

**PROCEDURE FOR ENTERING RESEARCH STUDY ENROLLMENT NOTE (#1-13)
AND SCANNING RESEARCH CONSENT FORMS INTO CPRS (#14-28)**

Version: 1/10/2013

1. Log into CPRS (will need IRM approval for access)

2. Select patient by double-clicking on patient name from list
(Can practice by selecting patient Aavamc, TI-I)
3. Select [New Note]
4. Select [New Visit] Tab
5. Check Box for [Historical Visit]
6. Select correct New Visit Location = "AA CONSENT FORMS – RESEARCH"
7. In the Date select box (default = "Now") can click and select a different calendar date.
8. Click [OK]
9. Select Progress Note Title from the scrolling list: "<RESEARCH STUDY ENROLLMENT>"
10. Use automatic template for required information to be typed into the new Note.
(Click Mouse or use Tab Key to move through Note)

Name of VA Principal Investigator:	Phone Number & Pager Number:
Name of Study Coordinator:	Phone Number & Pager Number:
Title of Research Study:	Date of Subject Enrollment:
Comments:	Date Participation Expected to be Completed:
11. Click [ACTION] on the horizontal Toolbar
12. Click [Sign Note Now]
13. Enter Electronic Signature password (The new note will be listed in [POSTINGS WAD]
(If you do not have an electronic signature, you may create one using DHCP.)
ACTION -> Save Unsigned Note (can sign later, to make permanent)

14. Log into VISTA "MAG" IMAGING CAPTURE (aka Tele19n) (will need IRM approval for access)

15. Click [CONSENT FORMS] to activate the Fujitsu Scanner configuration.
16. Click [Select Patient]
17. Click [Select Progress Note] Select (pre-existing) "Research Enrollment Warning Note"
18. *Origin = VA
19. *Doc/Image Type = "CONSENT"
20. Specialty = "RESEARCH"
21. Proc/Event = VA RESEARCH
22. *Image Desc = Title of Note (can edit this entry)
23. Check box for "MultiPg Doc."
24. Click [CAPTURE]
25. After document has scanned in, use image Preview window to verify document quality
26. Click [Image OK] (or "Cancel")
27. Click [OK] (last chance to change anything).
28. The user may not change the image in a signed note. (Contact Sandra Kidd in HIMS office)

PROCEDURE FOR VIEWING EXISTING RESEARCH CONSENT FORMS IN CPRS

1. In CPRS, click Tools -> VISTA Imaging Display
2. Log into VISTA Display (will need IRM approval for access)
3. Select patient (Can practice using patient AAVAMC, TL1)
4. Click [NOTES] Tab, notes with the image icon contain scanned documents
5. Double-click on a note with scanned images
6. In the Thumb-nail preview window, double-click on an image to transfer image to viewing window.

PROCEDURE FOR ESTABLISHING CPRS RECORD FOR NON-VA PATIENT

1. Contact the Patient Admitting Office (845-8575, rev. Dec. 2012).
2. The message should contain the following information about the non-AAVA patient:
 - a. Patient Name (Last, First), also include a middle name if at all possible.
 - b. Social Security Number.
 - c. Date of Birth
 - d. Address with Zip Code.
 - e. Phone #.
 - f. Emergency contact (or next of Kin)
 - g) If the subject is a patient at another VA facility, include the name of the VA facility
3. Non-Veteran research subjects who will have a VHA health record created for their research participation at the Ann Arbor VA must receive
 - a. A copy of the VA Notice of Privacy Practices (with the FAQ doc), and
 - b. A copy of the VA NOPP Acknowledgement Form, 10-0483.

-> These docs are available as a PDF and can be downloaded from this web-link:

http://www.annarbor.research.va.gov/ANNARBORRESEARCH/NOPP_docs.pdf