

SUBJECT: VA Ann Arbor Healthcare System (VAAAHS) Instructions for Entering a Research Enrollment Note in CPRS

1. PURPOSE:

This guidance document outlines the process for gaining access to CPRS, creating an electronic signature code, entering notes & creating templates.

2. DEFINITIONS:

ADPAC: Automated Data Processing Application Coordinator.

Human Subject: A human subject is a living individual about whom an investigator (whether professional or student) conducts research, and:

- (1) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or
- (2) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

Research: Research is the testing of concepts by the scientific method of formulating a hypothesis or research question, systematically collecting and recording relevant data, and interpreting the results in terms of the hypothesis or question. It is a systematic investigation including research development, testing, and evaluation designed to develop or contribute to generalized knowledge.

VISTA/CPRS: Electronic medical records systems used by the Veterans Health Administration.

Without Compensation Employee (WOC): An appointment used by VA to employ individuals to do VA work (e.g., a task, service, research) without compensation. A WOC is a federal employee for all purposes with the exception of salary and benefits.

3. GAINING ACCESS TO CPRS/VISTA:

Depending on whether you are a VA employee or a Without Compensation Employee (WOC), you will likely have requested VISTA/CPRS access as part of your role at the VA or in your WOC request. If not, contact your ADPAC to be given permissions for CPRS/VISTA.

4. CREATING AN ELECTRONIC SIGNATURE CODE:

Prior to entering your first note in CPRS, you will need to set up an electronic signature code in VISTA. Follow the steps below:

- a) Log into VISTA
- b) [ENTER] ^TBOX
- c) [TYPE] Edit User Characteristics
 - a. [SELECT] Enter

- d) [SELECT] Electronic Signature Code Edit
 - a. [SELECT] Enter
- e) Follow prompts to change/create signature code.

5. **ENTERING PROGRESS NOTES IN CPRS:**

Generally speaking, you will be required to enter an enrollment note after enrolling a subject into a research study. Outlined below is the process for entering progress notes into CPRS.

- a) Log into CPRS
- b) From the Notes Tab, navigate to the “Actions” Menu and choose “New Progress Note...”
- c) Choose the tab for “New Visit”
 - a. Visit Location: Choose the research clinic relevant to your project, e.g. AA GI/RES
 - i. **IMPORTANT:** check the box for “historical visit” instead of attaching the note to a clinical visit when entering research notes, orders, etc.
 - ii. This will prevent you from generating an encounter and copay for the patient (if applicable to the clinic).
- d) Progress Note Title: Research Study Enrollment
- e) Select PI of study as the provider
- f) You will be given a template to complete. You can choose to use this template or delete the template and enter your own template.
 - a. Templates are listed on the lower left side of the page. You can create and save your own templates for use in notes here.
 - b. HINT: If you would like to use spell checker, enter the template in a word document first and then paste into the template.
- g) To sign the note, navigate to the “Actions” Menu and choose “Sign Note Now...”
 - a. You will no longer be able to edit or delete the note once you’ve signed the note.
 - b. You can also add additional signers from this menu once you’ve signed the note.

Note: There are note titles, but no templates, for research study contact and research study completion also.

6. **CONTACTS:**

Erika Trumble, Clinical Research Program Manager, at 734-222-7474

7. **FOLLOW-UP RESPONSIBILITY:** Clinical Research Center Program Manager