



**Update \_2\_0\_51**

## **Clinical Reminders**

### **VA-DOD Hospital Notification Note**

#### **Install Guide**

**November 2018**

Product Development  
Office of Information Technology  
Department of Veterans Affairs

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# Introduction

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## **Description:**

The Community Care DoD Hospital Notification allows timely care coordination and eligibility determination for self-referred Veterans to the DoD Military Treatment facilities due to an Emergency.

Eligibility for all self-referred Veterans to the DoD Military Treatment Facility Emergency Department are based on the VHA Directive 1601.02 eligibility criteria.

The Community Care DOD Hospital Notification note includes the VA Health Care Eligibility Determination VHA Directive 1601.02 in determining Veterans eligibility for VA Health Care Benefits and is required for all DoD Hospital Notifications.

## **One reminder dialogs is being distributed with this update:**

VA-DOD TREATMENT FACILITY HOSPITAL NOTIFICATION NOTE (D)

UPDATE\_2\_0\_51 contains 1 Reminder Exchange entry:

**UPDATE\_2\_0\_51 VA-DOD HOSPITAL NOTIFICATION NOTE**

## **The exchange file contains the following components:**

### **TIU TEMPLATE FIELD**

VA-TEXT EXCEPTIONS LIST DETERMINATION  
VA-DOD TEXT VA HEALTH CARE BENEFITS INFO  
WORD PROCESSING (NOT REQUIRED)  
DODSERVICE OUTPT  
GEN TEXT BOX 50 REQUIRED  
DATE  
DATE (REQ)  
TEXT (1-20 CHAR) REQ  
GEN WORD PROCESSING LARGE  
TEXT-ADD LOC SC OBJECT  
DATE & TIME (REQ)  
DATE (\*)  
DATE NOW DEFAULT  
GEN WORD PROC NARROW  
GEN TEXT 5 SPACES  
GEN TEXT BOX 2 SPACES  
GEN TEXT BOX 25  
GEN DATE/REQ TIME  
GEN TEXT BOX 50  
NVCC VA/DOD  
GEN YES NO SINGLE LINE  
GEN TEXT BOX LONG2  
WORD PROCESSING - 2 LINES

DOD DISCHARGE DISPOSITION  
GEN YES/NO  
GEN YES/NO/NA  
YES/NO/UNKNOWN NOT REQUIRED  
WORD PROCESS (REQUIRED)  
DOD CARE DAY/MONTH  
NUMBER BOX  
DOD LEVEL OF CARE  
DOD WORKSHEET METHOD/CONTACT  
GEN NOT APPLICABLE  
DOD ADMISSION ROUTE  
GEN TEXT BOX 20 SPACES  
GEN BED TYPE  
WP\*2LINE/60/INDENT 2  
GEN PLEASE EXPLAIN  
GEN TEXT 15 SPACES REQ  
GEN TEXT BOX 25 REQUIRED  
NVCC POC DEPT  
GEN TEXTBOX 20 SPACES

#### **HEALTH FACTORS**

VA-REMINDER UPDATES  
VA-UPDATE\_2\_0\_51

#### **REMINDER SPONSOR**

VHA Office of Community Care

#### **REMINDER TERM**

VA-REMINDER UPDATE\_2\_0\_51

#### **REMINDER DIALOG**

VA-DOD HOSPITAL NOTIFICATION NOTE (D)

## **Install Details**

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This update is being distributed as a web host file. The address for the host file is:  
**[http://vista.med.va.gov/reminders/UPDATE\\_2\\_0\\_51.PRD](http://vista.med.va.gov/reminders/UPDATE_2_0_51.PRD)**

The file will be installed using Reminder Exchange, programmer access is not required.

Installation:

=====

This update can be loaded with users on the system. Installation will take less than 10 minutes.

## Install Example

To Load the Web Host File. Navigate to Reminder exchange in Vista

```
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                 LMM  Load MailMan Message
CMM  Create MailMan Message           LR   List Reminder Definitions
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry      RI   Reminder Definition Inquiry
IH   Installation History
Select Action: Next Screen// LWH  Load Web Host File
Input the URL for the .prd file: http://vista.med.va.gov/reminders/UPDATE_2_0_51.PRD
```

At the **Select Action:** prompt, enter **LWH** for Load Web Host File

At the **Input the url for the .prd file:** prompt, type the following web address:

**http://vista.med.va.gov/reminders/UPDATE\_2\_0\_51.PRD**

```
http://vista.med.va.gov/reminders/UPDATE_2_0_51.PRD successfully loaded.
```

You should see a message at the top of your screen that the file successfully loaded.

Search and locate an entry titled **UPDATE\_2\_0\_51 VA-DOD HOSPITAL NOTIFICATION NOTE** in reminder exchange

```
+Item  Entry                                     Source                                     Date Packed
 96  UPDATE_2_0_51 VA-DOD HOSPITAL          GRIFFITH@SALT LAKE CI          10/01/2018@05:37
     NOTIFICATION NOTE
 97  UPDATE_2_0_55 VA-VETERAN                GRIFFITH@SALT LAKE CI          09/04/2018@10:48
     GOLDEN AGE GAMES NOTE
 98  UPDATE_2_0_56 VA-QT                     GRIFFITH@SALT LAKE CI          07/20/2018@12:00
     PROLONGING MEDS ORDER CHECK
 99  UPDATE_2_0_58 VA-LUNG CANCER            GRIFFITH@SALT LAKE CI          09/27/2018@05:04
     DIALOG UPDATES
100  UPDATE_2_0_59 VA-EMERGENCY              GRIFFITH@SALT LAKE CI          09/24/2018@14:30
     DEPARTMENT TRIAGE
+      + Next Screen  - Prev Screen  ?? More Actions  >>>
CFE  Create Exchange File Entry      LHF  Load Host File
CHF  Create Host File                 LMM  Load MailMan Message
CMM  Create MailMan Message           LR   List Reminder Definitions
DFE  Delete Exchange File Entry       LWH  Load Web Host File
IFE  Install Exchange File Entry      RI   Reminder Definition Inquiry
IH   Installation History
Select Action: Next Screen// IFE  Install Exchange File Entry
Enter a list or range of numbers (1-175): 96
```

At the **Select Action** prompt, enter **IFE** for Install Exchange File Entry

Enter the number that corresponds with your entry titled **UPDATE\_2\_0\_51 VA-DOD HOSPITAL NOTIFICATION NOTE** (in this example it is entry 96 it will vary by site)

Component	Category	Exists
Source: GRIFFITH, ELIZABETH A at SALT LAKE CITY		
Date Packed: 10/01/2018@05:37:24		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-DOD HOSPITAL NOTIFICATION NOTE (D)		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_51		
Keywords:		
Components:		
+ Enter ?? for more actions >>>		
IA Install all Components	IS Install Selected Component	
Select Action: Next Screen// IA		

At the **Select Action** prompt, type **IA** for Install all Components and hit enter.

Select Action: Next Screen// **IA Install all Components**

You will see several prompts, for all new entries you will choose **I to Install**

For components that already exists but the packed component is different, you will choose **O to Overwrite**.

**You will be prompted to install the reminder dialog component:**

Packed reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D) [NATIONAL DIALOG]			
Item	Seq.	Dialog Findings	Type Exists
1		VA-DOD HOSPITAL NOTIFICATION NOTE (D)	dialog
2	10	VA-DOD SHARING FACILITY INTAKE (G)	group
		Finding: *NONE*	
3	10.10	VA-DOD SHARING INTAKE FACILITY (G)	group
		Finding: *NONE*	
4	10.10.10	VA-DOD SHARING INTAKE FACILITY INFO (G)	group
		Finding: *NONE*	
5	10.10.20	VAL-GP DOD TREATMENT FACILITY NAME	group
		Finding: *NONE*	
6	10.10.30	VA-GP DOD TREATING FACILITY DATE/CHIEF COMPLAINT	group
		Finding: *NONE*	
7	10.10.40	VA-DOD SHARING INTAKE FACILITY ADMITTED (G)	group
		Finding: *NONE*	
+ + Next Screen - Prev Screen ?? More Actions			
DD	Dialog Details	DT Dialog Text	IS Install Selected
DF	Dialog Findings	DU Dialog Usage	OU Quit
DS	Dialog Summary	IA Install All	
Select Action: Next Screen// IA			

At the **Select Action** prompt, type **IA** to install the dialog – **VA-DOD HOSPITAL NOTIFICATION NOTE (D)**

Select Action: Next Screen// **IA Install All**

Install reminder dialog and all components with no further changes: Y// **Yes**

Packed reminder dialog: VA-DOD HOSPITAL NOTIFICATION NOTE (D) [NATIONAL DIALOG]			
VA-DOD HOSPITAL NOTIFICATION NOTE (D) (reminder dialog) installed from exchange			
Item	Seq. Dialog Findings	Type	Exists
1	VA-DOD HOSPITAL NOTIFICATION NOTE (D)	dialog	X
2	10 VA-DOD SHARING FACILITY INTAKE (G) Finding: *NONE*	group	X
3	10.10 VA-DOD SHARING INTAKE FACILITY (G) Finding: *NONE*	group	X
4	10.10.10 VA-DOD SHARING INTAKE FACILITY INFO (G) Finding: *NONE*	group	X
5	10.10.20 VAL-GP DOD TREATMENT FACILITY NAME Finding: *NONE*	group	X
6	10.10.30 VA-GP DOD TREATING FACILITY DATE/CHIEF COMPLAINT Finding: *NONE*	group	X
7	10.10.40 VA-DOD SHARING INTAKE FACILITY ADMITTED (G) Finding: *NONE*	group	X
+      + Next Screen    - Prev Screen    ?? More Actions			
DD	Dialog Details	DT	Dialog Text
DF	Dialog Findings	DU	Dialog Usage
DS	Dialog Summary	IA	Install All
IS    Install Selected			
QU    Quit			
Select Action: Next Screen// Q			

When the dialog has completed installation, you will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Component	Category	Exists
Source:        GRIFFITH,ELIZABETH A at SALT LAKE CITY		
Date Packed: 10/01/2018@05:37:24		
Package Version: 2.0P35		
Description:		
The following Clinical Reminder items were selected for packing:		
REMINDER DIALOG		
VA-DOD HOSPITAL NOTIFICATION NOTE (D)		
REMINDER TERM		
VA-REMINDER UPDATE_2_0_51		
Keywords:		
Components:		
+      + Next Screen    - Prev Screen    ?? More Actions                      >>>		
IA	Install all Components	IS    Install Selected Component
Select Action: Next Screen// Q		

You will then be returned to this screen. At the **Select Action** prompt, type **Q**.

Install complete.

## Post Installation

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1. **Make the Dialog able to be attached to a Personal/Shared template or to a progress note title.**

From the Reminders Manager Menu:

Select Reminder Managers Menu Option: **CP CPRS Reminder Configuration**

CA Add/Edit Reminder Categories  
CL CPRS Lookup Categories  
CS CPRS Cover Sheet Reminder List  
MH Mental Health Dialogs Active  
PN Progress Note Headers  
RA Reminder GUI Resolution Active  
**TIU TIU Template Reminder Dialog Parameter**  
DL Default Outside Location  
PT Position Reminder Text at Cursor

Select CPRS Reminder Configuration Option: **TIU TIU Template Reminder Dialog Parameter**

Reminder Dialogs allowed as Templates may be set for the following:

1 User       USR [choose from NEW PERSON]  
3 Service     SRV [choose from SERVICE/SECTION]  
4 Division    DIV [choose from INSTITUTION]  
5 System      SYS [NATREM.FO-SLC.MED.VA.GOV]

Enter selection: **5** *Choose the appropriate number for your site. Your site may do this by System or other levels. The example below uses SYSTEM level*

Setting Reminder Dialogs allowed as Templates for System:

Select Display Sequence: **?**

148           VA-VETERANS CHOICE NOTE

149           VA-TBI SCREENING

*When you type a question mark above, you will see the list of #'s (with dialogs) that are already taken. Choose a number **NOT** on this list. For this example, looking above I see the number 150 is not present, so I will use 150.*

Select Display Sequence: **150**

Are you adding 150 as a new Display Sequence? Yes// **Y YES**

Display Sequence: 150// **<Enter>** 150

Clinical Reminder Dialog: **type in the name of the dialog**

**VA-DOD HOSPITAL NOTIFICATION NOTE (D)**

then **<enter>** reminder dialog NATIONAL

OK? Yes// **<Enter>** (Yes)



## 2. Setup of Note title/ Associate the reminder dialog with the note title or shared template in CPRS

The VA-DOD HOSPITAL NOTIFICATION NOTE (D) template should be set up with its own note title. The note title should include your four digit character abbreviation of the DOD Medical Treatment facility.

Using the document definition manager, create the following note title in the document class where other community care notes are stored at your facility.

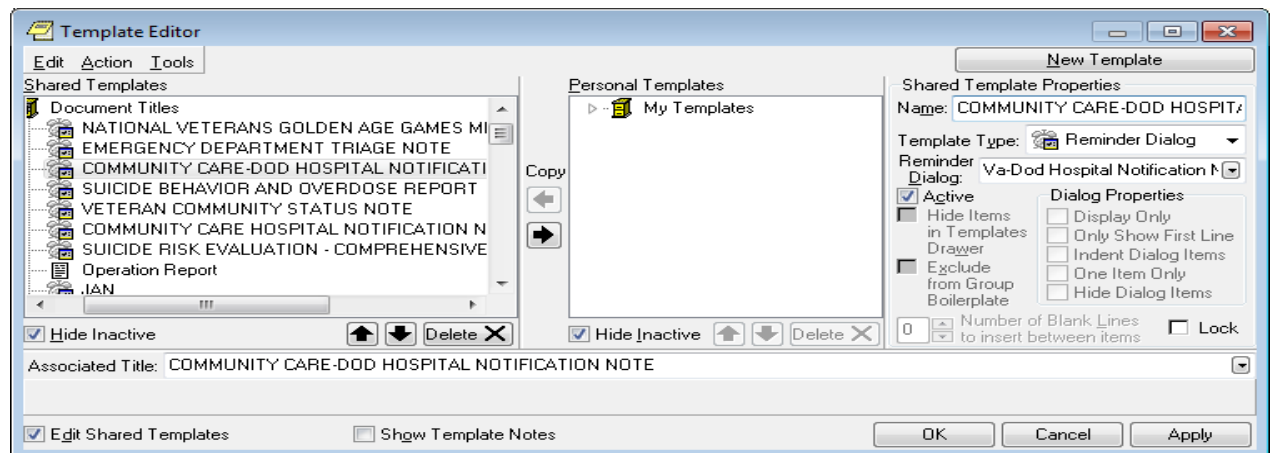
Name: COMMUNITY CARE-DOD HOSPITAL NOTIFICATION NOTE XXXX  
VHA Enterprise Standard Title: NONVA NOTE

*The “XXXX” is the 4 digit character abbreviation for the DOD Medical Treatment Facility.*

Comprehensive information on Creating Document Definitions can be found beginning on page 47 of the [TIU/ASU Implementation Guide](#).

You will need to connect the document definition to the reminder dialog VA-DOD HOSPITAL NOTIFICATION NOTE (D).

- Open Template Editor
- Click 'triangle' to left of Shared Templates to expand
- Select the Document Titles folder
- Choose New Template



- Type COMMUNITY CARE-DOD HOSPITAL NOTIFICATION NOTE in the Name box
- Click down arrow and Click on Reminder Dialog in Template Type Box
- Type VA-DOD HOSPITAL NOTIFICATION NOTE in Reminder Dialog box
- Type COMMUNITY-CARE-DOD HOSPITAL NOTIFICATION NOTE in the Associated Title.
- Click Apply
- Start a new progress note on a test patient and make sure the template is connected to the note title.

Coordinate connection of the note template to the note title with your local community care staff.

*NOTE: If you require further technical assistance, if there are any questions or problems during the installation, please notify your local IT support to log a national help desk ticket or contact the VA Service Desk and have them submit a national ticket to:*

*Category: Enterprise Applications*

*Subcategory: Applications*

*Enterprise Application: VistA - Clinical Reminders*

*Assignment Group: NTL SUP Clin 2*