# One Consult - Order to Consult - Radiology Consult Solution

# Community Care Imaging Orders to Consult Training Guide



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### **Revision History**

NOTE: The revision history cycle begins once changes or enhancements are requested after the document has been baselined.

Date	Revision	Description Author			
03/18/2019	1.0	Initial Release	AbleVets		

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# 1. Creating Community Care Consults as an Ordering Provider

To create a Community Care Consult as AUTO consults to be sent directly to Community Care from Radiology Orders, follow the steps listed below:

- 1. Log into CPRS as an Ordering Provider.
- 2. From the File menu, select Patient. The Patient Selection dialog box displays.

Figure 1: Patient Selection Dialog Box



- 3. From the Patients (All Patients) drop-down menu, select a patient.
- 4. Click **OK**. The patient file displays.

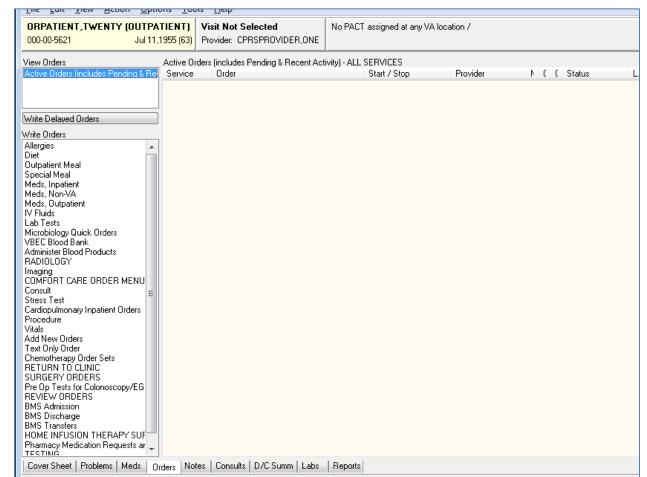


Figure 2: Patient File in CPRS

5. From the **Orders** tab, select **Imaging**. The **Location for Current Activities** dialog box displays.

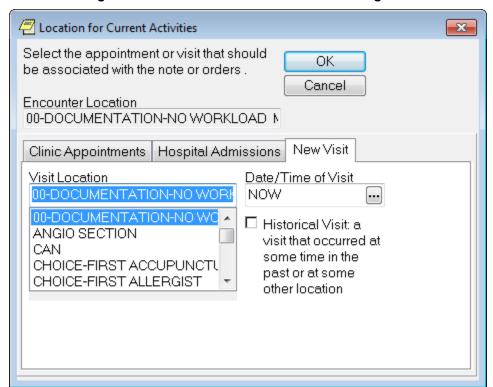


Figure 3: Location for Current Activities Dialog Box

- 6. In the **Visit Location** field, enter a location or select from the list.
- 7. Click **OK**. The **Order an Imaging Procedure** dialog box displays.

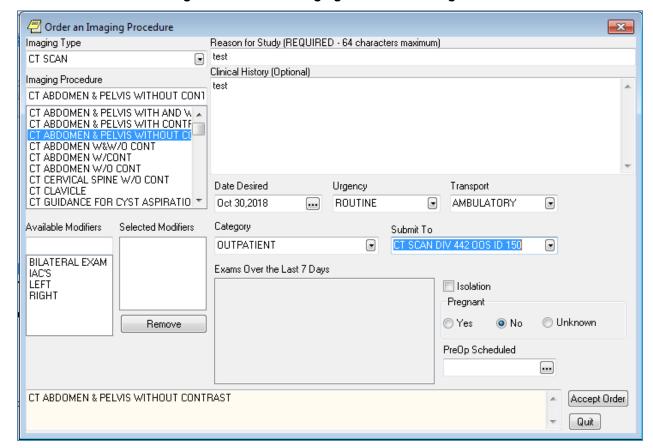


Figure 4: Order an Imaging Procedure Dialog Box

- 8. From the **Imaging Type** drop-down menu, select the image type.
- 9. Complete the remaining sections in the Imaging Procedure form.
- 10. Click **Accept Order** and **Quit**. The Unsigned Imaging Order displays in CPRS.

**NOTE:** Do not click **Quit** if you need to order additional Imaging Procedures that will be submitted to different locations. Enter each Imaging Procedure order and click Accept Order. Once you have entered all the Imaging Procedures, then you can click **Quit**.

Figure 5: Unsigned Imaging Order in CPRS



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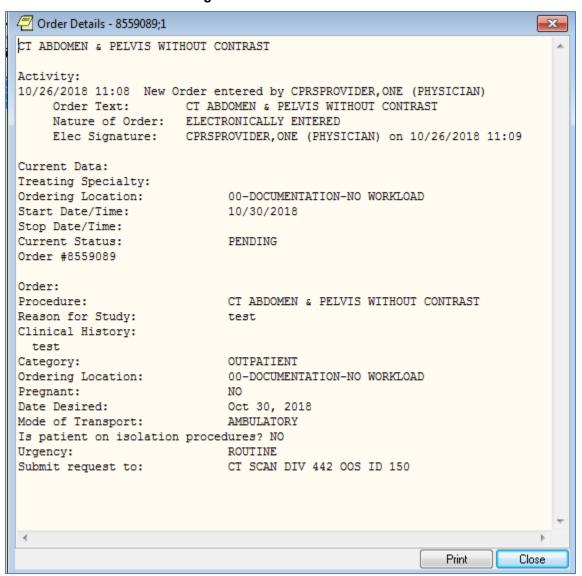
11. Right-click the imaging order(s) and sign the order(s).

Figure 6:

<b>ORPATIENT, TWENTY (OUTPA</b> 000-00-5621 Jul 11,	DNW Oct 26,18 11:06 Provider: CPRSPROVIDER,ONE	No PACT assigned at any VA location /						
View Orders Active Orders (includes Pending & Re-		ders (includes Pending & Recent Act Order CT ABDOMEN & PELVIS WITH CONTRAST		SERVICES   Start / Stop   Start: 10/30/18	Provider Cprsprovider,One	N	С С	Status pending

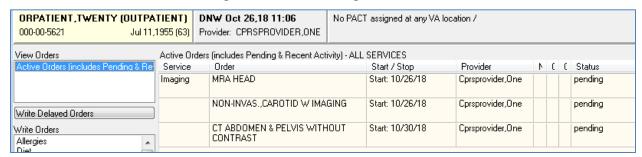
12. Double click on **Order Details**. The **Order Details** window displays.

Figure 7: Order Details Window



- 13. Click **Print** or **Close**.
- 14. Make two additional orders and sign them.

Figure 8: Additional Signed Orders



## 2. Placing Imaging Orders on Hold

1. From the main radiology menu, select **Hold a Request**.

Figure 9: Hold a Request Menu Option

REF Refer Selected Requests to COMMUNITY CARE Provider Cancel a Request Detailed Request Display Hold a Request Log of Scheduled Requests by Procedure Pending/Hold Rad/Nuc Med Request Log Print Rad/Nuc Med Requests by Date Print Selected Requests by Patient Rad/Nuc Med Procedure Information Look-Up Request an Exam Schedule a Request Update a Hold Request Ward/Clinic Scheduled Request Log You have PENDING ALERTS Enter "VA to jump to VIEW ALERTS option You've got PRIORITY mail! Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: HOLD a Requ est

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2. Select the patient that you are working on in CPRS.

**Figure 10: Patient Information** 

Select PATIENT NAME: ORPATIENT, TWENTY 7-11-55 000005621 NO NSC VETERAN CD

WARNING: You may have selected a test patient.

Enrollment Priority: Category: IN PROCESS End Date:

\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from AUG 11,2010

Enter <RETURN> to continue.

3. Select one of the orders and select a reason.

Figure 11: Selected Order

\*\*\*\* Requested Exams for ORPATIENT, TWENTY \*\*\*\* 3 Requests Height Weight St Urgency Procedure / (Img. Loc.) Desired Requester Req'g Loc ROUTINE CT ABDOMEN & PELVIS WITHO 10/30/2018 CPRSPROVIDE 00-DOCUMENT 1 р (CT SCAN DIV 442 00S ID ) 00-DOCUMENT ROUTINE MRA HEAD 10/26/2018 CPRSPROVIDE (MRI DIV 442 00S ID 151) ROUTINE NON-INVAS., CAROTID W IMAG 10/26/2018 CPRSPROVIDE 00-DOCUMENT 3 (ULTRASOUND DIV 442 00S ) Select Request(s) 1-3 to Hold or '^' to Exit: Exit// 2 Select HOLD REASON: TESTING ?? Select HOLD REASON: 22 NO SHOW Synonym: CAN ...will now 'HOLD' selected request(s)... ...MRA HEAD held...

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4. In CPRS, refresh the patient to show the order is now on hold.

Figure 12: Order Hold Status Displayed



### 3. Placing Orders in Scheduled

1. From the main radiology menu, select Schedule a Request.

Figure 13: Schedule a Request Menu Option

RFF Refer Selected Requests to COMMUNITY CARE Provider Cancel a Request Detailed Request Display Hold a Request Log of Scheduled Requests by Procedure Pending/Hold Rad/Nuc Med Request Log Print Rad/Nuc Med Requests by Date Print Selected Requests by Patient Rad/Nuc Med Procedure Information Look-Up Request an Exam Schedule a Request Update a Hold Request Ward/Clinic Scheduled Request Log You have PENDING ALERTS Enter "VA to jump to VIEW ALERTS option You've got PRIORITY mail! Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: SCHEdule a Request

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2. Select the patient that you are working on in CPRS.

**Figure 14: Patient Information** 

Select PATIENT NAME: ORPATIENT, TWENTY 7-11-55 000005621 NO
NSC VETERAN CD
WARNING: You may have selected a test patient.
Enrollment Priority: Category: IN PROCESS End Date:

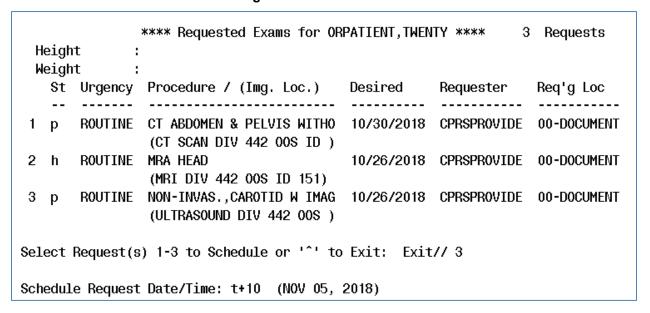
\*\*\* Patient Requires a Means Test \*\*\*

Primary Means Test Required from AUG 11,2010

Enter <RETURN> to continue.

3. Select the imaging order and enter a date (and time if required).

Figure 15: Selected Order



4. In CPRS, refresh the patient to show the order is now in **Scheduled** status.

Figure 16: Scheduled Status

ORPATIENT, TWENTY (OUTPATIENT) VI		Visit Not Selected	No PACT assigned at any VA location /					
000-00-5621 Jul 11,1955 (63) Provide		Provider: CPRSPROVIDER,ONE						
View Orders		ders (includes Pending & Recent Act	ivity) - ALL SERVICES					
Active Orders (includes Pending & Re	Service	Order	Start / Stop	Provider	N	C	(	Status
	Imaging	Hold MRA HEAD	Start: 10/26/18 11:29	Cprsprovider,One				hold
Write Delayed Orders		NON-INVAS.,CAROTID W IMA	GING Start: 11/05/18	Cprsprovider,One				scheduled
Write Orders Allergies	1	CT ABDOMEN & PELVIS WITH CONTRAST	HOUT Start: 10/30/18	Cprsprovider,One				pending

# 4. Creating Community Care Consults as a Radiology Technician

1. Log into VistA as a Radiology Technician and, from the **Radiology/Nuclear Med Order Entry Menu**, select **REF**, and then select the patient:

Figure 17: REF Option

Select Radiology/Nuclear Med Order Entry Menu <TEST ACCOUNT> Option: ref Refer Selected Requests to COMMUNITY CARE Provider Select PATIENT NAME: ORPATIENT, TWENTY 000005621 NO 7-11-55 NSC VETERAN WARNING: You may have selected a test patient. Enrollment Priority: Category: IN PROCESS End Date: \*\*\* Patient Requires a Means Test \*\*\* Primary Means Test Required from AUG 11,2010 Enter <RETURN> to continue. MEANS TEST REQUIRED Means Test required for workload credit. Type <Enter> to continue or '^' to exit:

2. From the list of pending requests, select the correct procedure(s). Notice that all pending, hold, or scheduled requests, for this patient, display and are available to be referred to community care.

Figure 18: List of Pending Requests

SELECT FROM IMAGING ORDERS

PATIENT NAME SSN PROCEDURE

DATE DESIRED DATE ORDERED ORDERING PROVIDER

IMAGING LOCATION REQUEST STATUS

1. ORPATIENT, TWENTY \*\*\*\*\*5621 MRA HEAD

OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

MRI DIV 442 008 ID 151 HOLD

2. ORPATIENT, TWENTY \*\*\*\*\*5621 CT ABDOMEN & PELVIS WITH

OCT 30, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

CT SCAN DIV 442 00S ID 150 PENDING

3. ORPATIENT, TWENTY \*\*\*\*\*5621 NON-INVAS., CAROTID W IMA

OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE

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ULTRASOUND DIV 442 00S ID 115 SCHEDULED

Select NUMBER of ORDER to be REFERRED to COMMUNITY CARE: (1-3): 2

You selected number 2

3. Select the Justification for Community Care.

Figure 19: Justification for Community Care

S <u>ELECT</u> <u>ONE</u> <u>OF</u>	THE FOLLOWING:
1	VA FACILITY DOES NOT PROVIDE THE REQUIRED SERVICE
2	VETERAN CANNOT SAFELY TRAVEL TO VA FACILITY DUE TO
MEDICAL REASON	
3	VETERAN CANNOT TRAVEL TO VA FACILITY DUE TO GEOGRAPHICAL
INACCESSIBILITY	
4	VA FACILITY CANNOT TIMELY PROVIDE THE REQUIRED SERVICE
5	U <u>NUSUAL OR EXCESSIVE TRAVEL BURDEN</u>
ENTER RESPONSE:	
<u> </u>	

**NOTE:** If the sex of the patient is male and the imaging type is mammography, Mammography will automatically be the default selection within VistA. If the sex of the patient is female and the imaging type selected is mammography, you will be prompted to answer the following additional question:

Select one of the following

- 1. Diagnostic Mammography
- 2. Screening Mammography

**NOTE:** Note that if #2 is chosen, it will ask you for a medical reason:

Figure 20: Medical Reason

ENTER RESPONSE: 2 VETERAN CANNOT SAFELY TRAVEL TO VA FACILITY DUE TO MEDICAL

**REASON** 

MEDICAL REASON: BROKEN LEG

CONSULT WITH UCID: 442 884085 HAS BEEN CREATED

4. From the File menu within CPRS, select Refresh Patient Information.

Figure 21: Refreshed Patient Information

ORPATIENT, TWENTY (OUTPATIENT) Visit		Visit Not Selected	No PACT assigned at any VA location /						
000-00-5621 Jul 11	,1955 (63)	Provider: CPRSPROVIDER,ONE							
iew Orders Active Orders (includes Pending & Recent Activity) - ALL SERVICES									
Active Orders (includes Pending & Re	Service	Order		Start / Stop	Provider	N.	(	(	Status
	Imaging	Hold CT ABDOMEN & PELVIS WITHOUT CONTRAST		Start: 10/26/18 12:58	Cprsprovider,One				hold
Write Delayed Orders		Hold MRA HEAD		Start: 10/26/18 11:25	Cprsprovider,One				hold
Write Orders	,	NON-INVAS.,CAROTID W IMAI	GING	Start: 11/05/18	Cprsprovider,One				scheduled
Allergies									
Diet Outpatient Meal Special Meal	Consults	COMMUNITY CARE-IMAGING Cons Consultant's Choice	CT-AUTO	Start: 10/26/18 12:58	Cprsprovider,One				pending

**NOTE:** You can see that the imaging order that was just converted to a consult is now on hold, and a consult order has been created.

5. Navigate to the VistA roll-and-scroll and redisplay the imaging orders for the patient.

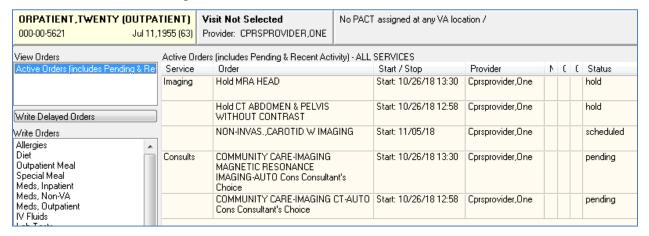
Figure 22: Imaging Orders

SELECT FROM IMAGING ORDERS PATIENT NAME SSN **PROCEDURE** DATE DESIRED DATE ORDERED ORDERING PROVIDER IMAGING LOCATION REQUEST STATUS ORPATIENT, TWENTY \*\*\*\*5621 MRA HEAD OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE MRI DIV 442 008 ID 151 HOLD. 2. ORPATIENT, TWENTY \*\*\*\*5621 NON-INVAS., CAROTID W IMA OCT 26, 2018 OCT 26, 2018 CPRSPROVIDER, ONE ULTRASOUND DIV 442 00S ID 115 **SCHEDULED** Select NUMBER of ORDER to be REFERRED to COMMUNITY CARE: (1-2):

**NOTE:** You can see that there are now only two orders left for conversion to consults, and the imaging order that was previously processed, and is on hold, does not show

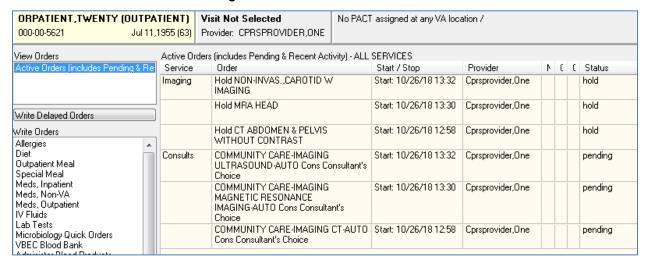
- 6. Select one of the above imaging orders, and enter any **Justification for Community** Care.
- 7. Go back to CPRS and refresh the patient.

Figure 23: Refreshed Patient Information



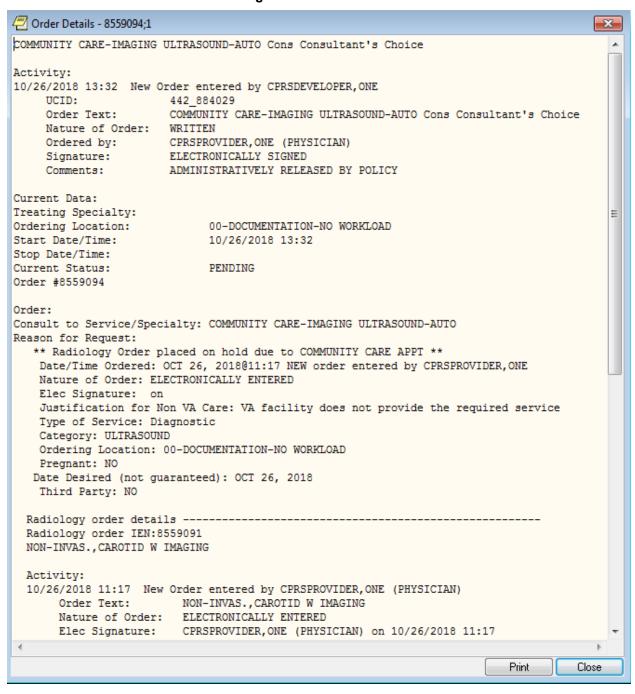
8. Repeat steps 6, 7, and 8 on the last imaging order, then refresh the patient again in CPRS.

Figure 24: Refreshed Patient Data



9. You can double-click on any one of the Consult orders to show details.

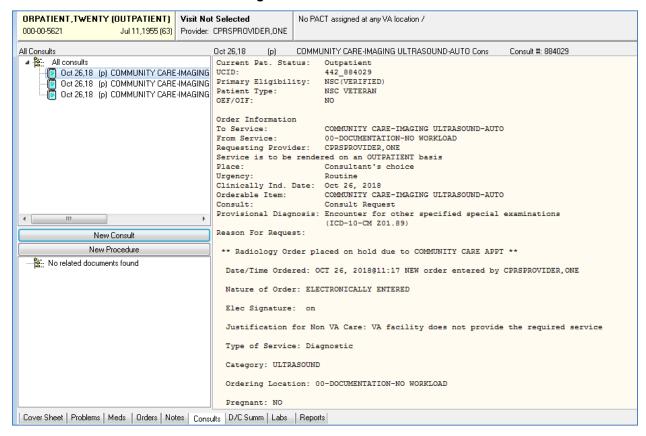
Figure 25: Order Details



**NOTE:** The original radiology order is embedded in the Consult order detail

10. Then go to the **Consults** tab and click on any consult in the left-hand panel to show the Consult Detail.

Figure 26: Consult Detail



11. At the bottom of the **Consult Detail** you will see that a comment has been added which contains tags that are headed by #COI#; these are tags that are used by CDW when importing data for use in national reports.

Figure 27: Tags Displayed



12. These CDW tags will vary depending upon the **Justification for Community Care** option chosen. The first four options on this menu give the following tags:

Figure 28: Justification for Community Care: VA facility does not provide the required service:

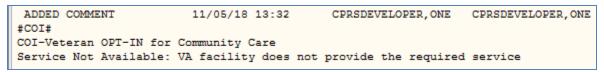


Figure 29: Justification for Community Care: Veteran cannot safely travel to VA facility due to medical reason

```
ADDED COMMENT 11/05/18 13:35 CPRSDEVELOPER, ONE CPRSDEVELOPER, ONE #COI#
COI-Veteran OPT-IN for Community Care
UXB-Unusual or excessive travel burden
MED-Medical condition:
BROKEN LEG
```

Figure 30: Justification for Community Care: Veteran cannot travel to VA facility due to geographical inaccessibility

ADDED COMMENT	11/13/18 09:04	CPRSDEVELOPER, ONE	CPRSDEVELOPER, ONE
#COI#			
COI-Veteran OPT-IN for	Community Care		
Distance: Veteran live	s more than Drive Time	Standard (DTS) from	any VA facility with a FT PCP $$

Figure 31: Justification for Community Care: VA facility cannot timely provide the required service

```
ADDED COMMENT 11/13/18 09:05 CPRSDEVELOPER,ONE CPRSDEVELOPER,ONE #COI#
COI-Veteran OPT-IN for Community Care
Wait Time: VA appointment is greater than Wait Time Standard (WTS) from CID
```

13. If Justification for Community Care: Unusual or excessive travel burden is chosen a sub-menu appears.

Figure 32: Sub-menu

```
UNUSUAL OR EXCESSIVE TRAVEL BURDEN

SELECT ONE OF THE FOLLOWING:

UNUSUAL OR EXCESSIVE TRAVEL BURDEN

SELECT ONE OF THE FOLLOWING:

1 GEOGRAPHICAL CHALLENGES
2 ENVIRONMENTAL FACTORS
3 MEDICAL CONDITION
4 NATURE OR SIMPLICITY OF SERVICES

SELECT REASON FOR UNUSUAL OR EXCESSIVE TRAVEL BURDEN: 1 - GEOGRAPHICAL CHALLENGES
```

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14. The following CDW tags will then be created.

#### Figure 33: Geographical Challenges

ADDED COMMENT	11/06/18 13:36	CPRSPROVIDER, ONE	CPRSPROVIDER, ONE					
#COI#								
COI-Veteran OPT-IN for	Community Care							
UXB-Unusual or excess:	UXB-Unusual or excessive travel burden							
GEO-Geographical Chall	lenges:							
Mountain road blocked								

#### Figure 34: Environmental Factors:

ADDED COMMENT	11/21/18 13:02	CPRSDEVELOPER, ONE	CPRSDEVELOPER, ONE			
#COI#						
COI-Veteran OPT-IN fo	r Community Care					
UXB-Unusual or excessive travel burden						
ENV-Environmental fac	tors:					
Snow on the mountain						

### Figure 35: Medical Condition:

ADDED COMMENT	11/21/18 13:26	CPRSDEVELOPER, ONE	CPRSDEVELOPER, ONE					
#COI#								
COI-Veteran OPT-IN for	Community Care							
UXB-Unusual or excessi	UXB-Unusual or excessive travel burden							
MED-Medical condition:								
I'm tired OK?								

### Figure 36: Nature or Simplicity of Services:

ADDED COMMENT	11/21/18 13:34	CPRSDEVELOPER, ONE	CPRSDEVELOPER, ONE				
#COI#							
COI-Veteran OPT-IN for	Community Care						
UXB-Unusual or excessive travel burden							
Nature or simplicity of services:							
Test Nature or Simplic	ity						

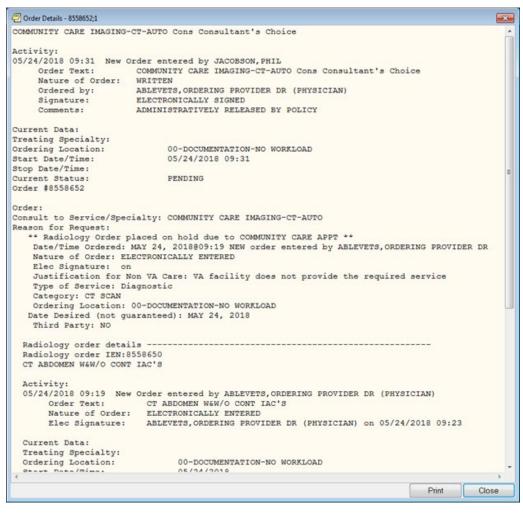
**NOTE:** On any of the options above where an explanation is entered, the field can be three (3) to 240 characters in length. If the length of the text is greater than 74 characters, for it to be readable in CPRS, the text will be broken down into two (2) or more lines. The text will be broken on a word, never in the middle of a word. Below is an example of the output:

#### JUSTIFICATION FOR COMMUNITY CARE:

VETERAN CANNOT SAFELY TRAVEL TO VA FACILITY DUE TO MEDICAL REASON THE PATIENT FELL DOWNSTAIRS AND BROKE HIS LEG. HE IS CURRENTLY USING CRUTCHES TO GET AROUND, BUT HE IS UNABLE TO GET INTO A VEHICLE. ETC, ETC, ETC, ETC, ETC, ETC, ETC, ETC.

```
COMMENT AND CDW TAG:
#COI#

COI-VETERAN OPT-IN FOR COMMUNITY CARE
VETERAN CANNOT SAFELY TRAVEL TO VA FACILITY DUE TO MEDICAL REASON
THE PATIENT FELL DOWNSTAIRS AND BROKE HIS LEG. HE IS CURRENTLY USING
CRUTCHES TO GET AROUND, BUT HE IS UNABLE TO GET INTO A VEHICLE. ETC, ETC,
```



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Figure 37: Order Details

15. Click **Print** or **Close**.