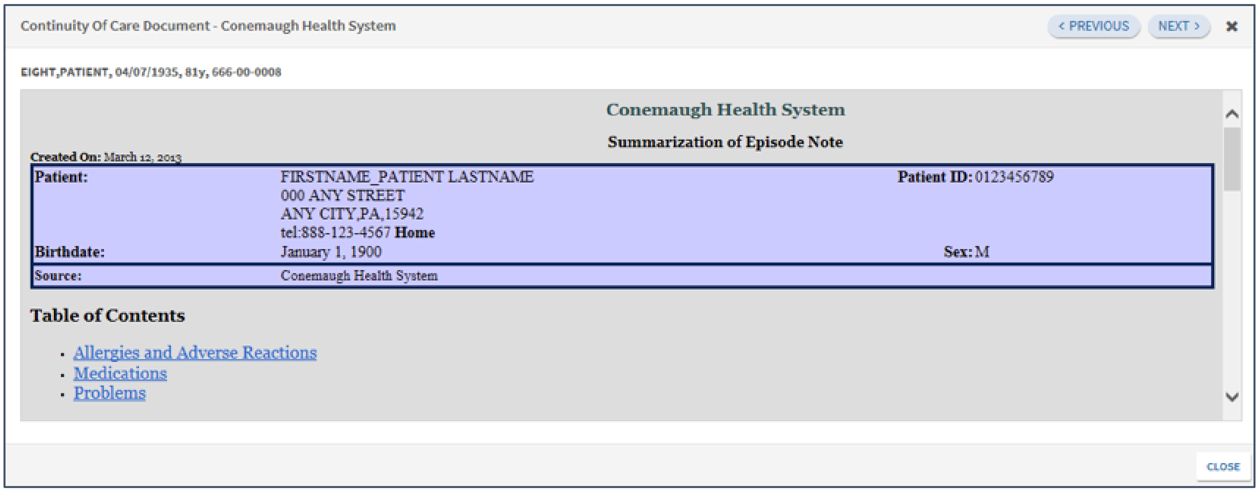
Date	Description	Authoring Institution
06/17/2014 - 01:40	Continuity of Care Document	Kaiser Permanente Mid-Atlantic STSTMA2
06/17/2014 - 01:40	Continuity of Care Document	Inland Northwest Health Services
06/17/2014 - 01:40	Continuity of Care Document	Regenstrief Institute Clinic
06/17/2014 - 01:41	Continuity of Care Document	HAWAII PACIFIC HEALTH SA
06/17/2014 - 01:41	Continuity of Care Document	Kaiser Permanente Southern California - RESC
06/17/2014 - 01:41	Continuity of Care Document	Conemaugh Health System
03/11/2014 - 06:22	Continuity of Care Document	Allscripts CCDA Example
11/16/2014 - 05:42	Continuity of Care Document	Epic CCDA Example 1
05/17/2014 - 02:22	Continuity of Care Document	Cerner CCDA Example
12/30/2014 - 01:12	Continuity of Care Document	Epic CCDA Example 2
06/16/2014 - 21:39	Summarization of episode note	HEALTHeLINK

Community Health Summaries: Detailed View

To display the Community Health Summaries Detail Dialog from the summary or expanded applet:

1. Select a **health summary item** from the list, and the Community Health Summaries Detail Dialog box displays (Figure 17-6**Error! Reference source not found.**).

Figure 17-6 Community Health Summaries Detail Dialog Box



2. Review the document or use the **Table of Contents** hyperlinks to go directly to a section.
3. Select the **Back to Top** hyperlink to go to beginning of the document.
4. Select the **Next** and **Previous** buttons to navigate between Community Health Summaries.
5. Select the **Close** button or the **X** to close the detail dialog.

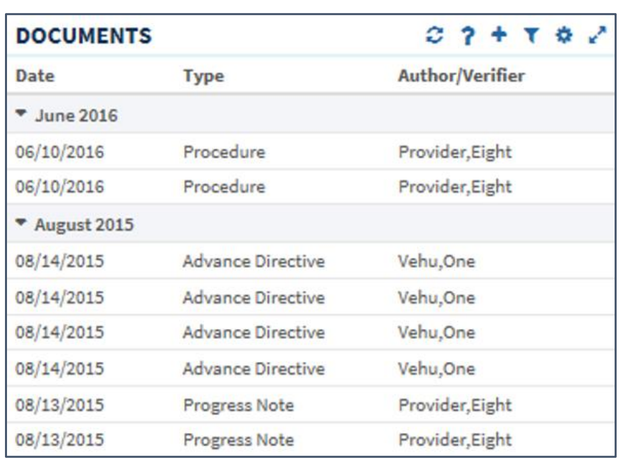
Documents

The Documents applet lists multiple categories of documentation from various sources. The document categories include: clinical notes, discharge summaries, advanced directives, crisis notes, warnings, lab results, and imaging and radiology reports.

Documents: Summary View

The summary view (Figure 17-7**Error! Reference source not found.**) lists the document date, type of document, and who authored or verified the document.

Figure 17-7 Documents Applet Summary View


DOCUMENTS

Date	Type	Author/Verifier
June 2016		
06/10/2016	Procedure	Provider,Eight
06/10/2016	Procedure	Provider,Eight
August 2015		
08/14/2015	Advance Directive	Vehu,One
08/14/2015	Advance Directive	Vehu,One
08/14/2015	Advance Directive	Vehu,One
08/14/2015	Advance Directive	Vehu,One
08/13/2015	Progress Note	Provider,Eight
08/13/2015	Progress Note	Provider,Eight

Documents: Expanded View with Images

Select the **Expanded View** button to display more information for the Documents applet (Figure 17-8**Error! Reference source not found.**), which displays the following information in sortable columns:

- Date
- Description
- Type
- Author/Verifier
- Facility
- Images

Figure 17-8 Documents Applet Expanded View

DOCUMENTS

Date	Description	Type	Author/Verifier	Facility	Images
▾ June 2016					
06/10/2016	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc	Procedure	Provider,Eight	CAMP MASTER	
06/10/2016	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc	Procedure	Provider,Eight	CAMP MASTER	
▾ August 201					
08/14/2015	ADVANCE DIRECTIVE	Advance Directive	Vehu,One	CAMP MASTER	
08/14/2015	ADVANCE DIRECTIVE	Advance Directive	Vehu,One	CAMP BEE	
08/14/2015	ADVANCE DIRECTIVE	Advance Directive	Vehu,One	CAMP MASTER	
08/14/2015	ADVANCE DIRECTIVE	Advance Directive	Vehu,One	CAMP BEE	
08/13/2015	PHYSICIAN PROCEDURE	Progress Note	Provider,Eight	ABILENE (CAA)	
08/13/2015	PHYSICIAN PROCEDURE	Progress Note	Provider,Eight	ABILENE (CAA)	
08/13/2015	PHYSICIAN PROCEDURE	Progress Note	Vehu,One	ABILENE (CAA)	
08/13/2015	PHYSICIAN PROCEDURE	Progress Note	Vehu,One	ABILENE (CAA)	

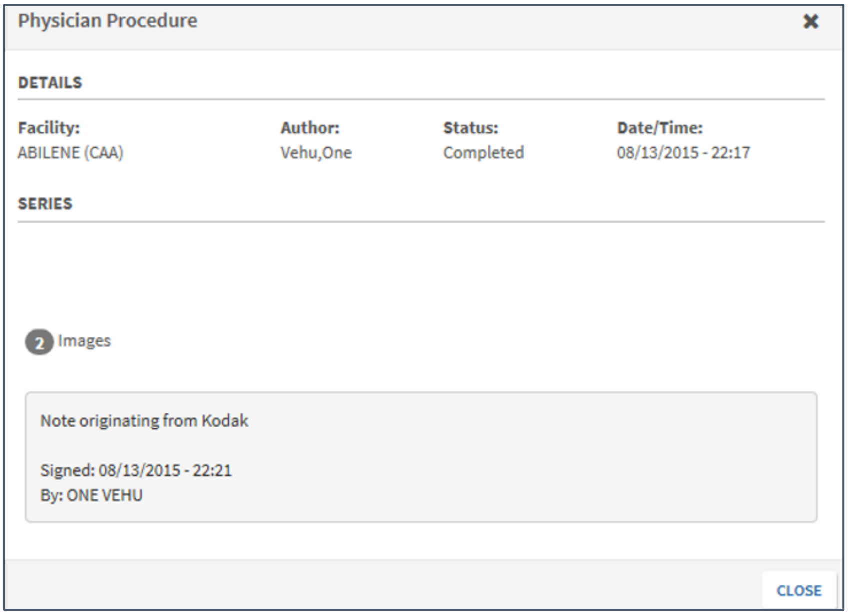
Documents: Detailed View

To display the details of an item in the summary and expanded list views (Figure 17-9):

1. Select a **document** in the list. The document detail dialog box displays.
2. If there are images available, thumbnails display for each series as displayed in **Error! eference source not found.**. Select the **thumbnail** to view the series in the Image Viewer. The image viewer opens in a separate browser window.

NOTE: *Closing eHMP will also close the Image Viewer.*

Figure 17-9 Documents Detail Dialog Box

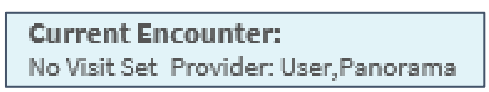


3. Select the **Close** button or the **X** to close the detail dialog.

About the Current Encounter Section

The eHMP Current Encounter feature allows you to create or select a visit to which almost all other clinical activities can be associated. A visit must be selected before performing an action requiring visit context. The minimum information required to establish a visit is the Provider, Location, Date, Time, and visit category (Clinic Appointment, Hospital Admission, or New Visit). Once the visit has been selected, all subsequent clinical documentation is associated with that visit, and the visit details display (Figure 17-10). You can access this section from any screen in eHMP.

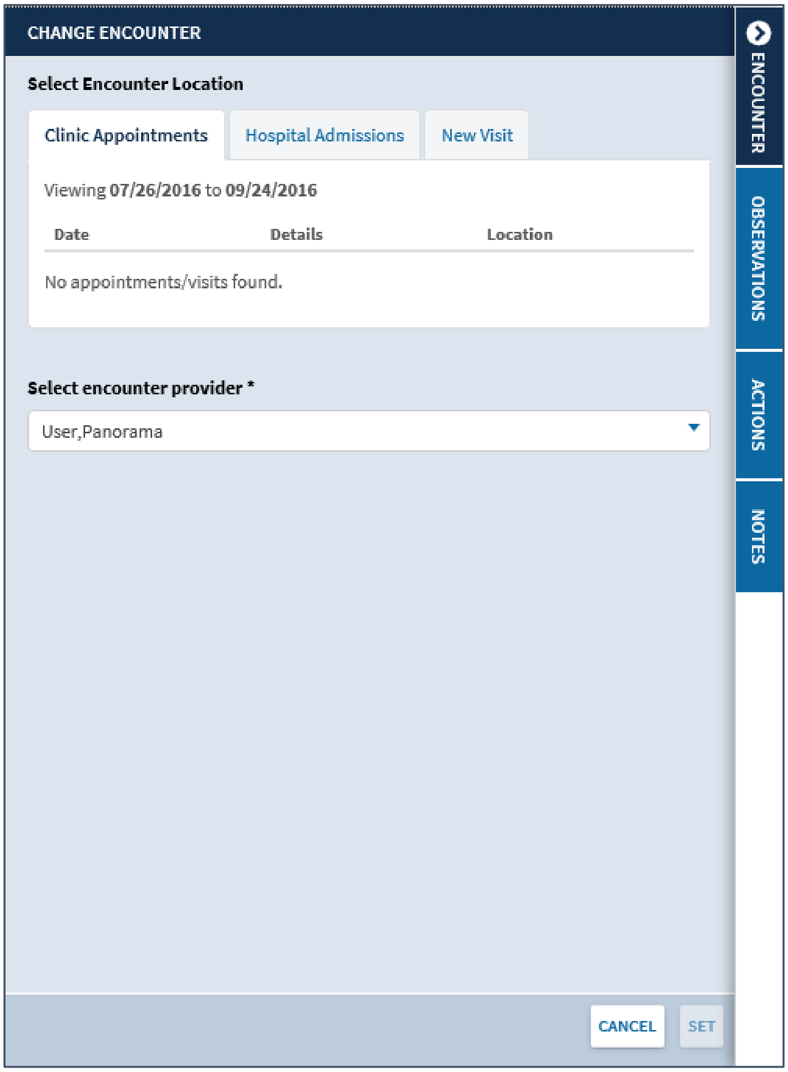
Figure 17-10 Current Encounter Section



Select an Existing Encounter

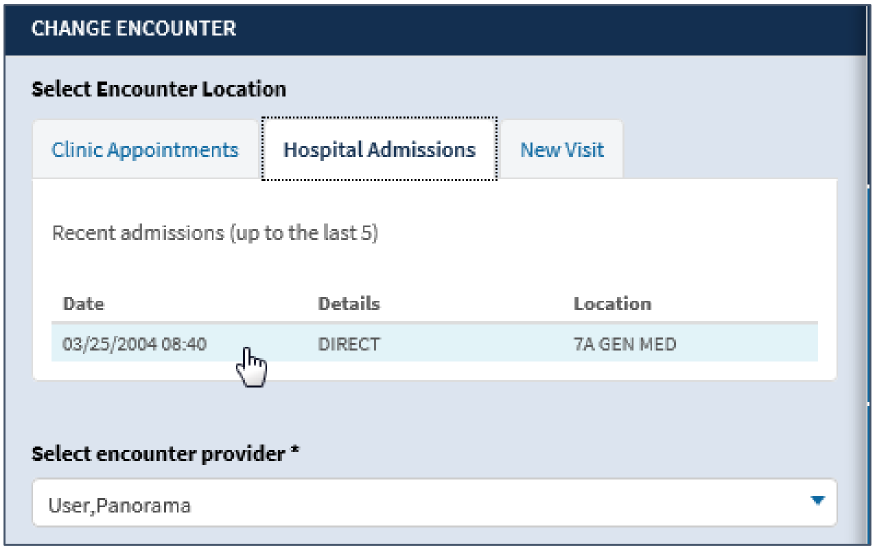
1. Select the **Current Encounter** section. The *Change Encounter* window displays (Figure 17-11).

Figure 17-11 Change Encounter Window



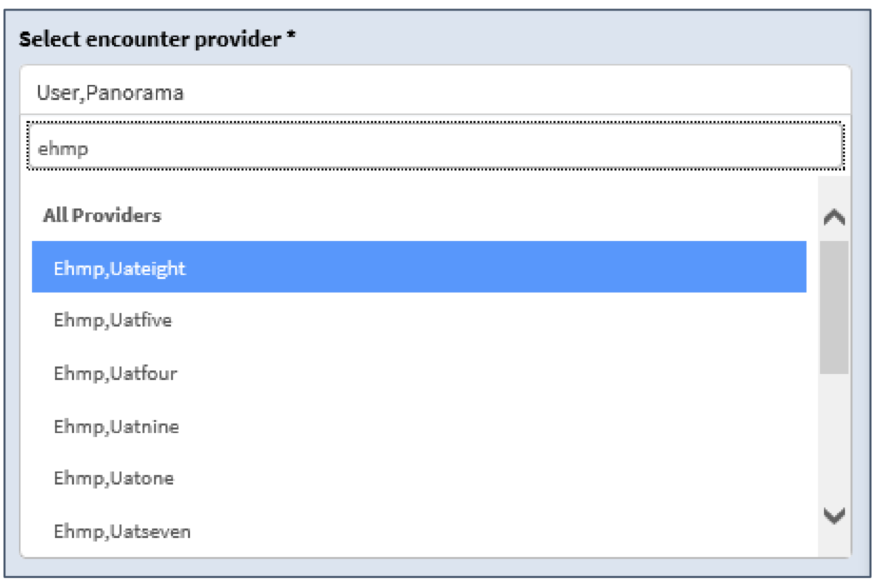
2. Select either the **Clinic Appointments** or **Hospital Admissions** tab.
3. Select the **existing encounter** from either section. The selected encounter is highlighted (Figure 17-12).

Figure 17-12 Encounter Selection



4. Select the **Encounter Provider** using the *Select Encounter Provider* dropdown arrow.
5. Enter the **provider's name** in the *filter* field to filter through the provider list (Figure 17-13).

Figure 17-13 Select Encounter Provider



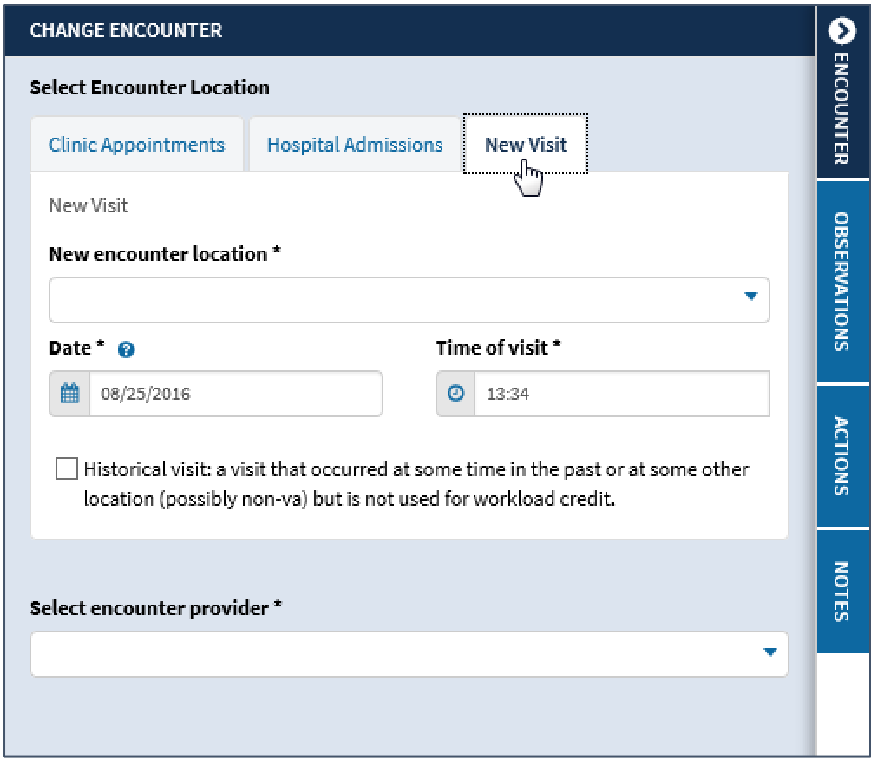
6. Select **Set** to set the encounter. A notification displays informing you that the encounter was successfully set with no errors (Figure 17-14).

Figure 17-14 Encounter Context Notification

Create a New Visit

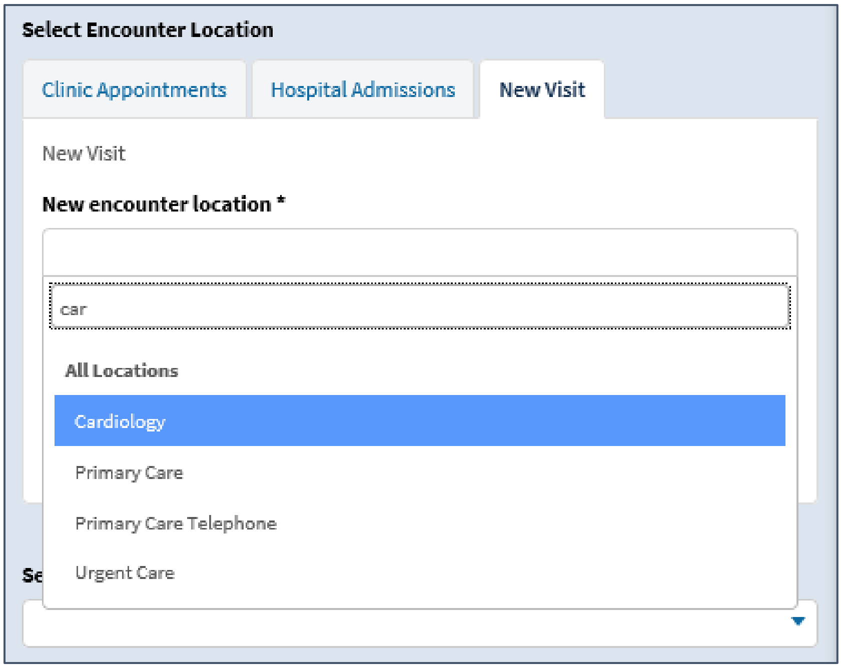
1. Select the **Current Encounter** section. The *Change Encounter* window displays
2. Select the **New Visit** tab (Figure 17-15).

Figure 17-15 New Visit Tab



3. Select the **New Encounter Location** dropdown arrow.
4. Enter the **location name** in the *filter* field to filter through the locations. The results populate in alphabetical order as you enter text (Figure 17-16).

Figure 17-16 New Encounter Location



5. Select the **location** for the new encounter.
6. Select a **date for the visit** using the date picker or enter **the date** using the MM/DD/YYYY format.

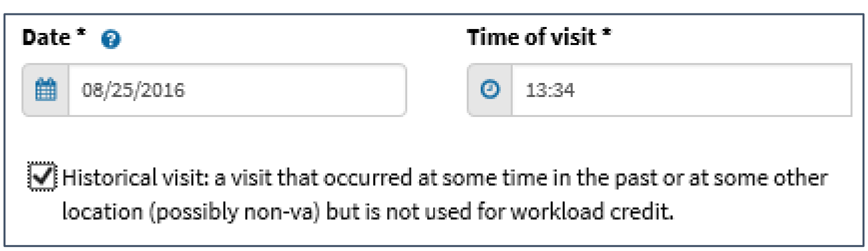
NOTE: *The default is the current date.*

7. Select a **time for the visit** using the time picker or enter **the time** using the HH:MM format.

NOTE: *The default is the current time.*

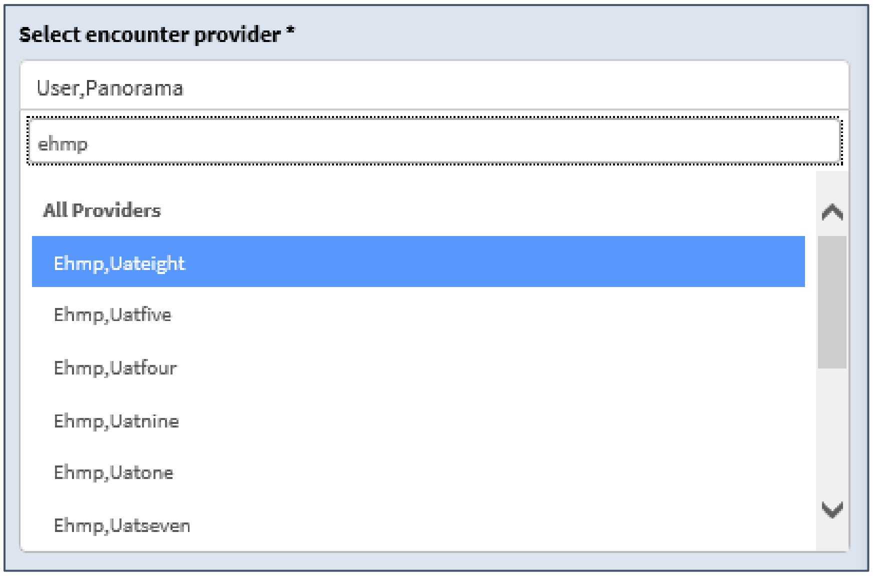
8. Select the **Historical Visit** checkbox to record a visit that occurred in the past or at some other location but is not used for workload credit (Figure 17-17).

Figure 17-17 Historical Visit Checkbox



9. Select the **Encounter Provider** using the dropdown arrow.
10. Enter the **provider's name** in the *filter* field to filter through the provider list (Figure 17-18).

Figure 17-18 Select New Encounter Provider



11. Select **Set** to set the encounter. A notification displays informing you that the encounter was successfully set with no errors (Figure 17-19).

Figure 17-19 New Encounter Context Notification

12. The Current Encounter displays on the Global Navigation (Figure 17-20).

Figure 17-20 Current Encounter Set

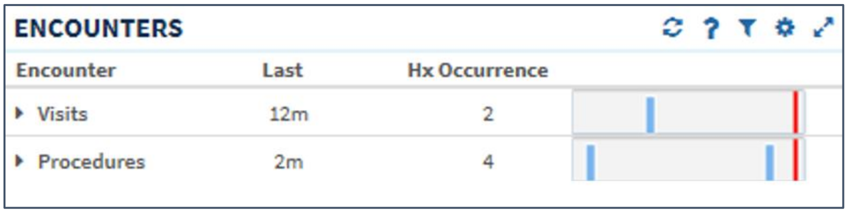
Encounters

The Encounters applet provides a high level view of the patients' encounters for outpatient visits, appointments, admissions, and procedures to quickly understand the types of care the patient has received.

Encounters: Trend View

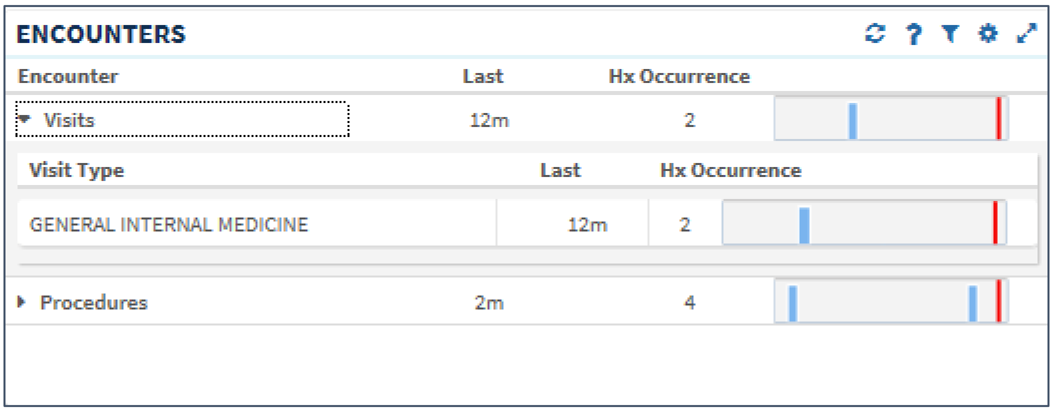
This feature**Error! Reference source not found.** displays the trend view of the Encounters applet (Figure 17-21), with information grouped by the following encounter type: visits, appointments, admissions, and procedures. In addition, it displays when the patient was last treated for the encounter, and the history for each encounter type including a graphical representation.

Figure 17-21 Encounters Applet Trend View



NOTE: *Select the **expand/collapse arrow** to display a list of encounters for the selected group (Figure 17-22**Error! Reference source not found.**).*

Figure 17-22 Encounters List in Trend View (Expanded)

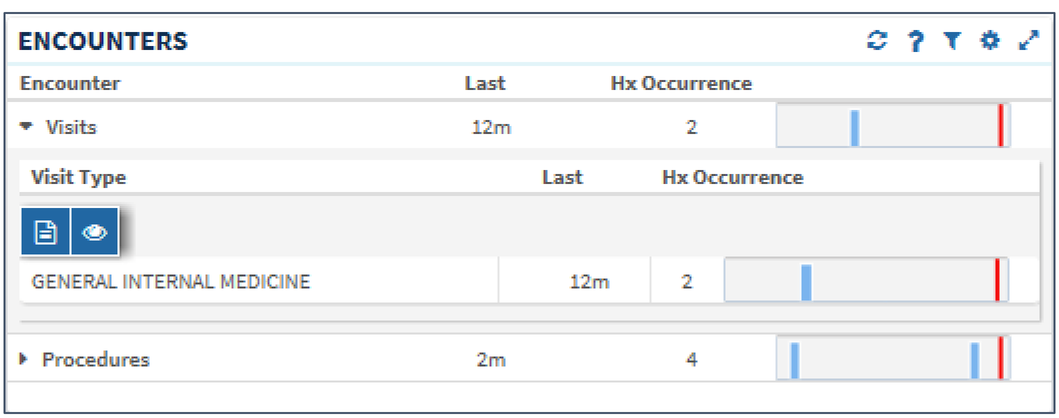


Encounters: Detailed View

To display the details of an item in the trend list view:

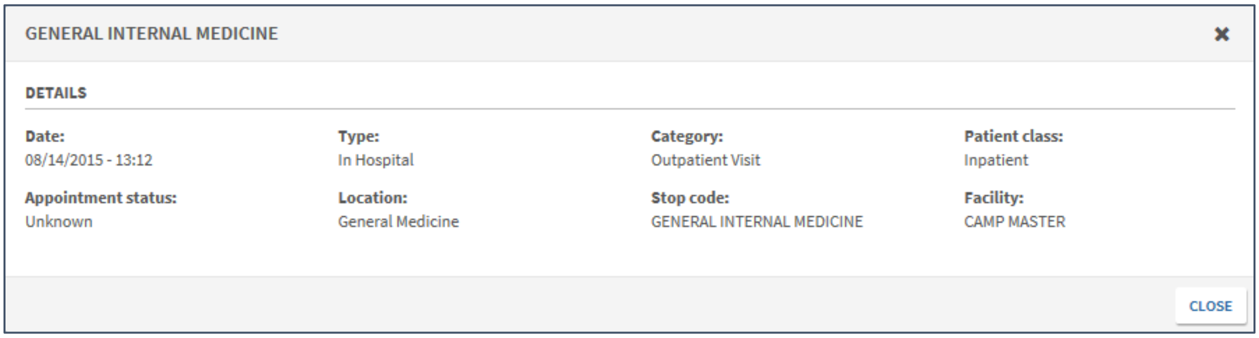
1. Select the **Encounter group dropdown arrow**. A list of encounter types for the selected group displays.
2. Select the desired **encounter type** to open the toolbar menu (Figure 17-23**Error! Reference source not found.**).

Figure 17-23 Encounters List Toolbar Menu



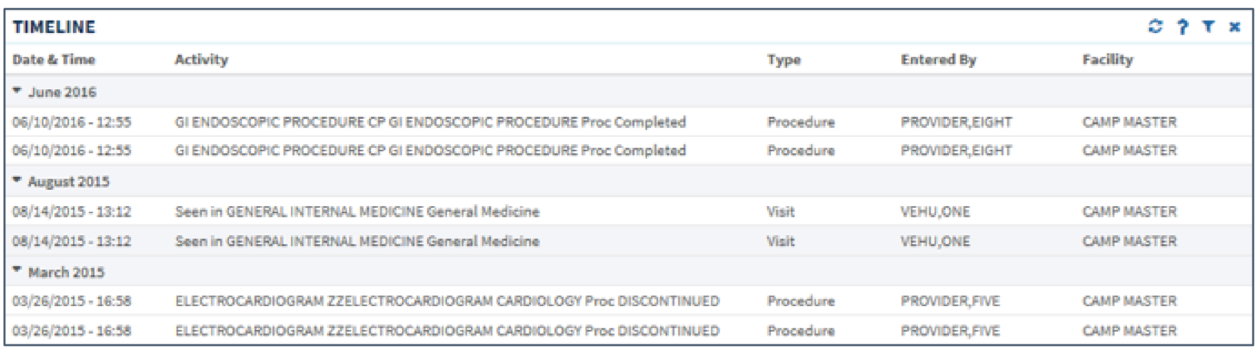
3. Select the **Details** button to open the encounters detail dialog box (Figure 17-24**Error! Reference source not found.**), or the **Quicklook** button to open the encounters detail list of the last five occurrences for the selected item.

Figure 17-24 Encounters Detail Dialog Box



4. Select the **Close** button or the **X** to close the detail dialog.
5. Select the **Expanded View** button to open the Timeline applet (Figure 17-25).

Figure 17-25 Timeline Applet


TIMELINE

Date & Time	Activity	Type	Entered By	Facility
June 2016				
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure	PROVIDER,EIGHT	CAMP MASTER
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure	PROVIDER,EIGHT	CAMP MASTER
August 2015				
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit	VEHU,ONE	CAMP MASTER
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit	VEHU,ONE	CAMP MASTER
March 2015				
03/26/2015 - 16:58	ELECTROCARDIOGRAM ZZELECTROCARDIOGRAM CARDIOLOGY Proc DISCONTINUED	Procedure	PROVIDER,FIVE	CAMP MASTER
03/26/2015 - 16:58	ELECTROCARDIOGRAM ZZELECTROCARDIOGRAM CARDIOLOGY Proc DISCONTINUED	Procedure	PROVIDER,FIVE	CAMP MASTER

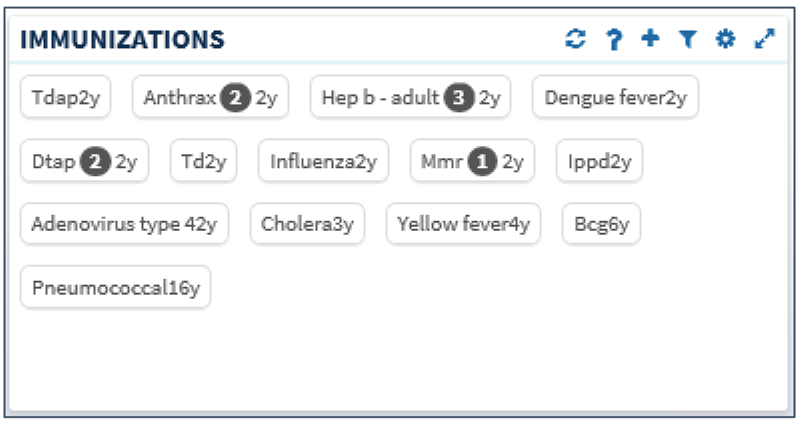
Immunizations

The Immunizations applet presents a list of vaccines from all sources for a given patient.

Immunizations: Trend View

Figure 17-26**Error! Reference source not found.** displays the trend view of immunizations a patient has received. All immunizations are represented in pill format. Each pill displays the immunization name, the series number (if available), and the time elapsed since immunization was last administered.

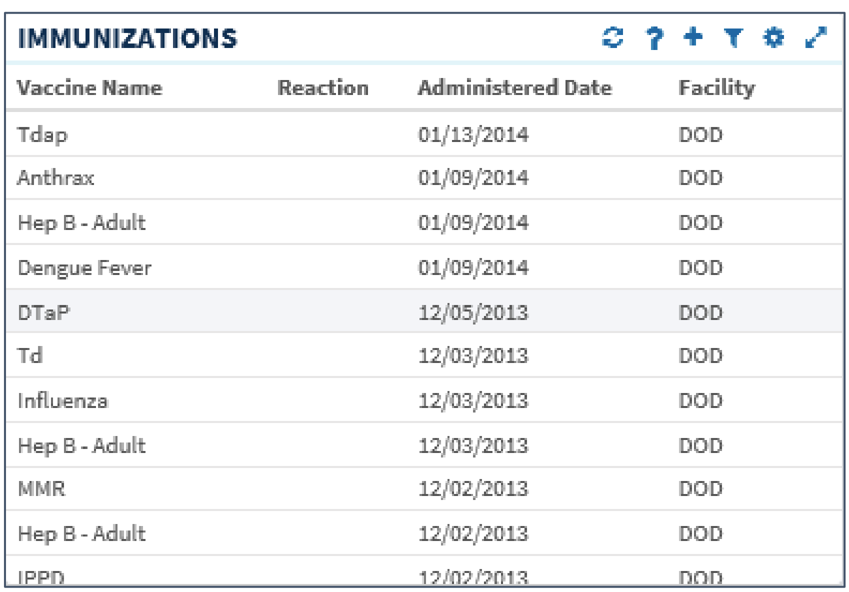
Figure 17-26 Immunizations Applet Trend View



Immunizations: Summary View

Figure 17-27**Error! Reference source not found.** displays the summary view that lists the vaccine name, reaction (if any), date administered, and facility.

Figure 17-27 Immunizations Applet Summary View


IMMUNIZATIONS

Vaccine Name	Reaction	Administered Date	Facility
Tdap		01/13/2014	DOD
Anthrax		01/09/2014	DOD
Hep B - Adult		01/09/2014	DOD
Dengue Fever		01/09/2014	DOD
DTaP		12/05/2013	DOD
Td		12/03/2013	DOD
Influenza		12/03/2013	DOD
Hep B - Adult		12/03/2013	DOD
MMR		12/02/2013	DOD
Hep B - Adult		12/02/2013	DOD
IPPD		12/02/2013	DOD

Immunizations: Expanded View

Select the **Expanded View** button to display more information for Immunizations (Figure 17-28**Error! Reference source not found.**), which displays the following information in sortable columns:

- Vaccine Name
- Standardized Name
- Reaction
- Series
- Repeat Contraindicated
- Administered Date
- Facility

Figure 17-28 Immunizations Applet Expanded View

IMMUNIZATIONS

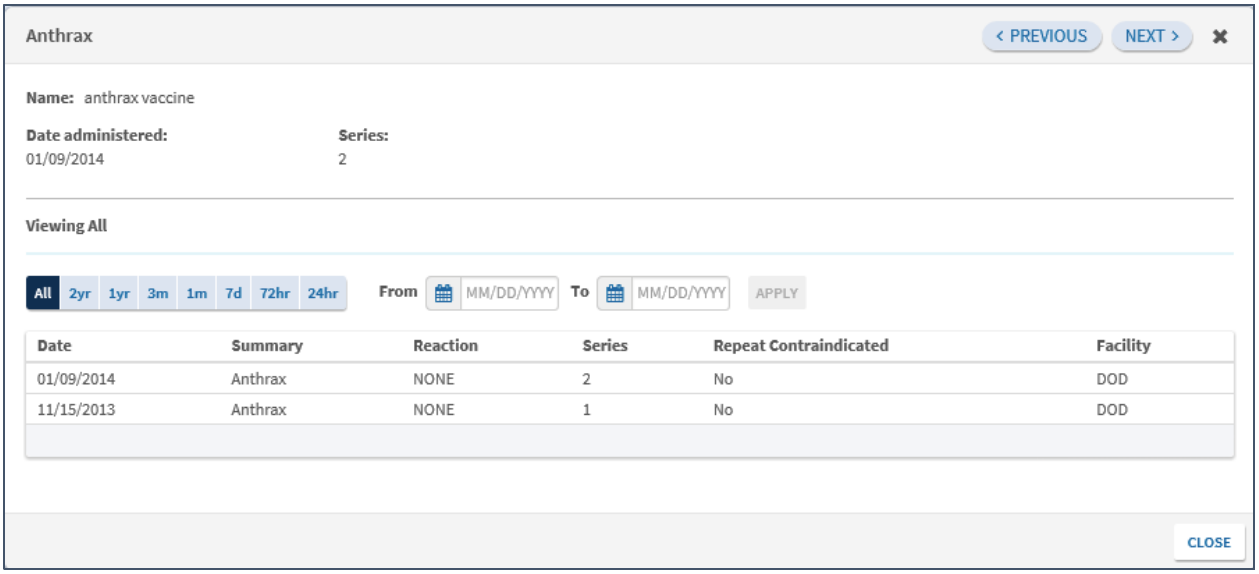
Vaccine Name	Standardized Name	Reaction	Series	Repeat Contraindicated	Administered Date	Facility
Tdap	tetanus toxoid, reduced diphtheria toxoid, and acellular pertussis vaccine, adsorbed		0	No	01/13/2014	DOD
Anthrax	anthrax vaccine		2	No	01/09/2014	DOD
Hep B - Adult	hepatitis B vaccine, adult dosage		3	No	01/09/2014	DOD
Dengue Fever	dengue fever vaccine		0	No	01/09/2014	DOD
DTaP	diphtheria, tetanus toxoids and acellular pertussis vaccine		2	No	12/05/2013	DOD
Td			0	No	12/03/2013	DOD
Influenza	influenza virus vaccine, whole virus		0	No	12/03/2013	DOD
Hep B - Adult	hepatitis B vaccine, adult dosage		2	No	12/03/2013	DOD
MMR			1	No	12/02/2013	DOD
Hep B - Adult	hepatitis B vaccine, adult dosage		0	No	12/02/2013	DOD
IPPD	tuberculin skin test; purified protein derivative solution, intradermal		0	No	12/02/2013	DOD
Hep B - Adult	hepatitis B vaccine, adult dosage		2	No	11/18/2013	DOD
Anthrax	anthrax vaccine		1	No	11/15/2013	DOD
Hep B - Adult	hepatitis B vaccine, adult dosage		1	No	11/15/2013	DOD

Immunizations: Detailed View

To display the details of an Immunization from the trend, summary, or expanded views:

1. Select an **Immunization** from the list to open the applet toolbar menu.
2. Select the **Details** button to display the Vaccine Detail Dialog box (Figure 17-29**Error! Reference source not found.**).

Figure 17-29 Immunization Detail Dialog Box



3. To change the date range for the displayed vaccine, select either one of the **preset date ranges** or use the **calendar date picker** and select **Apply** to choose a custom date range.
4. Select the **Next** and **Previous** buttons to navigate between immunizations.
5. Select the **Close** button or the **X** to close the detail dialog.

Medications Review

The Medications Review applet provides a single view of the medication list with additional graphical data to support analysis of the existing patient medical information in order to facilitate better clinical decisions.

Medications Review: Expanded View

The expanded view of the Medications Review applet displays the selected patient's medication history in both list and graph formats grouped by Inpatient, Clinic Order, and Outpatient medications. By default, the first category is always expanded. Select a different category to expand and display the list of items.

NOTE:	*If a patient has an inpatient status, then the Inpatient group displays and the Outpatient group is collapsed. If a patient has an outpatient status, then the Outpatient group displays and the Inpatient group is collapsed. The Clinic Order Meds group displays between the Inpatient and Outpatient Meds groups.*

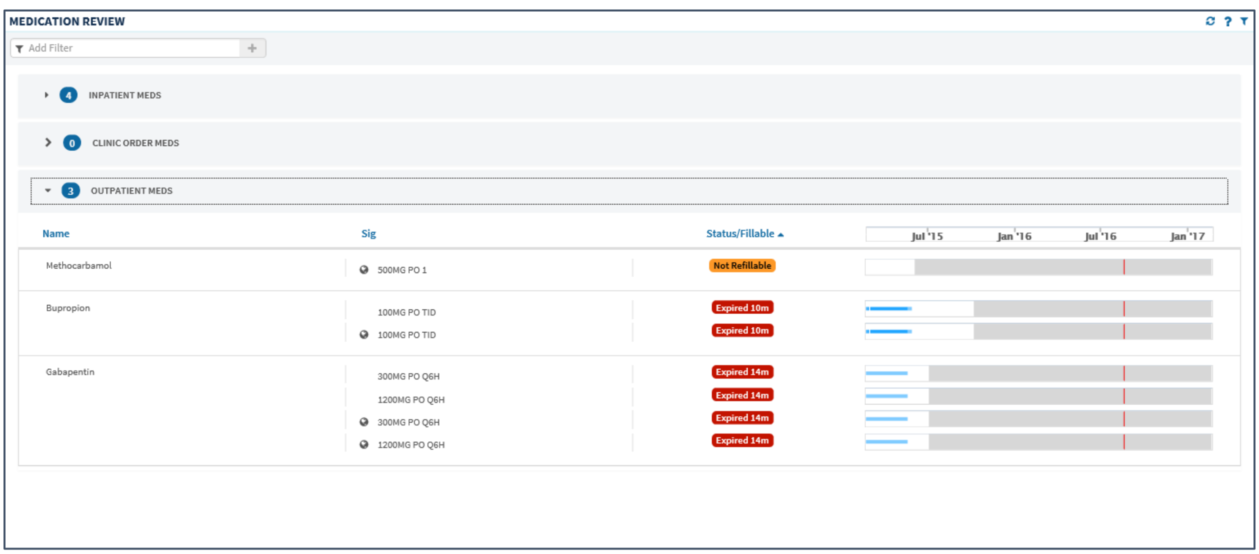
Outpatient Meds

The information listed for each outpatient medication order consists of the following, as displayed in Figure 17-30**Error! Reference source not found.**:

- Name column: represents the name of the medication ingredient

- Non-local indicator: an indication that the medication was not ordered at your home facility
- Sig column
  - First preference: Dose + Units + Route + Frequency
  - If any of the above are missing, then concatenation: Strength (i.e. size of tablet) + Product form + Sig
- Status/Fillable column
  - Active order – displays 'Fillable' and the amount of time the medication can be filled
  - Zero refills – displays '0 Refills'
  - Pending order – displays 'Pending'
  - Expired order – displays the 'Expired' and the amount of time from the expiration date
  - Discontinued order – displays 'Discontinued' and the amount of time from the discontinued date
  - Time Annotations
    - >60 days to 24 months = 'm' (ex. 14m)
    - >47 hours to 60 days = 'd' (ex. 24d)
    - >24 months = 'y' (ex. 5y)
    - 60 minutes to 47 hours = 'h' (ex. 37h)
    - 0-59 minutes = The actual minutes expressed with quotations (ex. "48")

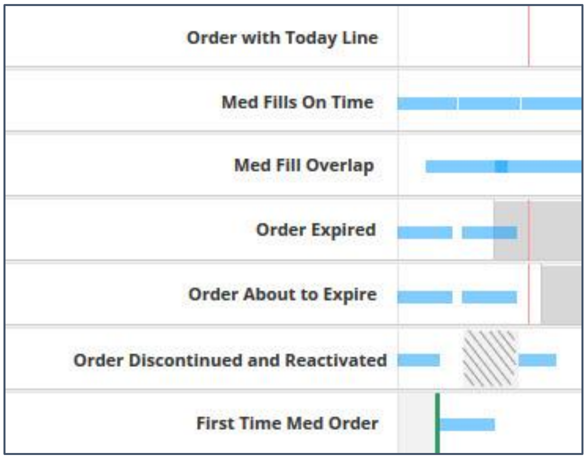
Figure 17-30 Medications Review Outpatient Meds



OUTPATIENT MEDS REVIEW INDICATORS

The Medications Review graph displays a medication's start date, stop date, and the dispensing dates. The graph indicators for outpatient medications are displayed in Figure 17-31**Error! Reference source not found.**.

Figure 17-31 Medications Review Outpatient Indicators



Some tips for the Medication Review graph:

- A white background depicts an active order
- A gray background depicts when a medication has expired
- A hashed gray background depicts when a medication has been discontinued
- If two orders overlap, an active background overrides a discontinued or expired background
- Active/Hold and Active/Suspend orders count as being active
- A green bar depicts when a medication has been filled for the first time

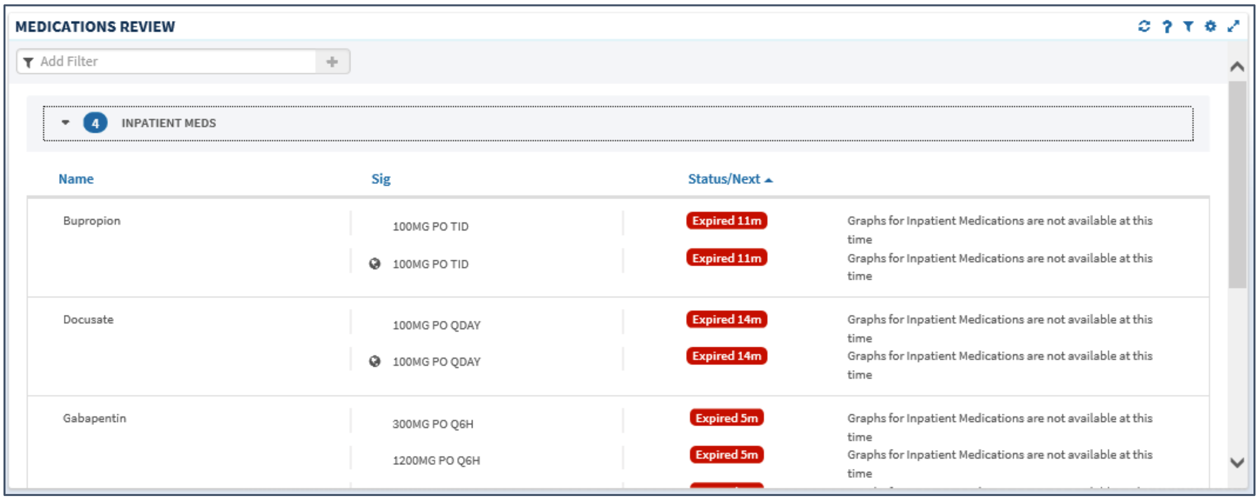
Inpatient Meds

The information listed for each inpatient medication order (Figure 17-32**Error! Reference source not found.**) consists of the following:

- Name column: represents the name of the medication ingredient
- Non-local indicator: an indication that the medication was not ordered at your home facility
- Sig column
  - First preference Dose + Units + Route + Frequency
  - If any of the above are missing, then concatenation: Strength (i.e. size of tablet) + Product form + Sig
- Status/Next column: the medication status or the time of the next administration
  - Active order – displays ‘Active’
  - Zero refills – displays ‘0 Refills’
  - Pending order – displays ‘pending’
  - Expired order – displays the ‘Expired’ and the amount of time from the expiration date
  - Discontinued order – displays ‘Discontinued’ and the amount of time from the discontinued date
  - Time Annotations
    - >60 days to 24 months = ‘m’ (ex. 14m)

- >47 hours to 60 days = ‘d’ (ex. 24d)
- >24 months = ‘y’ (ex. 5y)
- 60 minutes to 47 hours = ‘h’ (ex. 37h)
- 0-59 minutes = The actual minutes expressed with quotations (ex. “48”)

Figure 17-32 Medications Review Inpatient Meds

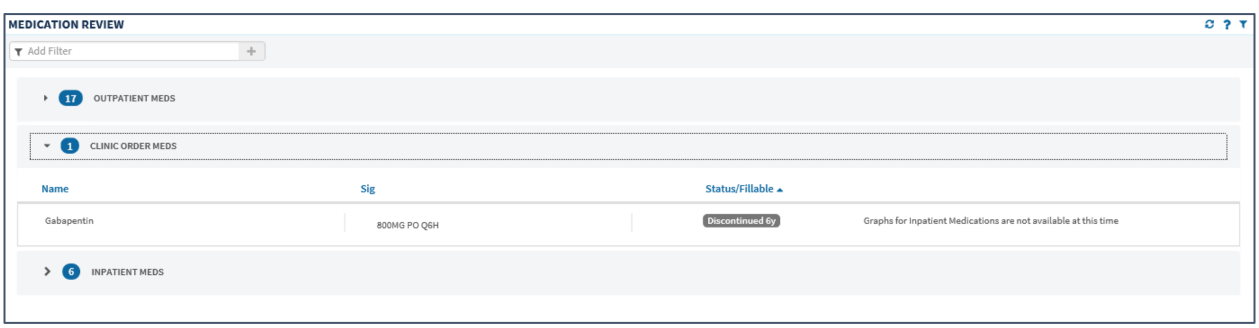


Clinic Order Meds

The information listed for each clinic order medication order consists of the following, as displayed in Figure 17-33**Error! Reference source not found.**:

- Name column: represents the name of the medication ingredient
- Non-local indicator: an indication that the medication was not ordered at your home facility
- Sig column
  - First preference: Dose + Units + Route + Frequency
  - If any of the above are missing, then concatenation: Strength (i.e. size of tablet) + Product form + Sig

Figure 17-33 Medications Review Clinic Order Meds



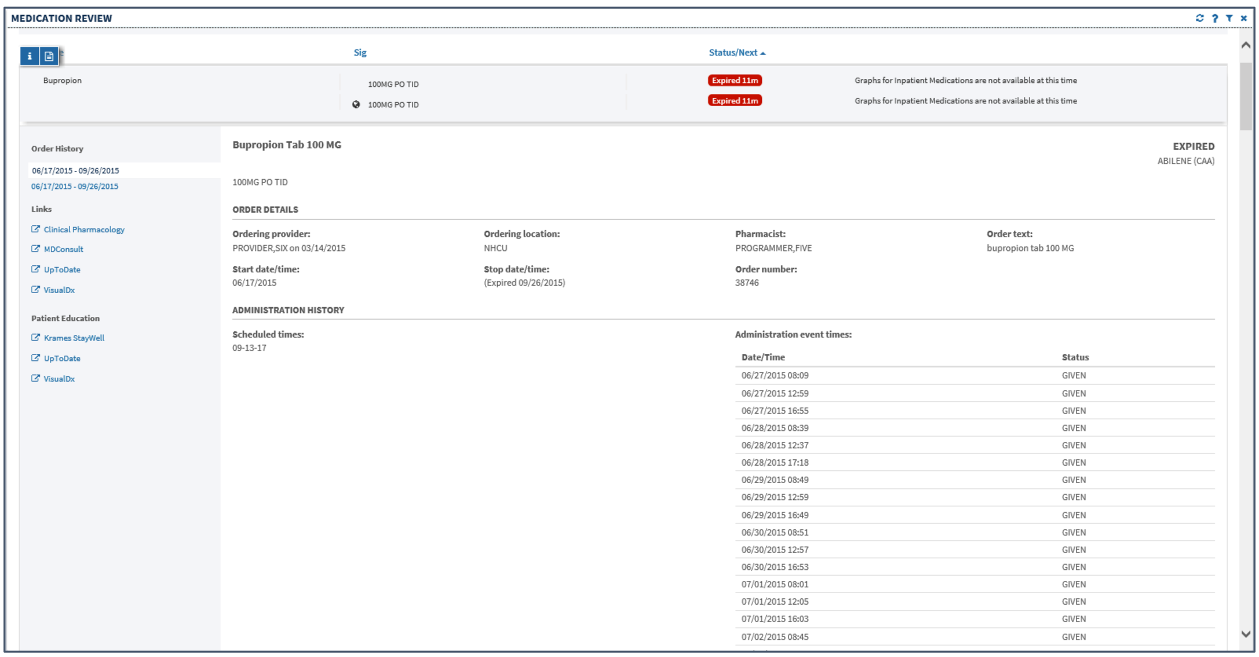
Medications Review: Detailed View

What displays for the detailed view of a medication depends on the status of the patient and if the medication was prescribed by the VA or a Non-VA provider.

To display a detailed view of a medication:

1. Select either the **Inpatient Meds, Clinic Order Meds** or **Outpatient Meds** category. The category expands to display a list of medications.
2. Select a **medication**. The applet toolbar menu displays.
3. Select the **Details** button to display the detail view (Figure 17-34**Error! Reference source not found.**).

Figure 17-34 Medications Review Applet Detail View



In addition to the detailed information for the selected patient, **Links** and **Patient Education** provide access to external information and resources. This information is found on the bottom left-hand side of the Medications Detail Dialog box.

To use a resource link in the Links section of the Medications Detail Dialog box:

4. Select one of the **resources** under *Links* or *Patient Education* to launch the external resource. The external resource opens in a new browser tab.
5. Select the **X** on the external resource's browser tab to close it, or select the **eHMP browser tab** to return to the eHMP application without closing the external resource tab.

Military History

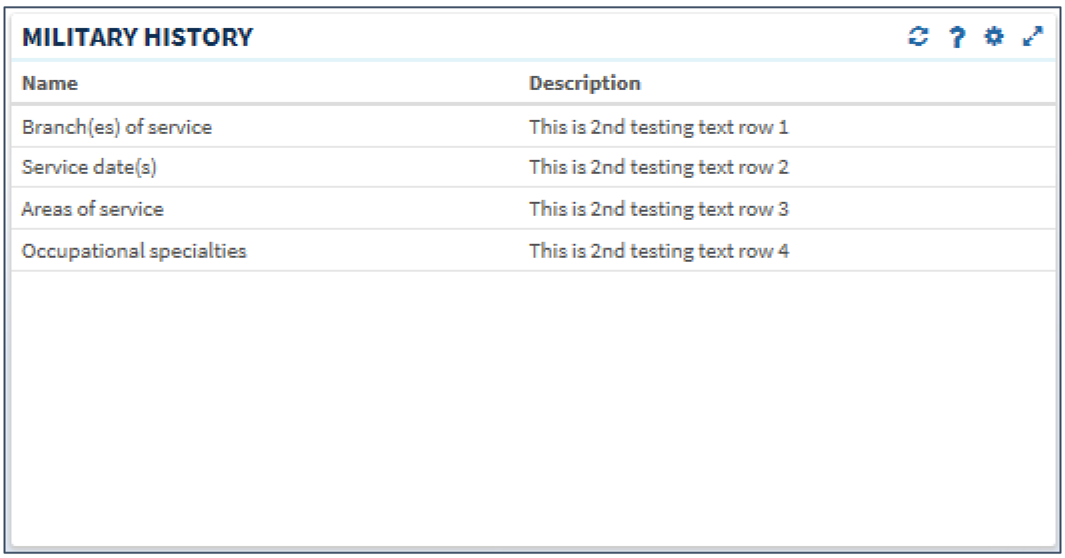
The Military History applet displays the following military history items: branches of service, years of service, areas served, and military occupational specialties. It allows you to edit the text field information which is written back to the selected patient's record and stored in eHMP.

Note: Any information entered and stored in Military History will only be visible in eHMP. This information is not written back to any other VA application.

Military History: Summary View

Figure 17-35**Error! Reference source not found.** displays the summary view that lists the name and description for each section.

Figure 17-35 Military History Applet Summary View



MILITARY HISTORY

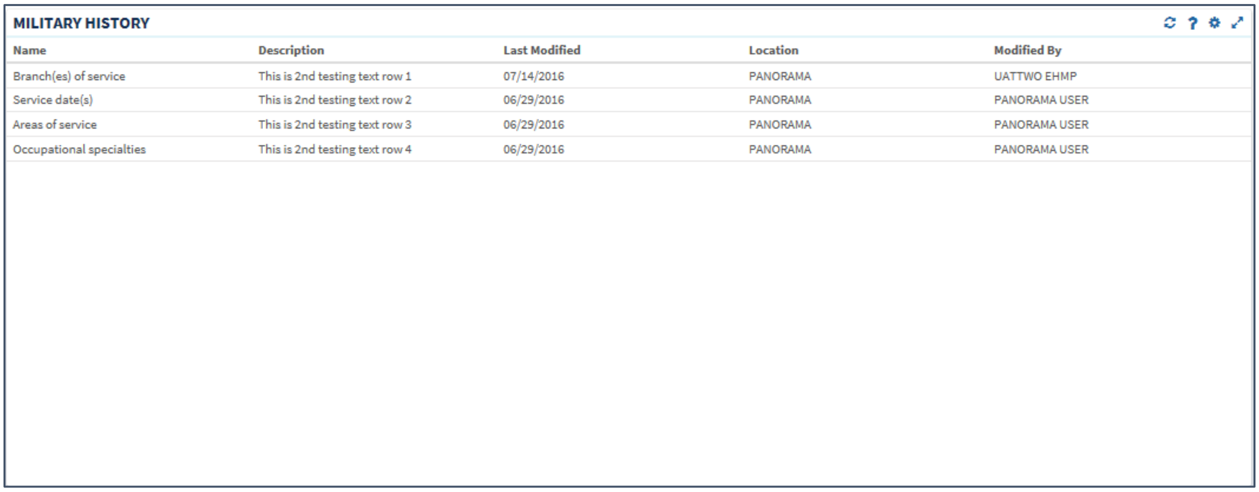
Name	Description
Branch(es) of service	This is 2nd testing text row 1
Service date(s)	This is 2nd testing text row 2
Areas of service	This is 2nd testing text row 3
Occupational specialties	This is 2nd testing text row 4

Military History: Expanded View

Select the **Expanded View** button to display more information for the Military History applet (Figure 17-36**Error! Reference source not found.**), which displays the following information in sortable columns:

- Name
- Description
- Last Modified
- Location (VA site that modified military history information)
- Modified By

Figure 17-36 Military History Applet Expanded View



MILITARY HISTORY

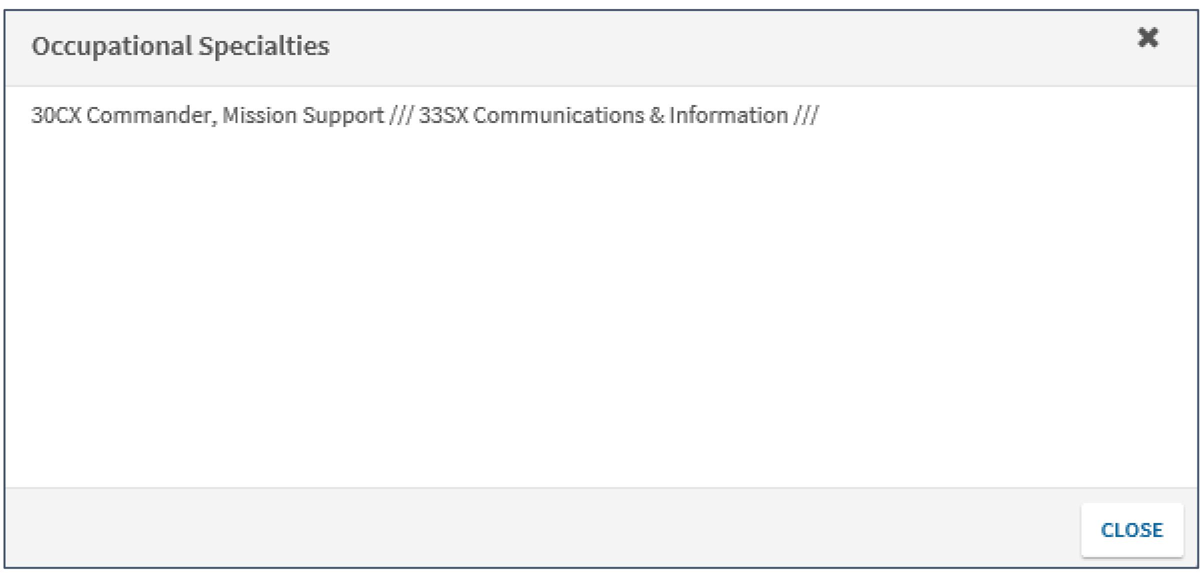
Name	Description	Last Modified	Location	Modified By
Branch(es) of service	This is 2nd testing text row 1	07/14/2016	PANORAMA	UATTWO EHMP
Service date(s)	This is 2nd testing text row 2	06/29/2016	PANORAMA	PANORAMA USER
Areas of service	This is 2nd testing text row 3	06/29/2016	PANORAMA	PANORAMA USER
Occupational specialties	This is 2nd testing text row 4	06/29/2016	PANORAMA	PANORAMA USER

Military History: Detailed View

To display a detailed view of an available military history item from the summary or expanded applet:

1. Select a **list item** to open the applet toolbar menu.
2. Select the **Details** button to open the Military History Detail Dialog box (Figure 17-37**Error! Reference source not found.**).

Figure 17-37 Military History Detail Dialog Box



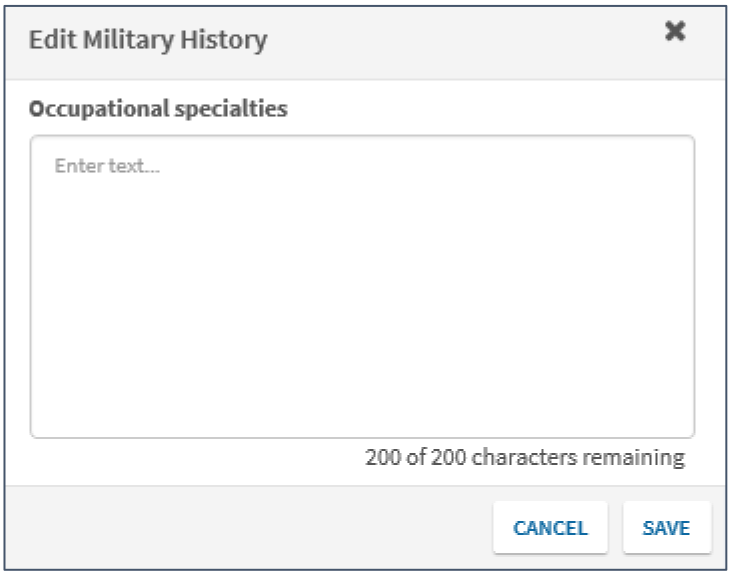
3. Select the **CLOSE** button or the **X** in the upper right-hand corner to close the detail dialog.

Military History: Edit Form

To edit a military history item from the summary or expanded applet:

1. Select a **list item** to open the toolbar menu.
2. Select the **Edit form** button to open the edit military history box (Figure 17-38**Error! Reference source not found.**).

Figure 17-38 Edit Military History



3. Edit the **information** in the text box.
4. Select either **Save** to save the information or **Cancel** to return to the applet without saving changes.

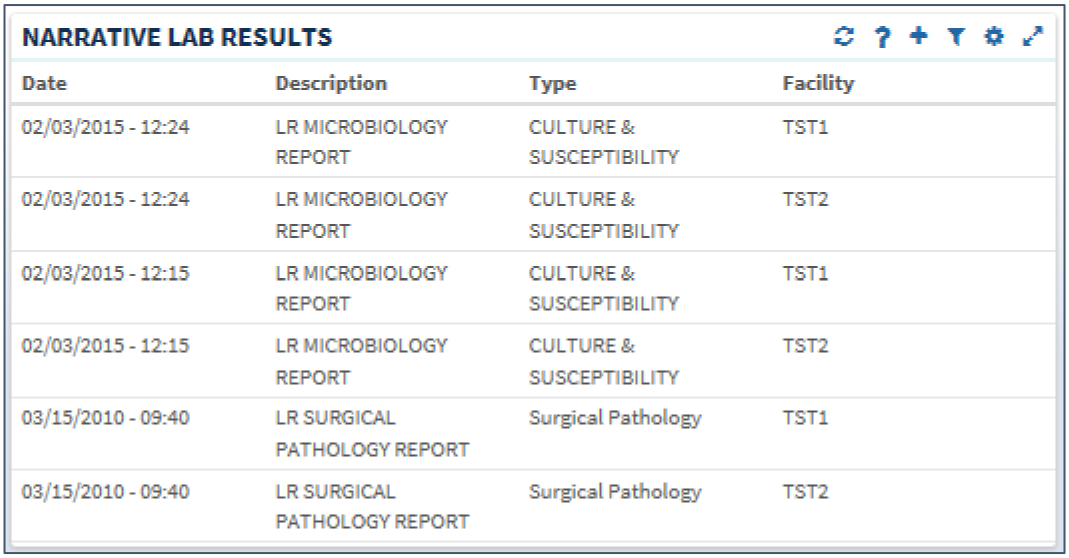
Narrative Lab Results

The Narrative Lab Results applet lists the reports of the patient's recorded laboratory results.

Narrative Lab Results: Summary View

Error! Reference source not found. Figure 17-39 displays the summary view that lists the date and time taken, lab test, flag (yellow indicates abnormal results and red indicates critical), and result of the patient's lab results.

Figure 17-39 Narrative Lab Results Applet Summary View



NARRATIVE LAB RESULTS

Date	Description	Type	Facility
02/03/2015 - 12:24	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	TST1
02/03/2015 - 12:24	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	TST2
02/03/2015 - 12:15	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	TST1
02/03/2015 - 12:15	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	TST2
03/15/2010 - 09:40	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	TST1
03/15/2010 - 09:40	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	TST2

Narrative Lab Results: Expanded View

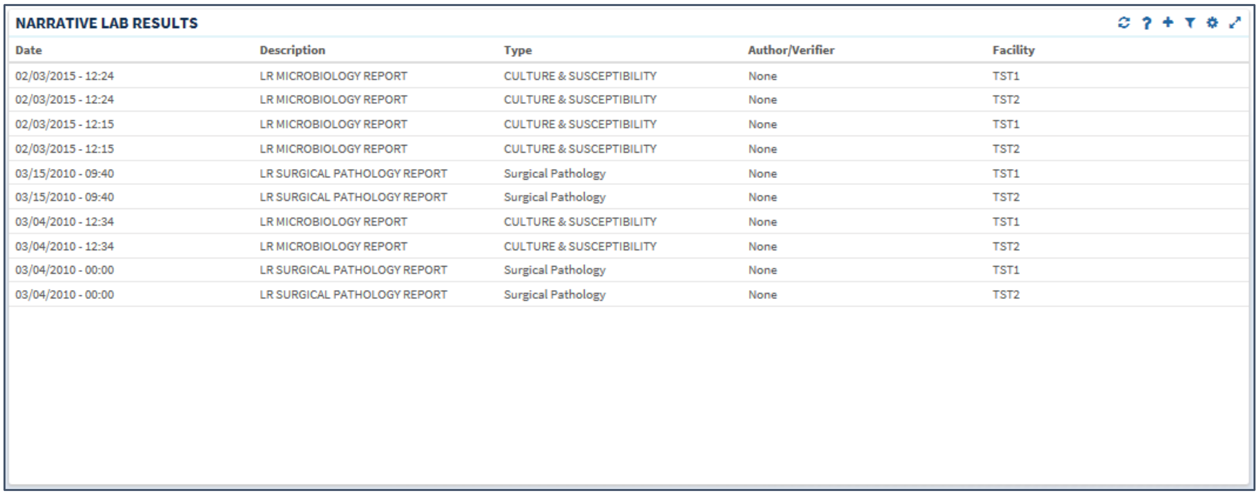
Select the **Expanded View** button to display more information for the Narrative Lab Results applet (Figure 17-40**Error! Reference source not found.**), which displays the following information in sortable columns:

- Date
- Lab Test
- Flag

NOTE: *The H, H+, L, and L+ icons indicate abnormal (yellow) and critical (red) highs and lows.*

- Result
- Unit
- Ref Range
- Facility

Figure 17-40 Narrative Lab Results Applet Expanded View



NARRATIVE LAB RESULTS

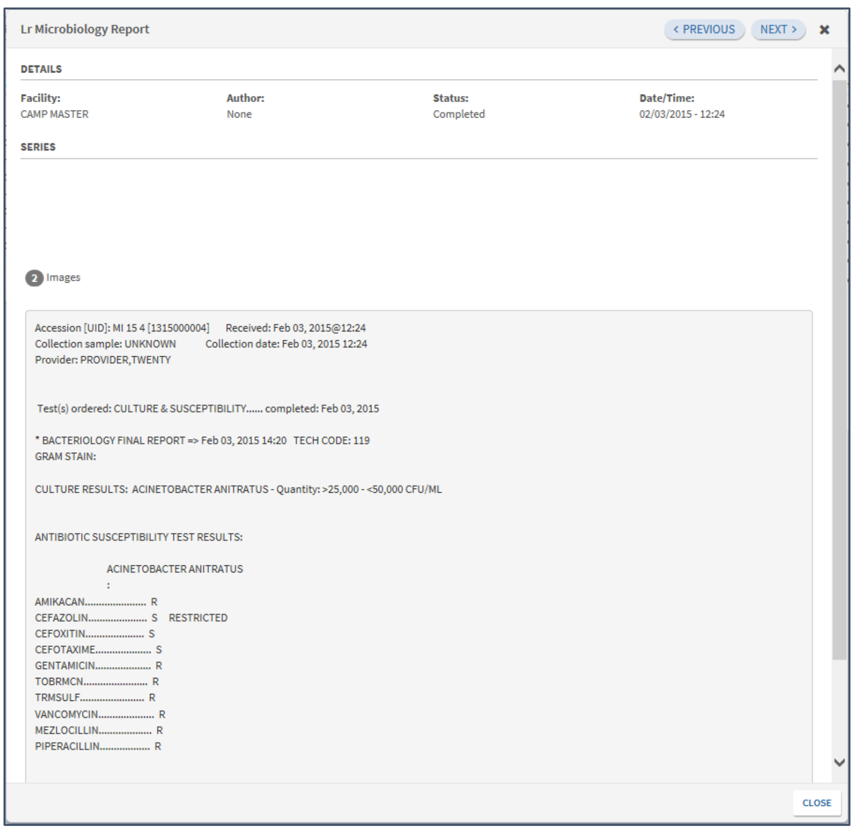
Date	Description	Type	Author/Verifier	Facility
02/03/2015 - 12:24	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST1
02/03/2015 - 12:24	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST2
02/03/2015 - 12:15	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST1
02/03/2015 - 12:15	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST2
03/15/2010 - 09:40	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	None	TST1
03/15/2010 - 09:40	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	None	TST2
03/04/2010 - 12:34	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST1
03/04/2010 - 12:34	LR MICROBIOLOGY REPORT	CULTURE & SUSCEPTIBILITY	None	TST2
03/04/2010 - 00:00	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	None	TST1
03/04/2010 - 00:00	LR SURGICAL PATHOLOGY REPORT	Surgical Pathology	None	TST2

Narrative Lab Results: Detailed View

To display a detailed view of a lab result from the summary or expanded applet:

1. Select a **list item** to open the applet toolbar menu.
2. Select the **Details** button to open the narrative lab results detail dialog box (Figure 17-41**Error! Reference source not found.**).

Figure 17-41 Narrative Lab Results Detail Dialog Box



Lr Microbiology Report

< PREVIOUS NEXT >

DETAILS

Facility:	Author:	Status:	Date/Time:
CAMP MASTER	None	Completed	02/03/2015 - 12:24

SERIES

2 Images

Accession [UID]: MI 15 4 [1315000004] Received: Feb 03, 2015@12:24
Collection sample: UNKNOWN Collection date: Feb 03, 2015 12:24
Provider: PROVIDER,TWENTY

Test(s) ordered: CULTURE & SUSCEPTIBILITY...... completed: Feb 03, 2015

* BACTERIOLOGY FINAL REPORT => Feb 03, 2015 14:20 TECH CODE: 119
GRAM STAIN:

CULTURE RESULTS: ACINETOBACTER ANITRATUS - Quantity: >25,000 - <50,000 CFU/ML

ANTIBIOTIC SUSCEPTIBILITY TEST RESULTS:

ACINETOBACTER ANITRATUS
:
AMIKACAN...................... R
CEFAZOLIN..................... S RESTRICTED
CEFOXITIN..................... S
CEFOTAXIME.................... S
GENTAMICIN.................... R
TOBRMCN....................... R
TRMSULF....................... R
VANCOMYCIN.................... R
MEZLOCILLIN................... R
PIPERACILLIN.................. R

CLOSE

3. Select the **Next** and **Previous** buttons to navigate between lab results.
4. Select the **Close** button or the **X** to close the detail dialog.

Numeric Lab Results

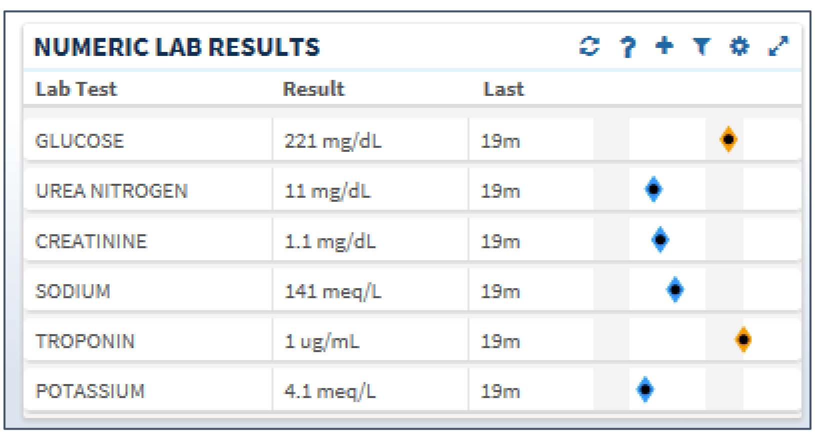
The Numeric Lab Results applet lists a patient's recorded laboratory results.

Numeric Lab Results: Trend View

Figure 17-42**Error! Reference source not found.** displays the trend view that lists the following:

- Lab Test
- Results (numeric data value)
- When the lab result was last documented
- Data Range Graph that includes the following rules:
    - Blue diamond flag - current normal
    - Yellow diamond flag - current abnormal low/high
    - Red star flag - current critical low/high
    - Black dot with line attached to current flag - previous value and indicates low or high value in comparison to the current value
    - Black dot inside current flag - no change between current and previous values
    - White background depicts the reference range
    - Gray background depicts outside of the reference range

Figure 17-42 Numeric Lab Results Applet Trend View



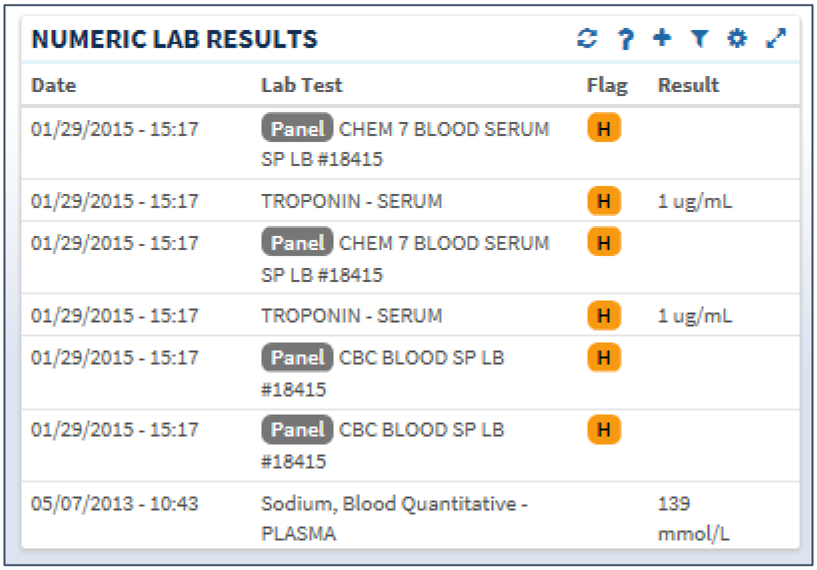
Select the data range graph to display a list of the five previous results of a given lab, including the test value, reference range, age (date and time), and facility.

Numeric Lab Results: Summary View

Figure 17-43**Error! Reference source not found.** displays the summary view that lists the date and time taken, lab test (includes a Panel button that opens a test drawer where applicable), flag (yellow indicates abnormal results and red indicates critical), and result of the patient's lab results.

NOTE: *If a lab panel contains atomic test results with two or more flags (results outside normal ranges), the system determines which flag to display in the collapsed tile view based on the following hierarchy: H* = critically high, L* = critically low, H = high, and L = low.*

Figure 17-43 Numeric Lab Results Applet Summary View



NUMERIC LAB RESULTS

Date	Lab Test	Flag	Result
01/29/2015 - 15:17	Panel CHEM 7 BLOOD SERUM SP LB #18415	H	
01/29/2015 - 15:17	TROPONIN - SERUM	H	1 ug/mL
01/29/2015 - 15:17	Panel CHEM 7 BLOOD SERUM SP LB #18415	H	
01/29/2015 - 15:17	TROPONIN - SERUM	H	1 ug/mL
01/29/2015 - 15:17	Panel CBC BLOOD SP LB #18415	H	
01/29/2015 - 15:17	Panel CBC BLOOD SP LB #18415	H	
05/07/2013 - 10:43	Sodium, Blood Quantitative - PLASMA		139 mmol/L

Numeric Lab Results: Expanded View

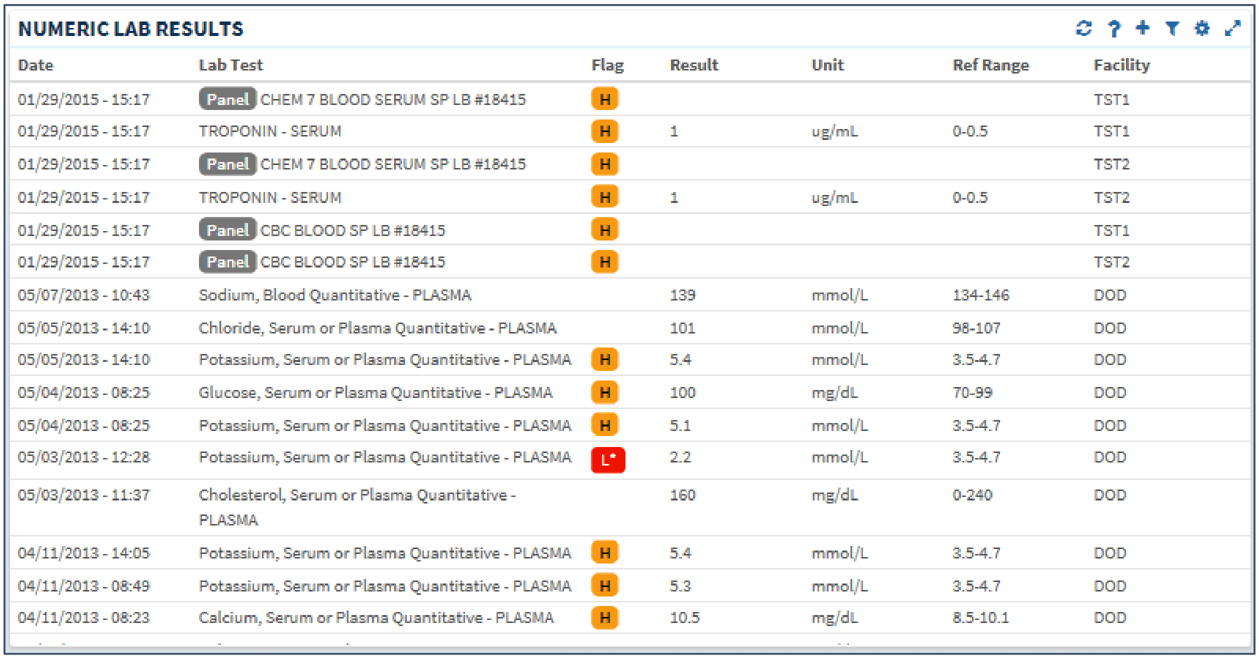
Select the **Expanded View** button to display more information for the Numeric Lab Results applet (Figure 17-44**Error! Reference source not found.**), which displays the following information in sortable columns:

- Date
- Lab Test
- Flag

NOTE: *The H, H+, L, and L+ icons indicate abnormal (yellow) and critical (red) highs and lows.*

- Result
- Unit
- Ref Range
- Facility

Figure 17-44 Numeric Lab Results Applet Expanded View


NUMERIC LAB RESULTS

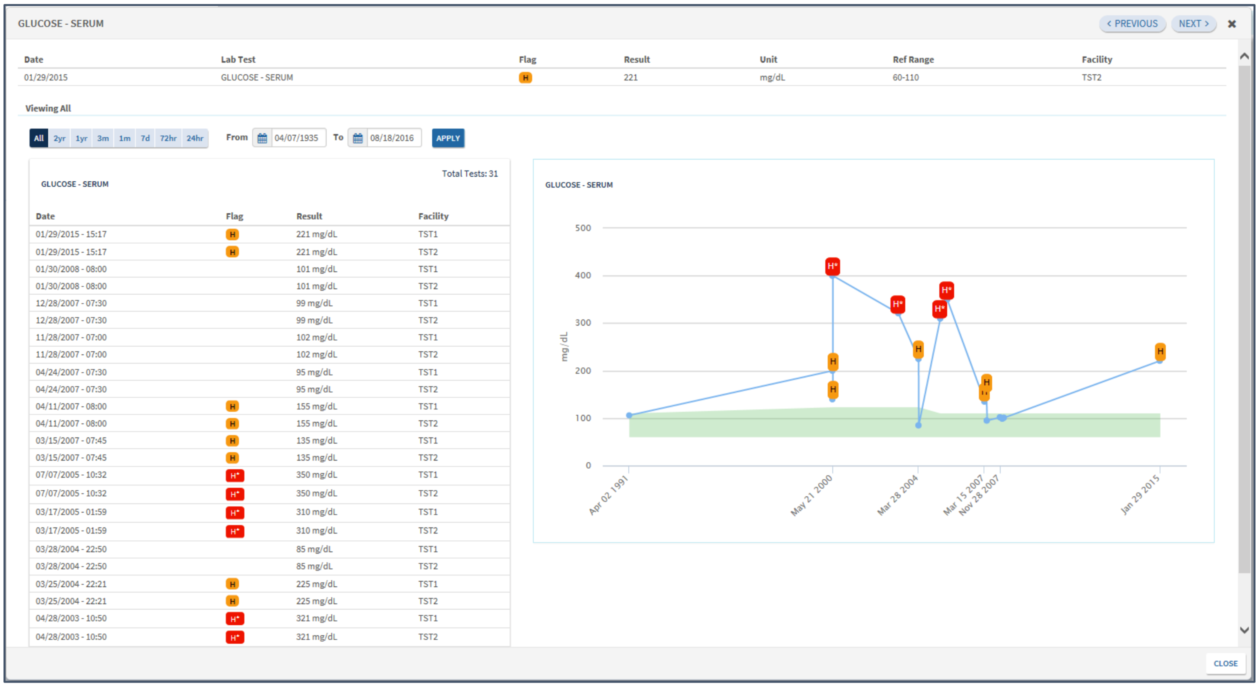
Date	Lab Test	Flag	Result	Unit	Ref Range	Facility
01/29/2015 - 15:17	Panel CHEM 7 BLOOD SERUM SP LB #18415	H				TST1
01/29/2015 - 15:17	TROPONIN - SERUM	H	1	ug/mL	0-0.5	TST1
01/29/2015 - 15:17	Panel CHEM 7 BLOOD SERUM SP LB #18415	H				TST2
01/29/2015 - 15:17	TROPONIN - SERUM	H	1	ug/mL	0-0.5	TST2
01/29/2015 - 15:17	Panel CBC BLOOD SP LB #18415	H				TST1
01/29/2015 - 15:17	Panel CBC BLOOD SP LB #18415	H				TST2
05/07/2013 - 10:43	Sodium, Blood Quantitative - PLASMA		139	mmol/L	134-146	DOD
05/05/2013 - 14:10	Chloride, Serum or Plasma Quantitative - PLASMA		101	mmol/L	98-107	DOD
05/05/2013 - 14:10	Potassium, Serum or Plasma Quantitative - PLASMA	H	5.4	mmol/L	3.5-4.7	DOD
05/04/2013 - 08:25	Glucose, Serum or Plasma Quantitative - PLASMA	H	100	mg/dL	70-99	DOD
05/04/2013 - 08:25	Potassium, Serum or Plasma Quantitative - PLASMA	H	5.1	mmol/L	3.5-4.7	DOD
05/03/2013 - 12:28	Potassium, Serum or Plasma Quantitative - PLASMA	L*	2.2	mmol/L	3.5-4.7	DOD
05/03/2013 - 11:37	Cholesterol, Serum or Plasma Quantitative - PLASMA		160	mg/dL	0-240	DOD
04/11/2013 - 14:05	Potassium, Serum or Plasma Quantitative - PLASMA	H	5.4	mmol/L	3.5-4.7	DOD
04/11/2013 - 08:49	Potassium, Serum or Plasma Quantitative - PLASMA	H	5.3	mmol/L	3.5-4.7	DOD
04/11/2013 - 08:23	Calcium, Serum or Plasma Quantitative - PLASMA	H	10.5	mg/dL	8.5-10.1	DOD

Numeric Lab Results: Detailed View

To display a detailed view of a numeric lab result from the trend, summary or expanded applet:

1. Select a **list item** to open the applet toolbar menu.
2. Select the **Details** button to open the lab results detail dialog box (Figure 17-45**Error! Reference source not found.**).

Figure 17-45 Lab Results Detail Dialog Box



NOTE:	*If the Panel icon is displayed next to a list item, the applet toolbar menu does not display. Instead, select the item and the specific tests that run within the panel display, along with the results display under the panel. Select a **lab test** under the panel and then the **Details** button. The lab results detail dialog box displays a summary list and a historic graphical representation for the selected test that can be filtered by using the date filter.*

3. Use the **preset date ranges** or the **calendar date picker** and select **Apply** to change the date range for the displayed lab result.
4. Select the **Close** button or the **X** to close the detail dialog.

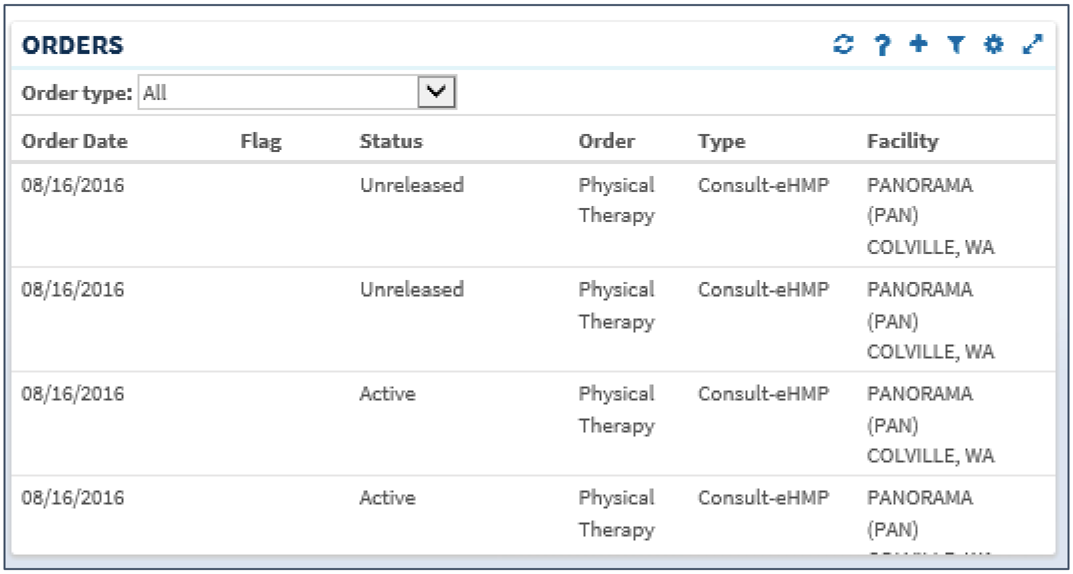
Orders

The Orders applet displays all orders for the selected patient submitted from all sites.

Orders: Summary View

Figure 17-46**Error! Reference source not found.** displays the Orders applet summary view that lists the order date, status, order, and facility. Orders can be filtered by type using the Order Type dropdown menu within the applet.

Figure 17-46 Orders Applet Summary View

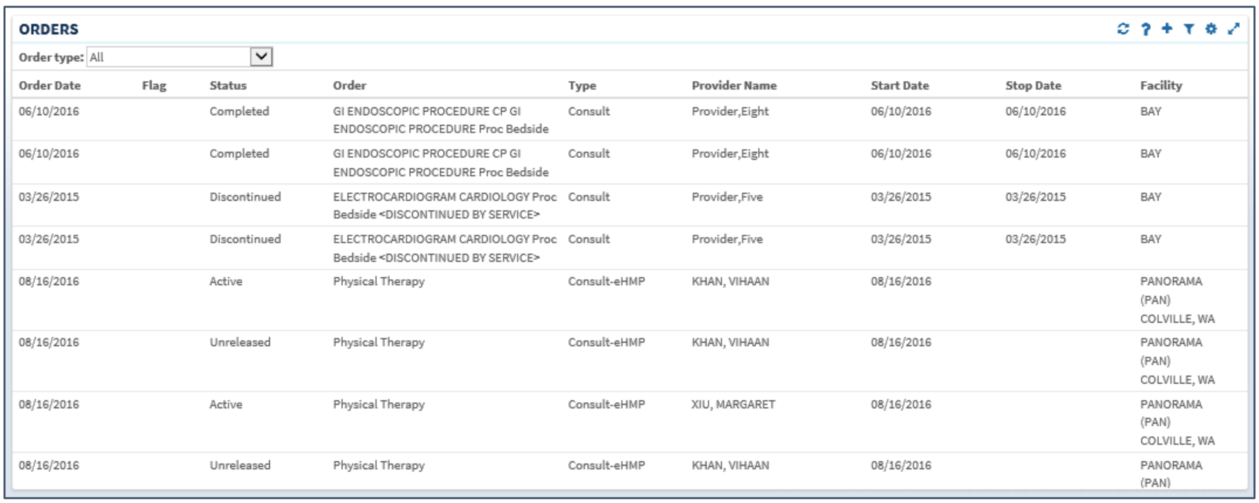


Orders: Expanded View

Similar to the Orders summary view, orders can be filtered by type using the Order Type dropdown menu in expanded view. Select the **Expanded View** button to display more information for Orders (Figure 17-47**Error! Reference source not found.**), which displays the following information in sortable columns:

- Order Date
- Status
- Order
- Type
- Provider Name
- Start Date
- Stop Date
- Facility

Figure 17-47 Orders Applet Expanded View



ORDERS

Order type: All

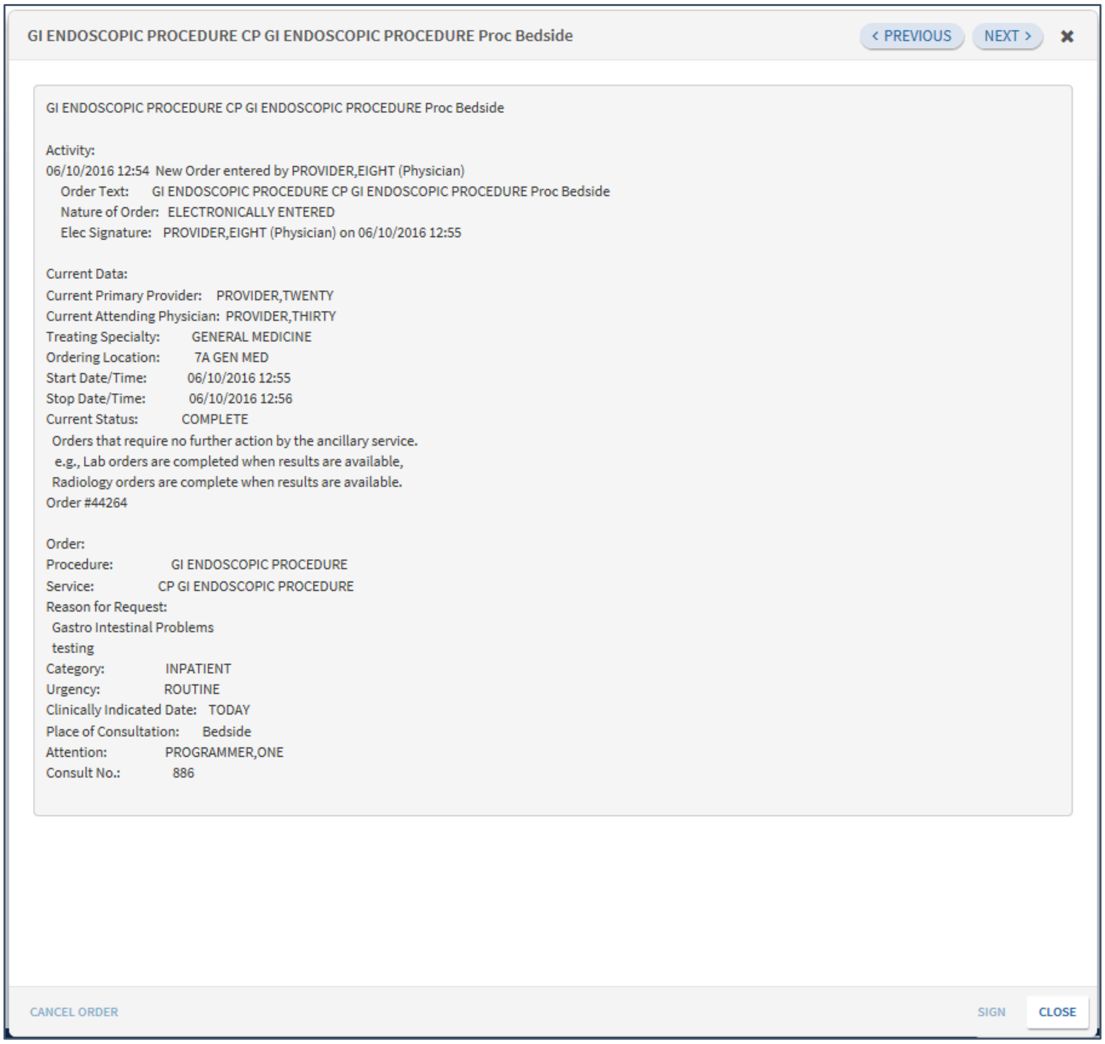
Order Date	Flag	Status	Order	Type	Provider Name	Start Date	Stop Date	Facility
06/10/2016		Completed	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Bedside	Consult	Provider,Eight	06/10/2016	06/10/2016	BAY
06/10/2016		Completed	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Bedside	Consult	Provider,Eight	06/10/2016	06/10/2016	BAY
03/26/2015		Discontinued	ELECTROCARDIOGRAM CARDIOLOGY Proc Bedside <DISCONTINUED BY SERVICE>	Consult	Provider,Five	03/26/2015	03/26/2015	BAY
03/26/2015		Discontinued	ELECTROCARDIOGRAM CARDIOLOGY Proc Bedside <DISCONTINUED BY SERVICE>	Consult	Provider,Five	03/26/2015	03/26/2015	BAY
08/16/2016		Active	Physical Therapy	Consult-eHMP	KHAN, VIHAAN	08/16/2016		PANORAMA (PAN) COLVILLE, WA
08/16/2016		Unreleased	Physical Therapy	Consult-eHMP	KHAN, VIHAAN	08/16/2016		PANORAMA (PAN) COLVILLE, WA
08/16/2016		Active	Physical Therapy	Consult-eHMP	XIU, MARGARET	08/16/2016		PANORAMA (PAN) COLVILLE, WA
08/16/2016		Unreleased	Physical Therapy	Consult-eHMP	KHAN, VIHAAN	08/16/2016		PANORAMA (PAN)

Orders: Detailed View

To display a detailed view of an order from the summary or expanded applet:

1. Select an **order** from the list within the applet. The orders detail dialog box displays (Figure 17-48**Error! Reference source not found.**).

Figure 17-48 Orders Detail Dialog Box



2. Select the **Sign** button to sign the order or the **Cancel Order** button to cancel the order.
3. Select the **Next** and **Previous** buttons to navigate between orders.
4. Select the **Close** button or the **X** to close the detail dialog.

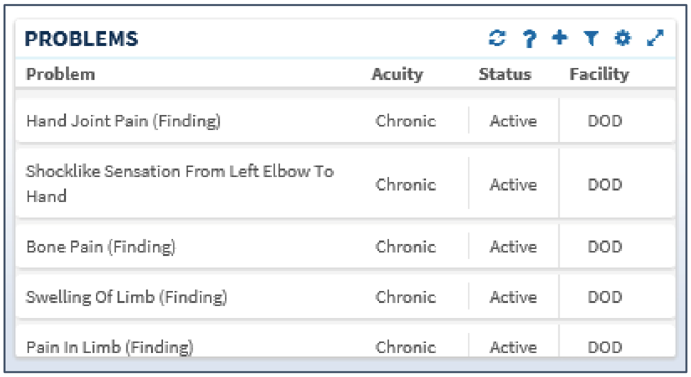
Problems

The Problems applet displays a list of problems, with standardized coding references, that has been compiled by the providers.

Problems: Trend View

Figure 17-49**Error! Reference source not found.** displays the trend view that lists the problem, acuity of problem, status of the problem, and the facility that documented the problem. If applicable, the problems are grouped by their standardization codes Systemized Nomenclature of Medicine Clinical Terms (SNOMED CT).

Figure 17-49 Problems Applet Trend View



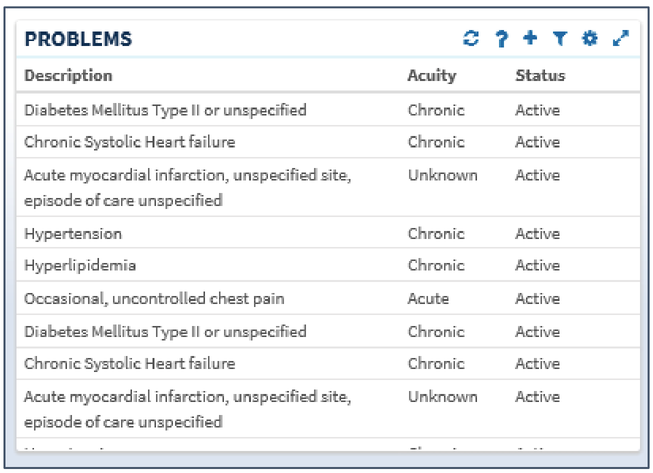
PROBLEMS

Problem	Acuity	Status	Facility
Hand Joint Pain (Finding)	Chronic	Active	DOD
Shocklike Sensation From Left Elbow To Hand	Chronic	Active	DOD
Bone Pain (Finding)	Chronic	Active	DOD
Swelling Of Limb (Finding)	Chronic	Active	DOD
Pain In Limb (Finding)	Chronic	Active	DOD

Problems: Summary View

Figure 17-50**Error! Reference source not found.** displays the summary view that lists the description, the acuity of the patient's problem, and the status of the problem.

Figure 17-50 Problems Applet Summary View



PROBLEMS

Description	Acuity	Status
Diabetes Mellitus Type II or unspecified	Chronic	Active
Chronic Systolic Heart failure	Chronic	Active
Acute myocardial infarction, unspecified site, episode of care unspecified	Unknown	Active
Hypertension	Chronic	Active
Hyperlipidemia	Chronic	Active
Occasional, uncontrolled chest pain	Acute	Active
Diabetes Mellitus Type II or unspecified	Chronic	Active
Chronic Systolic Heart failure	Chronic	Active
Acute myocardial infarction, unspecified site, episode of care unspecified	Unknown	Active

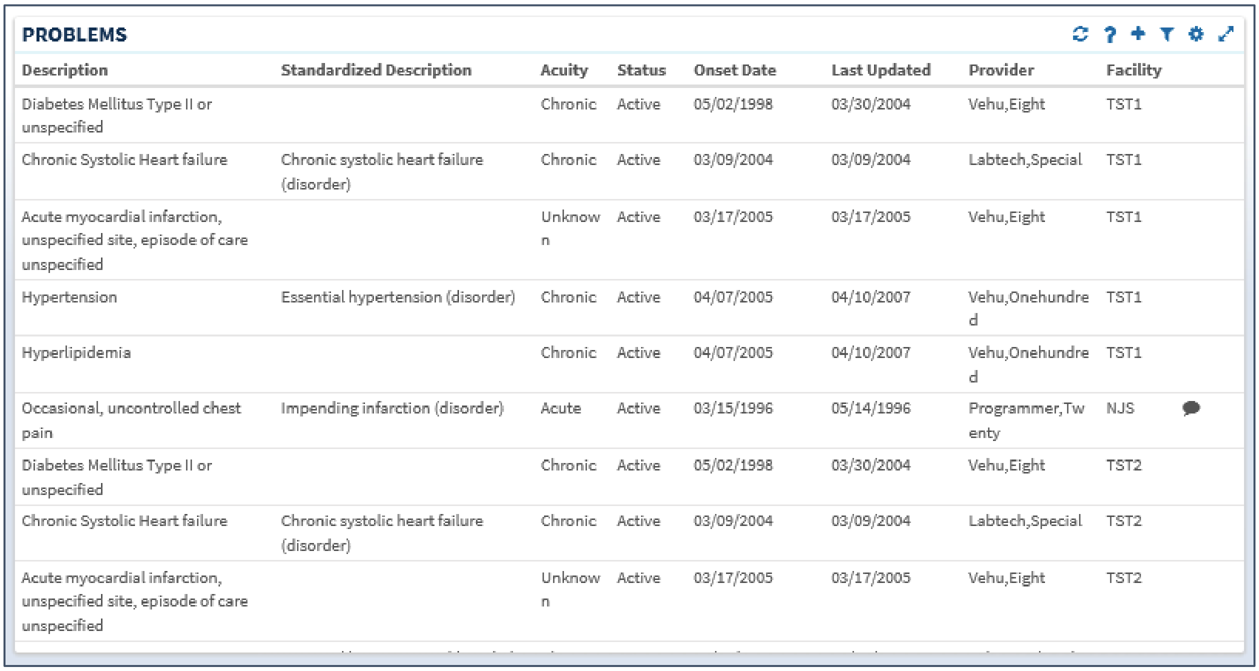
Problems: Expanded View

Select the **Expanded View** button to display more information for the Problems applet (Figure 17-51**Error! Reference source not found.**), which lists the following information in sortable columns:

- Description
- Standardized Description
- Acuity
- Status
- Onset Date
- Last Updated
- Provider

- Facility

Figure 17-51 Problems Applet Expanded View



PROBLEMS

Description	Standardized Description	Acuity	Status	Onset Date	Last Updated	Provider	Facility
Diabetes Mellitus Type II or unspecified		Chronic	Active	05/02/1998	03/30/2004	Vehu,Eight	TST1
Chronic Systolic Heart failure	Chronic systolic heart failure (disorder)	Chronic	Active	03/09/2004	03/09/2004	Labtech,Special	TST1
Acute myocardial infarction, unspecified site, episode of care unspecified		Unknown	Active	03/17/2005	03/17/2005	Vehu,Eight	TST1
Hypertension	Essential hypertension (disorder)	Chronic	Active	04/07/2005	04/10/2007	Vehu,Onehundred	TST1
Hyperlipidemia		Chronic	Active	04/07/2005	04/10/2007	Vehu,Onehundred	TST1
Occasional, uncontrolled chest pain	Impending infarction (disorder)	Acute	Active	03/15/1996	05/14/1996	Programmer,Twenty	NJS
Diabetes Mellitus Type II or unspecified		Chronic	Active	05/02/1998	03/30/2004	Vehu,Eight	TST2
Chronic Systolic Heart failure	Chronic systolic heart failure (disorder)	Chronic	Active	03/09/2004	03/09/2004	Labtech,Special	TST2
Acute myocardial infarction, unspecified site, episode of care unspecified		Unknown	Active	03/17/2005	03/17/2005	Vehu,Eight	TST2

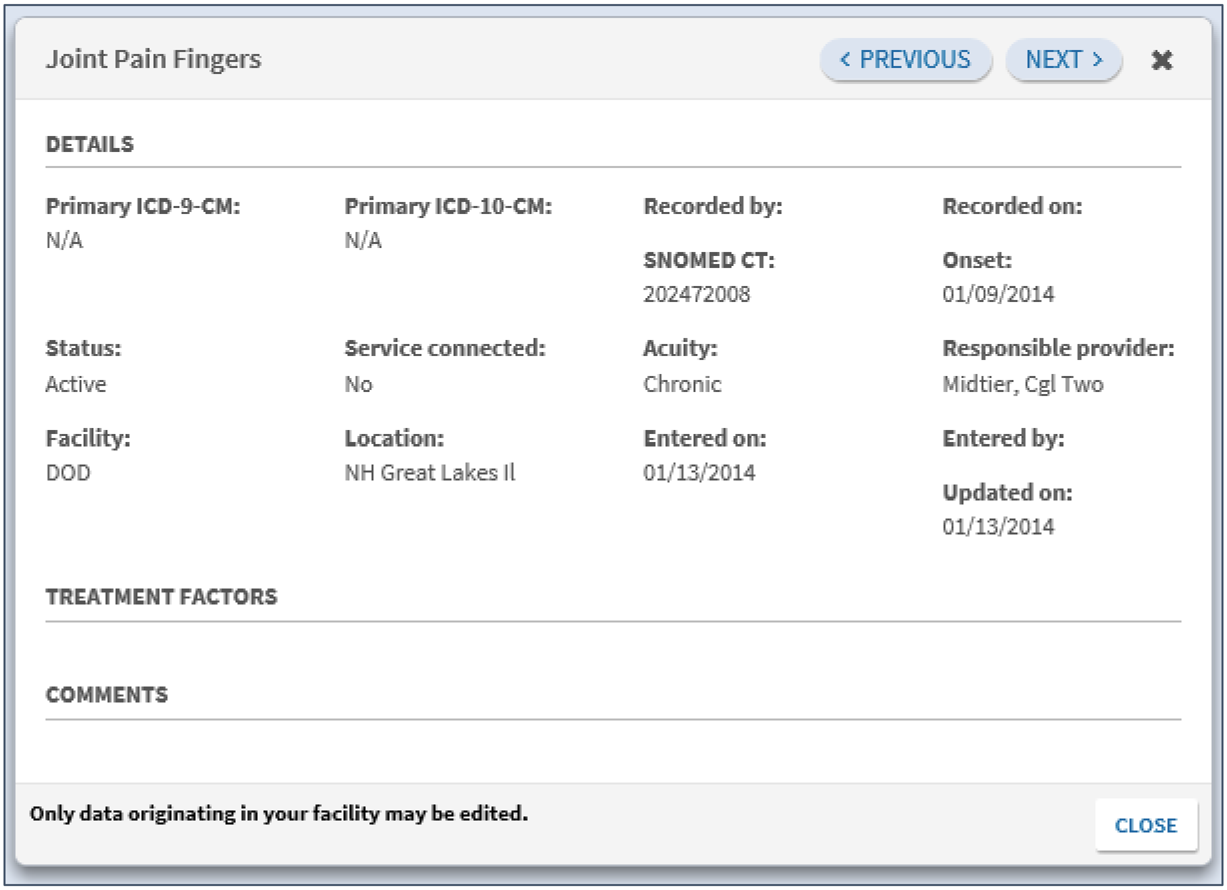
If there is a comment associated with the problem, a chat bubble icon displays on the far right side.

Problems: Detailed View

To display the details of a patient's problem from a trend, summary, or expanded applet:

1. Select a **problem** from the list and the applet toolbar menu displays.
2. Select the **Details** button to display the problems detail dialog box (Figure 17-52**Error! Reference source not found.**).

Figure 17-52 Problems Detail Dialog Box

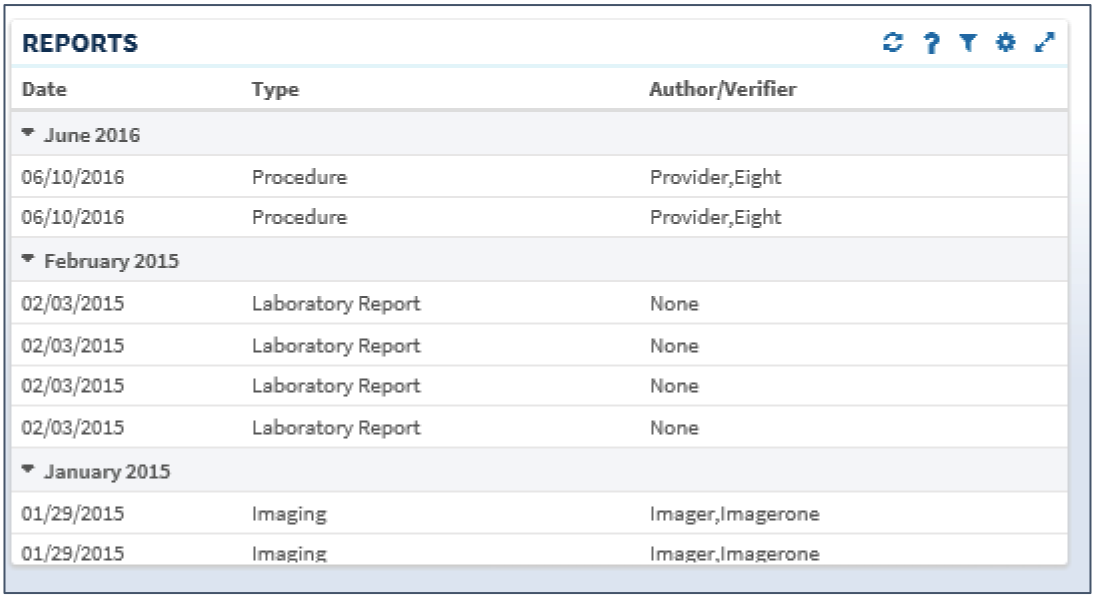


3. Select the **Previous** and **Next** buttons to navigate between problems.
4. Select the **Close** button or the **X** to close the detail dialog.Reports

Reports: Summary View

Figure 17-53**Error! Reference source not found.** displays the summary view of the Reports applet that lists available reports by date, type, and author/verifier. Reports are listed in reverse chronological order so that providers are able to find the most recent report.

Figure 17-53 Reports Applet Summary View



REPORTS

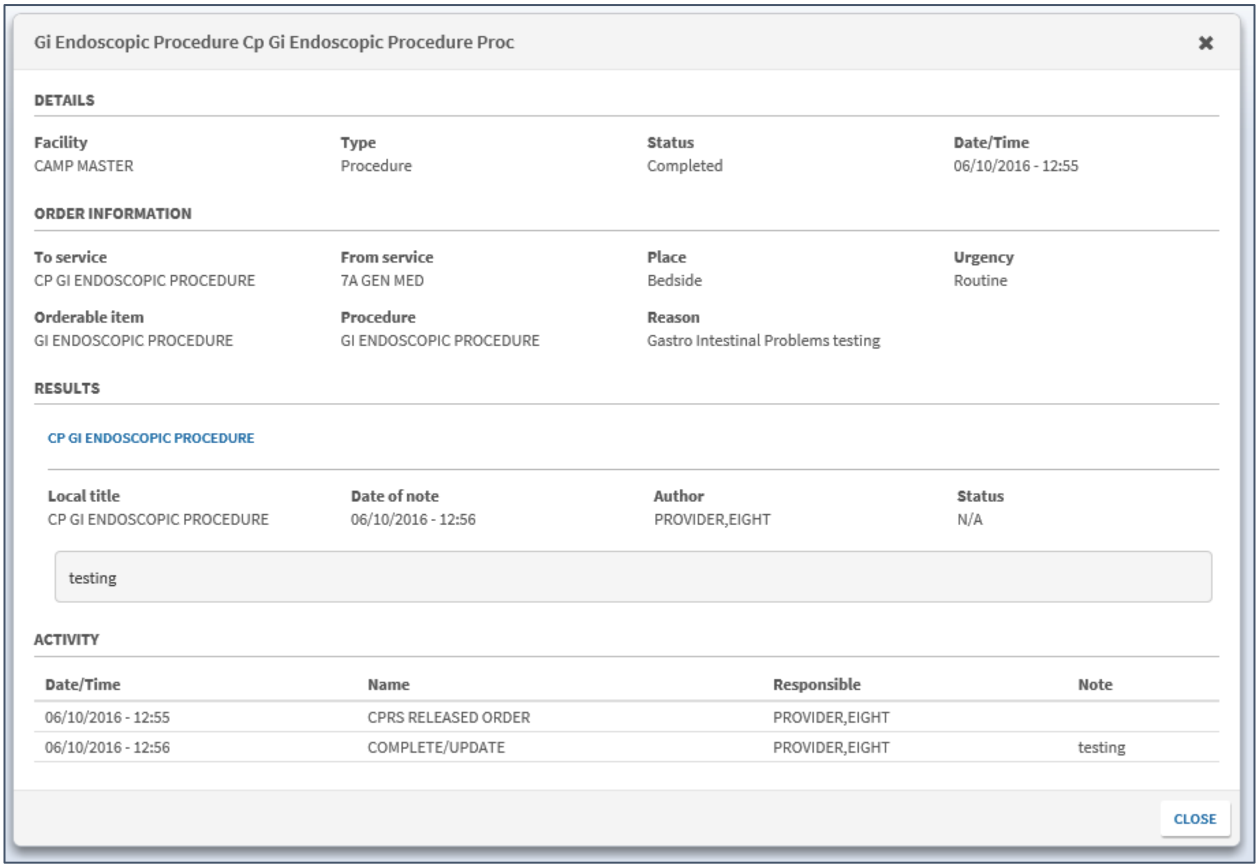
Date	Type	Author/Verifier
June 2016		
06/10/2016	Procedure	Provider,Eight
06/10/2016	Procedure	Provider,Eight
February 2015		
02/03/2015	Laboratory Report	None
02/03/2015	Laboratory Report	None
02/03/2015	Laboratory Report	None
02/03/2015	Laboratory Report	None
January 2015		
01/29/2015	Imaging	Imager,Imagerone
01/29/2015	Imaging	Imager,Imagerone

Reports: Detailed View

To display a detailed view of a report from the summary applet:

1. Select a **report** from the list within the applet. The reports detail dialog box displays (Figure 17-54**Error! Reference source not found.**).

Figure 17-54 Reports Detail Dialog Box



2. Some reports may have a hyperlink displayed under the *Results* section. Select the **hyperlink** (Figure 17-55) to quickly navigate to the result in the report.

Figure 17-55 Reports Results Section Hyperlink

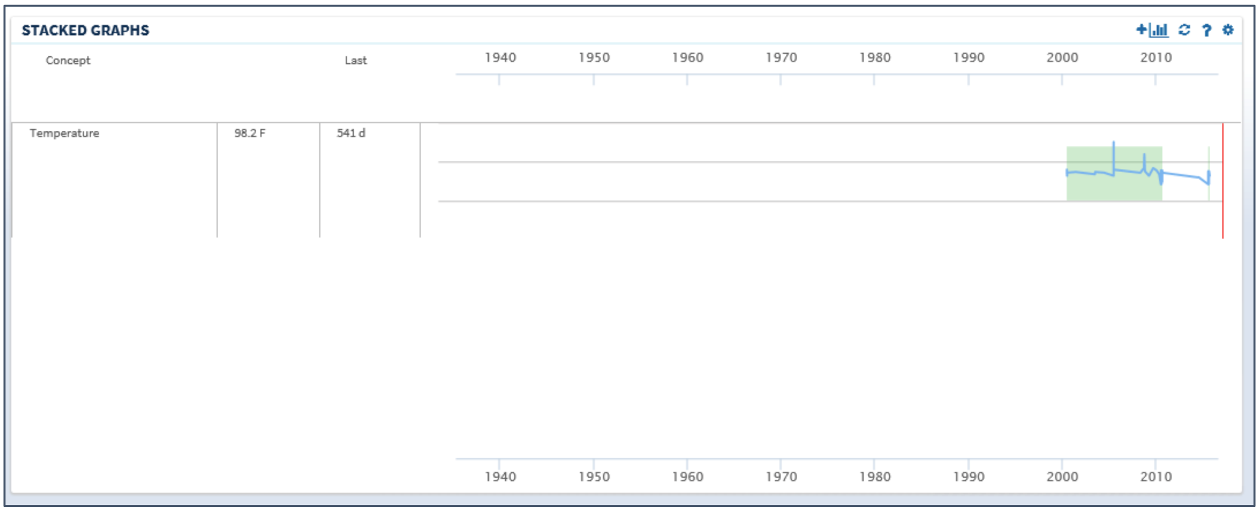
3. Review the **information**.
4. Select the **Close** button or the **X** to close the detail dialog.

Stacked Graphs

Stacked Graphs: Expanded View

The Stacked Graphs applet (Figure 17-56**Error! Reference source not found.**) is user-defined, and provides graphing functionality. The applet enables you to graph different types of data to a standardized, x-axis timeline, similar to functionality currently available in CPRS.

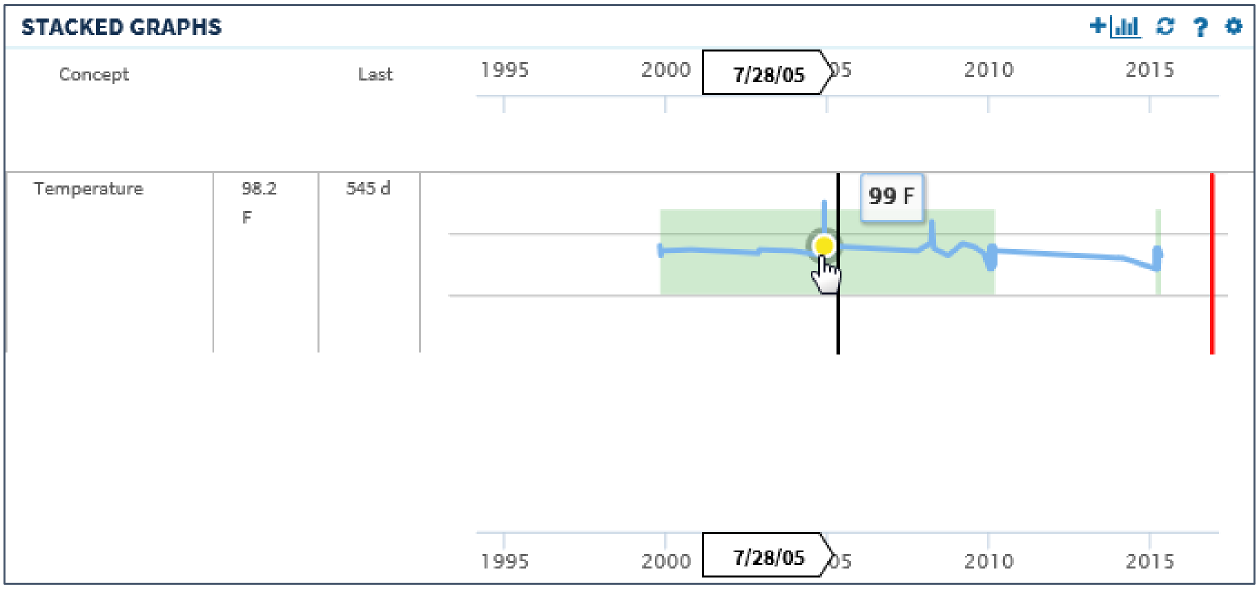
Figure 17-56 Stacked Graphs Applet Expanded View



Add a Stacked Graph to the Stacked Graphs Applet

1. Create a **new workspace**. For more detail refer to the Workspace Manager section.
2. Add the **stacked graphs** applet to the workspace.
3. Open the workspace with the stacked graph applet.
4. Select the **Add** a graph button . A Search field displays.
5. Enter the **name** of the desired graph type (i.e., temperature, blood pressure, etc.). The results populate as you enter the text.
6. Select the desired **graph**. The graph displays in the Stacked Graphs applet.
7. Repeat **steps 4-6** to continue adding graphs to the applet.
8. Hover over different areas of the graphs to display tooltips with information for the specified date (Figure 17-57**Error! Reference source not found.**). The red line indicates the current date.

Figure 17-57 Stacked Graphs Tooltips



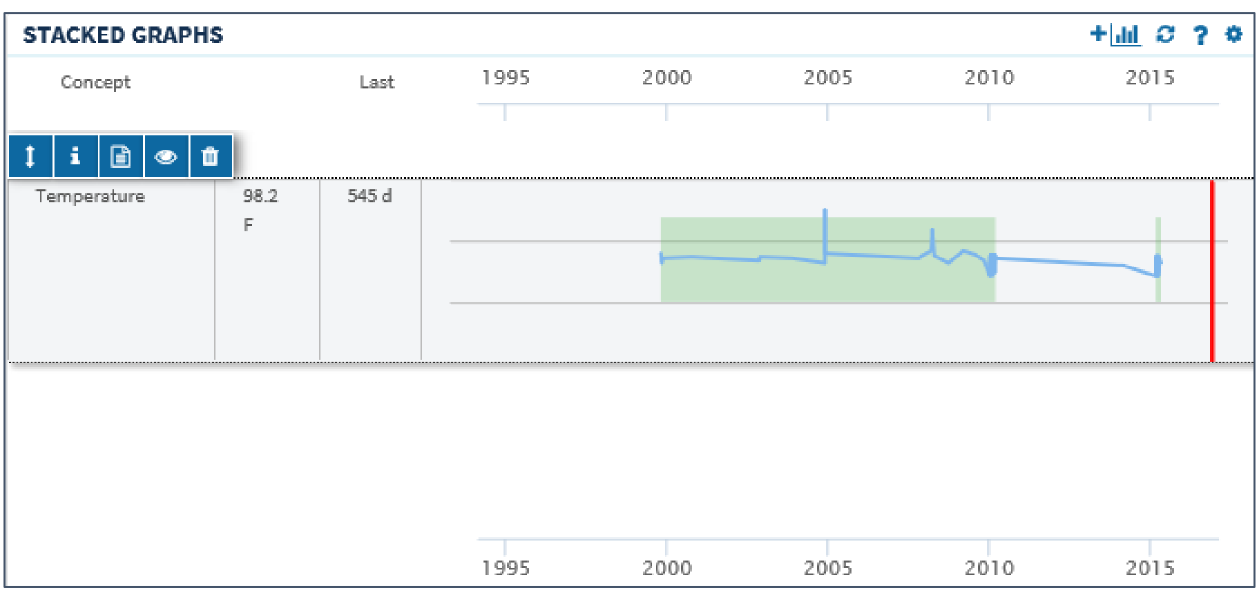
Edit the Stacked Graphs Applet

Once a graph is added to the Stacked Graphs applet, you have the option to rearrange the graphs in the applet, review additional information for the graph, or delete the graph from the applet.

To edit the graphs:

1. Select the **graph** you want to edit and the applet toolbar menu displays (Figure 17-58**Error! Reference source not found.**).

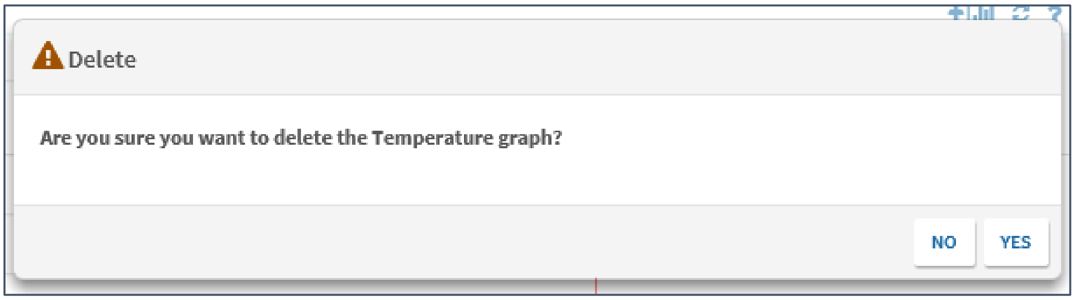
Figure 17-58 Stacked Graphs Applet Toolbar Menu



2. Select the **Tile sort** button  to sort the order of the graphs in the applet.

3. Select the **More Information** button to open a new browser window for more information on the selected graph.
4. Select the **Details** button to open a detail dialog box.
5. Select the **Delete Stacked Graph** button to remove the graph from the Stacked Graphs applet. A warning displays asking if you are sure you want to remove the graph (Figure 17-59**Error! Reference source not found.**).

Figure 17-59 Delete Stacked Graphs Warning



6. Select **Delete** to remove the graph or **Cancel** to keep the graph in the Stacked Graphs applet.

Tasks

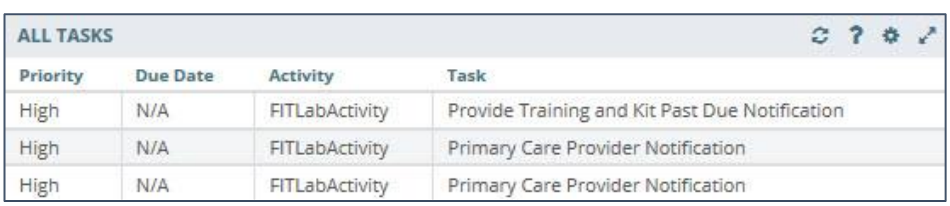
The All Tasks applet allows you to access, display, and manage a centralized activity task list in both a Provider View (My Workspace) and a Patient View (User-Defined Workspace).

NOTE: *The task list is related only to activities involving lab results.*

All Tasks: Summary View

The summary view (Figure 17-60) lists the priority, due date, activity name, and task description for each task.

Figure 17-60 All Tasks Summary View



ALL TASKS

Priority	Due Date	Activity	Task
High	N/A	FITLabActivity	Provide Training and Kit Past Due Notification
High	N/A	FITLabActivity	Primary Care Provider Notification
High	N/A	FITLabActivity	Primary Care Provider Notification

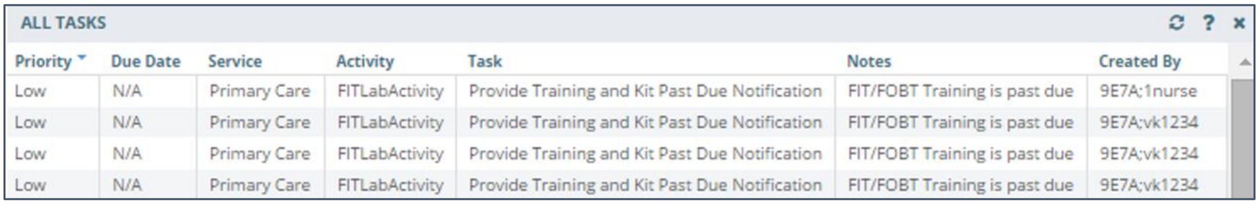
All Tasks: Expanded View

Select the Expanded View button to display the expanded view of the All Tasks applet (Figure 17-61), which displays the following information in sortable columns:

- Priority

- Due Date
- Service
- Activity
- Task
- Notes
- Created By

Figure 17-61 All Tasks Expanded View



ALL TASKS

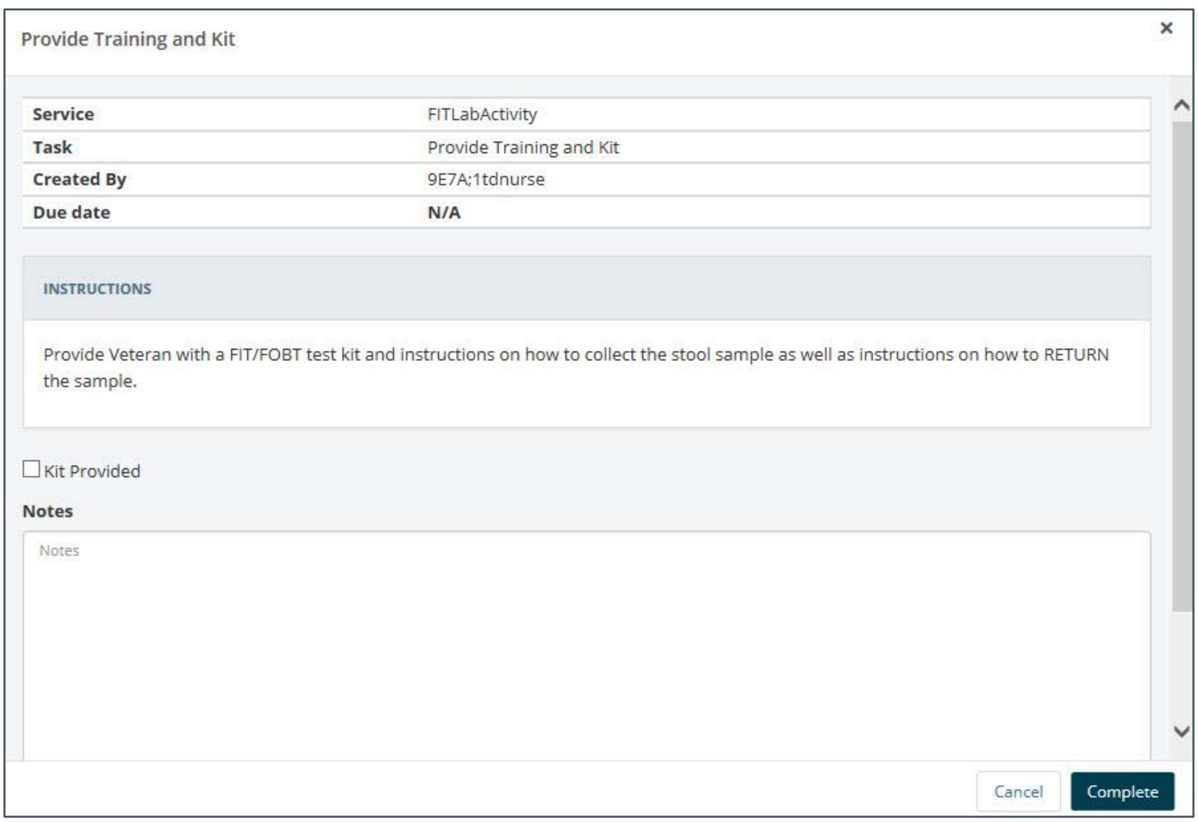
Priority	Due Date	Service	Activity	Task	Notes	Created By
Low	N/A	Primary Care	FITLabActivity	Provide Training and Kit Past Due Notification	FIT/FOBT Training is past due	9E7A;1nurse
Low	N/A	Primary Care	FITLabActivity	Provide Training and Kit Past Due Notification	FIT/FOBT Training is past due	9E7A;vk1234
Low	N/A	Primary Care	FITLabActivity	Provide Training and Kit Past Due Notification	FIT/FOBT Training is past due	9E7A;vk1234
Low	N/A	Primary Care	FITLabActivity	Provide Training and Kit Past Due Notification	FIT/FOBT Training is past due	9E7A;vk1234

All Tasks: Detailed View

To display a detailed view of a task from the summary or expanded views:

1. Select a **task** to display the Detail Dialog box (Figure 17-62).

Figure 17-62 All Tasks Detail Dialog Box



2. Select the **Complete** button to mark the task as completed.
3. Select the **Cancel** button to return to the applet.

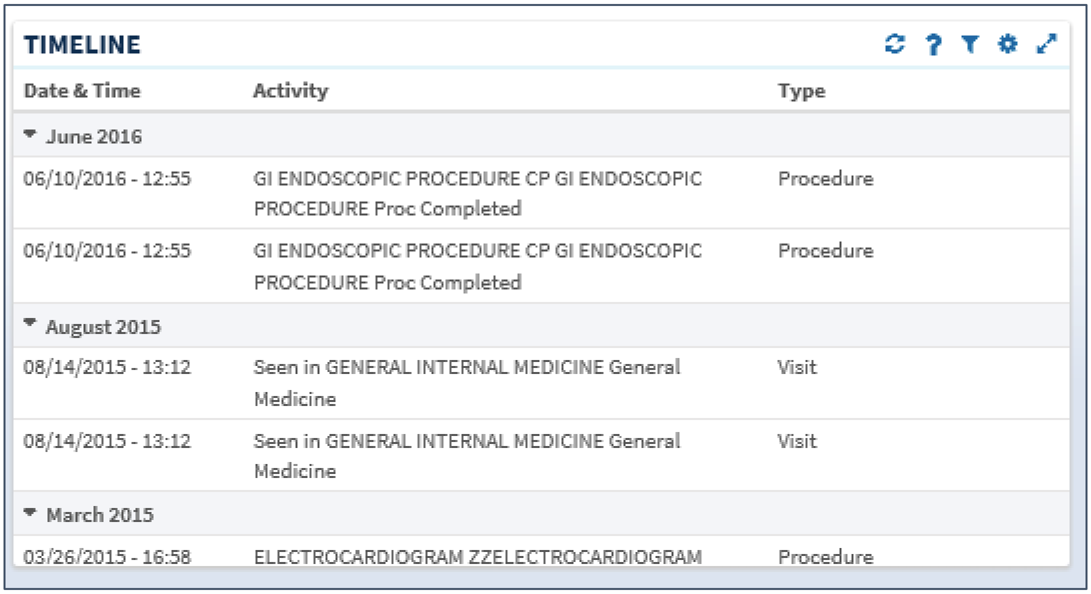
Timeline

The Timeline applet provides a detailed view of a patient's visit history.

Timeline: Summary View

Error! Reference source not found. Figure 17-63 displays Timeline in summary view. This can also be found in the Global Timeline Date Filter. It lists the date and time, activity, and type.

Figure 17-63 Timeline Summary View


TIMELINE

Date & Time	Activity	Type
June 2016		
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure
August 2015		
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit
March 2015		
03/26/2015 - 16:58	ELECTROCARDIOGRAM ZZELECTROCARDIOGRAM	Procedure

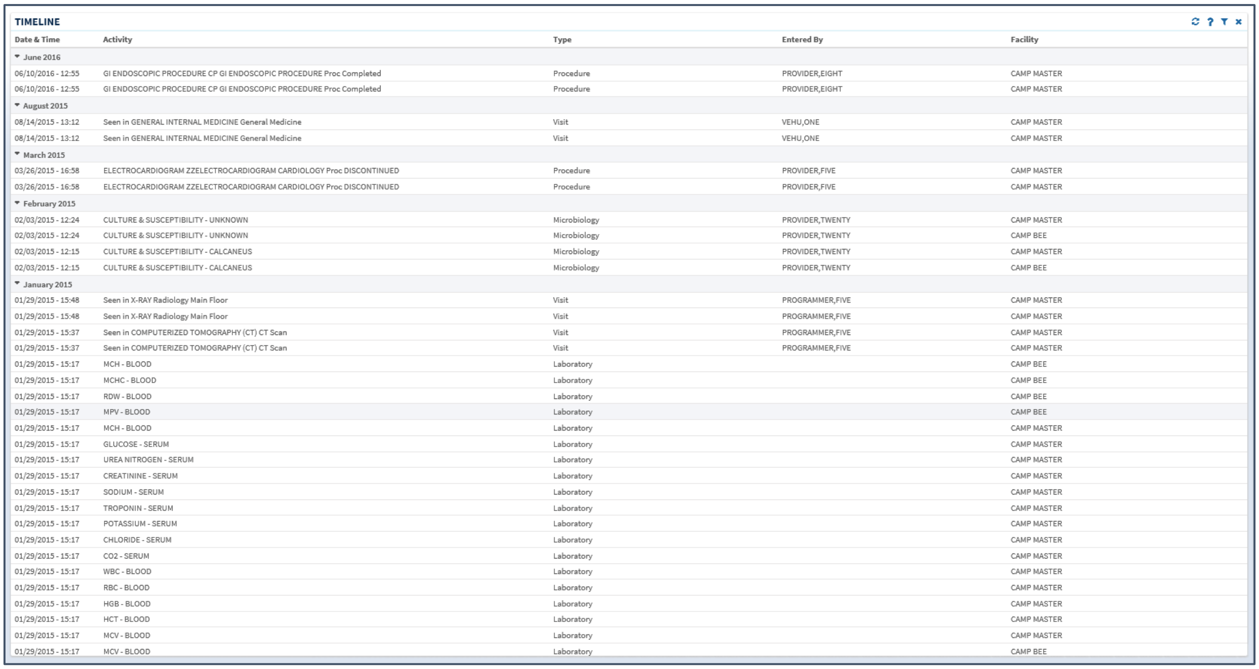
Timeline: Expanded View

Select the Expanded View button to display more information for the Timeline applet (Figure 17-64**Error! Reference source not found.**), which lists the date and time, activity, type, entered by, and facility for the event.

To display the expanded view for the Timeline applet:

1. Select **Timeline** from the Workspace dropdown menu. The patient's historical visit information displays, grouped by month. The default view displays the date in reverse chronological order.

Figure 17-64 Timeline Expanded View



TIMELINE

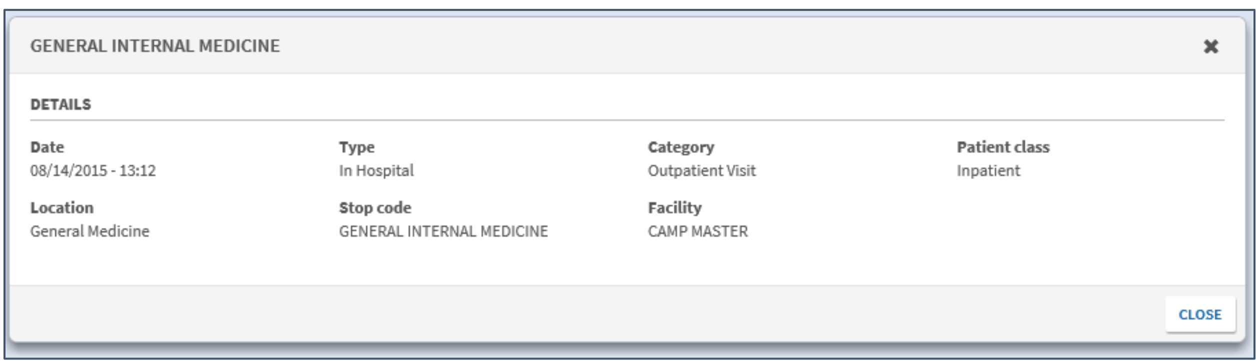
Date & Time	Activity	Type	Entered By	Facility
June 2016				
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure	PROVIDER,EIGHT	CAMP MASTER
06/10/2016 - 12:55	GI ENDOSCOPIC PROCEDURE CP GI ENDOSCOPIC PROCEDURE Proc Completed	Procedure	PROVIDER,EIGHT	CAMP MASTER
August 2015				
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit	VEHU,ONE	CAMP MASTER
08/14/2015 - 13:12	Seen in GENERAL INTERNAL MEDICINE General Medicine	Visit	VEHU,ONE	CAMP MASTER
March 2015				
03/26/2015 - 16:58	ELECTROCARDIOGRAM ZZELECTROCARDIOGRAM CARDIOLOGY Proc DISCONTINUED	Procedure	PROVIDER,FIVE	CAMP MASTER
03/26/2015 - 16:58	ELECTROCARDIOGRAM ZZELECTROCARDIOGRAM CARDIOLOGY Proc DISCONTINUED	Procedure	PROVIDER,FIVE	CAMP MASTER
February 2015				
02/03/2015 - 12:24	CULTURE & SUSCEPTIBILITY - UNKNOWN	Microbiology	PROVIDER,TWENTY	CAMP MASTER
02/03/2015 - 12:24	CULTURE & SUSCEPTIBILITY - UNKNOWN	Microbiology	PROVIDER,TWENTY	CAMP BEE
02/03/2015 - 12:15	CULTURE & SUSCEPTIBILITY - CALCANEUS	Microbiology	PROVIDER,TWENTY	CAMP MASTER
02/03/2015 - 12:15	CULTURE & SUSCEPTIBILITY - CALCANEUS	Microbiology	PROVIDER,TWENTY	CAMP BEE
January 2015				
01/29/2015 - 15:48	Seen in X-RAY Radiology Main Floor	Visit	PROGRAMMER,FIVE	CAMP MASTER
01/29/2015 - 15:48	Seen in X-RAY Radiology Main Floor	Visit	PROGRAMMER,FIVE	CAMP MASTER
01/29/2015 - 15:37	Seen in COMPUTERIZED TOMOGRAPHY (CT) CT Scan	Visit	PROGRAMMER,FIVE	CAMP MASTER
01/29/2015 - 15:37	Seen in COMPUTERIZED TOMOGRAPHY (CT) CT Scan	Visit	PROGRAMMER,FIVE	CAMP MASTER
01/29/2015 - 15:17	MCH - BLOOD	Laboratory		CAMP BEE
01/29/2015 - 15:17	MCHC - BLOOD	Laboratory		CAMP BEE
01/29/2015 - 15:17	RDW - BLOOD	Laboratory		CAMP BEE
01/29/2015 - 15:17	MPV - BLOOD	Laboratory		CAMP BEE
01/29/2015 - 15:17	MCH - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	GLUCOSE - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	UREA NITROGEN - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	CREATININE - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	SODIUM - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	TROPONIN - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	POTASSIUM - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	CHLORIDE - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	CO2 - SERUM	Laboratory		CAMP MASTER
01/29/2015 - 15:17	WBC - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	RBC - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	HGB - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	HCT - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	MCV - BLOOD	Laboratory		CAMP MASTER
01/29/2015 - 15:17	MCV - BLOOD	Laboratory		CAMP BEE

Timeline: Detailed View

To display a detailed view of a specific activity:

1. Select an **item** from the list and the Timeline Detail Dialog box displays (Figure 17-65**Error! Reference source not found.**).

Figure 17-65 Timeline Detail Dialog Box



2. Select the **Close** button or the **X** to close the detail dialog box.

VistA Health Summaries

The VistA Health Summaries applet provides Health Summary Report functionality in eHMP. This is a re-creation of the reports available in the CPRS Reports tab under 'Health Summaries', a feature that is also provided in VistA Web, listed as 'Health Summaries', and representing each facility where the patient has a record.

A Health Summary is a clinically-oriented, structured report that extracts many kinds of data from VistA web and displays it in a standard format. The individual patient is the focus of health summaries. The information displayed covers a wide range of health-related information such as demographic information, allergies, current active medical problems, and laboratory results.

VistA Health Summaries: Summary View

Figure 17-66 displays the summary view of the VistA Health Summaries applet that groups each facility where the patient has a record. The reports are listed under the collapsible facility code, with the number of reports available indicated.

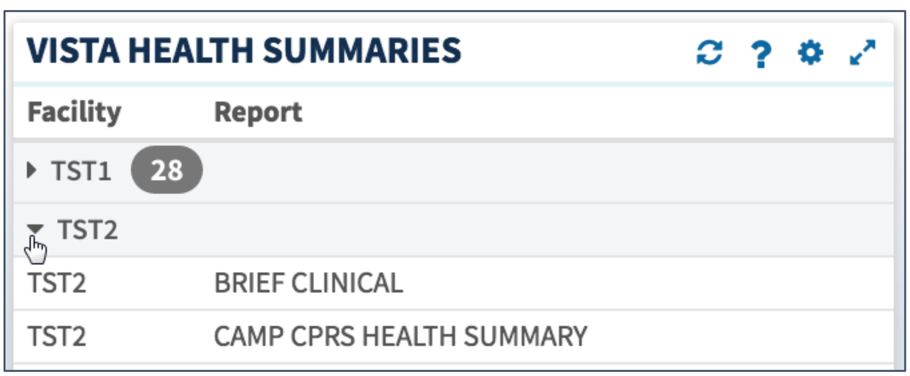
Figure 17-66 VistA Health Summaries Applet Summary View

VistA Health Summaries: Detailed View

To display a detailed view of a VistA Health Summary:

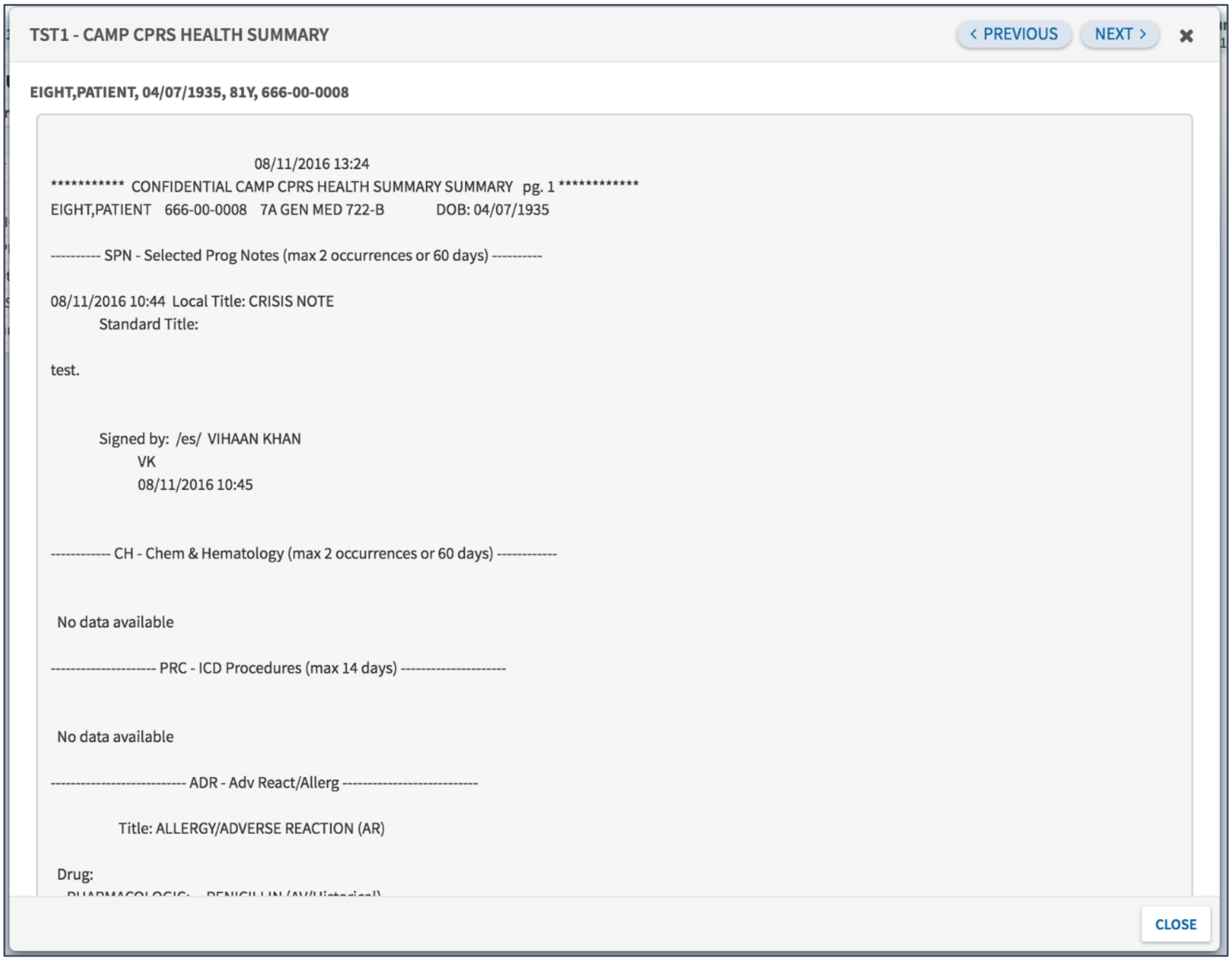
1. Select the **expand/collapse arrow** next to the facility code. A list of reports for the selected facility display (Figure 17-67).

Figure 17-67 VistA Health Summaries Applet Expanded



2. Select a **report name** and the Report Detail Dialog box opens (Figure 17-68).

Figure 17-68 VistA Health Summaries Detail Dialog Box



3. Select the **Next** and **Previous** buttons to navigate between reports.
4. Select the **Close** button or the **X** to close the detail dialog.

Vitals

The Vitals applet displays the patient's most recently recorded vital signs. The information can be displayed both numerically and in graph form.

Vitals: Trend View

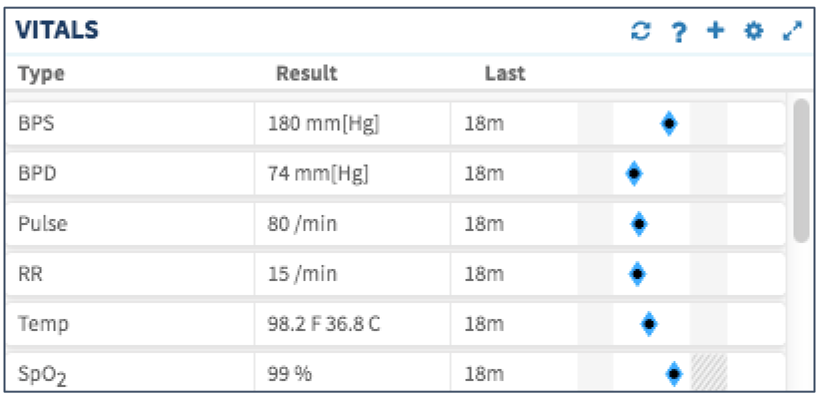
Figure 17-69**Error! Reference source not found.** displays the trend view for Vitals with the following data:

- Type – type of vital sign collected, i.e. blood pressure, pain, weight
- Result – data captured in relation to the vital measured
- Last – timeframe vital was last collected
- Data Range Graph, which includes:
  - A diamond represents the last (current) value

- Blue diamond indicates a current normal value
- Orange diamond indicates a high/low value

- A dot represents previously recorded value
- A dot within a diamond indicates no change between previous entries. The current value is the same as previous.
- If a diamond is to the left of the dot, then the value of the diamond is lower than the dot
- If a diamond is to the right of the dot, then the value of the diamond is higher than the dot
- The gray areas indicate the high and low reference ranges
- If a diamond falls into the gray areas, it indicates an abnormal/critical value

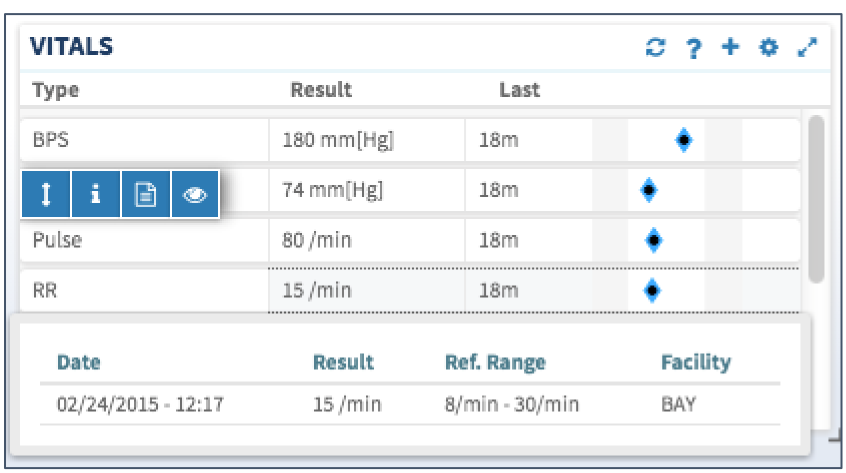
Figure 17-69 Vitals Applet Trend View



To display more information for a vital sign:

1. Select the **left side of the vital sign tile** to display the applet toolbar menu.
2. Select the **right side of the vital sign tile** to display a quick view containing up to the last five results for the selected vital sign consisting of the date, result, reference range, and facility (Figure 17-70).

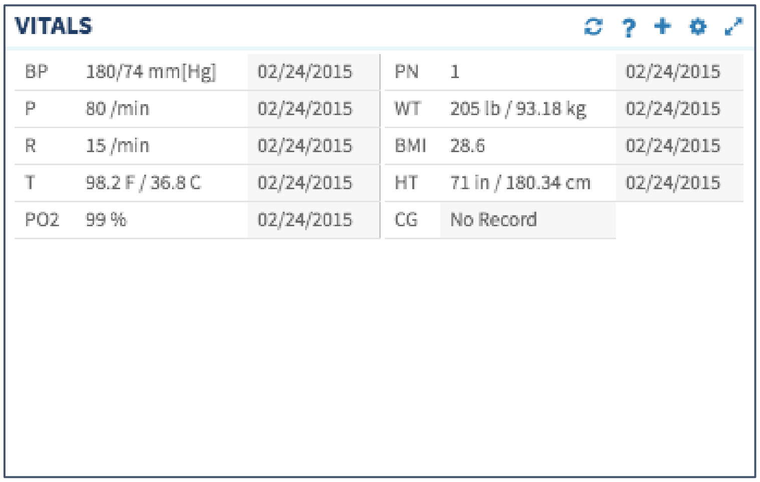
Figure 17-70 Vitals Applet Additional Information



Vitals: Summary View

Figure 17-71 displays the summary view that lists the patient's blood pressure (BP), pulse (P), respiration (R), temperature (T), pulse oximetry (PO2), pain (PN), weight (WT), and body mass index (BMI).

Figure 17-71 Vitals Applet Summary View



Vitals: Expanded View

Select the **Expanded View** button to display more information on the Vitals applet (Figure 17-72**Error! Reference source not found.**), which lists the following information in sortable columns:

- Date Observed
- Type
- Result
- Date Entered
- Qualifiers
- Facility

Figure 17-72 Vitals Applet Expanded View

VITALS

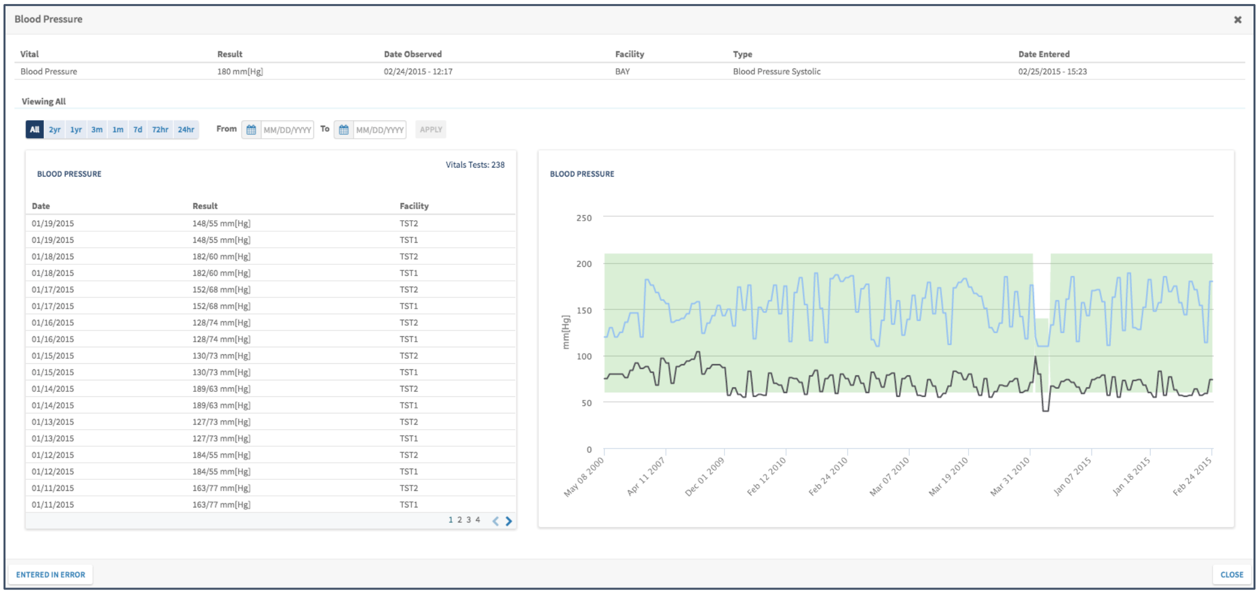
Date Observed	Type	Result	Date Entered	Qualifiers	Facility
02/24/2015 - 12:17	BMI	28.6			ABILENE (CAA)
02/24/2015 - 12:17	Pain	1	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Pulse Oximetry	99 %	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Weight	205 lb(93.18 kg)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Height	71 in(180.34 cm)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Pulse	80 /min	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Respiration	15 /min	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Temperature	98.2 F(36.8 C)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Blood Pressure	180/74 mm[Hg]	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Pain	1	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Pulse Oximetry	99 %	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Weight	205 lb(93.18 kg)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Height	71 in(180.34 cm)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Pulse	80 /min	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Respiration	15 /min	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Temperature	98.2 F(36.8 C)	02/25/2015 - 15:23		ABILENE (CAA)
02/24/2015 - 12:17	Blood Pressure	180/74 mm[Hg]	02/25/2015 - 15:23		ABILENE (CAA)

Vitals: Detailed View

To display a detailed view of vitals from the trend, summary or expanded applet:

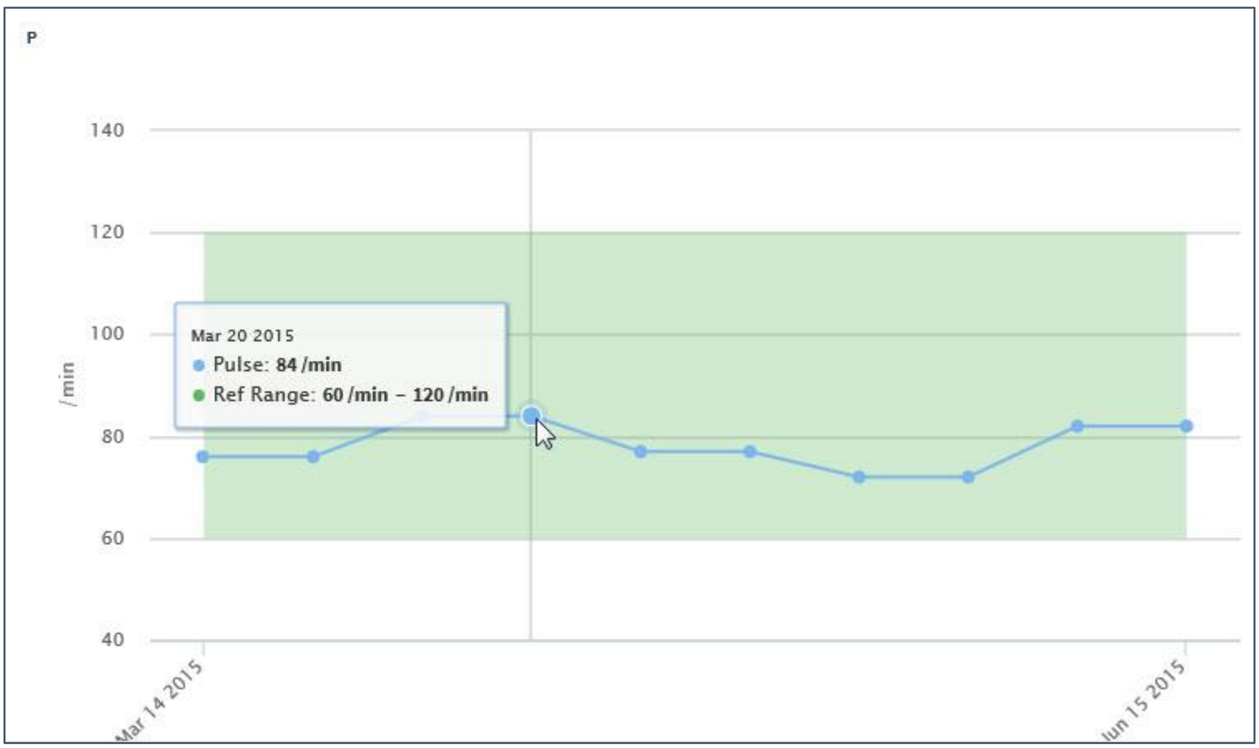
1. Select a **vital sign** (e.g., Blood Pressure) to open the applet toolbar menu.
2. Select the **Details** button and the Vitals detail dialog box (Figure 17-73**Error! Reference source not found.**) displays. A historical, detailed view of that vital sign is presented in list view and graph view. The shaded area on the graph depicts the reference range, if available, for that vital sign.

Figure 17-73 Vitals Detail Dialog Box



3. Hover your cursor over a **time on the graph** to display a tooltip with more information (Figure 17-74**Error! Reference source not found.**).

Figure 17-74 Vitals Detail Dialog Box Tooltip



4. Select the **Close** button or the **X** to close the detail dialog.

Chapter 18: Applet Toolbar Menu

About Applet Toolbar Menu

The applets in the eHMP application are widgets that sort patient information into segments throughout the patient record.

Most of the applets display a toolbar menu when an item is selected. The toolbar menu varies depending on the applet and the applet view.

Refresh Button

The Refresh button found on each applet in eHMP updates patient information to allow for the most up-to-date patient information, and should be used after entering new patient information in CPRS.

To refresh patient information:

1. After entering any new patient information in CPRS, access eHMP again.
2. Select the **Refresh** button for an applet. The new information displays in the applet.

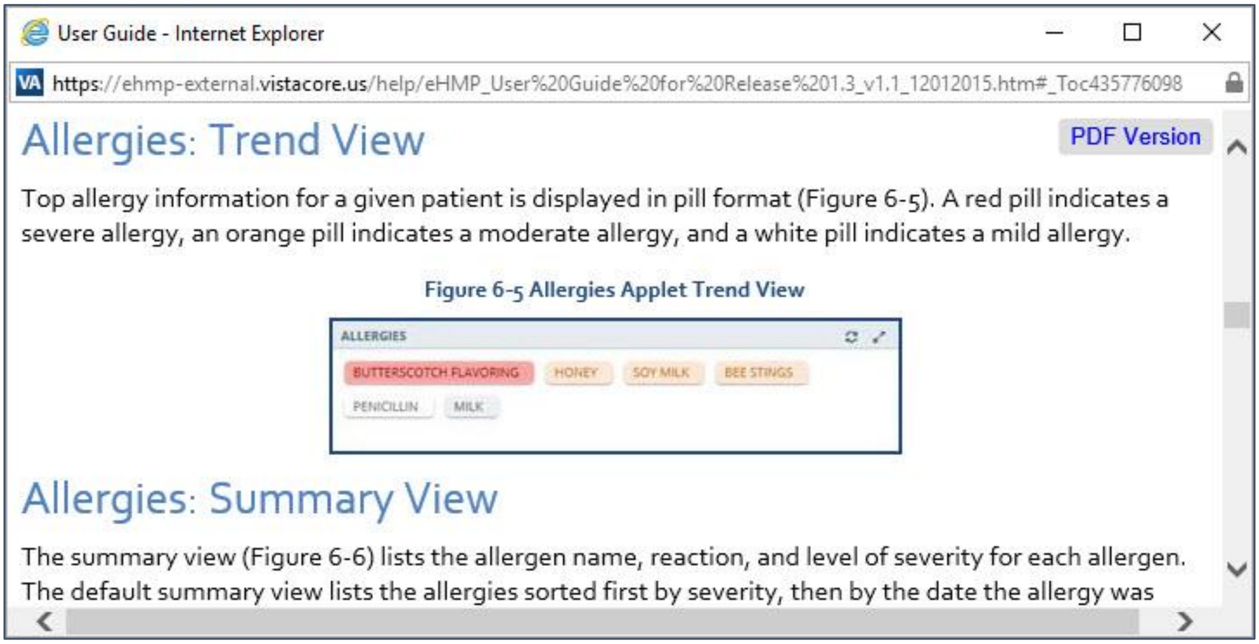
Help Button

The Help button allows you to easily access context-driven, application-oriented help information.

To access Help:

1. Select the **Help** button for more information on a specific topic, and a new window displays that links you to the specific section within this user guide.
2. Select the **PDF version** link to download the eHMP v2.0 User Guide (Figure 18-1).

Figure 18-1 PDF Version of the eHMP User Guide



3. Close out of the **Help window** to return to eHMP.

Add Item Button

The Add Item button allows you to add information to the patient's record.

The Add Item functionality is available in for the following applets:

- Allergies
- Immunizations
- Narrative Lab Results
- Numeric Lab Results
- Orders
- Vitals

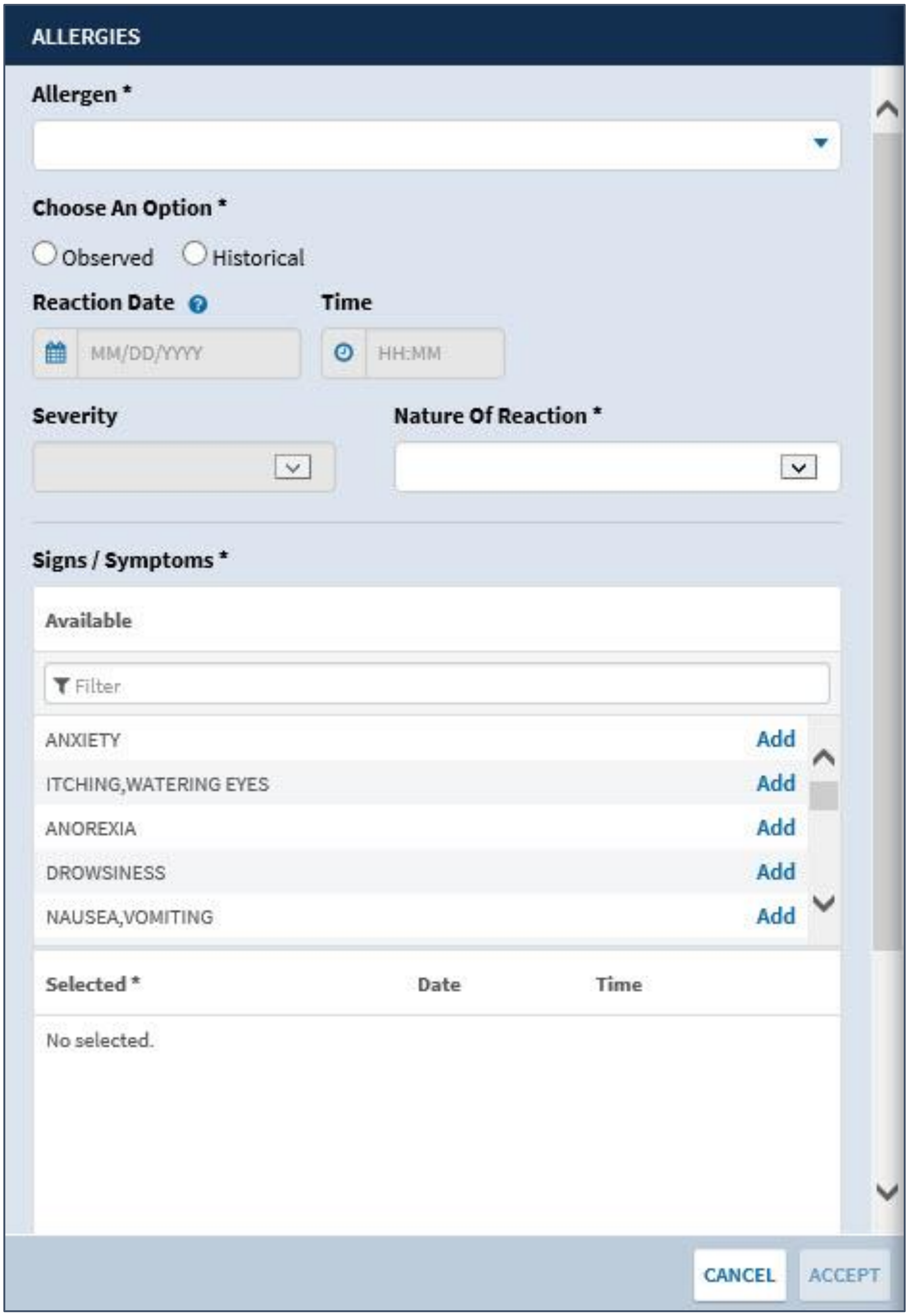
Add an Allergy

NOTE:	*The current encounter must be established before you can enter an allergy. If it is not set for the session, you are prompted to set the encounter context. Refer to the Current Encounter section for instructions on setting an encounter location.*

Add an Observed Allergy

1. Select the **Add Item** button on the Allergies applet. The Allergies form displays (Figure 18-2).

Figure 18-2 Allergies Form

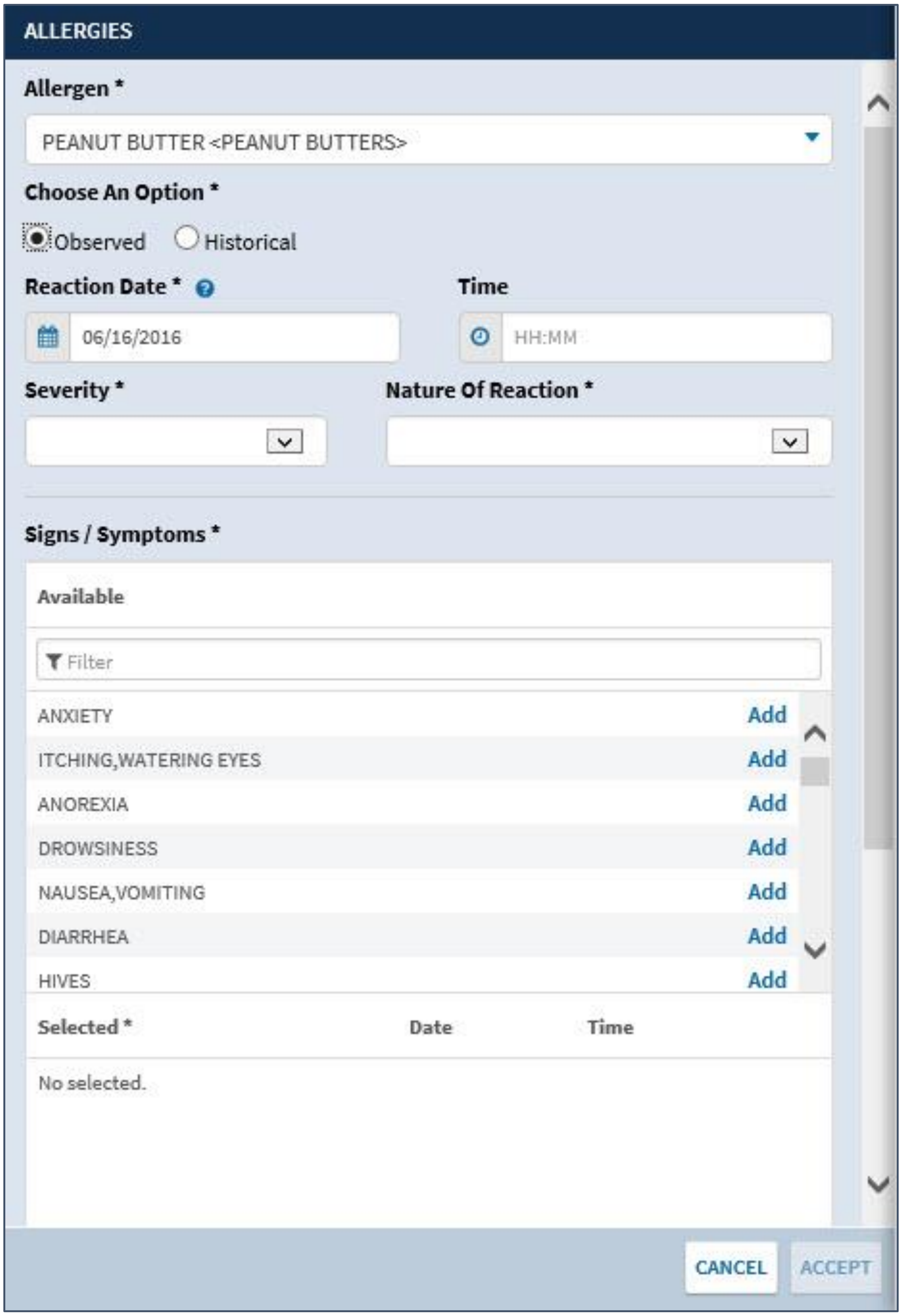


2. Enter the **Allergen name** in the field (required). The results begin to populate once you enter 3 characters (Figure 18-3).

Figure 18-3 Enter Allergen Name

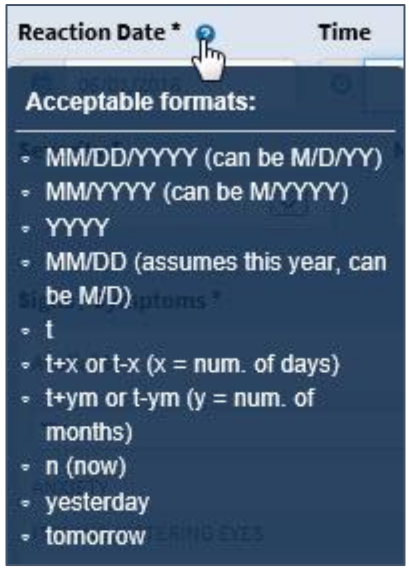
3. Select the **Allergen** from the list.
4. Select **Observed** from the *Choose An Option* section (required). The Observed Allergies form displays (Figure 18-4).

Figure 18-4 Observed Allergen Form



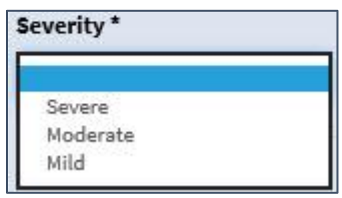
5. Enter the **Reaction Date** (required for observed allergens). Hover your cursor over the question mark icon to display the acceptable formats for entering the date (Figure 18-5).

Figure 18-5 Acceptable Date Formats



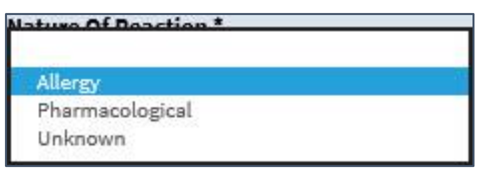
6. Enter the **Reaction Time** (if applicable) using the HH:MM format.
7. Select the **dropdown menu** arrow to display a list of options under the *Severity* section (Figure 18-6).

Figure 18-6 Allergy Severity Options



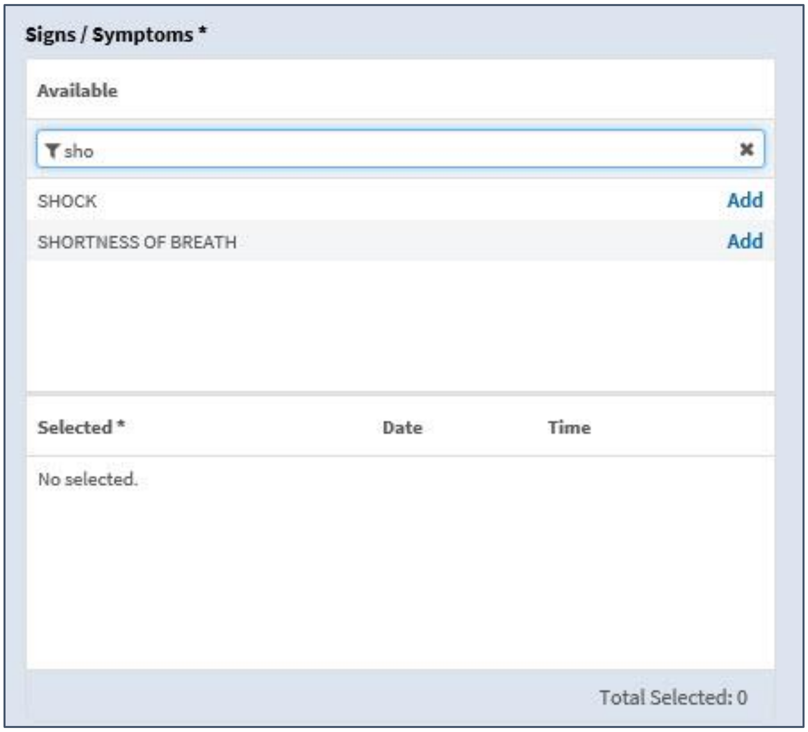
8. Select the **Severity** for the allergen from the list (required).
9. Select the **dropdown menu** arrow to display a list of options under the *Nature Of Reaction* section (Figure 18-7).

Figure 18-7 Nature of Reaction Options



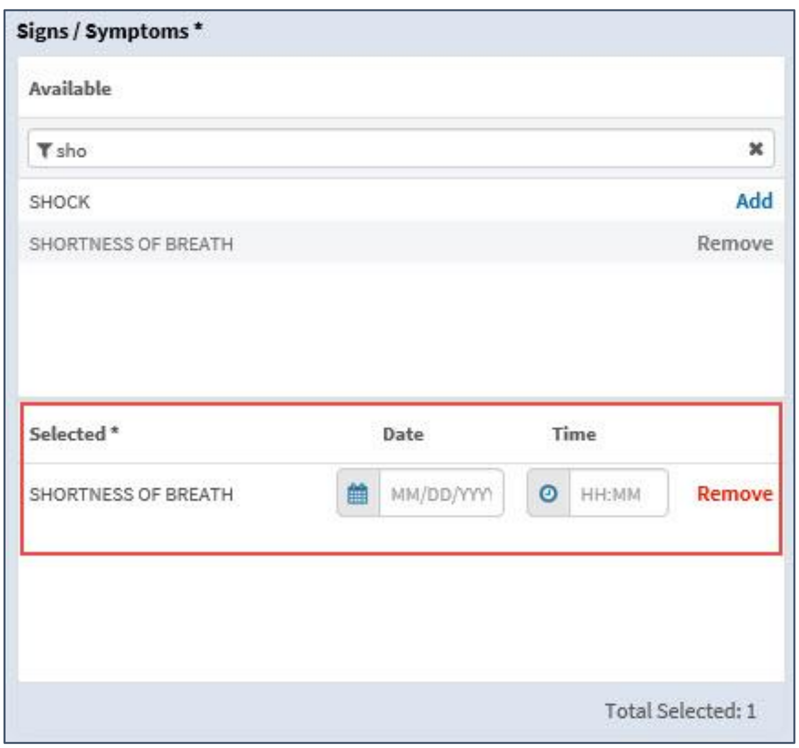
10. Select the **Nature of Reaction** from the list (required).
11. Enter the **Sign or Symptom** using the *Filter* field as displayed in Figure 18-8 (required). The results begin to populate once you enter 3 characters.

Figure 18-8 Allergies Signs or Symptoms



12. Select the **Add** link next to the correct sign or symptom. The selected sign or symptom is added below the Selected section (Figure 18-9).

Figure 18-9 Selected Allergy Sign or Symptom

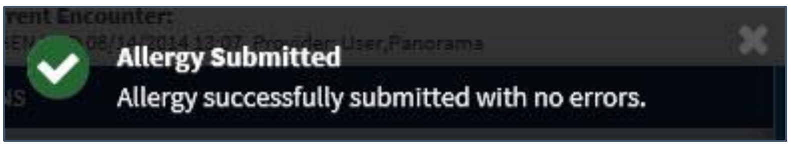


13. Enter the **date** for the sign or symptom using the acceptable formats as described in step 5.
14. Enter the **time** for the sign or symptom using the HH:MM format.
15. Select the **Remove** link to remove the sign or symptom from the allergen.
16. Enter any **comments** for the allergen in the *Comments* section.

NOTE: *The maximum character number for the Comments section is 200.*

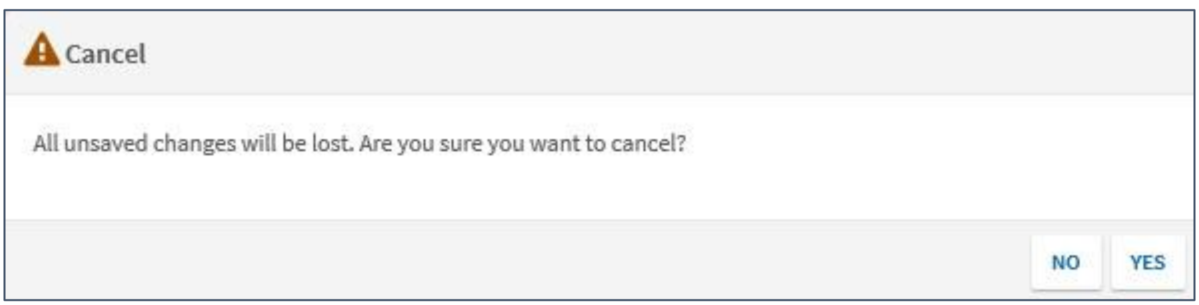
17. Select **Accept** to add the allergen to the patient's record. A notification displays notifying you the allergy was successfully submitted with no errors (Figure 18-10).

Figure 18-10 Allergy Successfully Submitted Notification



NOTE: *Select* ***Cancel*** *at any time to cancel adding an allergy. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 18-11). Select* ***Yes*** *to cancel or* ***No*** *to return to the Allergies form.*

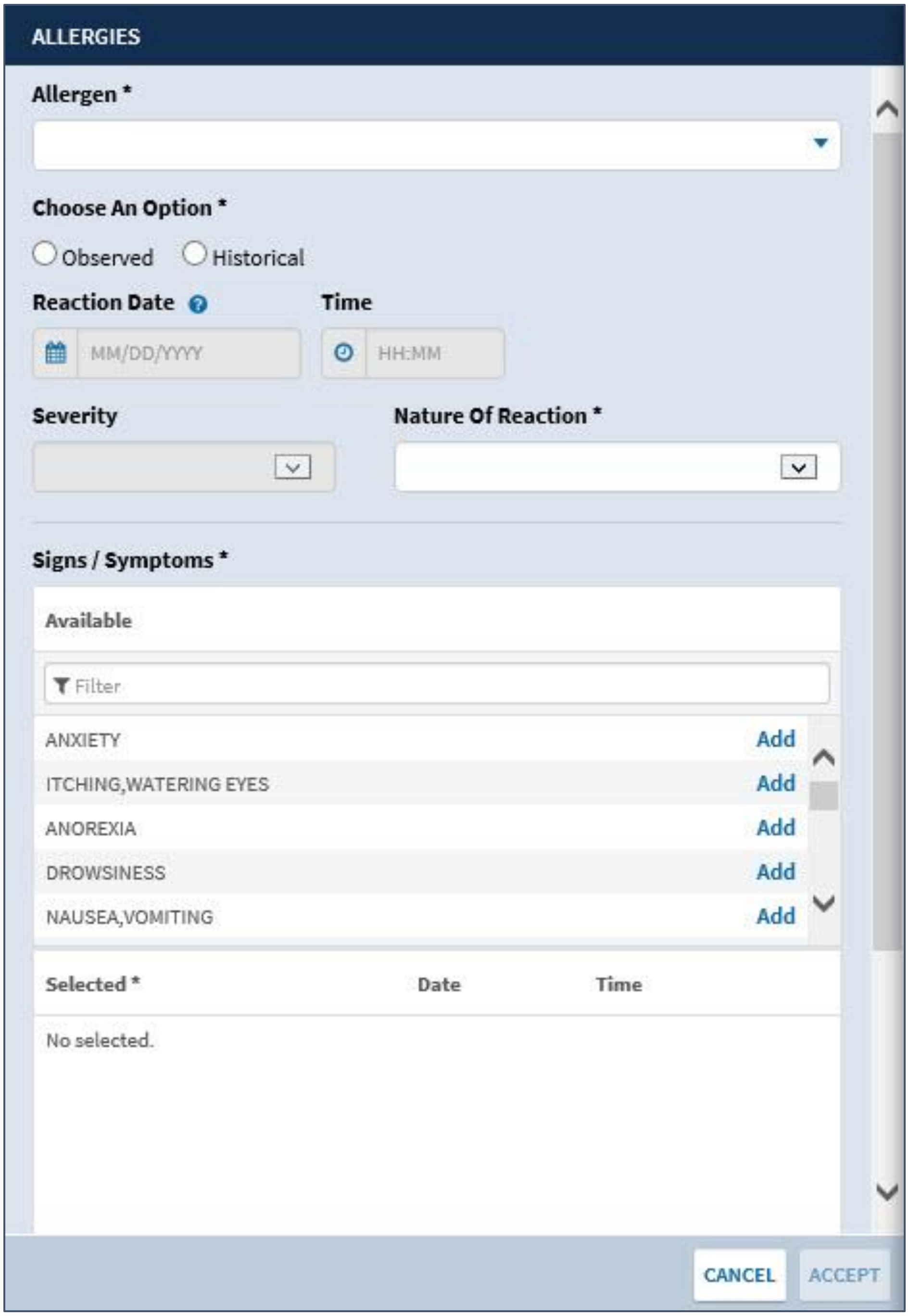
Figure 18-11 Cancel Allergy Alert



Add a Historical Allergy

1. Select the **Add Item** button on the Allergies applet. The Allergies form displays (Figure 18-12).

Figure 18-12 Allergies Form



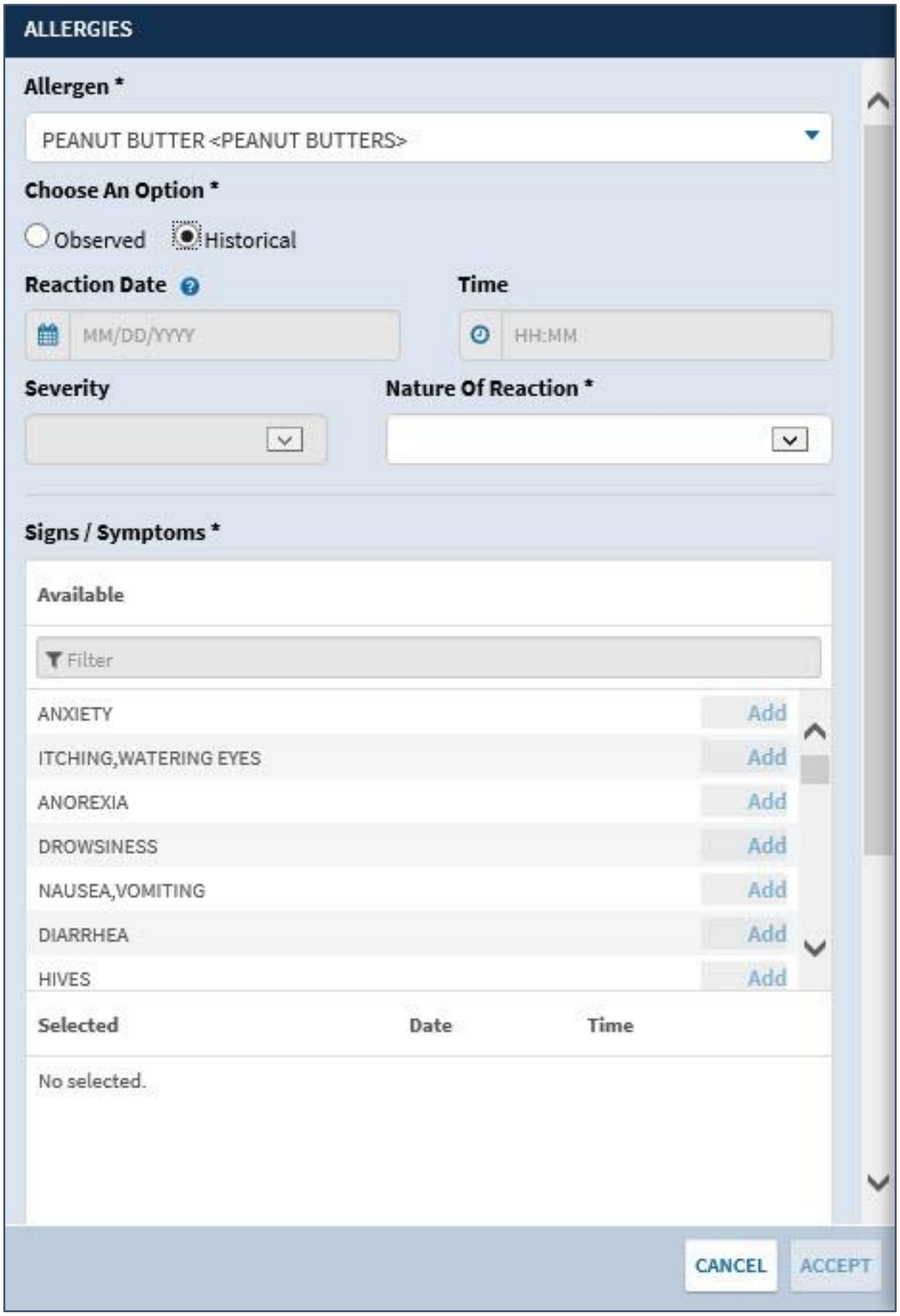
2. Enter the **Allergen name** in the field (required). The results begin to populate once you enter 3 characters (Figure 18-13).

Figure 18-13 Enter Allergen Name

3. Select the **Allergen** from the list.
4. Select **Historical** from the *Choose An Option* section (required). The Historical Allergies form displays (Figure 18-14).

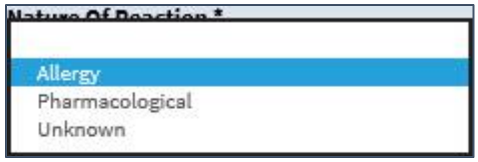
NOTE:	*When Historical is selected, you are not able to enter the reaction date and time, severity, or signs/symptoms. These options are shaded out.*

Figure 18-14 Historical Allergies Form



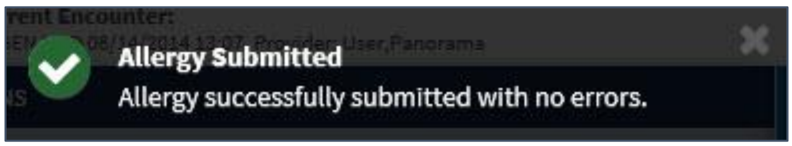
5. Select the **dropdown menu** arrow to display a list of options under the *Nature Of Reaction* section (Figure 18-15).

Figure 18-15 Nature of Reaction Options



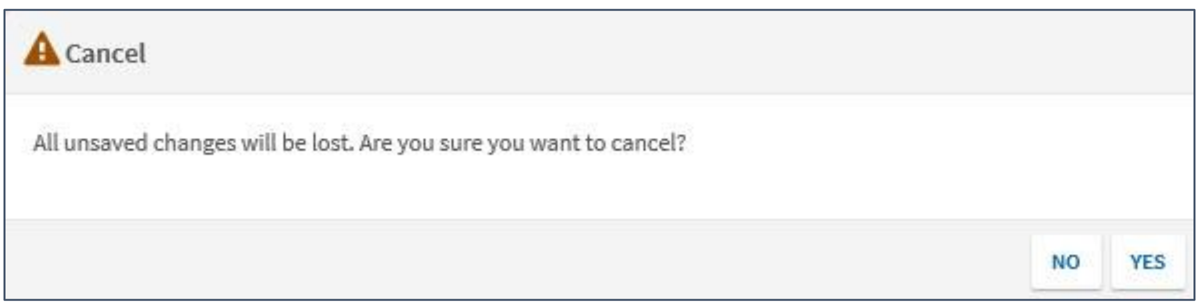
6. Select the **Nature of Reaction** from the list (required).
7. Select **Accept** to add the allergen to the patient's record. A notification displays notifying you the allergy was successfully submitted with no errors (Figure 18-16).

Figure 18-16 Allergy Successfully Submitted Notification



NOTE:	*Select **Cancel** at any time to cancel adding an allergy. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 18-17). Select **Yes** to cancel or **No** to return to the Allergies form.*

Figure 18-17 Cancel Allergy Alert



Add an Immunization

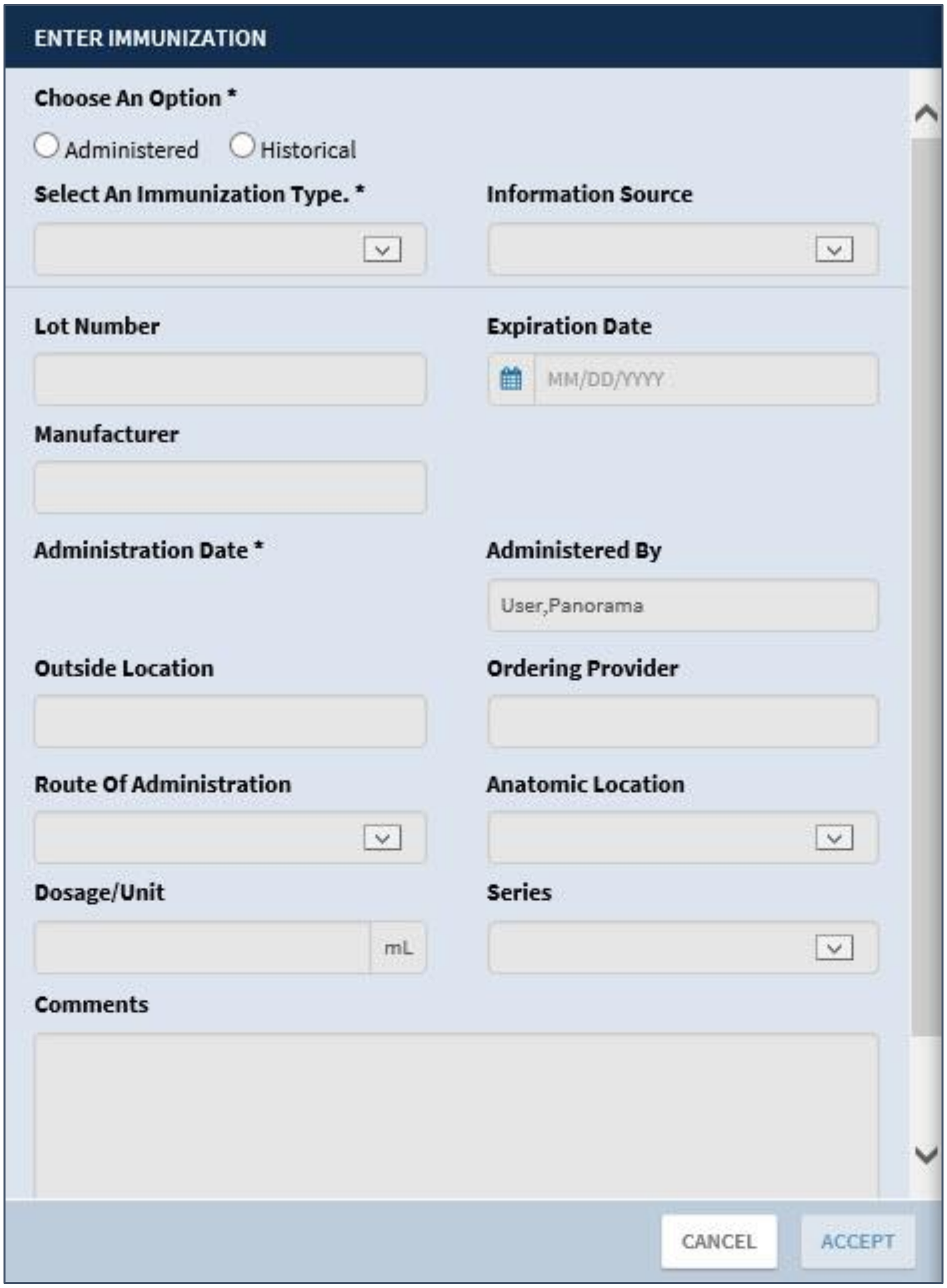
eHMP allows you to record and store a patient's past immunizations as VA-Administered or Historical.

NOTE:	*The current encounter must be established before you can enter an immunization. If it is not set for the session, you are prompted to set the encounter context. Refer to the Current Encounter section for instructions on setting an encounter location.*

Add an Administered Immunization

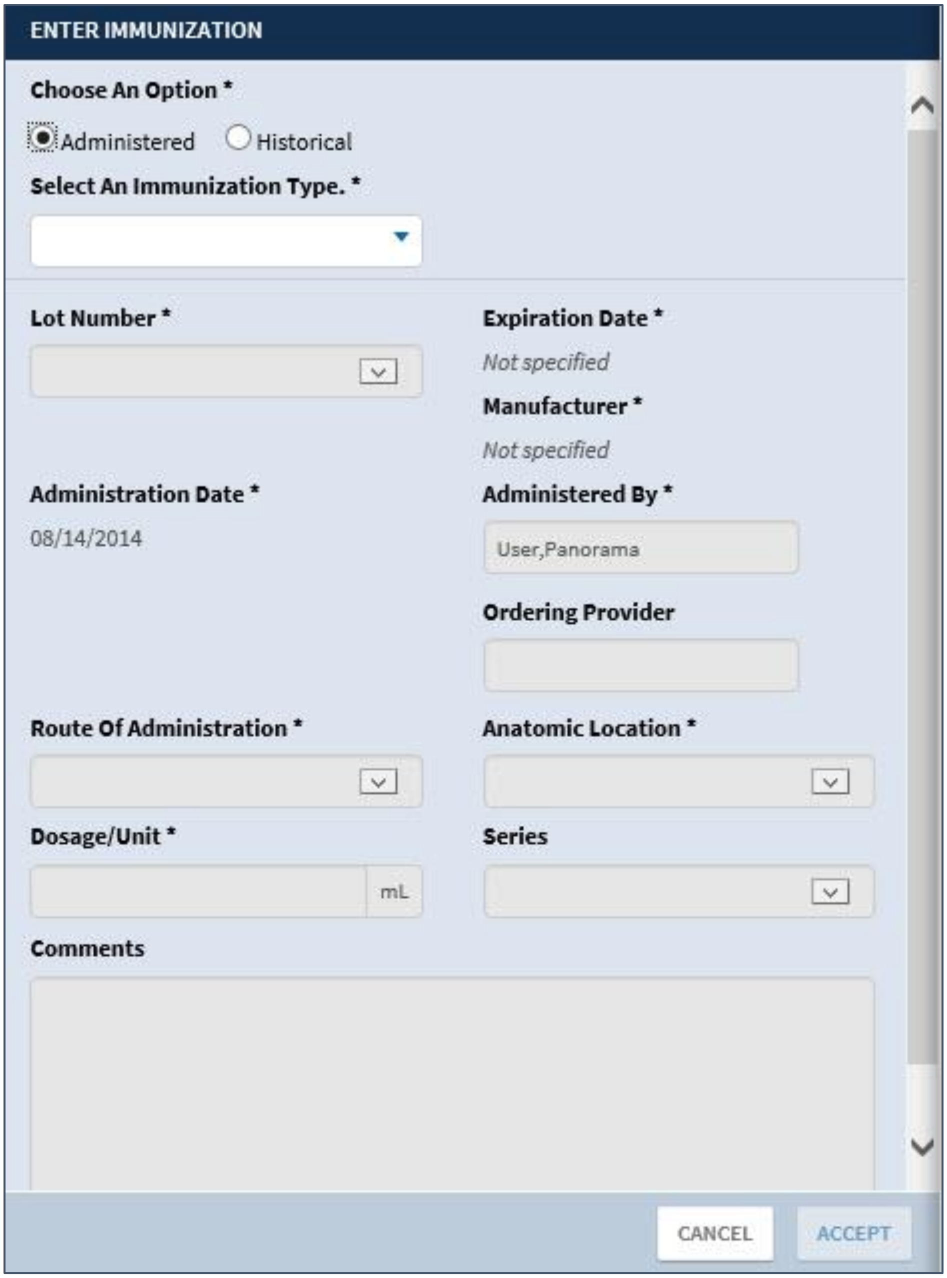
1. Select the **Add Item** button on the Immunizations applet. The Enter Immunization form displays (Figure 18-18).

Figure 18-18 Enter Immunization Form



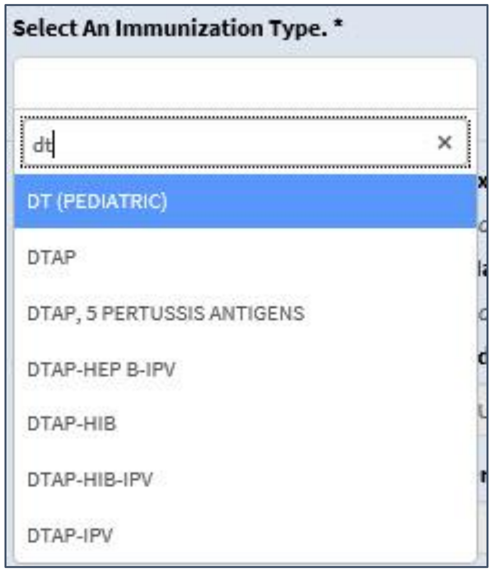
2. Select **Administered** under *Choose An Option* (required) and the Administered form displays (Figure 18-19).

Figure 18-19 Enter Administered Immunization



3. Select the **dropdown** menu under *Select An Immunization Type* and enter the **immunization type** in the text field. The results begin to populate once you enter two characters (Figure 18-20).

Figure 18-20 Select an Immunization Type



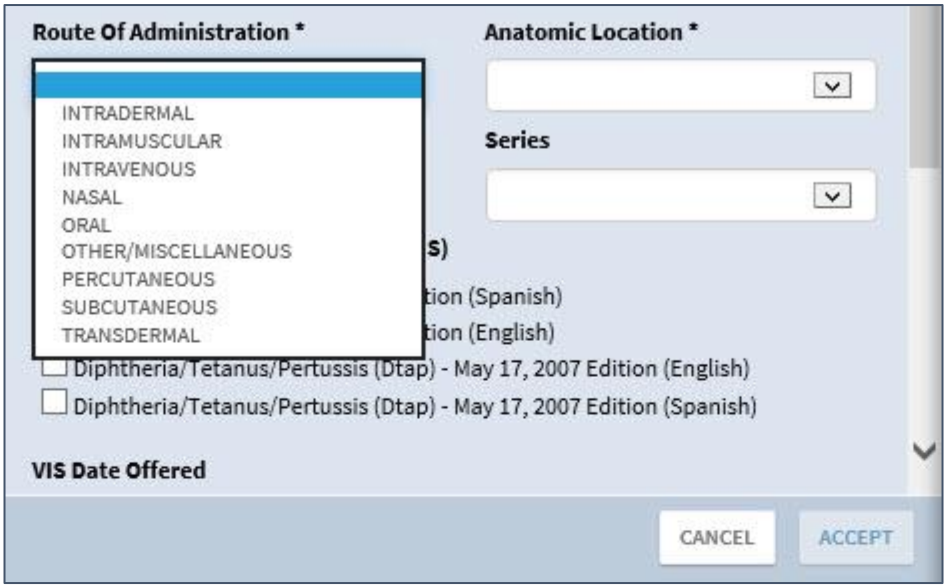
4. Select an **Immunization Type** from the list (required).
5. Select the **Lot Number** from the dropdown menu (required) (Figure 18-21).

Figure 18-21 Select Lot Number

NOTE: The Expiration Date, Manufacturer, and Administration Date automatically displays.

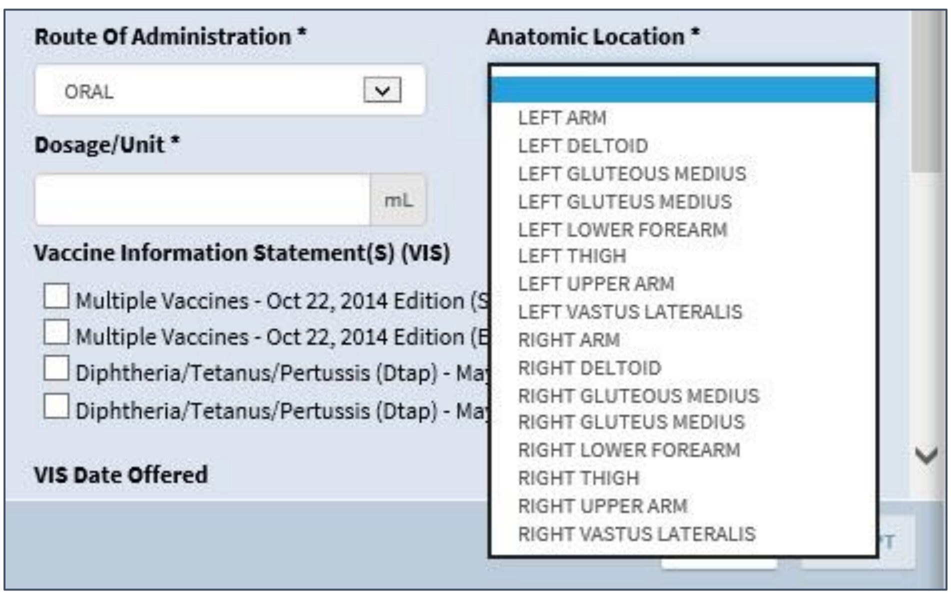
6. Enter the **Administered By** information (required).
7. Enter the **Ordering Provider** (if applicable).
8. Select the **Route of Administration** using the dropdown menu (required) (Figure 18-22).

Figure 18-22 Route of Administration



9. Select the **Anatomic Location** using the dropdown menu (required) (Figure 18-23).

Figure 18-23 Anatomic Location



10. Enter the **Dosage/Unit** (required).
11. Select a **Series** using the dropdown menu.
12. Select a **Vaccine Information Statement(s) (VIS)** from the options.
13. Select the **VIS Date Offered** using the calendar dropdown.

NOTE: *This is required when one of the VIS choices are selected.*

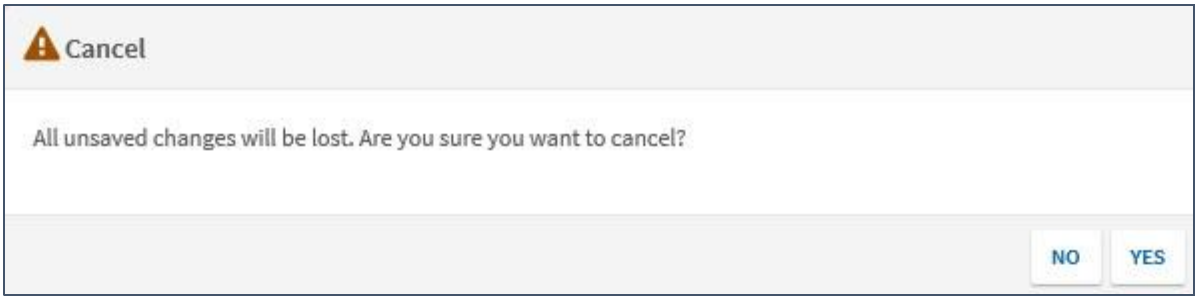
14. Enter any **comments** regarding the immunization.

NOTE: *The maximum character number for the Comments section is 245.*

15. Select **Accept** to add the immunization to the patient's record.

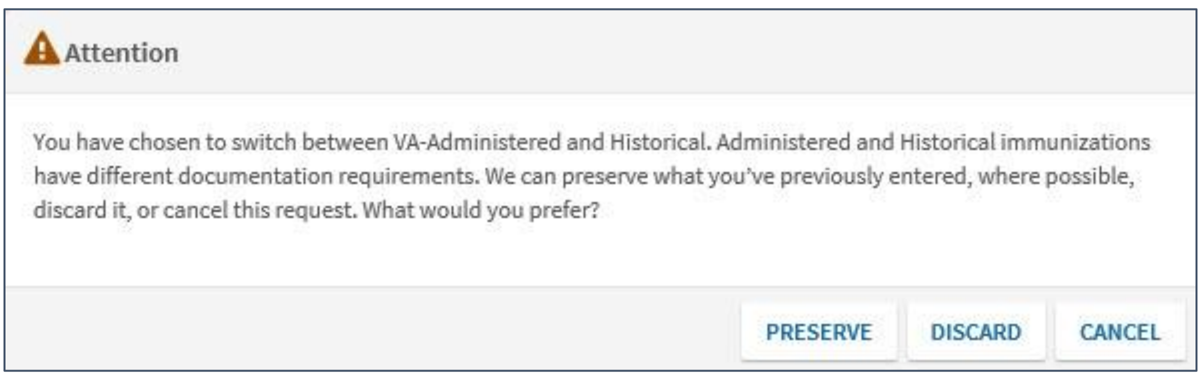
NOTE: *Select **Cancel** at any time to cancel adding an immunization. Once selected, an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 18-24). Select **Yes** to cancel or **No** to return to the Immunizations form.*

Figure 18-24 Cancel Alert



NOTE: *When you try to switch between Administered and Historical, an alert displays notifying you that you have chosen to switch between the options and asks if you want to preserve what you've previously entered where possible, discard it, or cancel the request (Figure 18-25).*

Figure 18-25 Switching Between Administered and Historical Alert



NOTE: *On selection of **Preserve**, the form converts from VA-Administered to Historical representation. Any information entered in the Immunization Type, Administered By, Administration Date, Ordered Provider, Route of Administration, Anatomic Location, Series, and Comments fields are preserved. Information entered in the remaining fields are discarded.*

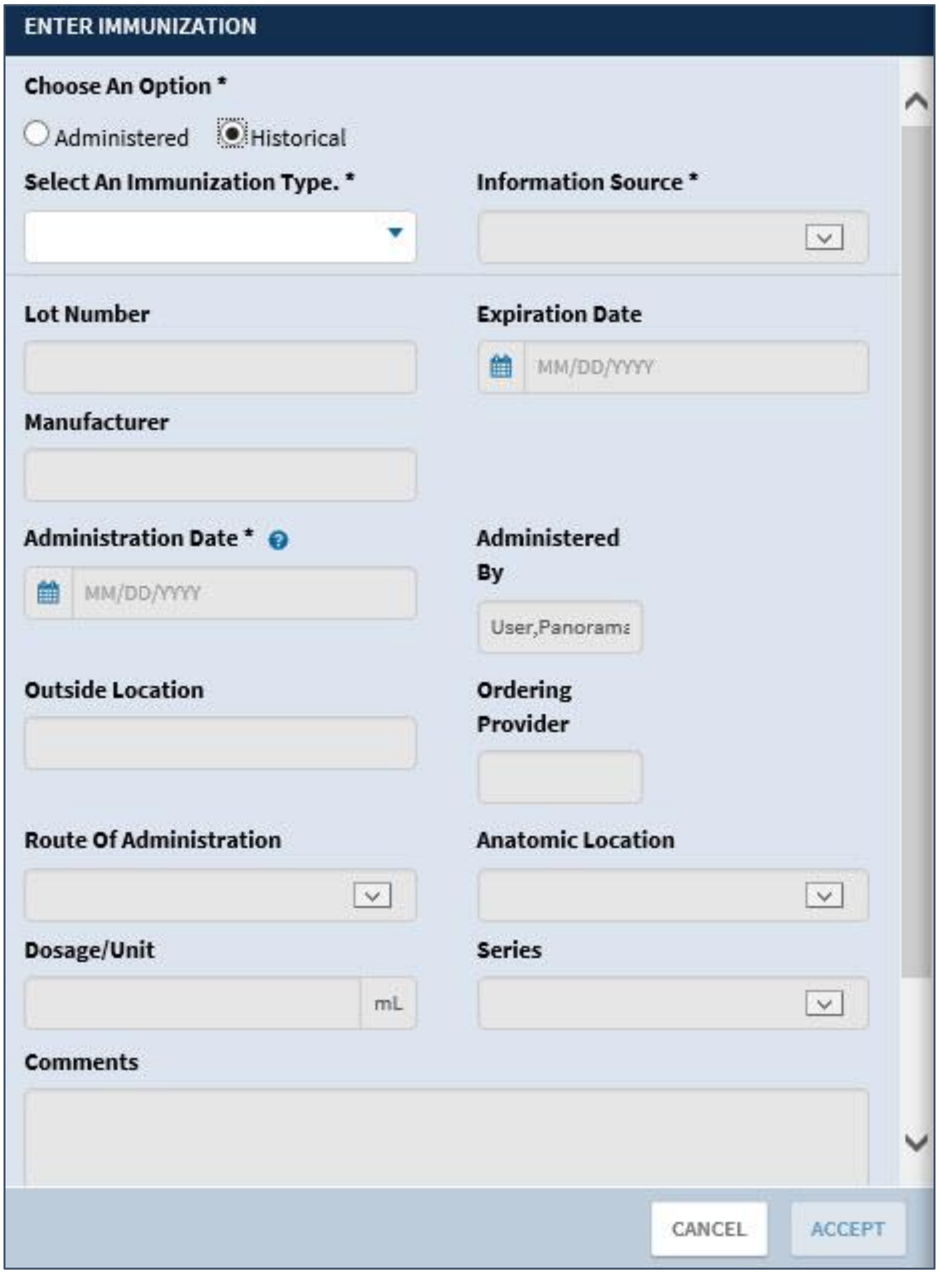
NOTE: *On selection of **Discard**, the form converts from VA-Administered to Historical representation and all previously input information is discarded.*

NOTE: *On selection of **Cancel**, the form remains as if you did not select the Historical button.*

Add a Historical Immunization

1. Select **Historical** under *Choose an option* (required) (Figure 18-26).

Figure 18-26 Enter Historical Immunization

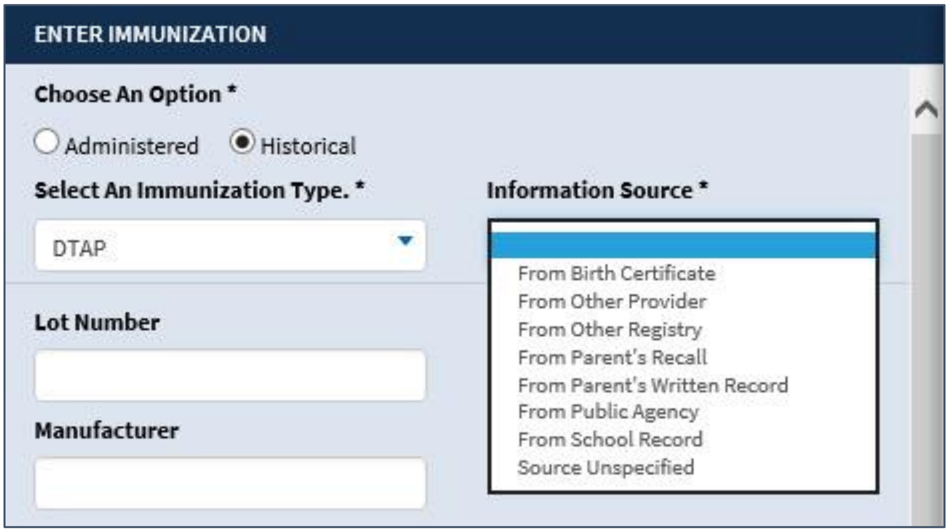


2. Select the **dropdown** menu under *Select An Immunization Type* and enter the **immunization type** in the text field. The results populate as you enter text.
3. Select an **Immunization Type** from the list (required).

NOTE:	*Once you enter an immunization type, the shaded out fields display.*

4. Select the **Information Source** from the dropdown menu (required) (Figure 18-27).

Figure 18-27 Information Source

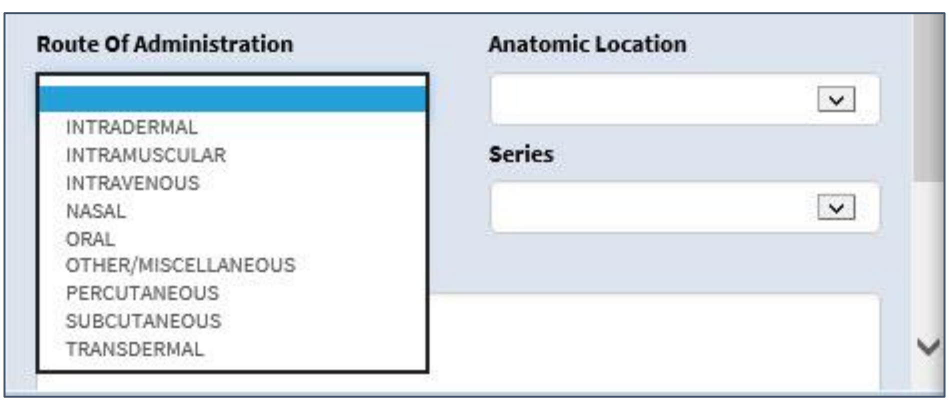


5. Enter the **Lot Number**.
6. Select the **Expiration Date** using the calendar dropdown.
7. Enter the **Manufacturer**.
8. Select the **Administration Date** using the calendar dropdown (required).

NOTE: *The administration date needs to be the current date or a date in the past.*

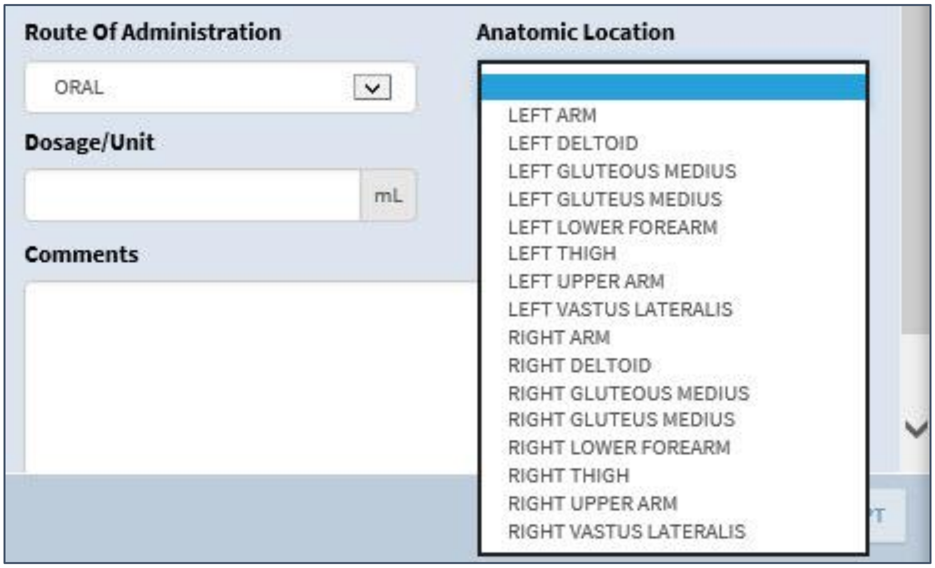
9. Enter the **Administered By** information.
10. Enter the **Outside Location**.
11. Enter the **Ordering Provider**.
12. Select the **Route of Administration** using the dropdown menu (Figure 18-28).

Figure 18-28 Route of Administration



13. Select the **Anatomic Location** using the dropdown menu (Figure 18-29).

Figure 18-29 Anatomic Location



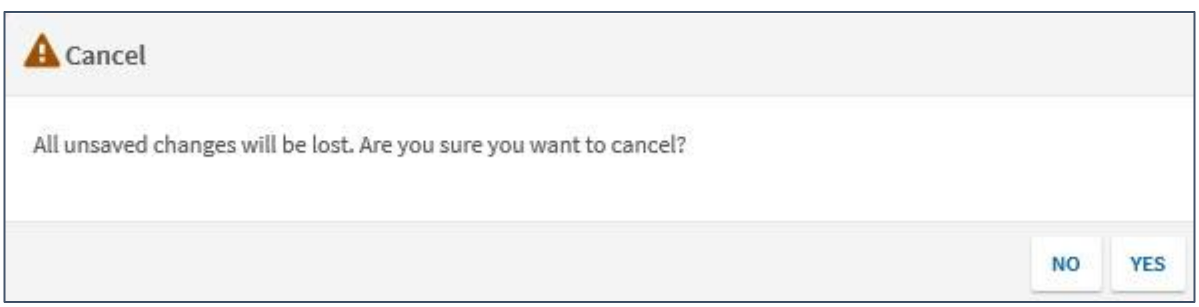
14. Enter the **Dosage/Unit**.
15. Select a **Series** using the dropdown menu.
16. Enter any **comments** regarding the immunization.

NOTE: *The maximum character number for the Comments section is 245.*

17. Select **Accept** to add the immunization to the patient's record.

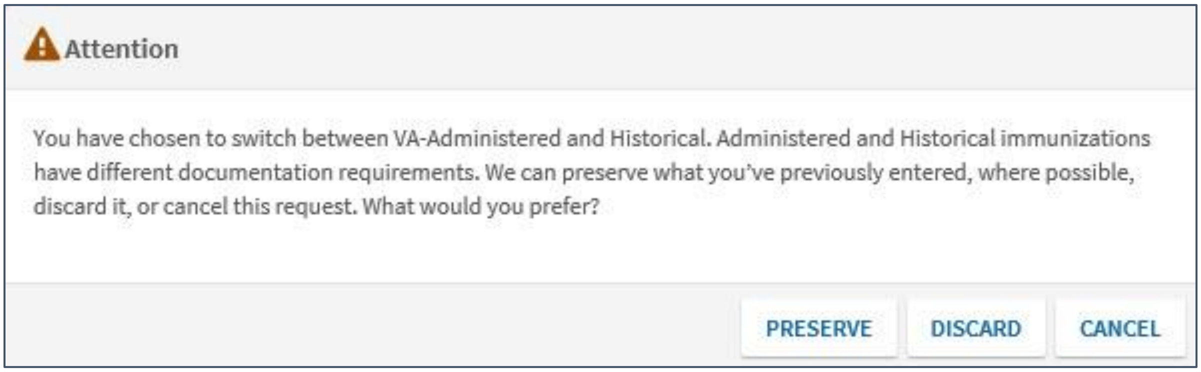
NOTE: *Select **Cancel** at any time to cancel adding an immunization. Once selected, an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 18-30). Select **Yes** to cancel or **No** to return to the Immunizations form.*

Figure 18-30 Cancel Alerts



NOTE: *When you try to switch between Administered and Historical, an alert displays notifying you that you have chosen to switch between the options and asking if you want to preserve what you've previously entered, where possible, discard it, or cancel the request (Figure 18-31).*

Figure 18-31 Switching Between Administered and Historical Alert



NOTE: *On selection of **Preserve**, the form converts from Historical to VA-Administered representation. Any information entered in the Immunization Type, Administered By, Administration Date, Ordered Provider, Route of Administration, Anatomic Location, Series, and Comments fields are preserved. Information entered in the remaining fields are discarded.*

NOTE: *On selection of **Discard**, the form converts from VA-Administered to Historical representation and all previously input information is discarded.*

NOTE: *On selection of **Cancel**, the form remains as if you did not select the Administered button.*

Add a Lab Test

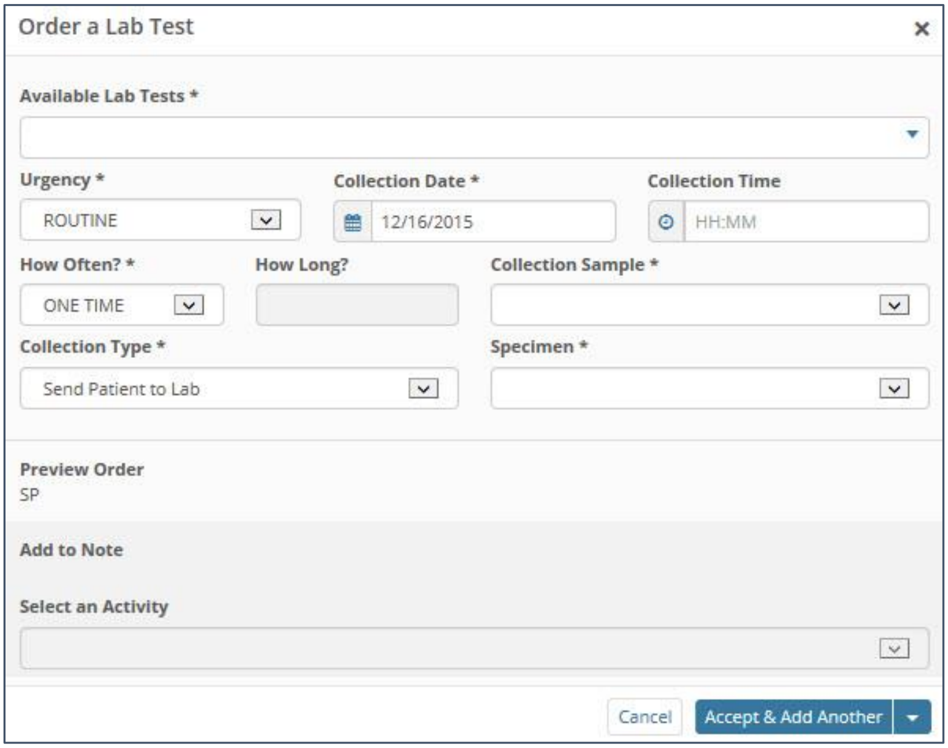
eHMP allows you to order a lab test for the selected patient.

NOTE: *The current encounter must be established before you can order a lab test. If it is not set for the session, you are prompted to set the encounter. Refer to the Current Encounter section for instructions on setting an encounter location.*

To order a lab test:

1. Select the **Add Item** button . The Order a Lab Test form displays (Figure 18-32).

Figure 18-32 Order a Lab Test Form



2. Enter the **lab test** or use the dropdown menu under Available Lab Tests. The results populate as you enter the text.
3. Select the **lab test** from the list (required).
4. Select the **Urgency** from the dropdown menu (required).
5. Select the **Collection Date** using the calendar dropdown (required).
6. Select the **Collection Time** using the clock dropdown or by entering the time using HH:MM format.
7. Select **How Often** the lab test will be conducted using the dropdown menu (required).
8. Enter **How Long** the test will be conducted if more than once (required).
9. Select the **Collection Type** from the dropdown menu (required).
10. Select the **Specimen** using the drop (required).
11. Select **Accept & Add Another** or **Accept** from the dropdown menu or **Cancel** to return to the applet without saving changes.

Add a Vital Sign

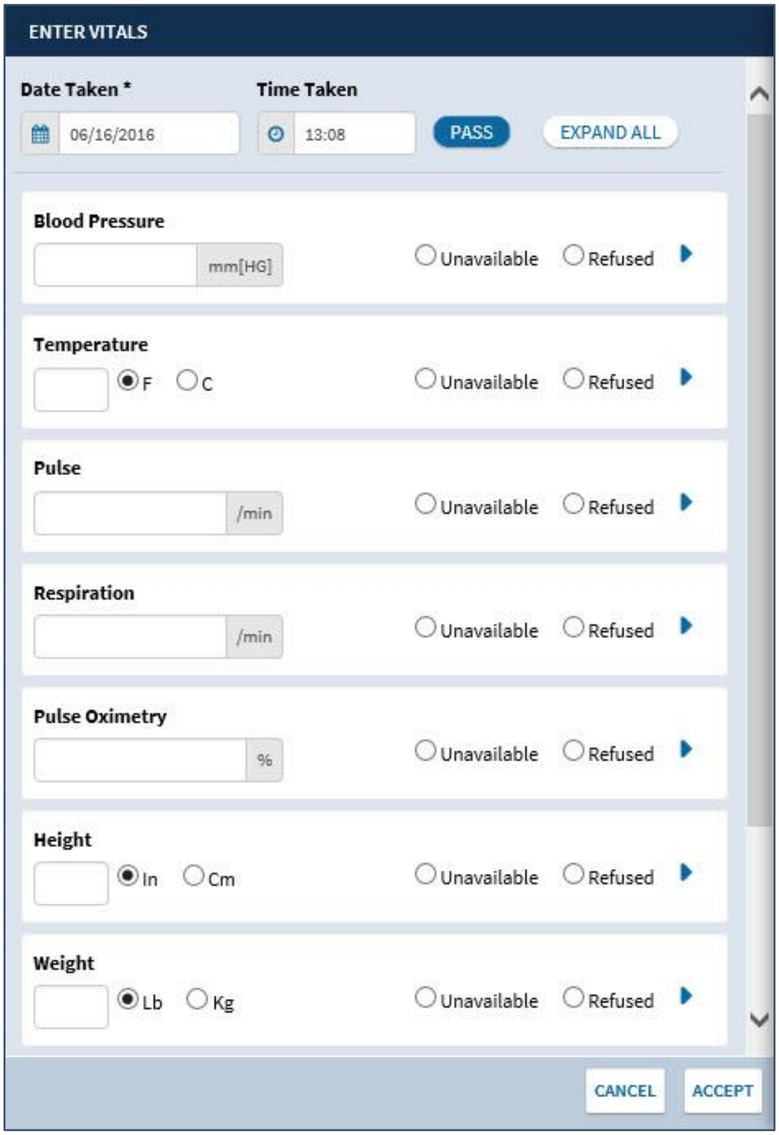
eHMP allows you to manually enter vital sign observations during a patient's encounter.

NOTE:	*The current encounter must be established before you can enter a vital sign. If it is not set for the session, you are prompted to set the encounter context. Refer to the Current Encounter section for instructions on setting an encounter location.*

1. Select the **Add Item** button. The Enter Vitals popup box displays (Figure 18-33).

NOTE:	*Select the **Pass** button to designate that vitals cannot be taken for the patient at a specified date and time.*

Figure 18-33 Enter Vitals Form



2. Enter or select the **date** the vital sign was taken (default is the current date).

NOTE:	*Future dates are not acceptable.*

3. Enter or select the **time** the vital sign was taken (default is the current time).

NOTE:	*Future times are not acceptable if the entered date is today.*

4. Select the **Expand All** button to display all the options for all the vital signs.

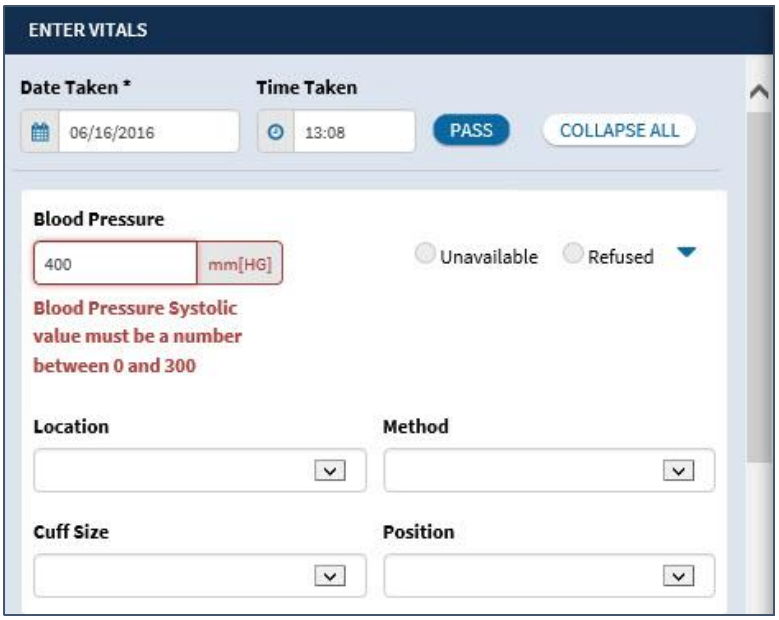
5. Enter the **vital sign information** for the patient.
6. Select **Add** to add the vital sign information for the selected patient.

*NOTE: You can select the **Unavailable** option if the patient was not available for the vitals measurement or select the **Refused** option if the patient refuses to have a vital measured.*

7. Select **Accept** to add the vital sign information for the selected patient.

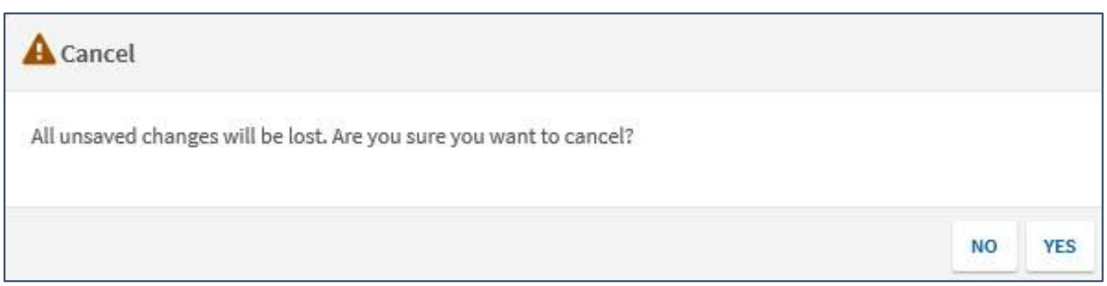
NOTE: A warning displays below the vital sign measurement if vitals data entered is outside of the acceptable range for a vital sign type (Figure 18-34).

Figure 18-34 Vital Range Warning



*NOTE: Select **Cancel** at any time to cancel adding the vitals. Once selected an alert displays notifying you that all unsaved changes will be lost and asks if you are sure you want to cancel (Figure 18-35). Select **Yes** to cancel or **No** to return to the Enter Vitals form.*

Figure 18-35 Cancel Vitals Alert



Vital Sign Values and Units

Table 18-1 Vital Sign Values and Units displays the Vital Sign values and units.

Table 18-1 Vital Sign Values and Units

Vital Signs	Values and Units

Blood Pressure (mm [Hg])	• Acceptable Range: 0 to 300
	• Format:
	    ○ nnn/nnn for systolic/diastolic
	    ○ nnn/nnn/nnn for systolic/intermediate/diastolic

Temperature	• Options: F/C
	• Acceptable Range:
	    ○ F = 45 to 120
	    ○ C = 7.2 to 48.9

Pulse (min)	• Acceptable Range: 0 to 300
Respiration (min)	• Acceptable Range: 0 to 100
Pulse Oximetry (%)	• Acceptable Range: 0 to 100

Height	• Options: in/cm
	• Acceptable Range:
	    ○ in = 10 to 100
	    ○ cm = 25.4 to 254

Weight	• Options: lb/kg
	• Acceptable Range:
	    ○ lb = 0 to 1500
	    ○ kg = 0 to 680.39

Pain	• Numerical value text box
	    ○ Valid values are single integers from 0 to 10
	    ○ "0-10" displays in the text box to remind you of the valid values
	    ○ An error message displays when an invalid value is entered
	    ○ Option to select **Unable to Respond** if patient cannot respond

Circumference/Girth	• Options: in/cm
	• Acceptable Range:
	    ○ in = 1 to 200
	    ○ cm = 2.54 to 508

Filter Button

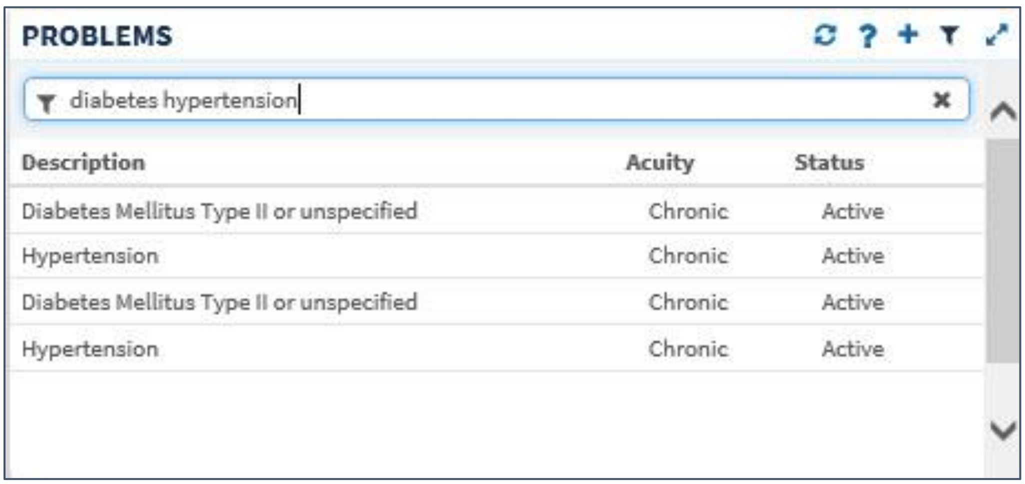
The Filter button allows you to filter information, limiting the items displayed within an applet.

To filter information for a particular applet:

1. Select the **Filter** button to open the *Filter* field.
2. Enter the **filter text** in the *Filter* field. The filtered information displays in the applet.

NOTE:	*If more than one word is used, the search results contain any of the filter key words, as displayed in Figure 18-36.*

Figure 18-36 Applet Filter Text



3. Select the **X** next to the *Filter* field to remove the filtered text and return to the default list of items for that applet.

NOTE:	*The filtered text remains for that applet until you select the **X** to remove the filtered text.*

4. Select the **Filter** button again to remove the *Filter* field from the applet.

User-Defined Applet Filters

You can add one or more text filters to user-defined workspaces that persist from patient-to-patient and session-to-session.

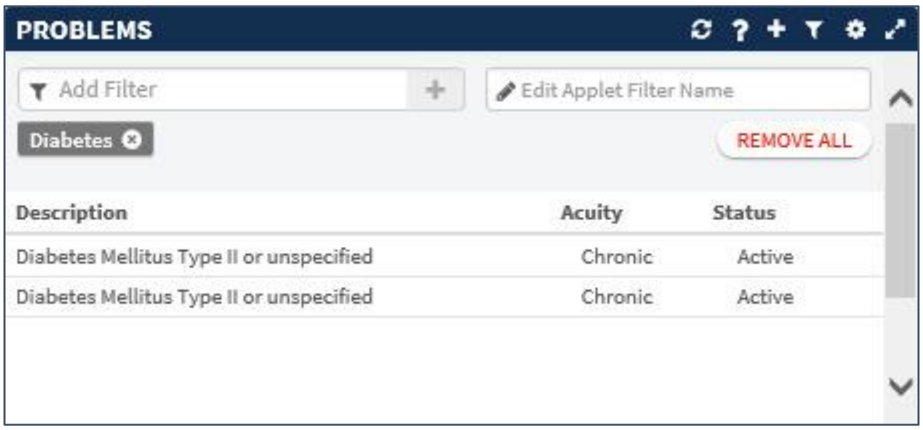
NOTE:	*You cannot add user-defined applet filters to predefined workspaces.*

To add filters to a user-defined workspace:

1. Open the user-defined workspace.
2. Select the **Filter** button and the *Add Filter* field displays.
3. Enter the **filter text**. The results populate as you enter the text.

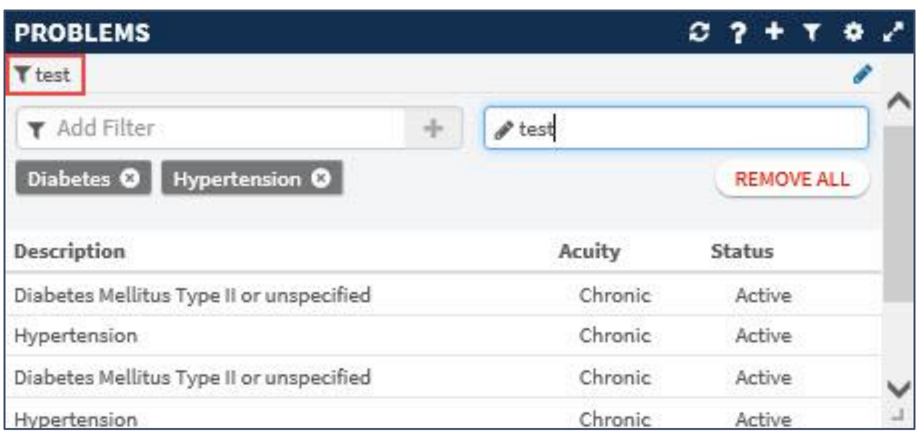
4. Select the **Add item** button or press the Enter key on the keyboard to add the filter text. The filter text displays with an x next to the text and applet header becomes darker to indicate the applet has filtered text (Figure 18-37).

Figure 18-37 Filtered User-Defined Applet



5. Repeat **steps 3 and 4** to continue adding filter text to the applet.
6. Enter the **Filter Name** in the *Edit Applet Filter Name* field and press **Enter** on the keyboard. The new filter name displays above the *Add Filter* field (Figure 18-38).

Figure 18-38 Filtered Applet Name



7. Select the **edit applet filter name** icon to edit the filter name.
8. Select either the **x** to the right of the filtered text to remove it from the filtered information or **Remove All** to remove all of the filtered text.

Expanded View Button

Select the Expanded View button to display more patient information.

Close Button

When displaying an applet in the maximized view, select the **Close** button to return to the previous view.

Sortable Column Headers

Most applet column headers can be selected in the trend, summary, maximized, or expanded views to sort the information in ascending or descending order.

To sort a column in an applet:

1. Select the **column name** (e.g., **Description** or **Facility)**. The list sorts in ascending order.
2. Select the **column name** again and the list sorts in descending order.

Manual Tile Sort

Tiles are list items displayed when working in the trend view of an applet. Some applets provide the ability to manually sort tiles by dragging and dropping them to a new location in the list. Tiles can be sorted so that the order of display is more clinically relevant to the workspace. The sorted information within the workspace persists from session to session.

NOTE: *The tile sorting feature is available only for user-defined workspaces.*

Tile sorting is available in the trend view for the following applets:

- Lab Results
- Medications
- Problems
- Vitals

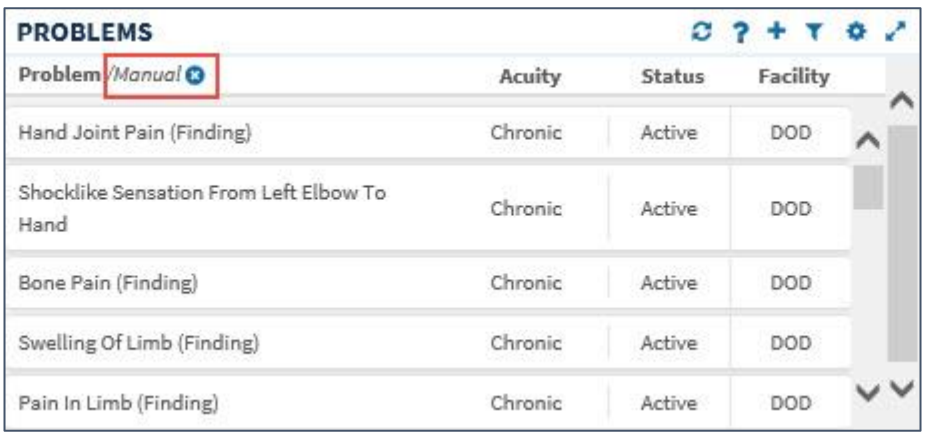
To sort a tile in the Lab Results applet (example):

1. Select a **tile** to open the toolbar menu.
2. Select the **tile sort** button to highlight it (Figure 18-39).

Figure 18-39 Applet Tile Sorting

3. Drag and drop the **selected tile** to the desired location in the list. Once the tile has been moved, the word *Manual* displays in the header (Figure 18-40).

Figure 18-40 Manual Tile Sorting



4. Repeat **steps 1 through 3** to reorder the remaining tiles in the applet.
5. Select the **Clear your manual sort** button  next to *Manual* to delete the manual sort and revert to the default view.

More Information Button

Some applets provide context-sensitive medical information specific to certain concepts, such as medications, immunizations, and labs. The More Information button allows providers to better assess and treat patients.

The More Information button is available for the following applets:

- Allergies
- Immunizations
- Medications

- Numeric Lab Results
- Problems
- Vitals

To access the More Information feature:

1. Select **an item** in the applet to open the toolbar menu.
2. Select the **More Information** button. A new browser window opens that displays specific immunization information (Figure 18-41).

Figure 18-41 More Information Browser Window

3. Close the **browser window** to return to eHMP.

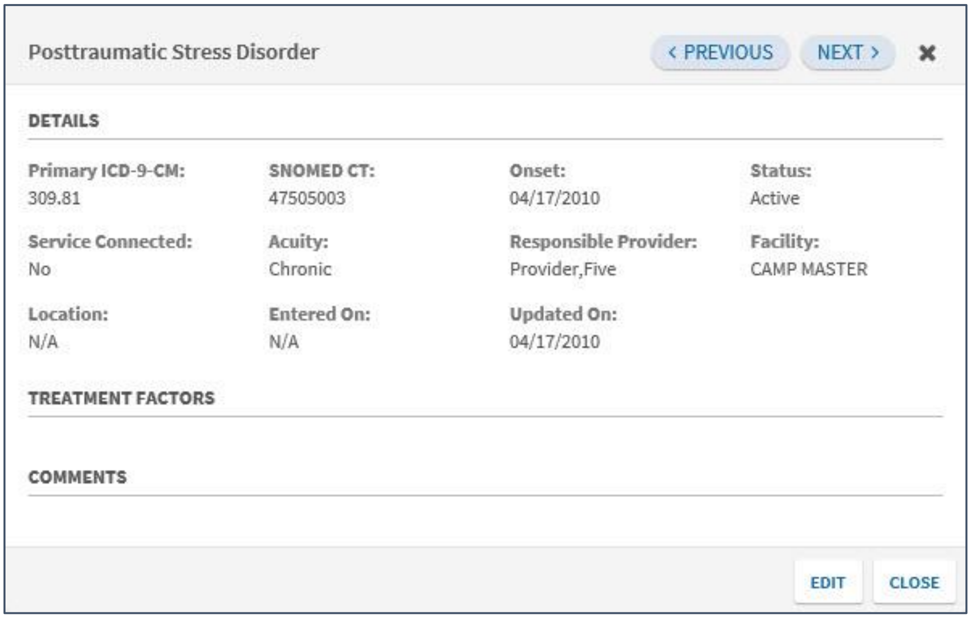
Details Button

The Details button is an alternate shortcut to a detail dialog box for a selected item.

To access the detailed dialog box using the Details button:

1. Select **an item** to open the toolbar menu.
2. Select the **Details** button. The detailed dialog box opens (Figure 18-42).

Figure 18-42 Detail Dialog Box



3. Select **Close** to close the dialog and return to the previous view.

Clinically Related Concept

The Clinically Related Concept functionality highlights items within the medications, labs, and vitals applets that are related to a specific SNOMED-CT coded problem. This provides the ability for a clinician to easily identify information related to a single problem to make patient-related decisions. In order for an associated item to be highlighted, related items must have SNOMED-CT codes, RxNorm codes, and/or LOINC codes.

The Clinically Related Concept functionality is available for the following applets:

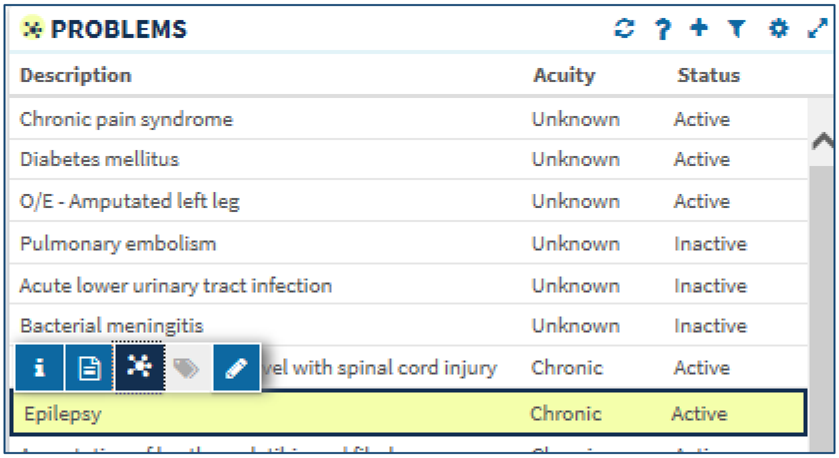
- Problems (initiating applet)
- Active & Recent Medications
- Medications Review
- Numeric Lab Results
- Vitals

Icons/Buttons:

To highlight related items:

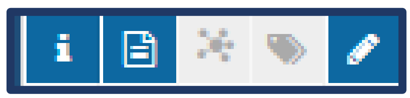
1. Select a **problem** from the Problems applet to open the toolbar menu.
2. Select the **concept relationship** button . Associated items for the selected problem are highlighted in specified applets (Figure 18-43) and the Concept Relationship icon displays on the applet header to alert you that there may be an associated item in that applet.

Figure 18-43 Associated Items



NOTE:	*The Concept Relationship button is disabled and grayed out when the selected problem is not appropriately coded with a SNOMED-CT code (Figure 18-44).*

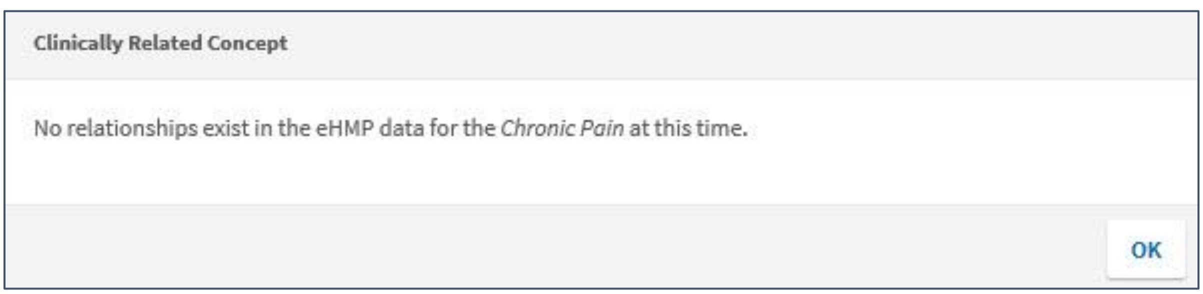
Figure 18-44 Disabled Concept Relationship Button



Alerts

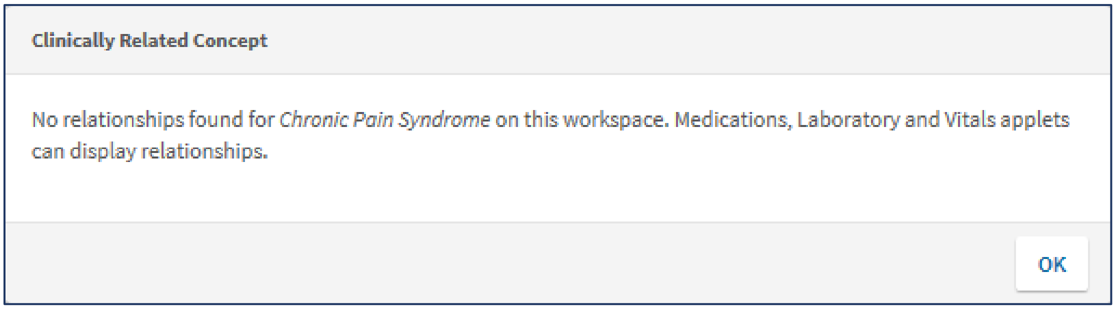
An alert displays when a relationship has not yet been established in eHMP for a selected problem (Figure 18-45). Select **OK** in the lower right corner to remove the alert.

Figure 18-45 No Relationships Exist Alert



An alert displays when only one of the included applets are open on a workspace and you attempt to display associated relationships (Figure 18-46). Select **OK** in the lower right corner to remove the alert.

Figure 18-46 Only One Included Applet is Open Alert



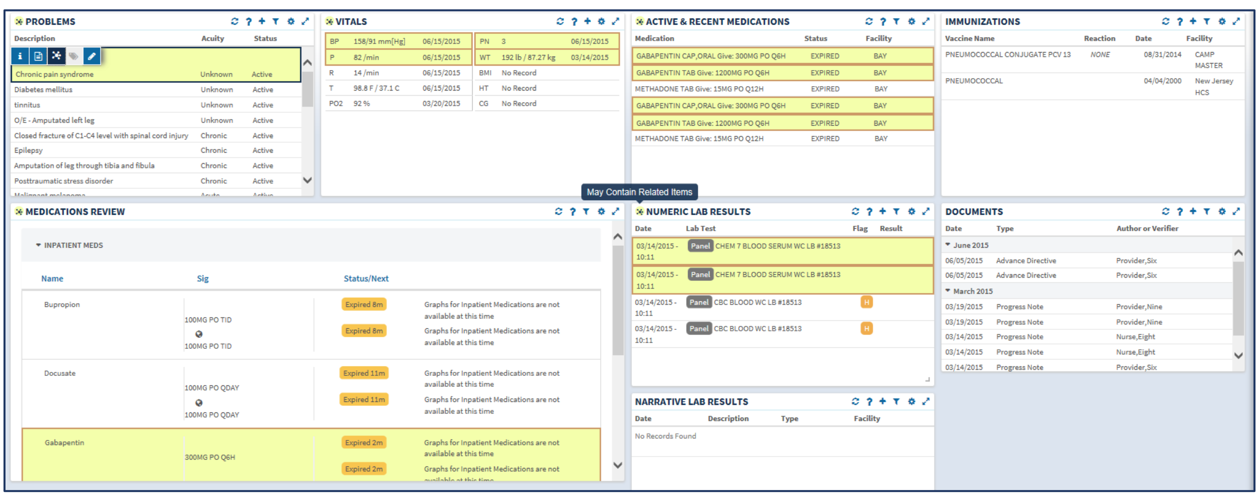
Initiating the Clinically Related Concept functionality

1. Select a **problem** from the Problems applet and the toolbar menu displays.
2. Select the **concept relationship** button.

NOTE:	*If the selected problem does not have a SNOMED-CT code, the concept relationship button is disabled.*

3. Once selected, the problem is highlighted and the concept relationship icon displays in the applet headers for all of the included applets.
4. Associated items in the specified applets are highlighted (Figure 18-47).

Figure 18-47 Associated Items Highlighted in Applets



5. Hover your mouse over the **concept relationship** icon to display a brief tool tip.

NOTE:	*The highlighted information remains as you work within the patient record to document and/or view details.*

Removing the Clinically Related Concept Functionality

The highlighted information is removed when:

- The same or different problem in the problems applet is selected.
- The global date filter is changed.
- The workspace is changed.
- Any of the concept relationship-included applets are refreshed by selecting the refresh button in the applet header.
- The browser is refreshed.
- The Refresh All Data button is selected.

Quicklook Button

The Quicklook button is a shortcut to a display of detailed information for a selected item for the trend view of an applet. The last five occurrences for the selected item are displayed in list format.

To access the Quicklook box:

1. Select **an item** and the toolbar menu displays.
2. Select the **Quicklook** button and expanded information for the selected item displays (Figure 18-48).

Figure 18-48 Quicklook Button

3. Select the **Quicklook** button again to close the expanded information.

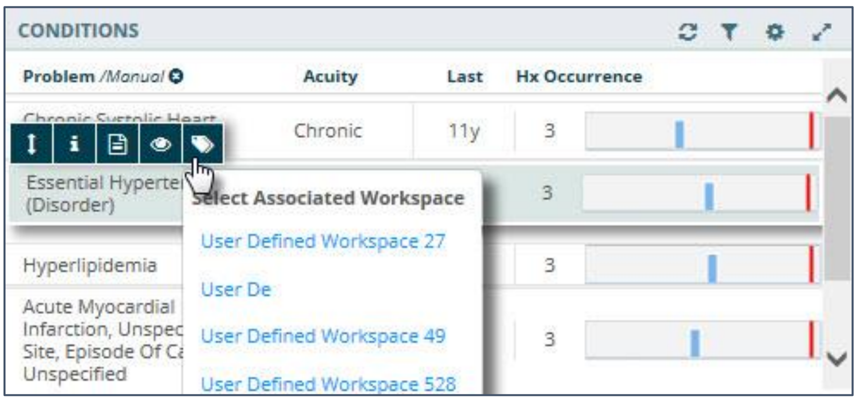
Submenu Button

The Submenu button is available only for the Problems applet. It lists the workspaces that are associated with the selected problem to allow for easy navigation to specific patient information.

To access the associated workspace using the Submenu button:

1. Select a **problem** from the Problems applet to open the toolbar menu.
2. Select the **Submenu** button and a list of associated workspaces for the selected problem display (Figure 18-49).

Figure 18-49 Selecting Submenu Button to List Associated Workspaces



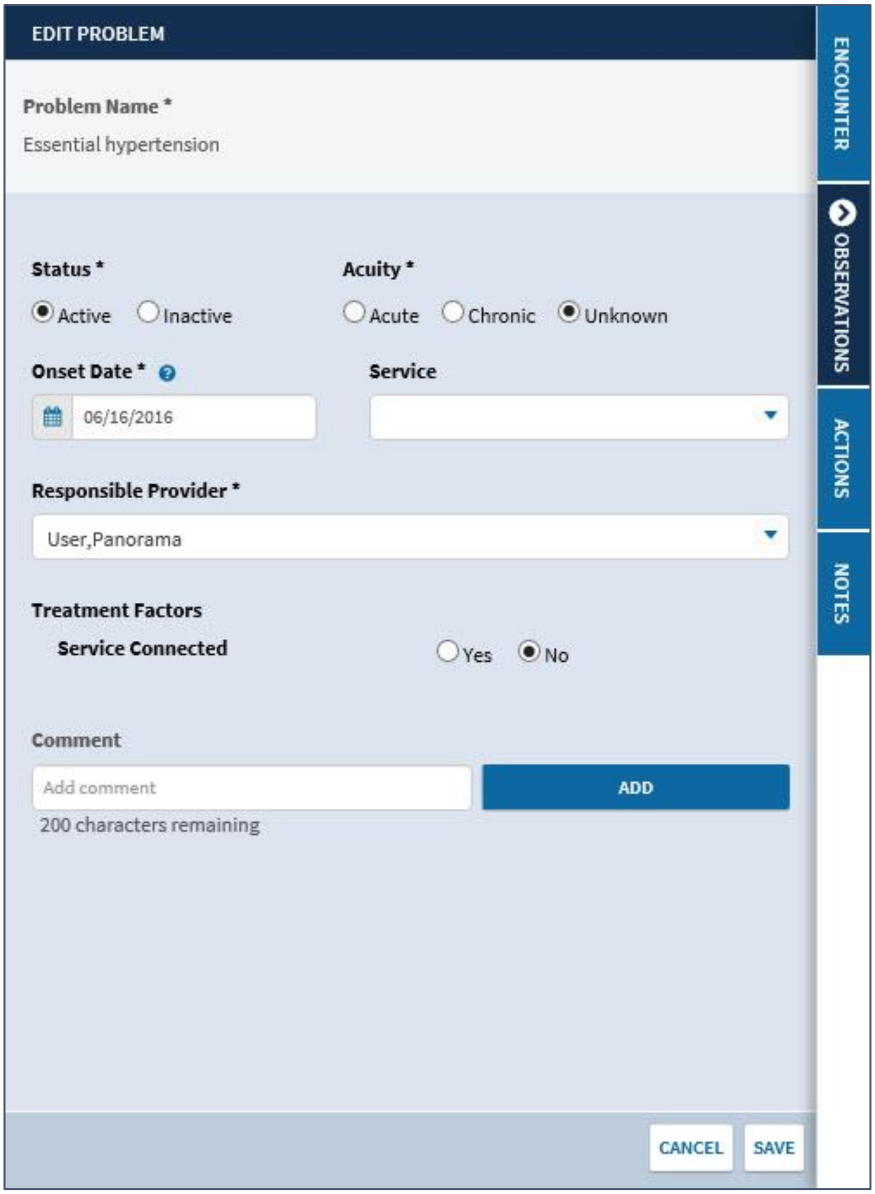
3. Select the desired **workspace** to open in the eHMP Application Window.

Edit Form Button

The Edit Form button allows you to edit any patient problems that you entered for the patient.

1. Select a **problem** from the Problems applet and the applet toolbar menu displays.
2. Select the **Edit Form** button and the Edit Problem form displays from the Activity Tray (Figure 18-50).

Figure 18-50 Edit Problem Form



3. Edit the **information** in the form.
4. Select **Save** to save the information or **Cancel** to return to the previous view.

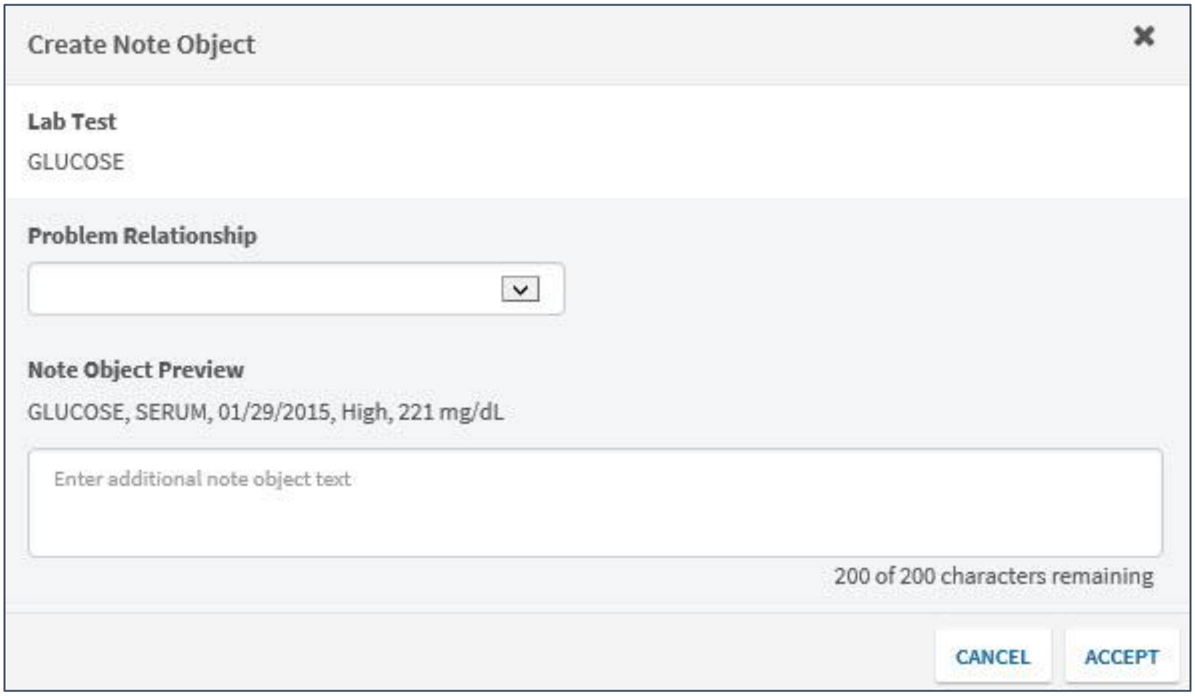
Create Note Object Button

The Create Note Object button allows you to create a note object that upon acceptance of a lab order can be included in a note that is associated with the encounter where the order was placed.

To create a note object:

1. Select a **lab result** from the Narrative Lab Results or the Numeric Lab Results applets to display the applet toolbar menu.
2. Select the **Create Note Object** button from the toolbar and the Create Note Object form displays (Figure 18-51).

Figure 18-51 Create Note Object Form



3. Select the **Problem Relationship** using the dropdown arrow.
4. Enter **additional note object text** in the *text* field.
5. Select **Accept** to accept the note object or **Cancel** to return to the previous view.

Comment Indicators

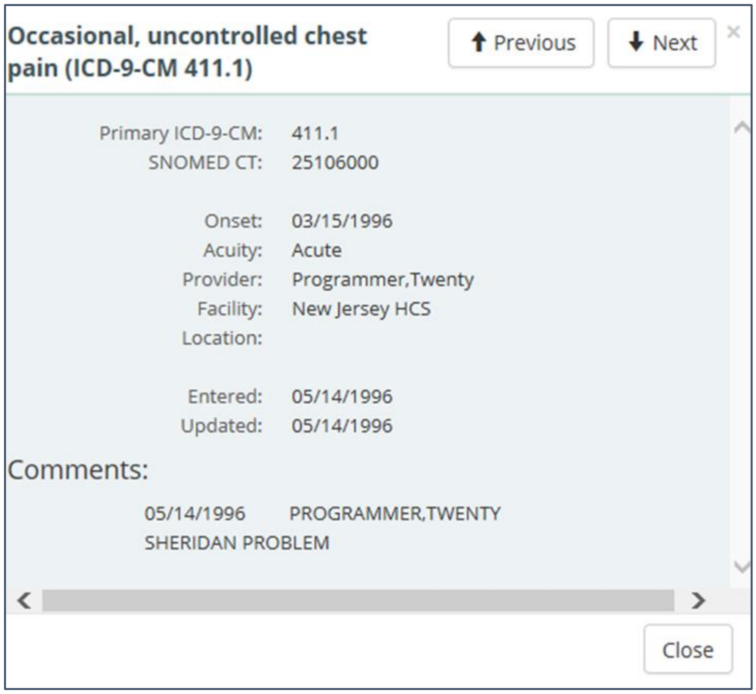
When there is additional information about a list item, the trend, maximized, and expanded views of an applet display a Comment Indicator (Figure 18-52).

Figure 18-52 Comment Indicator

To display a comment:

1. Select an **item with the Comment Indicator** and the applet toolbar menu displays.
2. Select the **Details** button and the detail dialog box displays. The comment displays at the bottom of the dialog under the Comments section (Figure 18-53).

Figure 18-53 Detail Dialog Box with Comments



Chapter 19: eHMP Status Bar

About the eHMP Status Bar

The Refresh All Data button, Status Bar, and the eHMP Data Sources button appear in the bottom right-hand corner of the eHMP application (Figure 19-1). The Refresh button provides the opportunity to refresh the selected patient's data for the most up-to-date information from all sources. The status bar displays the status of each repository that contributes to the aggregated data displayed in eHMP. Green bullets with check marks indicate that data is being synced from that source.

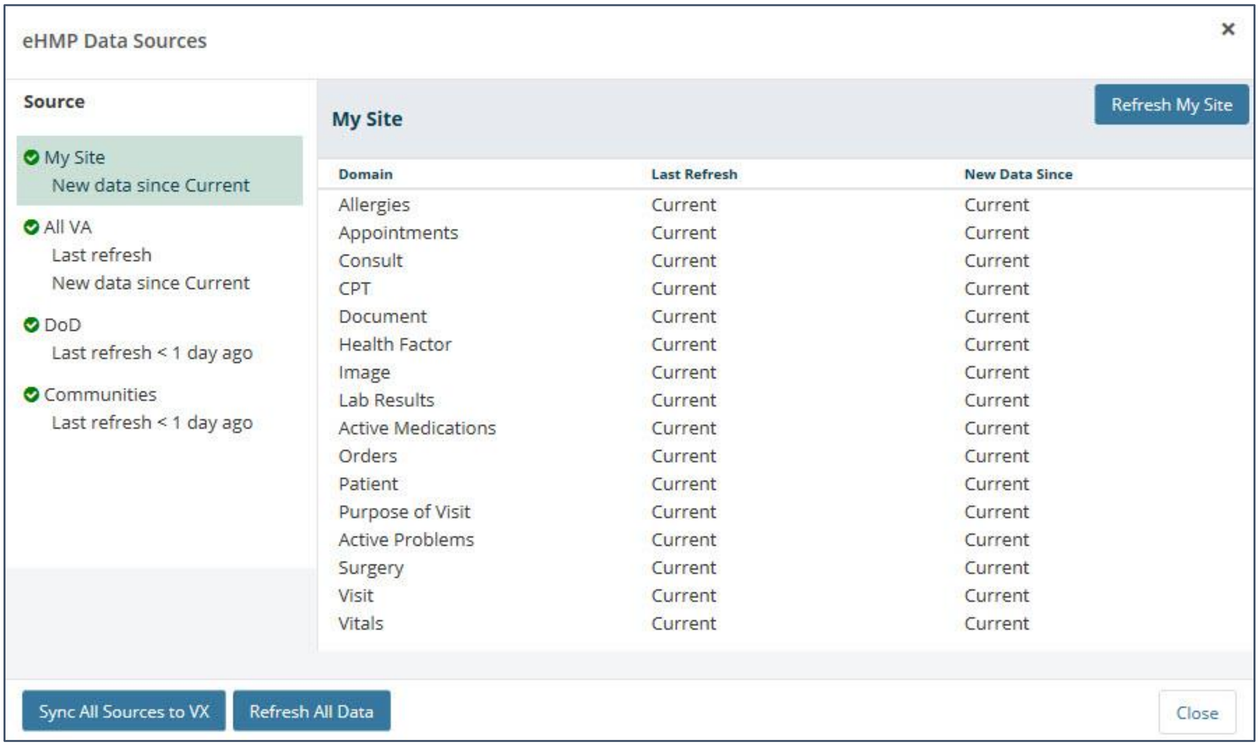
Figure 19-1 eHMP Status Bar

The repositories used to aggregate data:

- My Site: Your current site
- All VA: All VA sites
- DoD: Department of Defense sites
- Communities: Community Health Partners of the VA

The eHMP Data Sources status screen (Figure 19-2) provides detailed information on the refresh status of data by source.

Figure 19-2 eHMP Data Sources



To display the refresh status of patient data:

1. Select the **data sources** button  to open a new window with the sync statuses for all sources. The new window displays the source, when the data was last refreshed, and if there is new data since the last refresh.
2. Select the **Source title** to display the detailed status for that source. You can refresh all data, or refresh each source individually, from this window.
3. Select the **Close** button to return to the current workspace.

Chapter 20: Access Control

About Access Control

The Access Control Workspace is a predefined workspace, developed to ease the management of all the users that access the eHMP application, and their Permission Sets and Additional Individual Permissions. The workspace is available only for users that have an Access Control Coordinator permission set, and should be accessible from the Access Control tab at the top of the page of any screen (Figure 20-1) or from the Access Control item listed in the Workspaces dropdown menu (Figure 20-2).

Figure 20-1 Access Control Tab

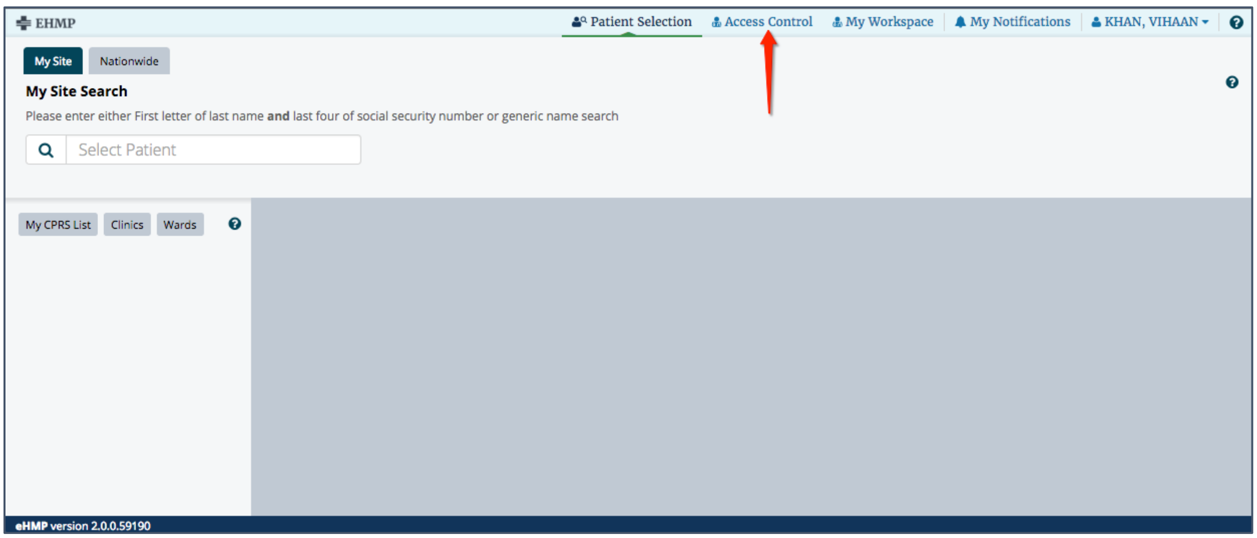
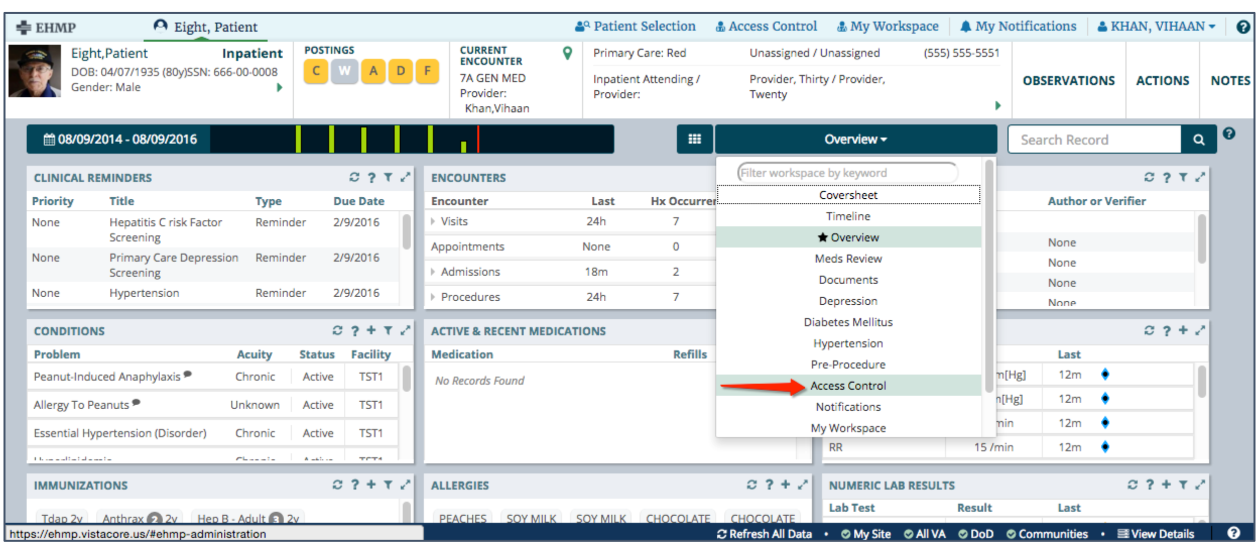


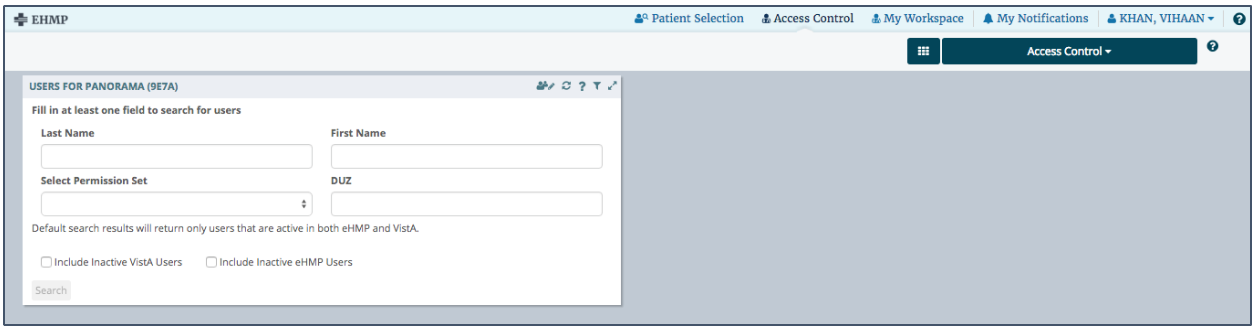
Figure 20-2 Access Control Item from Workspaces Dropdown Menu



User Management Applet

The Access Control Workspace contains the User Management Applet (Figure 20-3), which allows you to change the Permission Sets and Additional Individual Permissions on a single user, or multiple users at a time (using the Bulk Editing option from the Title Bar of the Search Form).

Figure 20-3 User Management Applet

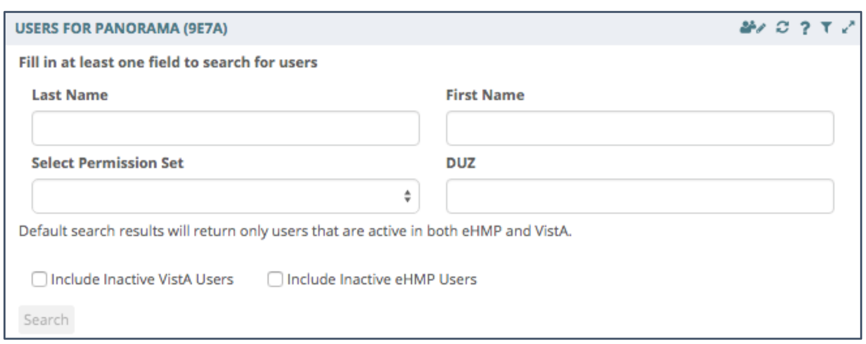


Search Form

The Search Form (Figure 20-4) is the initial display of the User Management Applet when you log in. It contains the following components:

- Title Bar
- Input Fields and Checkboxes
- Search Button

Figure 20-4 Search Form



Title Bar

The following components are visible on the Title Bar:

- Title – Displays the site the search is being performed on.
- Applet Buttons – in the order presented in the image (top right):
    - Bulk Edit Button – Allows bulk editing permissions for multiple users at the same time.
    - Refresh Button – Refreshes the search in the Users Table.

- Help Button – Opens the User Guide at the chapter dedicated to the User Management Applet.
- Filter Button – Opens/closes the filter field, and it allows filtering the results in the Users Table.
- Expand/Minimize Buttons – Maximizes or minimizes the applet to the Expanded or Summary View. Both views display the same fields and checkboxes, only their sizes differ, the former occupying the whole width of the browser window.

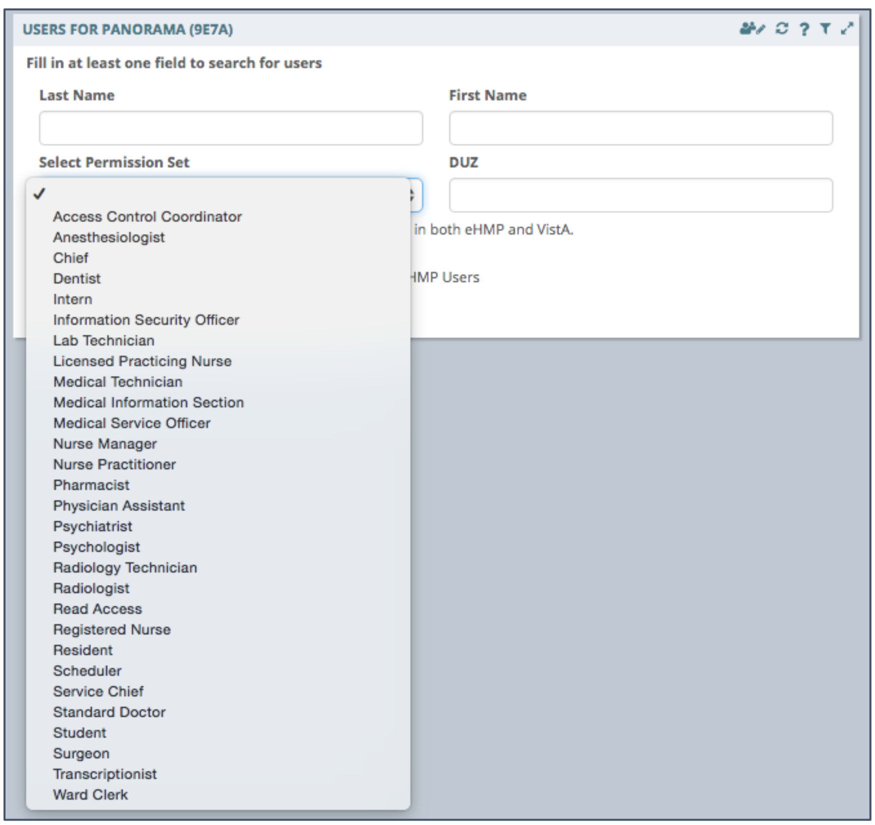
NOTE:	*If the Search Form is in the Summary View, then the retrieved results are displayed in the Summary View of the Users Table. If the Search Form is in the Expanded View, then the retrieved results are displayed in the Expanded View of the Users Table.*

Input Fields and Checkboxes

The following are the input fields and checkboxes that are available on the Search Form:

a. Last Name – Allows searching for users that have a specific last name.
b. First Name – Allows searching for users that have a specific first name.
c. Select Permission Set – Allows searching for users that have a specific role that could be chosen from the list of all available Permission Sets (Figure 20-5).

Figure 20-5 Select Permission Set



d. DUZ – Allows searching for a user that has a specific DUZ. If there is no exact match, it returns all the users that have this DUZ as a substring.

e. Include Inactive VistA Users Checkbox – When this checkbox is checked, it allows searching for users that are inactive in the VistA system, and also meet the criteria specified in the fields above.
f. Include Inactive eHMP Users Checkbox – When this checkbox is checked, it allows searching for users that are inactive in the eHMP system, and also meet the criteria specified in the fields above.

Search Button and Performing the Search

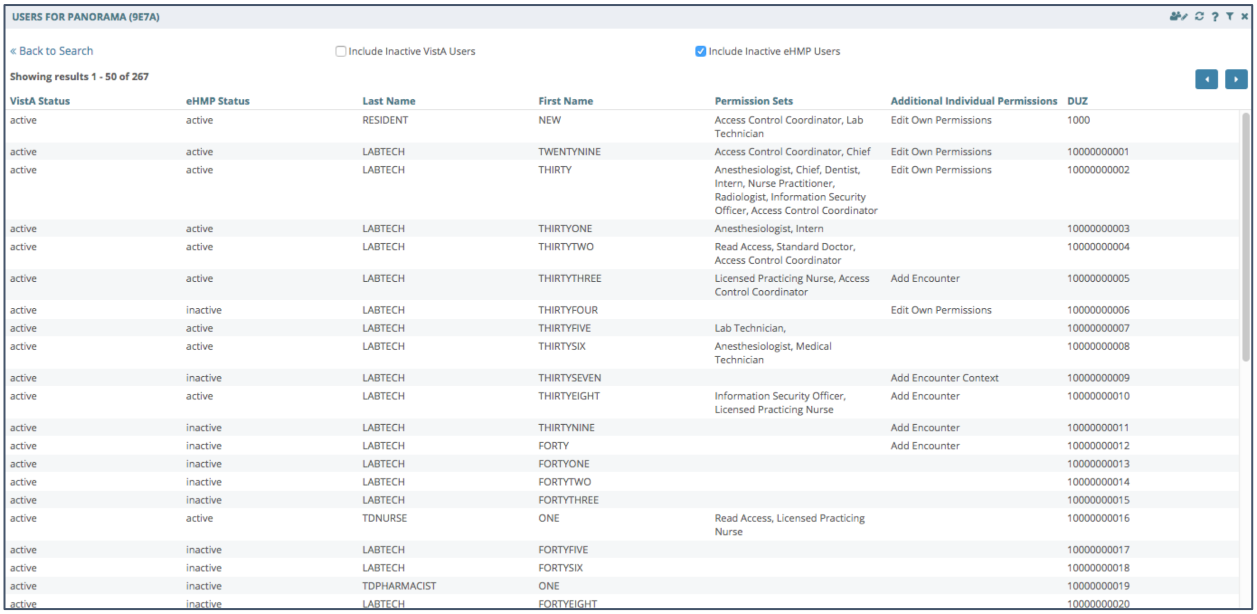
- The Search Button becomes *enabled* when at least one field, out of the following, has content: First Name, Last Name, Select Permission Set, or DUZ field.
- The Search Button remains *disabled* until the requisite criteria are met.
- When the search is performed, if no users meet the criteria, a warning alert is displayed. In this case the criteria may need to be updated.
- When results are retrieved, they are displayed in the Users Table.

The Users Table – Results View

The summary and expanded views of the Users Table (Figure 20-6) displays the retrieved results in a table, displaying the following columns:

- VistA Status – The status can be *Active/Inactive*.
- eHMP Status – The status can be *Active/Inactive*.
- Last Name
- First Name
- Permission Sets – A list of Permission Sets that the user has. The list can be empty as well, in which case the user gets the inactive eHMP Status.
- Additional Individual Permissions – Visible only in the expanded view of the Users Table. This is a list of individual permissions you have. The list can be empty as well.
- DUZ - Unique identifier.

Figure 20-6 Users Table

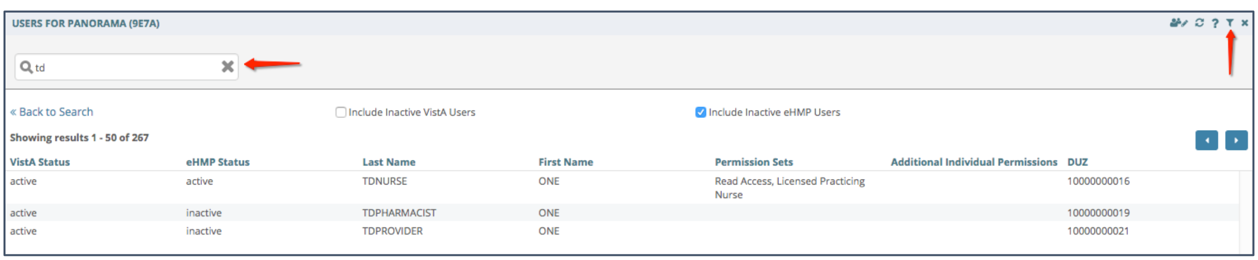


VistA Status	eHMP Status	Last Name	First Name	Permission Sets	Additional Individual Permissions	DUZ
active	active	RESIDENT	NEW	Access Control Coordinator, Lab Technician	Edit Own Permissions	1000
active	active	LABTECH	TWENTYNINE	Access Control Coordinator, Chief	Edit Own Permissions	10000000001
active	active	LABTECH	THIRTY	Anesthesiologist, Chief, Dentist, Intern, Nurse Practitioner, Radiologist, Information Security Officer, Access Control Coordinator	Edit Own Permissions	10000000002
active	active	LABTECH	THIRTYONE	Anesthesiologist, Intern		10000000003
active	active	LABTECH	THIRTYTWO	Read Access, Standard Doctor, Access Control Coordinator		10000000004
active	active	LABTECH	THIRTYTHREE	Licensed Practicing Nurse, Access Control Coordinator	Add Encounter	10000000005
active	inactive	LABTECH	THIRTYFOUR		Edit Own Permissions	10000000006
active	active	LABTECH	THIRTYFIVE	Lab Technician,		10000000007
active	active	LABTECH	THIRTYSIX	Anesthesiologist, Medical Technician		10000000008
active	inactive	LABTECH	THIRTYSEVEN		Add Encounter Context	10000000009
active	active	LABTECH	THIRTYEIGHT	Information Security Officer, Licensed Practicing Nurse	Add Encounter	10000000010
active	inactive	LABTECH	THIRTYNINE		Add Encounter	10000000011
active	inactive	LABTECH	FORTY		Add Encounter	10000000012
active	inactive	LABTECH	FORTYONE			10000000013
active	inactive	LABTECH	FORTYTWO			10000000014
active	inactive	LABTECH	FORTYTHREE			10000000015
active	active	TDNURSE	ONE	Read Access, Licensed Practicing Nurse		10000000016
active	inactive	LABTECH	FORTYFIVE			10000000017
active	inactive	LABTECH	FORTYSIX			10000000018
active	inactive	TDPHARMACIST	ONE			10000000019
active	inactive	LABTECH	FORTYEIGHT			10000000020

Filtering the Results

You can filter through the list by selecting the **Filter** button at the top right of the Users Table – Results View, which brings up the filtering tool (Figure 20-7). The displayed results are filtered based on the filter value. Filtering is done over the following columns: Last Name, First Name, Permission Sets, Additional Individual Permissions (when in expanded view), and DUZ. Therefore, if a cell in any of the specified columns contains a value like the filter value, the correspondent result/row are displayed.

Figure 20-7 Filter Button



VistA Status	eHMP Status	Last Name	First Name	Permission Sets	Additional Individual Permissions	DUZ
active	active	TDNURSE	ONE	Read Access, Licensed Practicing Nurse		10000000016
active	inactive	TDPHARMACIST	ONE			10000000019
active	inactive	TDPROVIDER	ONE			10000000021

Tool Bar

The tool bar (Figure 20-8) includes necessary tools for easier access to the necessary information:

- Back to Search link – Allows navigation back to the Search Form.
- Include Inactive Vista Users checkbox – When checked, in addition to the users that were already displayed, it displays the users that are inactive in the VistA system and meet the criteria specified in the Search Form.

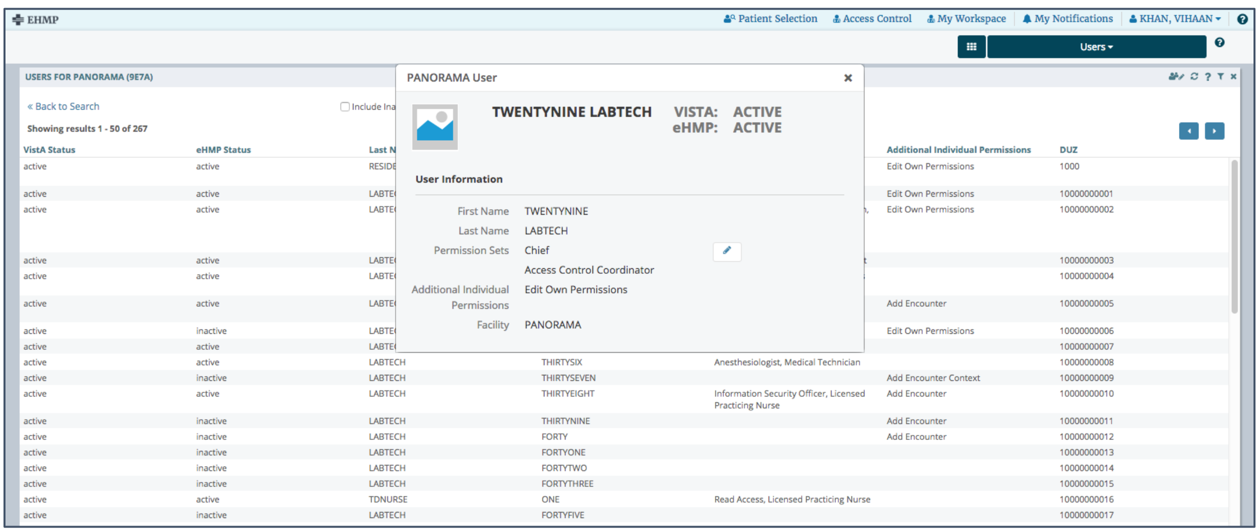
- Include Inactive eHMP Users checkbox – When checked, in addition to the users that were already displayed, it displays the users that are inactive in the eHMP system and meet the criteria specified in the Search Form.
- Number of results – Displays the number of results in the view. The number gets updated every time one of the above mentioned checkboxes is checked/unchecked, or a new search is performed.
- The Previous/Next Page buttons – Used for navigation through the pages of the returned results. By default, the number of results that are displayed on a page is 50.

Figure 20-8 Tool Bar

Row Selection

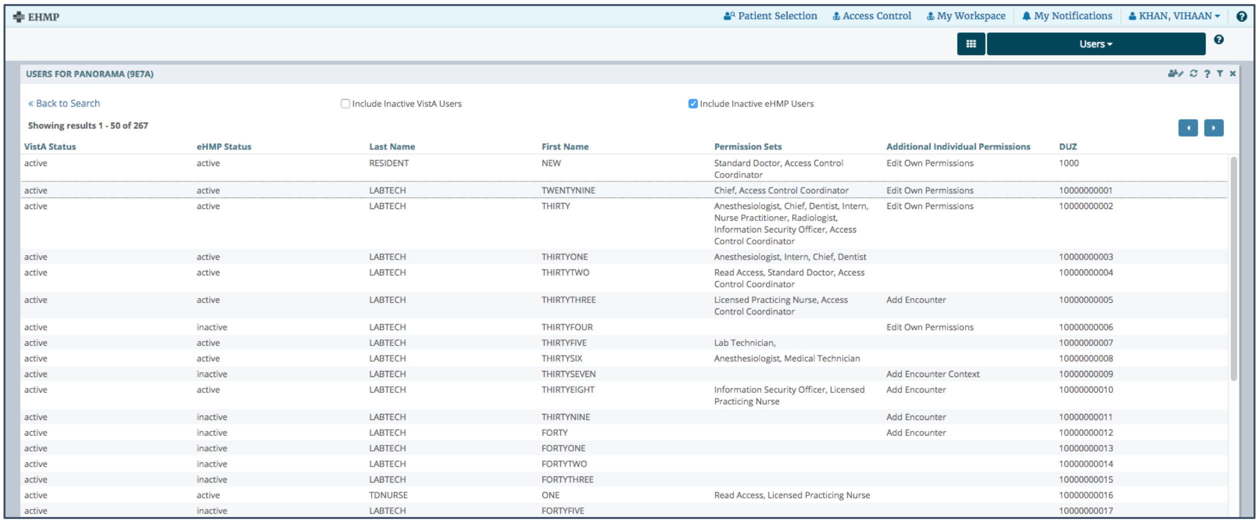
Select any **row** of the Users Table to open the User Info Detail View (Figure 20-9).

Figure 20-9 Row Selection: User Info Detail View



When the User Info Detail View is closed, the row remains selected (Figure 20-10).

Figure 20-10 Row Selection



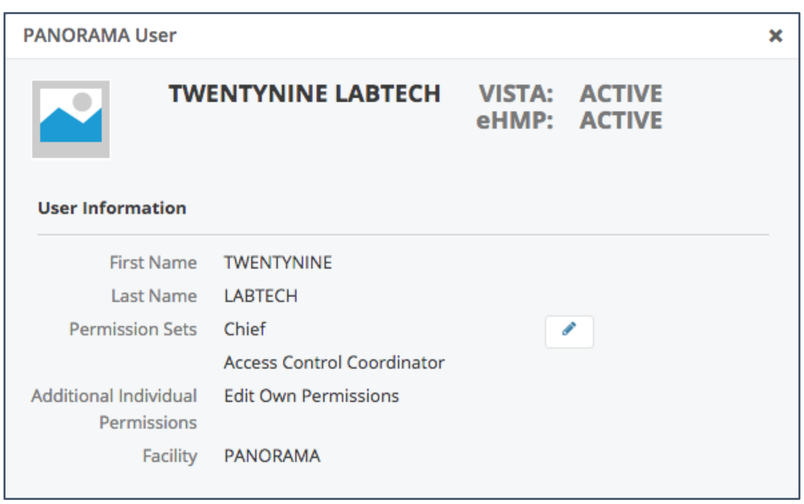
VistA Status	eHMP Status	Last Name	First Name	Permission Sets	Additional Individual Permissions	DUZ
active	active	RESIDENT	NEW	Standard Doctor, Access Control Coordinator	Edit Own Permissions	1000
active	active	LABTECH	TWENTYNINE	Chief, Access Control Coordinator	Edit Own Permissions	10000000001
active	active	LABTECH	THIRTY	Anesthesiologist, Chief, Dentist, Intern, Nurse Practitioner, Radiologist, Information Security Officer, Access Control Coordinator	Edit Own Permissions	10000000002
active	active	LABTECH	THIRTYONE	Anesthesiologist, Intern, Chief, Dentist		10000000003
active	active	LABTECH	THIRTYTWO	Read Access, Standard Doctor, Access Control Coordinator		10000000004
active	active	LABTECH	THIRTYTHREE	Licensed Practicing Nurse, Access Control Coordinator	Add Encounter	10000000005
active	inactive	LABTECH	THIRTYFOUR		Edit Own Permissions	10000000006
active	active	LABTECH	THIRTYFIVE	Lab Technician,		10000000007
active	active	LABTECH	THIRTYSIX	Anesthesiologist, Medical Technician		10000000008
active	inactive	LABTECH	THIRTYSEVEN		Add Encounter Context	10000000009
active	active	LABTECH	THIRTYEIGHT	Information Security Officer, Licensed Practicing Nurse	Add Encounter	10000000010
active	inactive	LABTECH	THIRTYNINE		Add Encounter	10000000011
active	inactive	LABTECH	FORTY		Add Encounter	10000000012
active	inactive	LABTECH	FORTYONE			10000000013
active	inactive	LABTECH	FORTYTWO			10000000014
active	inactive	LABTECH	FORTYTHREE			10000000015
active	active	TDNURSE	ONE	Read Access, Licensed Practicing Nurse		10000000016
active	inactive	LABTECH	FORTYFIVE			10000000017

User Info Detail View

The User Info detail view (Figure 20-11) contains details about the selected user, such as:

- Last Name
- First Name
- VistA Status – The status can be *Active* or *Inactive.*
- eHMP Status – The status can be *Active* or *Inactive*. The status changes to *Active* as soon as the user gets at least one Permission Set, and to *Inactive* when all the Permission Sets have been removed.
- Permission Sets – The list of Permission Sets assigned to the user. The list can be empty, which displays *Inactive* for the eHMP Status, and the Permission Sets display *None*.
- Additional Individual Permissions – A list of individual permissions assigned to you. The list can be empty as well.

Figure 20-11 User Info Detail View



Edit User's Permission Sets and Additional Individual Permissions

The User Info Detail View provides the ability to edit the existent Permission Sets and Additional Individual Permissions, by selecting the **Edit** button next to the *Permission Sets* field (Figure 20-12). The Permission Sets Selection Form opens. When you try to edit your own Permission Sets, the Edit button is disabled, unless you have been assigned the permission to do that.

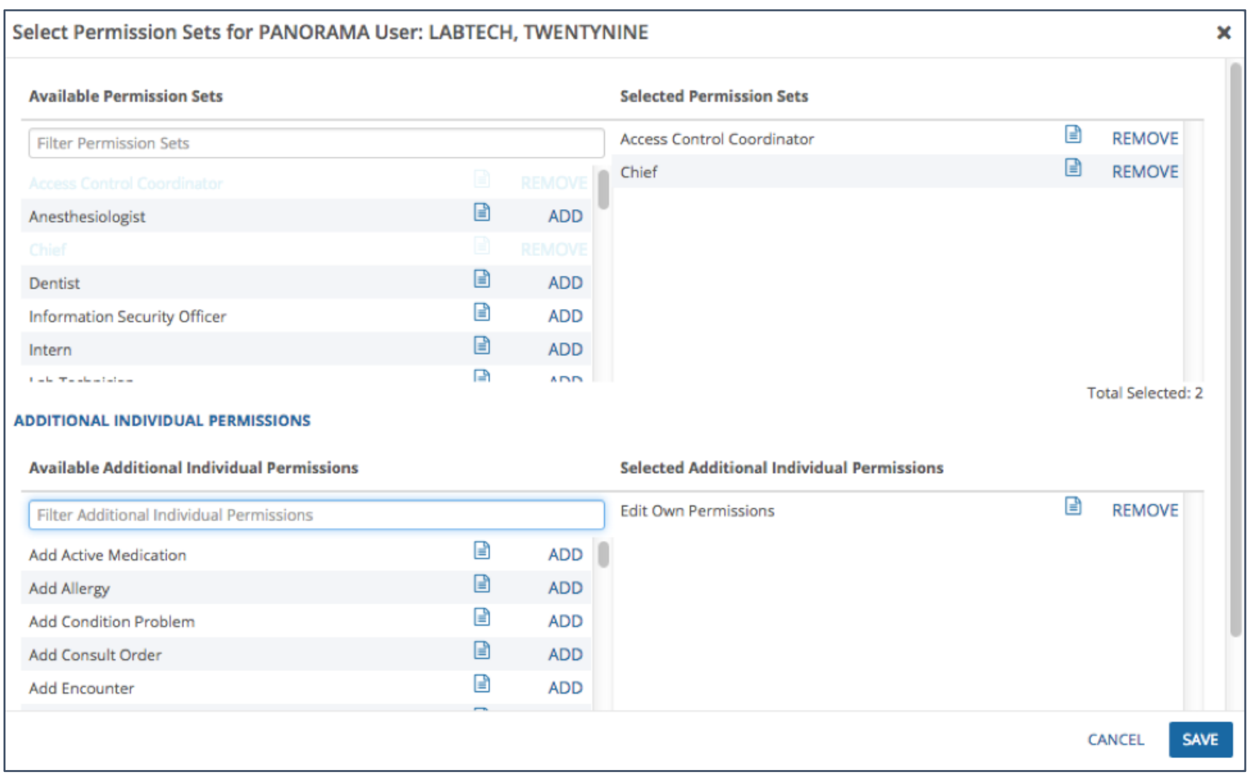
Figure 20-12 Edit User's Permission Sets

Permission Sets Selection Form

The Permission Sets Selection Form (Figure 20-13) provides the ability to assign or remove existent permissions to and from the selected user. Two separate sections are available:

- Permission Sets Section – provides the ability to add/remove entire sets of permissions.
- Additional Individual Permissions – provides the ability to add/remove specific permissions.

Figure 20-13 Permission Sets Selection Form



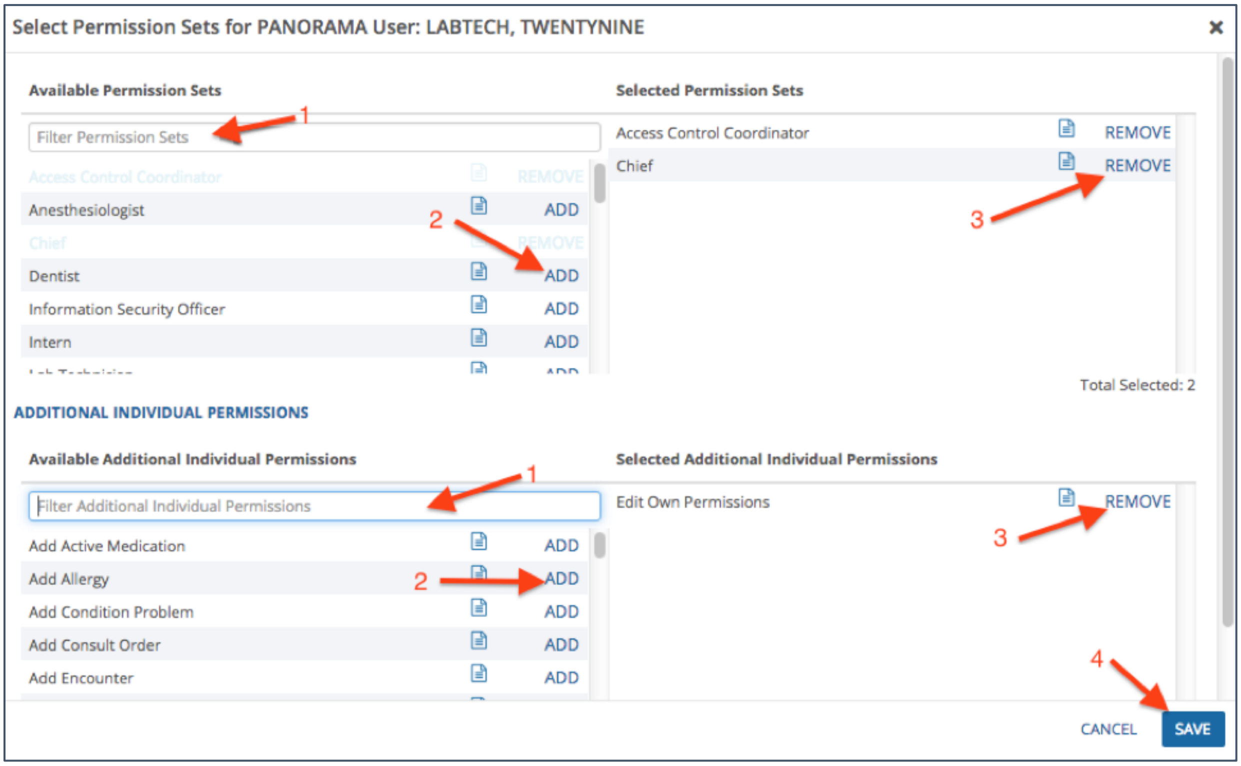
The following are the components available on both sections of the Permission Sets Selection Form:

- Title Bar – Contains the name of the site and selected user.
- Available Permission Sets/Additional Individual Permissions Column – Displays all the possible Permission Sets/Additional Individual Permissions that a user can have.
- Filter Permission Sets/Additional Individual Permissions field – Filters on all available Permission Sets/Additional Individual Permissions.
- Selected Permission Sets/Additional Individual Permissions Column – Displays the Permission Sets/Additional Individual Permissions that are already assigned to the selected user.
- Total Selected – Displays number of Permission Sets/Additional Individual Permissions.
- Save Button – Assigns the new selected Permission Sets/Additional Individual Permissions to the selected user.
- Cancel Button – Cancels any changes that have been performed.

To edit a user's Permission Set and/or Additional Individual Permissions using the Permission Sets Selection Form (Figure 20-14):

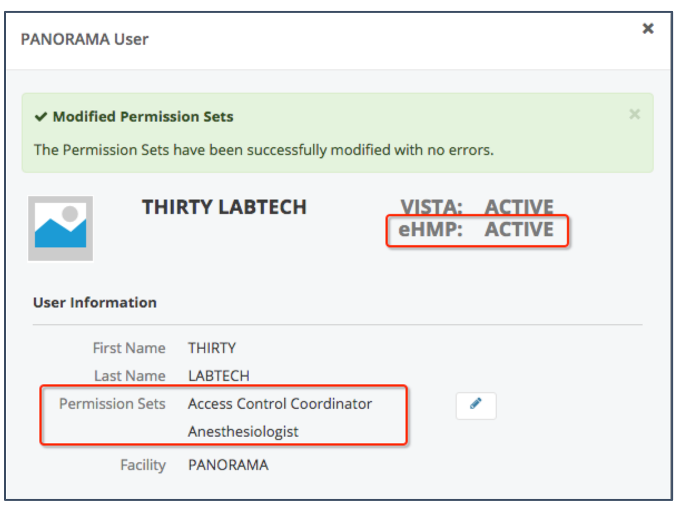
1. Enter the desired **Permission Set/Additional Individual Permissions** in the *Filter Permission Sets/Additional Individual Permissions* field.
2. Select **Add** to select a Permission Set/Additional Individual Permissions for the user.
3. Select **Remove** to remove a Selected Permission Set/Additional Individual Permissions from the user.
4. Select the **Save** button to assign the new Selected Permission Sets/Additional Individual Permissions to the selected user, and remove previously assigned Permission Sets/Additional Individual Permissions that were removed from the Selected Permission Sets/Additional Individual Permissions column.
5. Select the **Cancel** button to cancel any change that has been performed.

Figure 20-14 Adding, Removing, and Saving Permissions



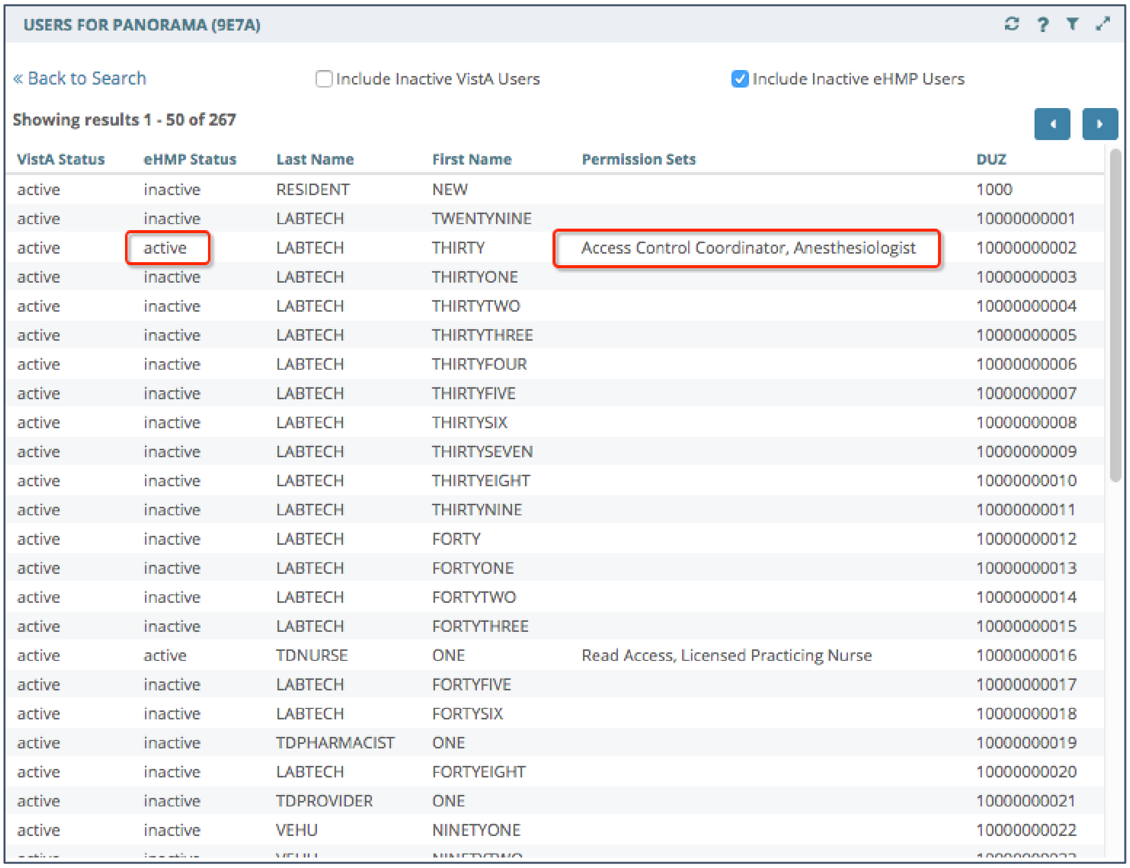
6. After saving or canceling the new Permission Sets and/or Additional Individual Permissions, the User Info Detail View is presented again, reflecting the changed Permission Sets/Additional Individual Permissions and eHMP Status as displayed in Figure 20-15. If the Permission Sets/Additional Individual Permissions were modified successfully, an alert message will be displayed at the top of the User Info Detail View.

Figure 20-15 Updated User Info Detail View



7. After closing the User Info Detail View, the new Permission Sets/Additional Individual Permissions and eHMP Status is displayed in the selected user row of the Users Table – Results View as displayed in Figure 20-16.

Figure 20-16 Updated Users Table – Results View



USERS FOR PANORAMA (9E7A)

« Back to Search   Include Inactive VistA Users   Include Inactive eHMP Users

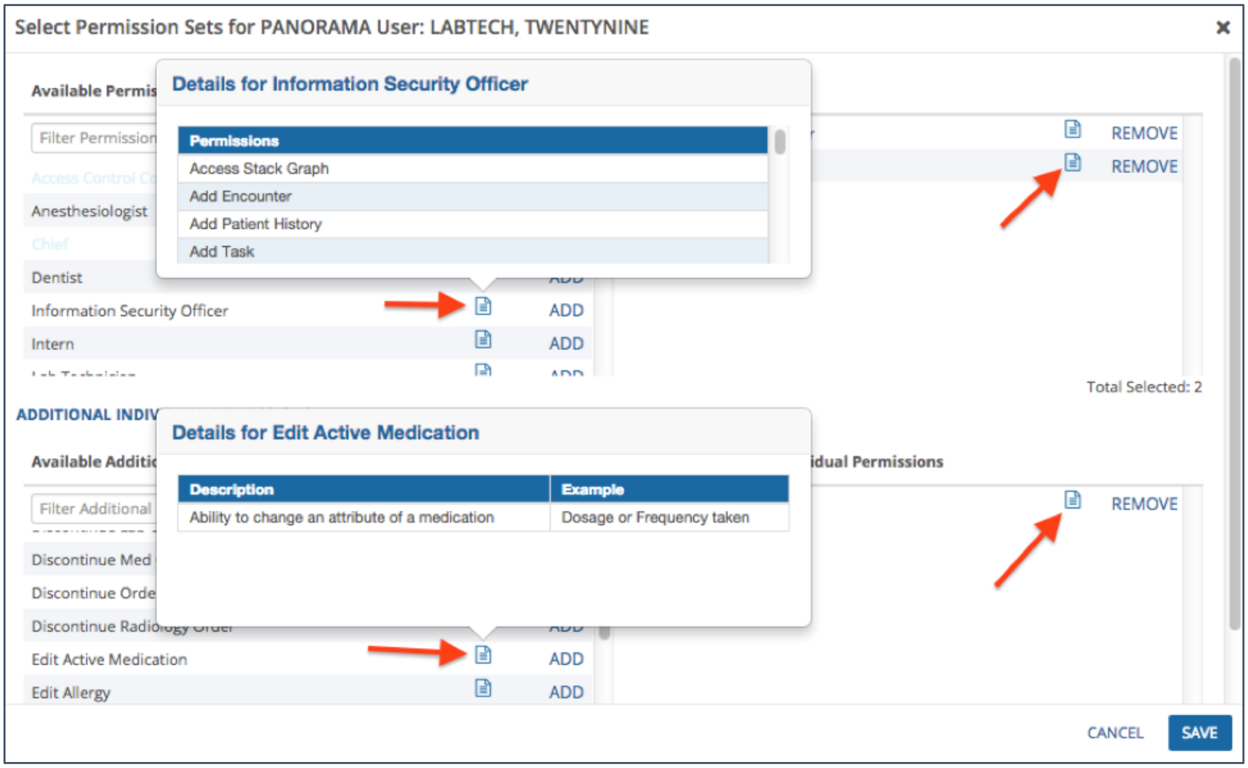
Showing results 1 - 50 of 267

VistA Status	eHMP Status	Last Name	First Name	Permission Sets	DUZ
active	inactive	RESIDENT	NEW		1000
active	inactive	LABTECH	TWENTYNINE		10000000001
active	active	LABTECH	THIRTY	Access Control Coordinator, Anesthesiologist	10000000002
active	inactive	LABTECH	THIRTYONE		10000000003
active	inactive	LABTECH	THIRTYTWO		10000000004
active	inactive	LABTECH	THIRTYTHREE		10000000005
active	inactive	LABTECH	THIRTYFOUR		10000000006
active	inactive	LABTECH	THIRTYFIVE		10000000007
active	inactive	LABTECH	THIRTYSIX		10000000008
active	inactive	LABTECH	THIRTYSEVEN		10000000009
active	inactive	LABTECH	THIRTYEIGHT		10000000010
active	inactive	LABTECH	THIRTYNINE		10000000011
active	inactive	LABTECH	FORTY		10000000012
active	inactive	LABTECH	FORTYONE		10000000013
active	inactive	LABTECH	FORTYTWO		10000000014
active	inactive	LABTECH	FORTYTHREE		10000000015
active	active	TDNURSE	ONE	Read Access, Licensed Practicing Nurse	10000000016
active	inactive	LABTECH	FORTYFIVE		10000000017
active	inactive	LABTECH	FORTYSIX		10000000018
active	inactive	TDPHARMACIST	ONE		10000000019
active	inactive	LABTECH	FORTYEIGHT		10000000020
active	inactive	TDPROVIDER	ONE		10000000021
active	inactive	VEHU	NINETYONE		10000000022

Viewing Additional Permissions Details

When you select the Details button on each row, a popover appears with a table of additional user details for Permission Sets and Additional Individual Permissions (Figure 20-17).

Figure 20-17 Additional Permissions Details

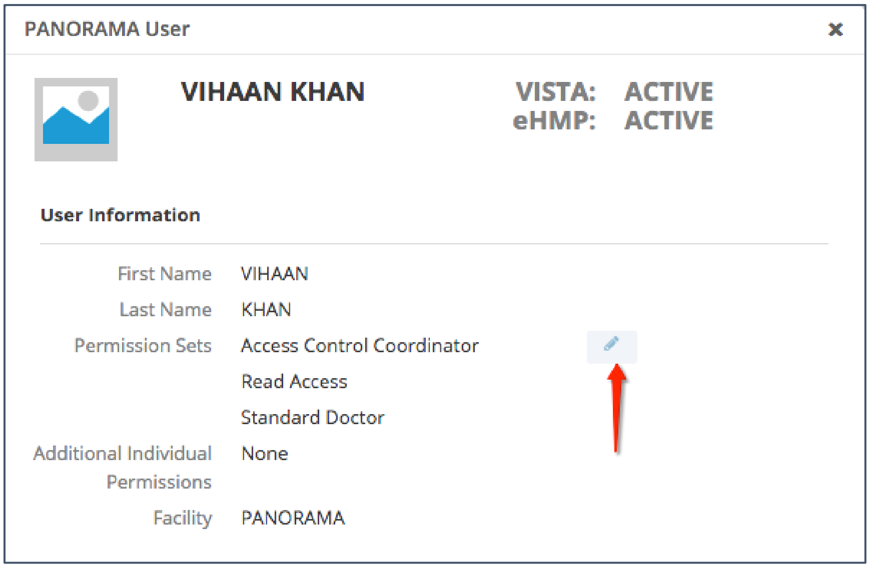


Permission Editing Rules

In general, any user that has the *Access Control Coordinator* permission set assigned, is able to add or remove Permissions Sets and Additional Individual Permissions to any user. In addition to that, there are a couple of rules that need to be mentioned:

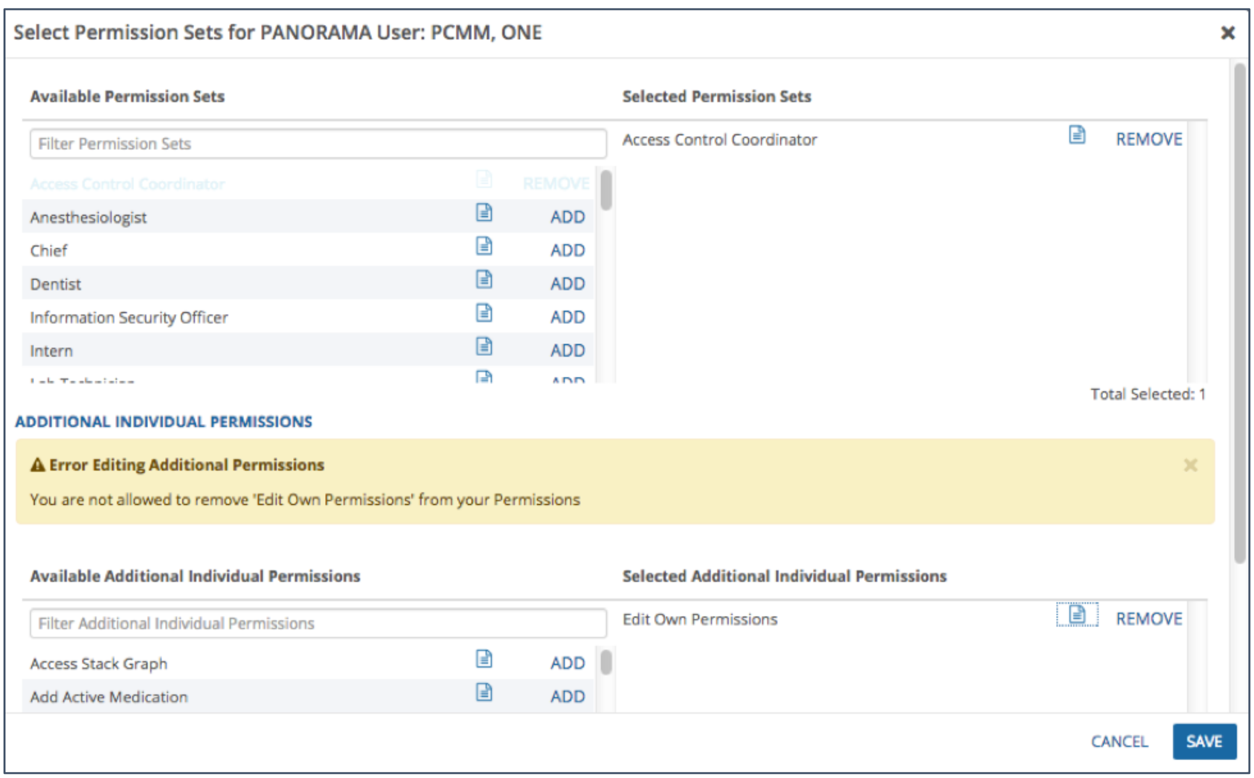
1. You cannot edit your own permissions unless you have *Edit Own Permissions* permission assigned (Figure 20-18).
   a. Log in as a user that has *Access Control Coordinator* permission set, but no *Edit Own Permissions* permission.
   b. Search and Select the **same user** as the one that is logged in.
   c. *Edit Permissions* button should be disabled.

Figure 20-18 Editing Permissions Rule 1



2. You cannot remove the *Edit Own Permissions* from yourself, even though you have *Access Control Coordinator* permission set assigned (Figure 20-19).

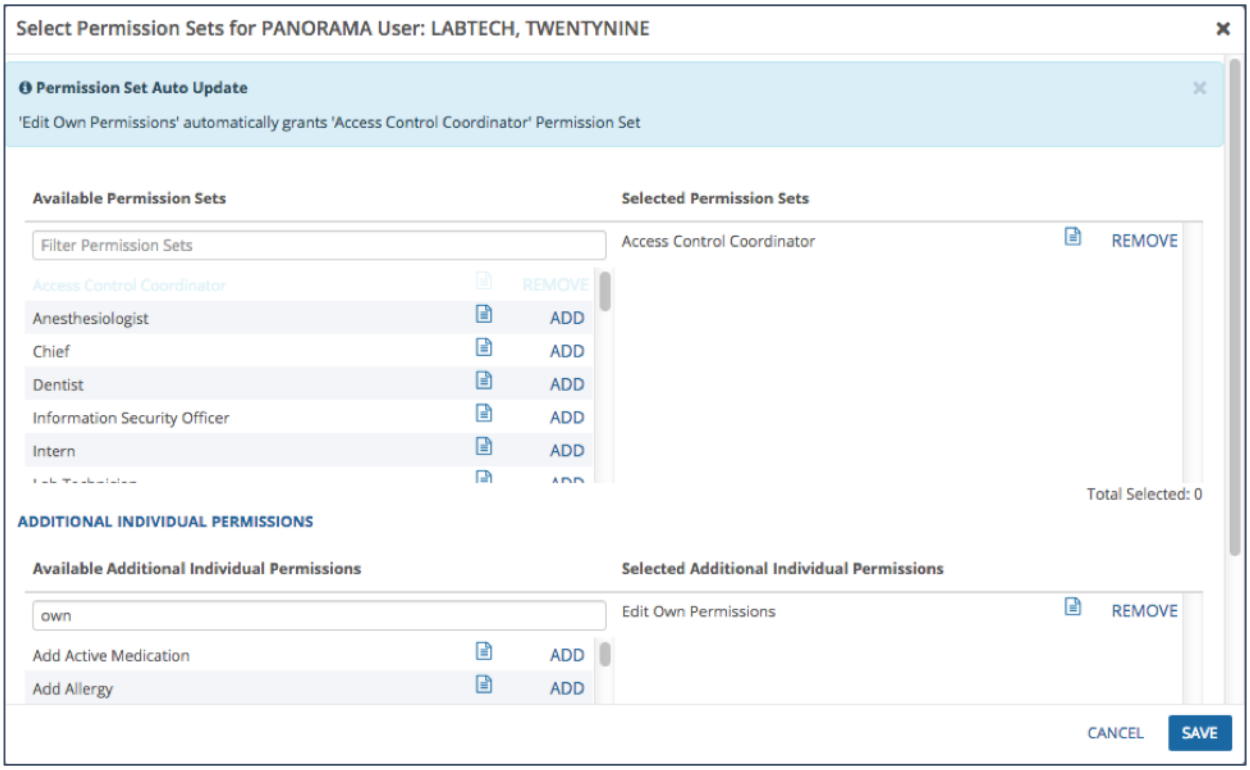
Figure 20-19 Editing Permissions Rule 2



3. Assigning *Edit Own Permissions* permission to any user will force assigning the *Access Control Coordinator* permission set to the same user (Figure 20-20).
   a. Log in as user that has *Access Control Coordinator* permission set.

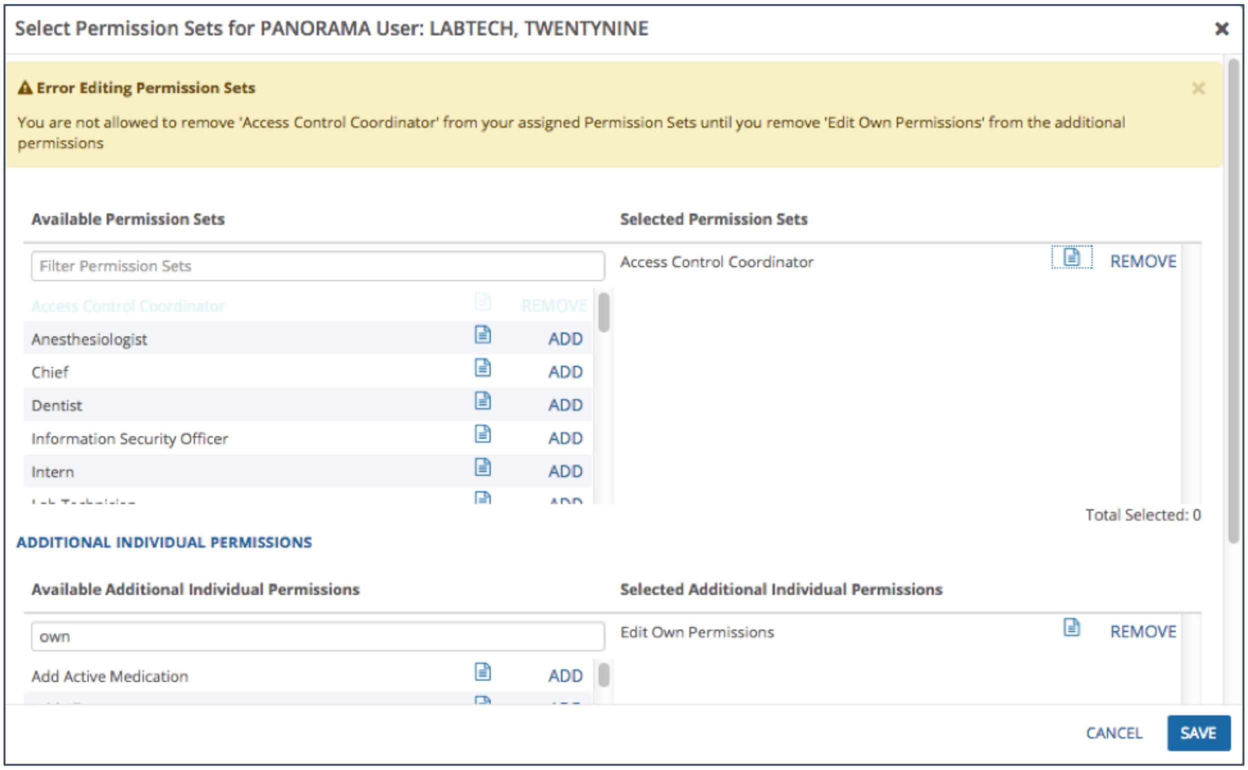
b. Select a user different than the one that is logged in.
c. Select the **Edit Permissions** button.
d. Add the **Edit Own Permissions** permission to the selected user.
e. Note the addition of the *Access Control Coordinator* permission set.

Figure 20-20 Editing Permissions Rule 3



4. Removing of *Access Control Coordinator* permission set from a user is not possible if the user has the *Edit Own Permissions* permission. *Edit Own Permissions* has to be removed first (Figure 20-21).

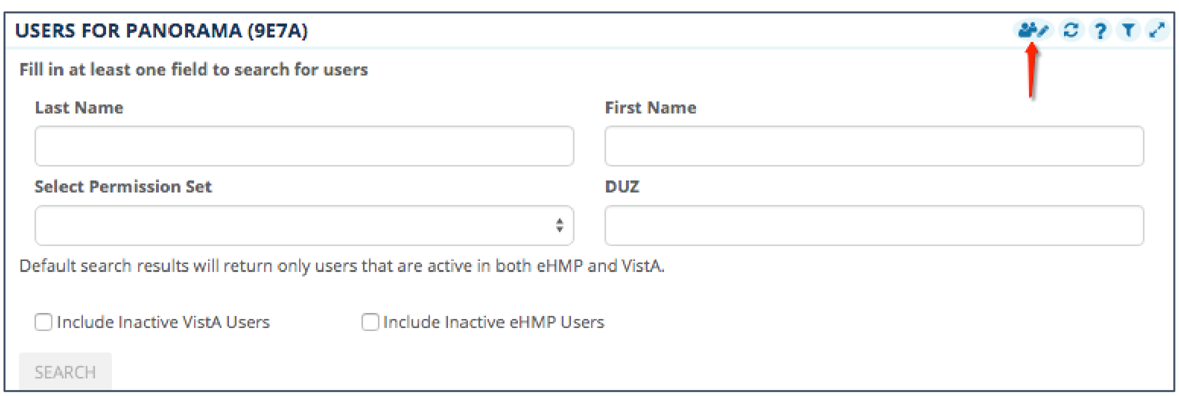
Figure 20-21 Editing Permissions Rule 4



Bulk Edit Form

The Users Management Applet provides the ability to modify permissions not only on one user, but also on multiple users at the same time. This is possible by selecting the **Bulk Edit** button from the Search Form (Figure 20-22).

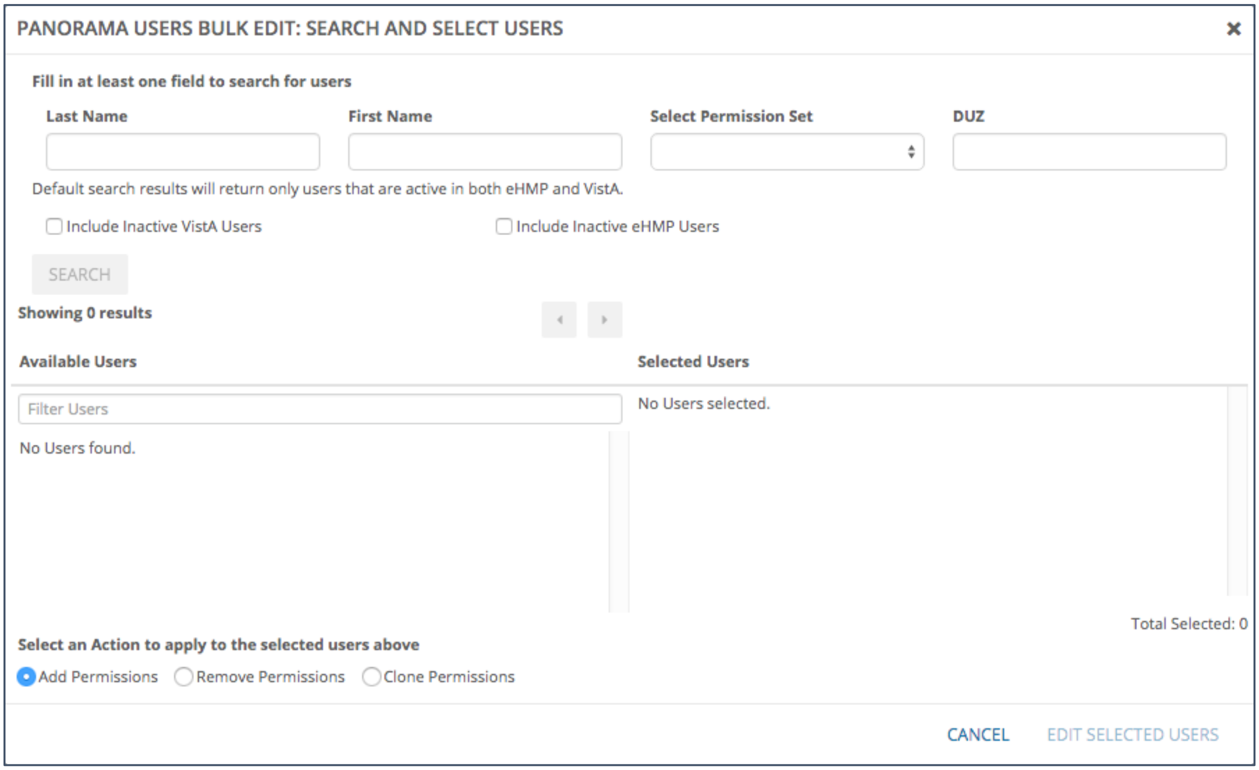
Figure 20-22 Accessing the Bulk Edit Form from the Search Form



The Bulk Edit Form (Figure 20-23) is comprised of three subsections, which allow the search, the selection and the editing of permissions on multiple users at the same time:

- The User Search Subsection
- The User Selection Subsection
- The Bulk Action Subsection

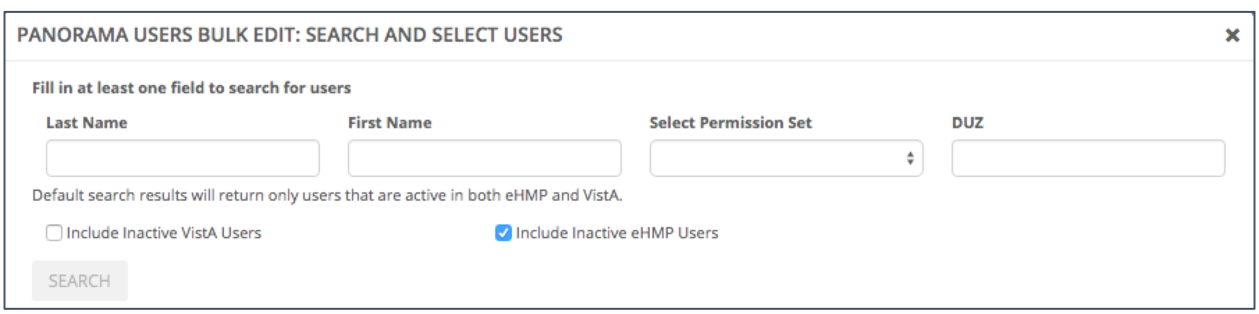
Figure 20-23 Bulk Edit Form



The User Search Subsection

The User Search subsection (Figure 20-24) helps with the search of users whose permissions will be edited. It has exactly the same fields, the same functionality, and the search is performed just like it was already described in the paragraph Search Form.

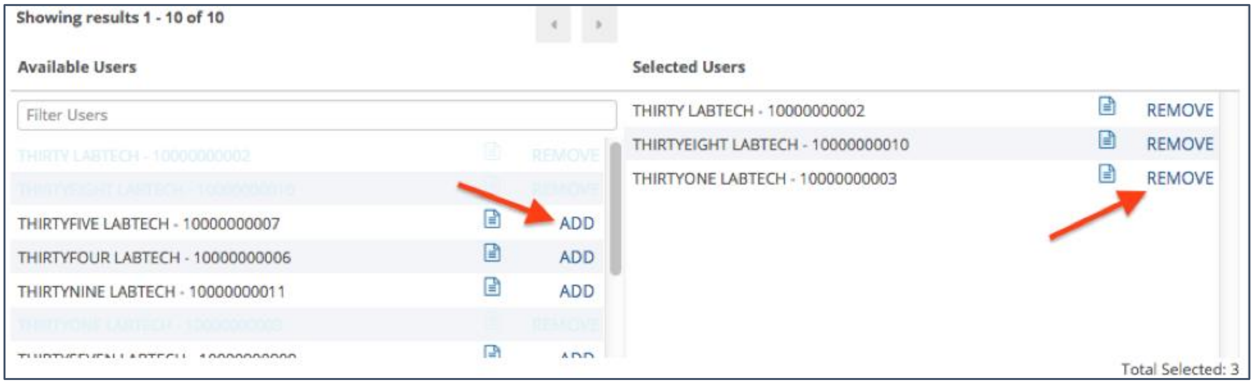
Figure 20-24 The User Search Subsection



The User Selection Subsection

The search results display in the Available Users column (left) of the User Selection Subsection (Figure 20-25).

Figure 20-25 User Selection Subsection



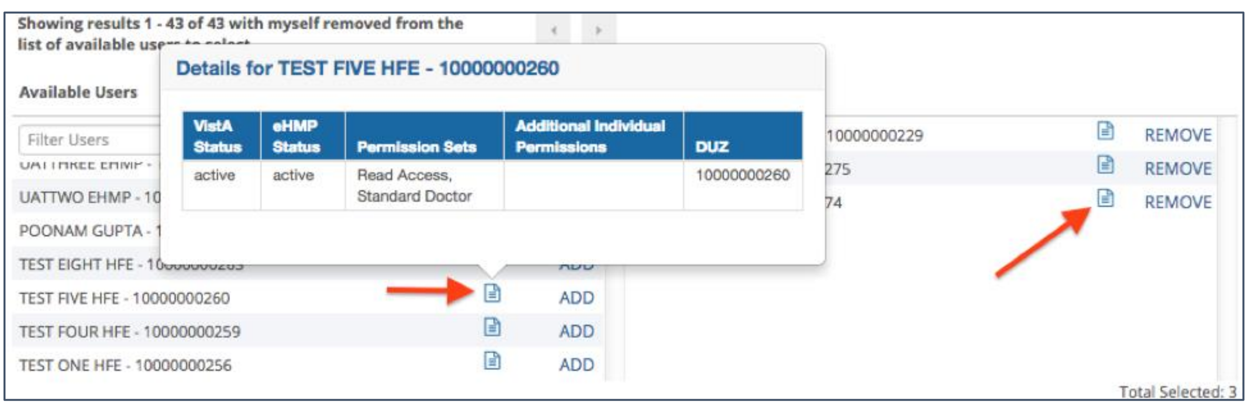
The following are the components available in this subsection:

- Number of results – Displays the number of returned users. The number gets updated every time a new search is performed.
- The Previous/Next Page buttons – Used for navigation through the pages of the returned results. By default, the number of results that are displayed on a page is 50.
- Available Users Column – Displays all the possible users.
- Filter Users field – Filters on all Available Users.
- Selected Users Column – Displays the Selected Users, whose permissions can be edited.
- Total Selected – Displays number of Selected Users.

VIEWING ADDITIONAL USER DETAILS

Initially, only the user name and DUZ are available. When you select the **Details** button on each row, a popover appears with a table of additional user details (Figure 20-26).

Figure 20-26 Viewing Additional User Details



The Bulk Action Subsection

The Bulk Action subsection (Figure 20-27) allows you to choose the type of bulk action that will be performed on the selected users:

- Add Permissions
- Remove Permissions

- Clone Permissions

Figure 20-27 The Bulk Action Subsection

BULK EDITING ACTIONS IN GENERAL

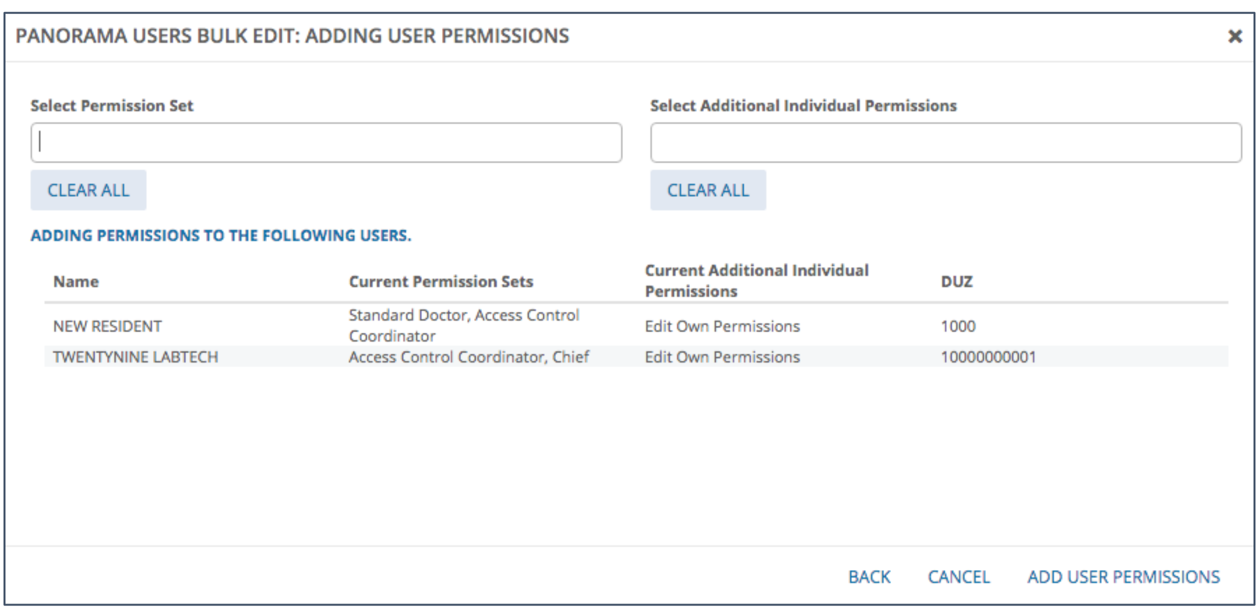
To select the users using the User Selection Form:

1. Search for the **users** (described in the paragraph Search Button and Performing the Search)
2. Enter the **desired users** in the *Filter Users* field.
3. Select **Add** to select a user from the *Available Users* column.
4. Select **Remove** to remove a user from the *Selected Users* column.
5. Select one of the Bulk Actions.
6. Select the **Edit Selected Users** button to assign the new-, or remove previously selected- Permission Sets/Additional Individual Permissions to the selected users.
7. Select the **Cancel** button to cancel any changes that have been performed.

ADDING PERMISSIONS TO THE SELECTED USERS

1. Select the **users** that will be edited.
2. Select the **Add Permissions** radio button on the Bulk Edit Form.
3. Select the **Edit Selected Users** button to access the Add Permissions Form (Figure 20-28).

Figure 20-28 Bulk Edit: Add Permissions Form



PANORAMA USERS BULK EDIT: ADDING USER PERMISSIONS

Select Permission Set

CLEAR ALL

Select Additional Individual Permissions

CLEAR ALL

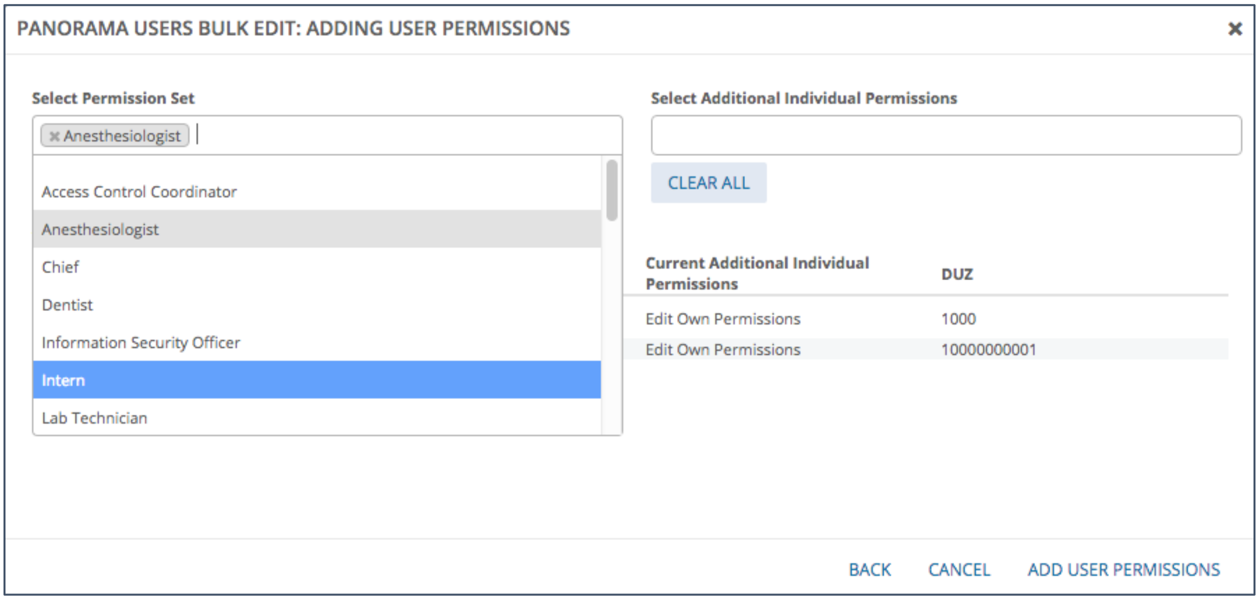
ADDING PERMISSIONS TO THE FOLLOWING USERS.

Name	Current Permission Sets	Current Additional Individual Permissions	DUZ
NEW RESIDENT	Standard Doctor, Access Control Coordinator	Edit Own Permissions	1000
TWENTYNINE LABTECH	Access Control Coordinator, Chief	Edit Own Permissions	10000000001

BACK CANCEL ADD USER PERMISSIONS

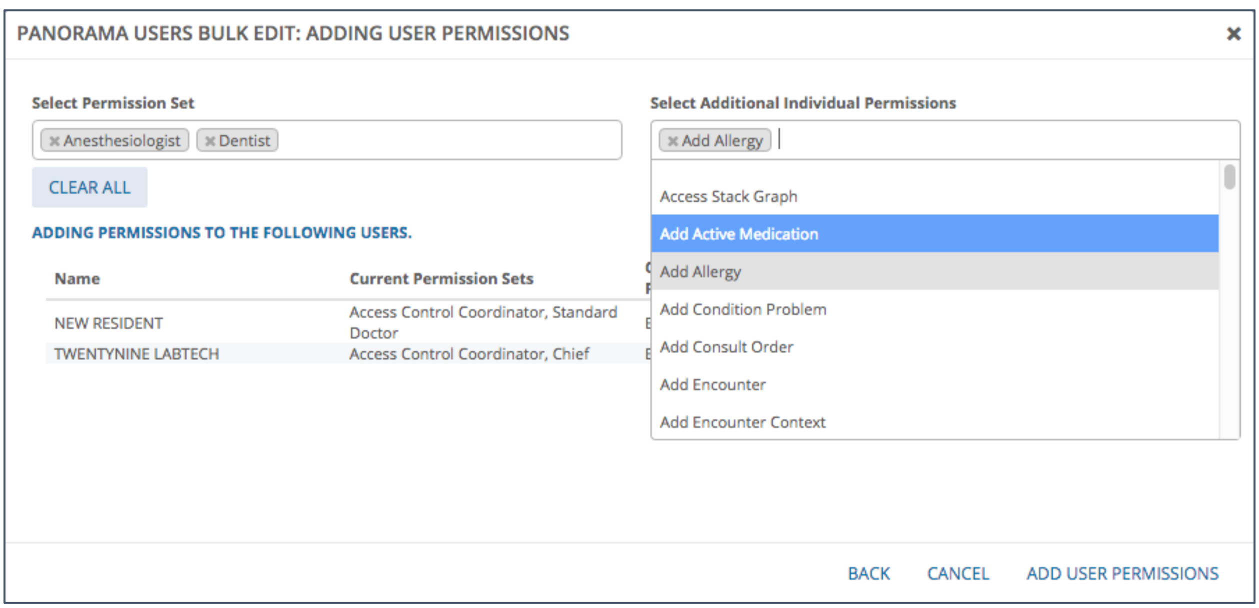
4. Select the desired **Permission Sets** to be added (Figure 20-29).

Figure 20-29 Bulk Edit: Add Permissions Sets



5. Select the desired **Additional Individual Permissions** to be added (Figure 20-30).

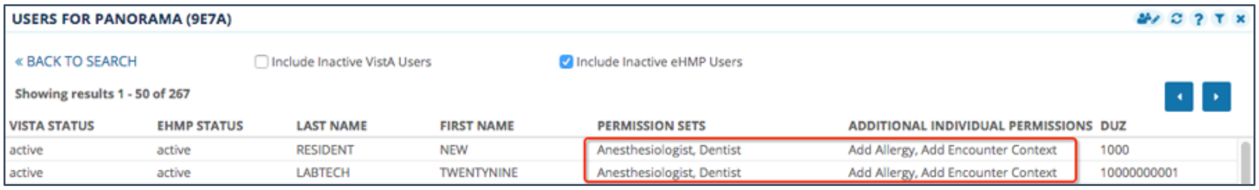
Figure 20-30 Bulk Edit: Add Additional Individual Permissions



6. Select the **Clear All** button to clear the selected Permissions Sets/Additional Individual Permissions.
7. Select the **Back** button to go back to the Bulk Edit Form.
8. Select the **Cancel** button to go back to the view where the Bulk Edit Button was selected.

9. Select the **Add User Permissions** button to add the selected permissions. The new assigned permissions are visible in the Users Table (Figure 20-31).

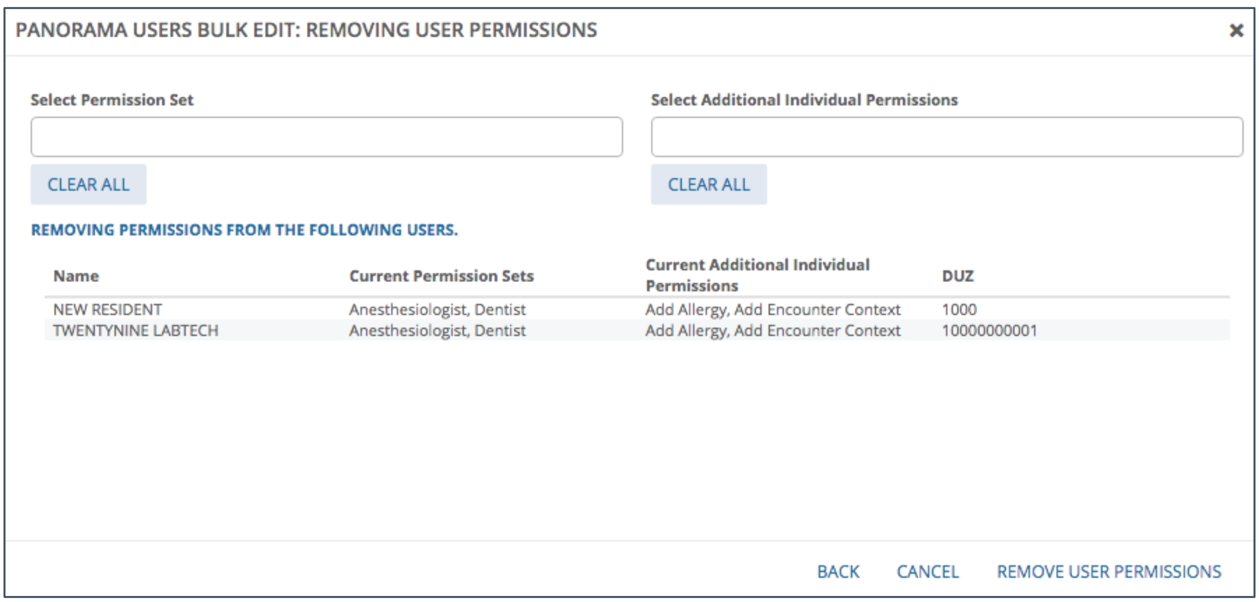
Figure 20-31 Bulk Edit: Added Permissions



REMOVING PERMISSIONS FROM THE SELECTED USERS

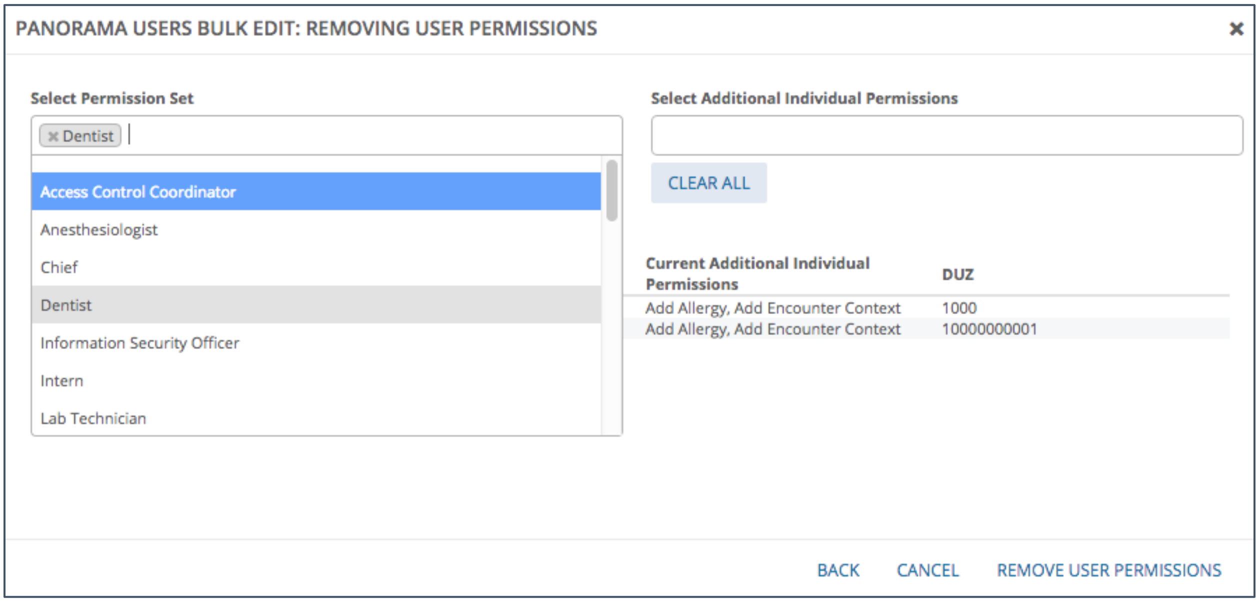
1. Select the **users** to edit.
2. Select the **Remove Permissions** radio button on the Bulk Edit Form.
3. Select the **Edit Selected Users** button to access the Remove Permissions Form (Figure 20-32).

Figure 20-32 Bulk Edit: Remove Permissions Form



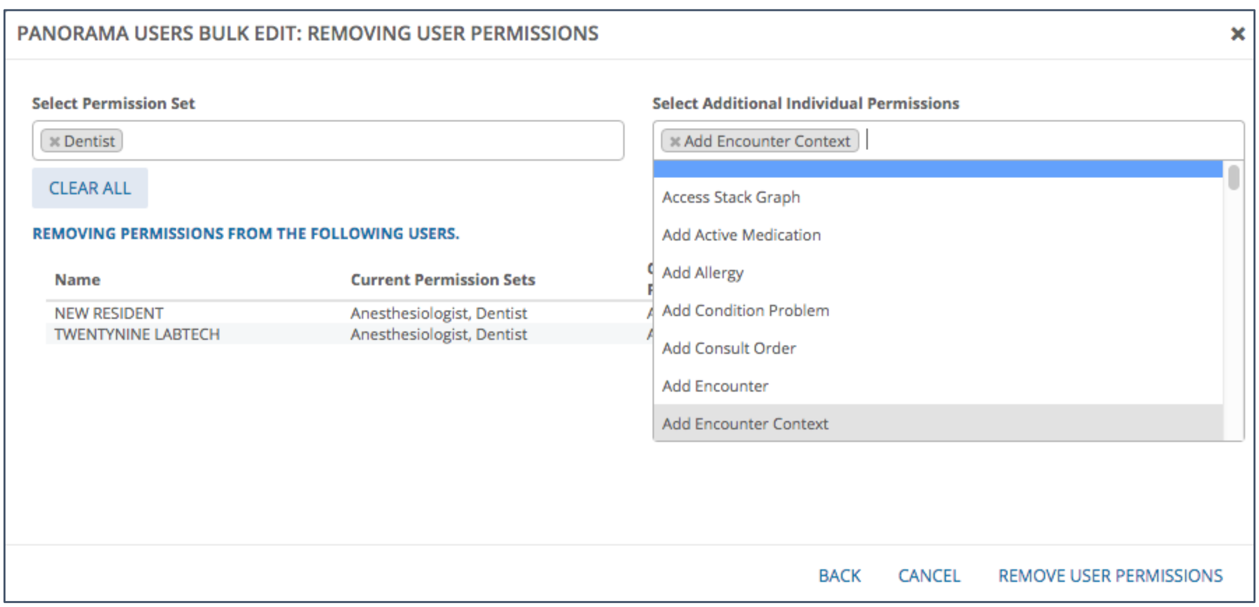
4. Select the desired **Permission Sets** to be removed (Figure 20-33).

Figure 20-33 Bulk Edit: Remove Permission Sets



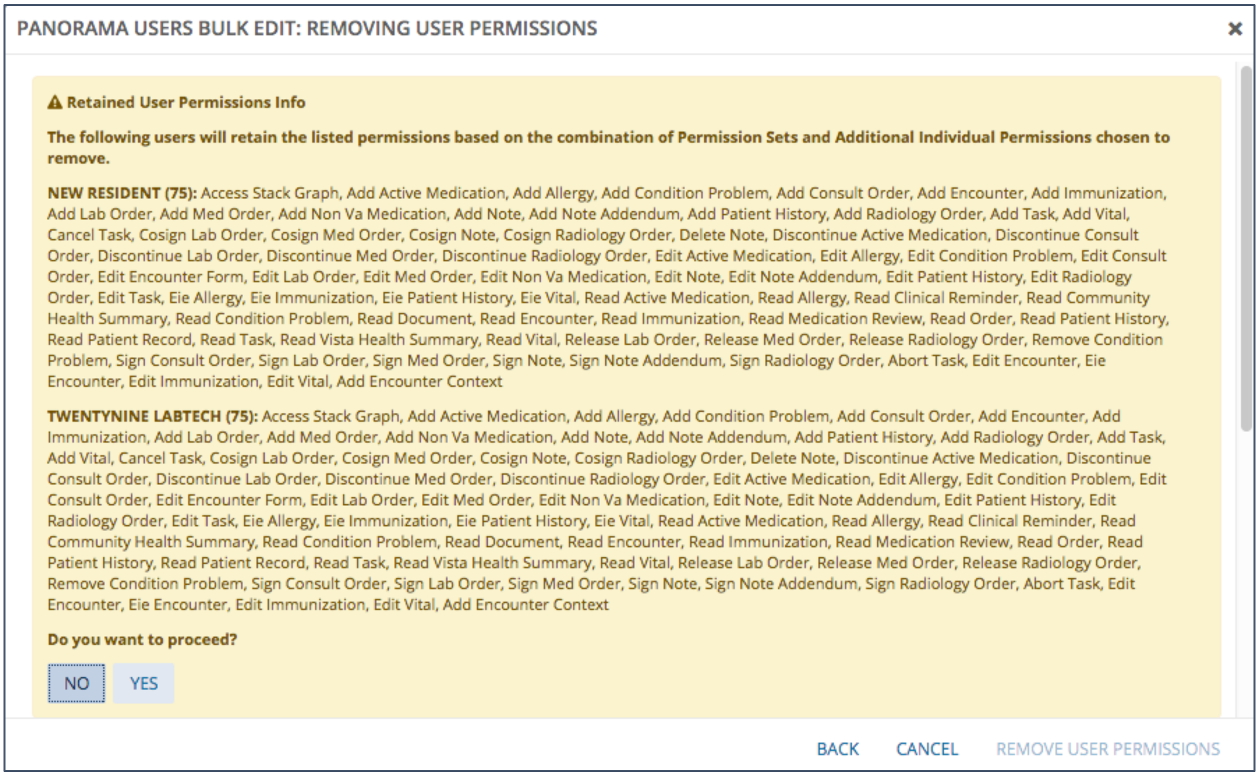
5. Select the desired **Additional Individual Permissions** to remove (Figure 20-34)

Figure 20-34 Bulk Edit: Remove Additional Individual Permissions



6. Select the **Clear All** button to clear the selected Permissions Sets/Additional Individual Permissions.
7. Select the **Back** button to return to the Bulk Edit Form.
8. Select the **Cancel** button to return to the view where the Bulk Edit Button was selected.
9. Click on **Remove User Permissions** button to remove the selected permissions. The Removing User Permissions notification displays (Figure 20-35).

Figure 20-35 Acknowledge the Permission Removal

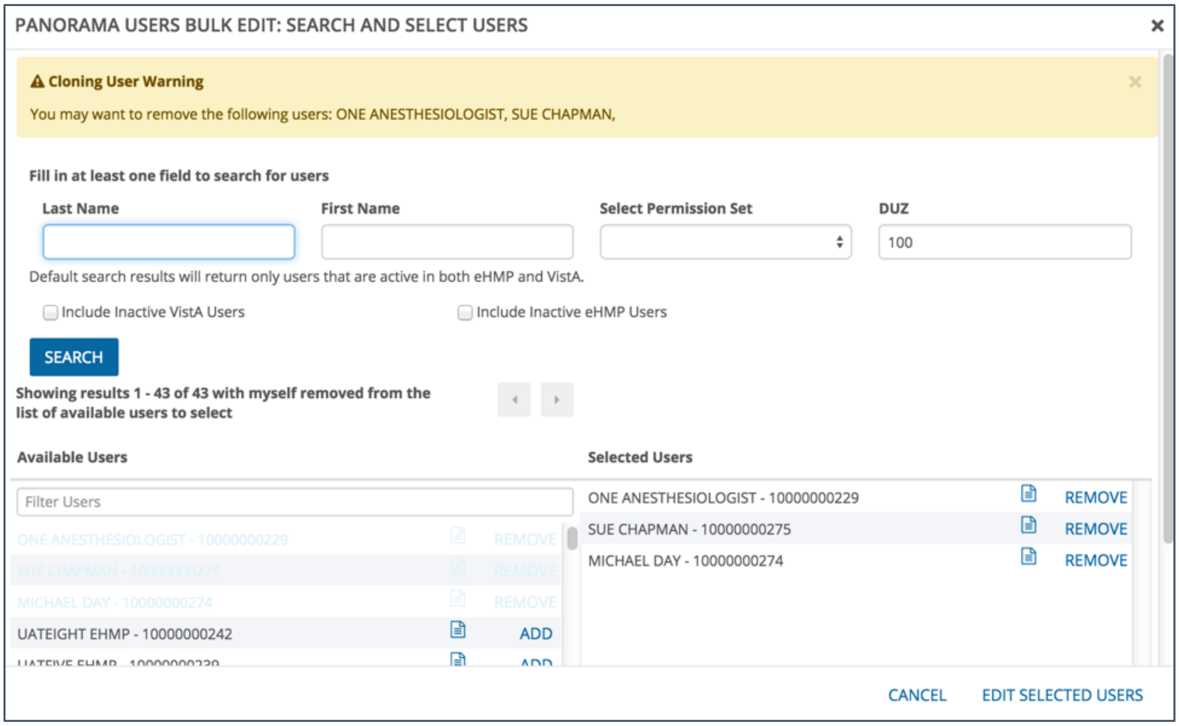


10. Review the **notification**.
11. Select **Yes** to proceed with removing the user permissions, or select **No** to return to the previous view.
12. If you selected YES, the removed permissions are not visible in the Users Table anymore.

CLONING PERMISSIONS BASED ON THE SELECTED USERS

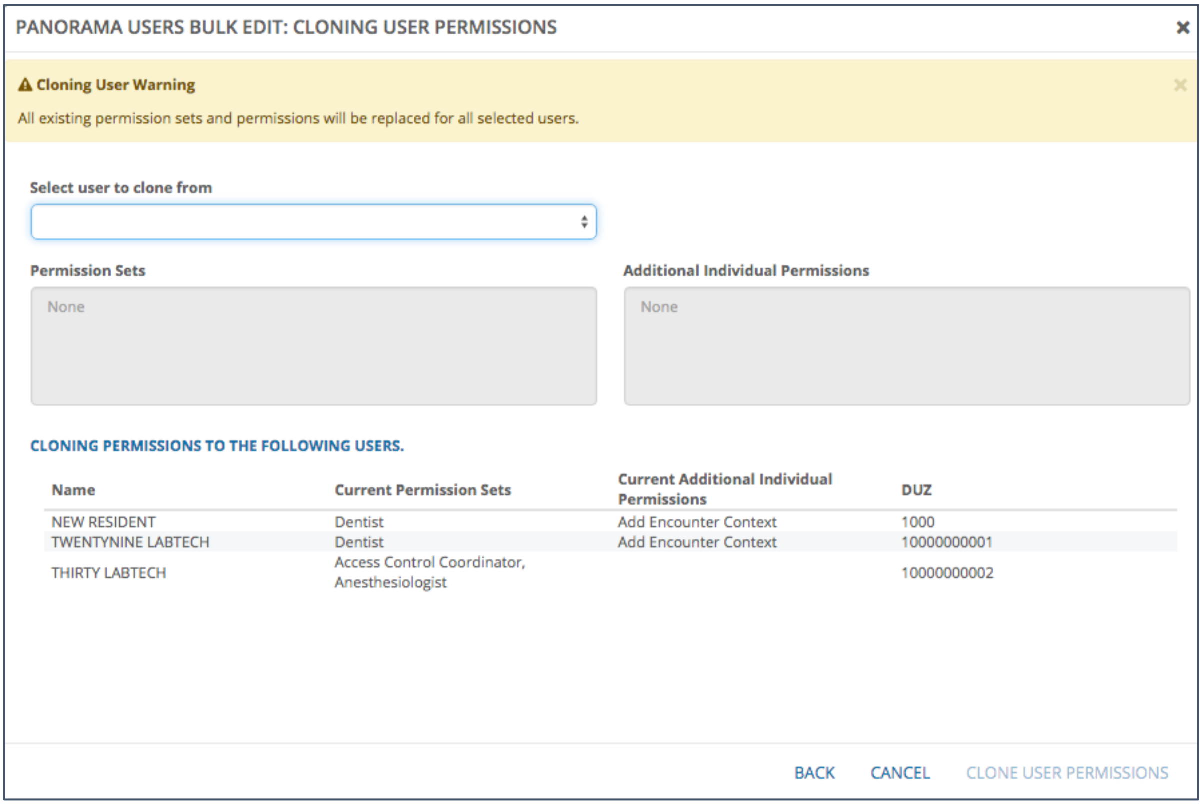
1. Select the **users** to edit.
2. Select the **Clone Permissions** radio button on the Bulk Edit Form. A warning displays at the top of the Bulk Edit form (Figure 20-36).

Figure 20-36 Bulk Edit: Clone Permissions Warning



3. Select the **Edit Selected Users** button to access the Cloning Permissions Form (Figure 20-37).

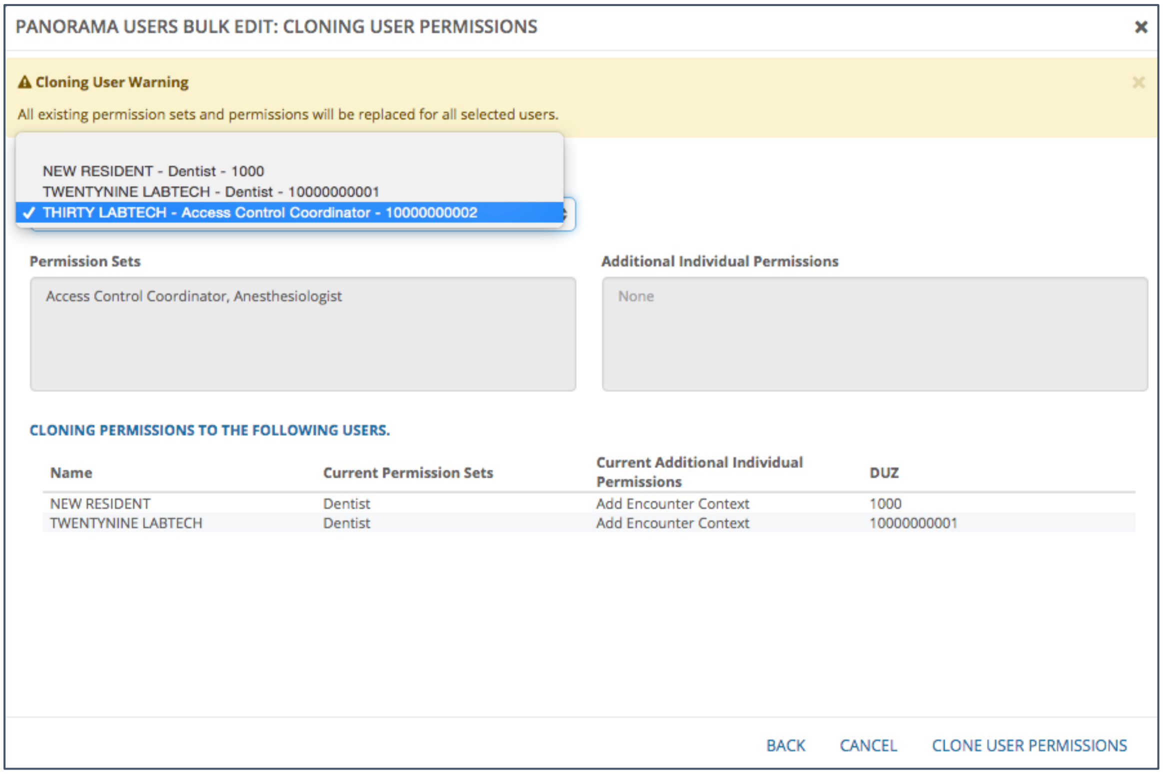
Figure 20-37 Bulk Edit: Cloning Permissions Form



4. Select the **user to clone from** (Figure 20-38).

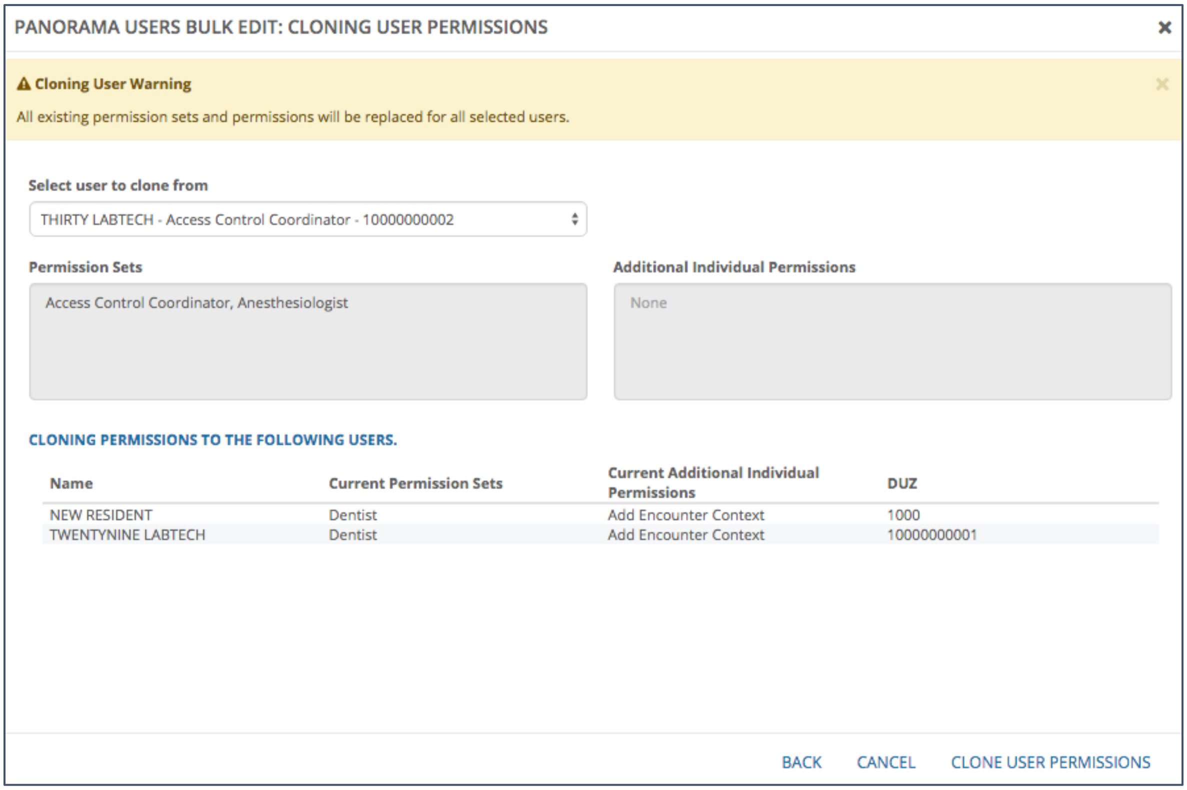
NOTE:	*This user is one of the previously selected users in the Bulk Edit Form. His/her Permission Sets and Additional Individual Permissions are applied to the rest of the selected users.*

Figure 20-38 Bulk Edit: Select User to Clone From



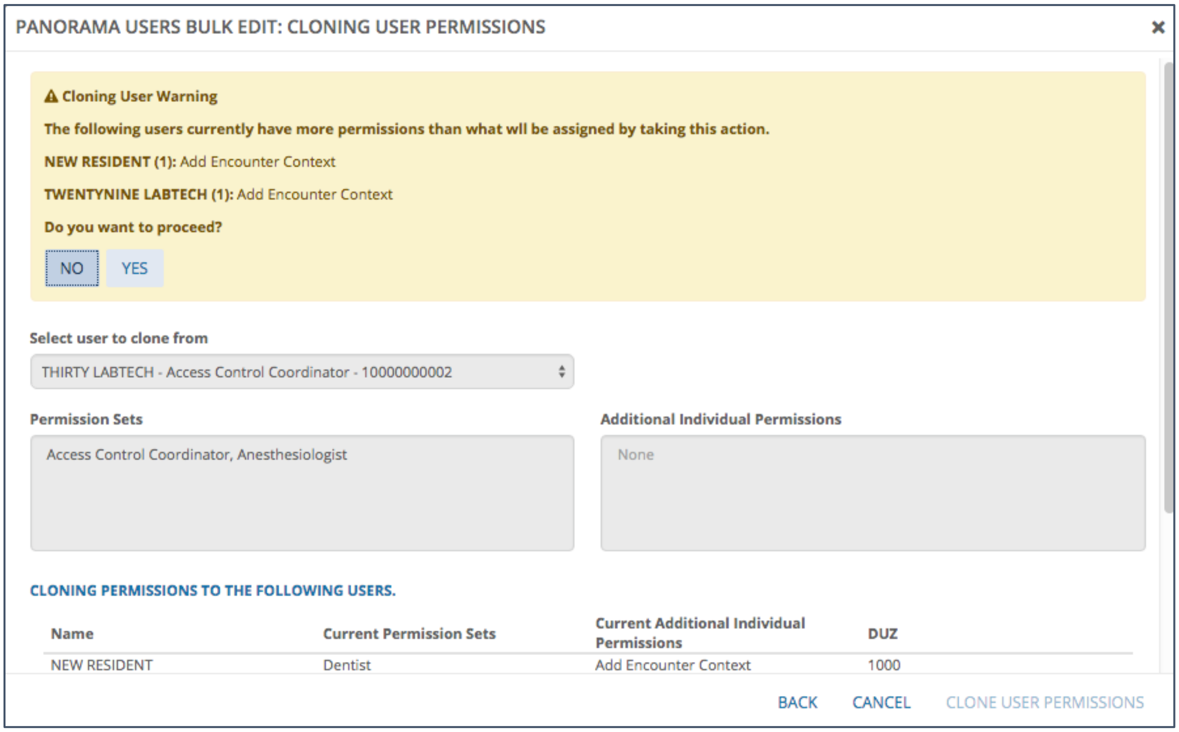
5. The Permission Sets and Additional Individual Permissions that will be applied to the rest of the selected users' displays (Figure 20-39).

Figure 20-39 Bulk Edit: Remove Permission Sets



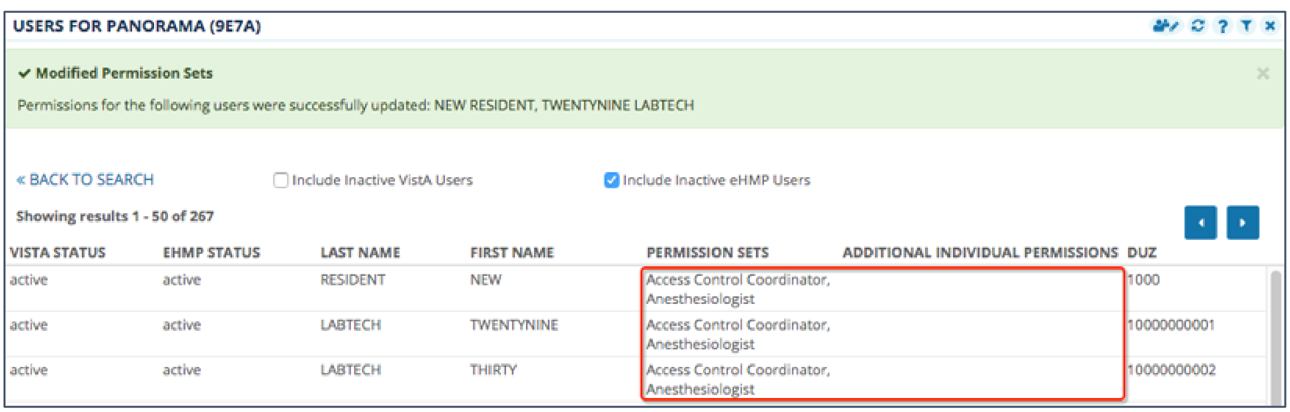
6. Select the **Back** button to return to the Bulk Edit Form.
7. Select the **Cancel** button to go back to the view where the Bulk Edit Button was clicked.
8. Select the **Clone User Permissions** button to apply the Permission Sets and Additional Individual Permissions to the rest of the selected users. The Cloning User Permissions notification displays (Figure 20-40).

Figure 20-40 Acknowledge the Permission Cloning



9. Review the **notification**.
10. Select **Yes** to proceed with cloning the user, or select **No** to return to the previous view.
11. If you selected Yes, the cloned permissions display in the Users Table (Figure 20-41).

Figure 20-41 Bulk Edit: Cloned Permissions



Permission Bulk Editing Rules

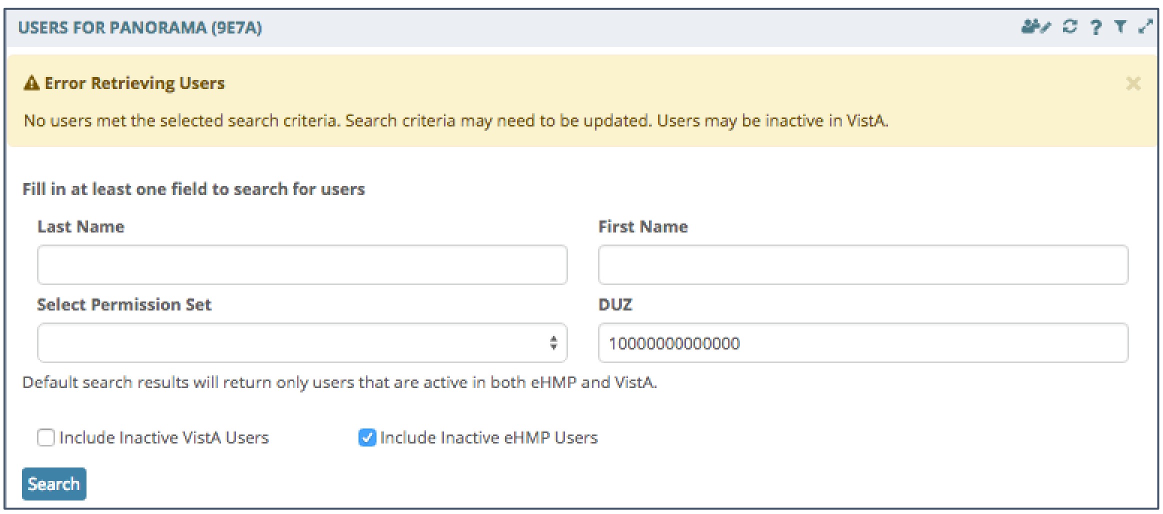
In general, any user that has the *Access Control Coordinator* permission set assigned is able to add, remove, or clone Permissions Sets and Additional Individual Permissions to any user. In addition to that, there is one rule that needs to be mentioned.

1. When removing or cloning Permissions Sets and Additional Individual Permissions to any user, if that user previously has the *Access Control Coordinator* permission set and /or the *Edit Own Permissions* additional individual permission, then that respective permission set or permission is retained for that user. If removing of the *Access Control Coordinator* permission set and/or the *Edit Own Permissions* additional individual permission is necessary, then that should be done on a single-user selection as described in the Edit User's Permission Sets and Additional Individual Permissions section.

Alerts

There are multiple alerts that could be retrieved, which generally are grouped in three categories: Notifications, Warnings, and Info Alerts. The alerts display up at the top of the panel in which the action is performed as displayed in Figure 20-42.

Figure 20-42 Alerts



Notifications

Notifications are used to notify you of an action that just happened and the action was successful. For example, successfully updating the user's Permission Sets (Figure 20-43 and Figure 20-44).

Figure 20-43 Notification: Permission Sets Successfully Modified

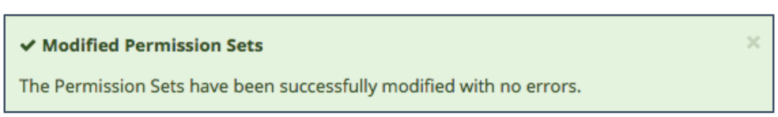
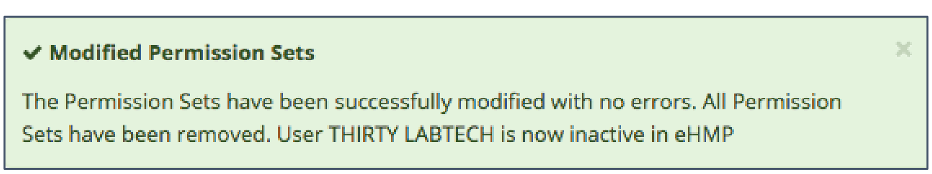


Figure 20-44 Notification: Permission Sets Successfully Modified – eHMP Inactive User



Warnings

Warnings are used to notify users of an action that just happened, and the action was unsuccessful. Below are examples of system warnings.

- Not retrieving users because of different causes (Figure 20-45, Figure 20-46, Figure 20-47, and Figure 20-48).

Figure 20-45 Error Retrieving Users: Inactive Users in VistA, eHMP, or Both

Error Retrieving Users

No users met the selected search criteria. Search criteria may need to be updated. Users may be inactive in VistA, eHMP, or both.

Figure 20-46 Error Retrieving Users: Inactive Users in eHMP

Error Retrieving Users

No users met the selected search criteria. Search criteria may need to be updated. Users may be inactive in eHMP.

Figure 20-47 Error Retrieving Users: Inactive Users in VistA

Error Retrieving Users

No users met the selected search criteria. Search criteria may need to be updated. Users may be inactive in VistA.

Figure 20-48 Error Retrieving Users: Spelling

Error Retrieving Users

No users met the selected search criteria. Search criteria may need to be updated. Please double check that your search criteria spelling is correct.

- Not being able to update the Permission Sets because of different causes (Figure 20-49).

Figure 20-49 Error Updating Permission Sets

Error Editing Permission Sets

An error occurred while updating user permissions. Please try again. If problem persists, please contact the Help Desk for assistance.

Info Alerts

Info Alerts are used to notify you of an action that just happened, and you need to be acknowledged of related information (Figure 20-50).

Figure 20-50 Info Alert

Permission Set Auto Update

'Edit Own Permissions' automatically grants 'Access Control Coordinator' Permission Set