CPRS List Manager

Bulk Parameter Editor for Notifications

User Guide

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Department of Veterans Affairs
Office of Information and Technology (OIT)

Revision History

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

Place latest revisions at top of table.

Date	Revision	Description	Author
09/2019	1.0	Initial version	BPEN Team

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1.   Introduction

The Bulk Parameter Editor for Notifications (BPEN) is a new List Manager option distributed in patch OR*3.0*500. It allows users to view and edit multiple Order Entry Results Reporting (OERR)/CPRS notification parameter settings simultaneously.

It utilizes naming conventions and editing of Kernel Parameters. Refer to the Kernel Parameters Tools Supplement for additional information to understand parameter management.

Definitions from the Kernel Developer's Guide*:*

Parameter: The actual name under which values are stored
Entity: A level at which you can define a parameter
Instance: Used when more than one value may be assigned to a given entity/parameter
                              combination
Value: Assigned to every parameter for the entities allowed in the parameter definition

NOTE: Using a number pad for entering numbers is <u>not</u> recommended; in some cases, an error is generated when using a number pad.

1.1.   Bulk Parameter Editor for Notifications

A new menu option is located on the "Notification Mgmt Menu" [ORB NOT COORD MENU] entitled "Bulk Parameter Editor for Notifications" [ORB3 LM 1 MAIN MENU].

```
    1      Enable/Disable Notifications
    2      Erase Notifications
    3      Set Urgency for Notifications (GUI)
    4      Set Deletion Parameters for Notifications
    5      Set Default Recipient(s) for Notifications
    6      Set Default Recipient Device(s) for Notifications
    7      Set Provider Recipients for Notifications
    8      Flag Orderable Item(s)to Send Notifications
    9      Archive(deete) after <x> Days
   10      Forward Notifications ...
   11      Set Delays for Unverified Orders ...
   13      Send Flagged Orders Bulletin
   14      Determine Recipients for a Notification
   15      Display Patient Alerts and Alert Recipients
   16      Enable or Disable Notification System
   17      Display the Notifications a User Can Receive
   18      Bulk Parameter Editor for Notifications ...<-New menu option
```
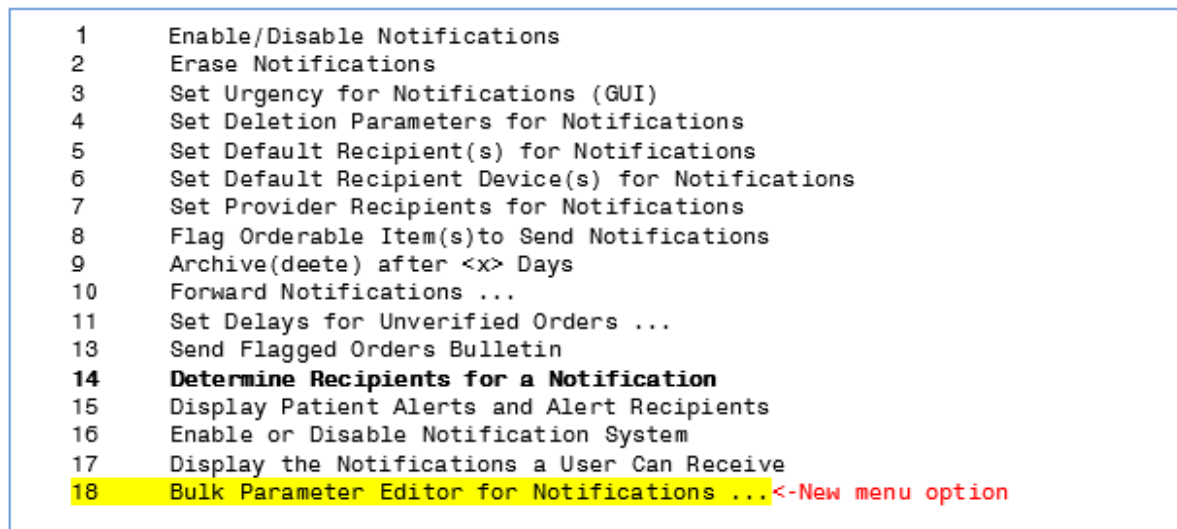
Figure 1: Notification Mgmt Menu.

1.   Select 18 to display the Bulk Parameter Editor for Notifications.

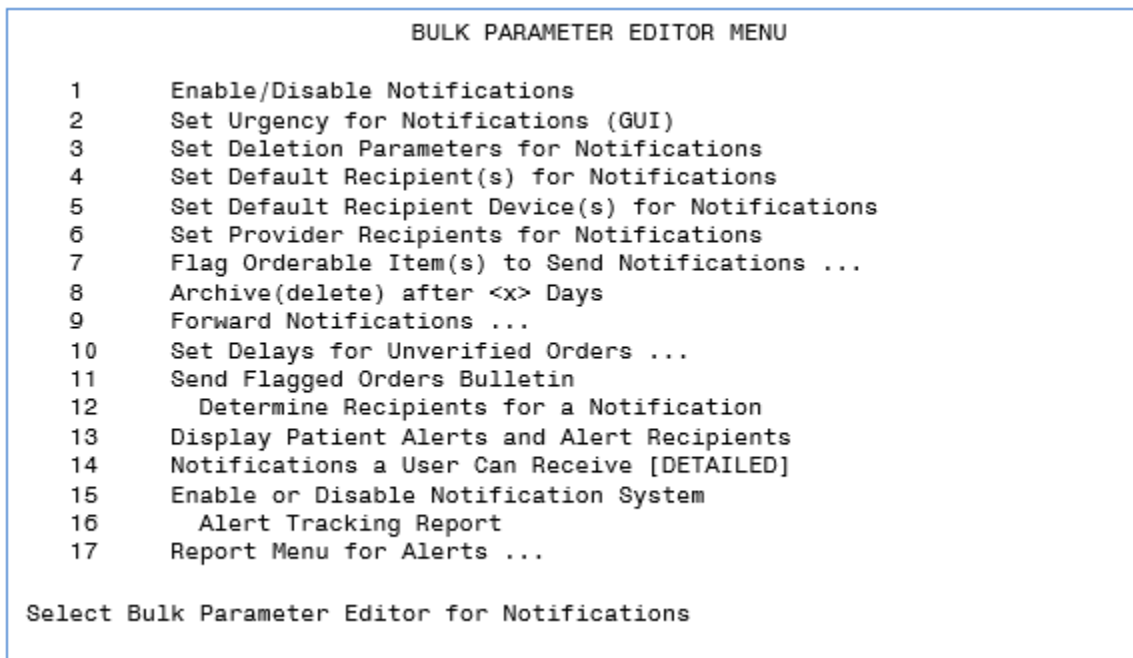This new Bulk Parameter Editor Menu displays 17 new Notification options:

```
                    BULK PARAMETER EDITOR MENU

     1       Enable/Disable Notifications
     2       Set Urgency for Notifications (GUI)
     3       Set Deletion Parameters for Notifications
     4       Set Default Recipient(s) for Notifications
     5       Set Default Recipient Device(s) for Notifications
     6       Set Provider Recipients for Notifications
     7       Flag Orderable Item(s) to Send Notifications ...
     8       Archive(delete) after <x> Days
     9       Forward Notifications ...
     10      Set Delays for Unverified Orders ...
     11      Send Flagged Orders Bulletin
     12        Determine Recipients for a Notification
     13      Display Patient Alerts and Alert Recipients
     14      Notifications a User Can Receive [DETAILED]
     15      Enable or Disable Notification System
     16        Alert Tracking Report
     17      Report Menu for Alerts ...


Select Bulk Parameter Editor for Notifications
```

Figure 2: Bulk Parameter Editor Menu.

NOTE: In reference to the Notifications Mgmt Menu and the Bulk Parameter Editor Menu options, although some menu options appear to be duplicates, they are not the same:

- Notifications Mgmt Menu: Options on this menu are used to turn notifications on or off for a single provider.

- Bulk Parameter Editor Menu: Options on this menu allow users to view and edit multiple notification parameter settings simultaneously.

2. Select 1- Enable/Disable Notifications to display the Entity Selection screen (for more information, refer to Section 3.3).

```
Processing Flag may be set for the following;

          1      User              [choose via ListManager]
          2      Team  (OE/RR)     [choose via ListManager]
          3      Service           [choose via ListManager]
          4      Location          [choose via ListManager]
          5      Division          [choose via ListManager]
          6      System            [CPRS32.FO-SLC.MED.VA.GOV]

Enter selection:
```
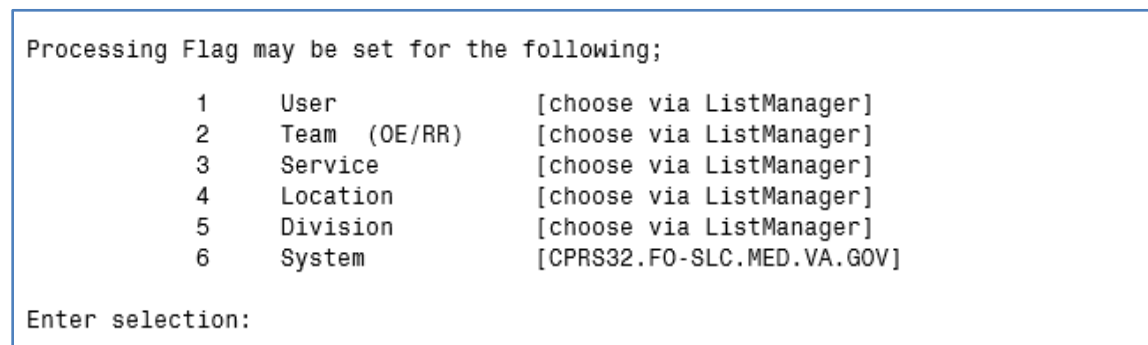
Figure 3: Entity Selection screen

3. Set Default Recipient(s) for Notification:

```
Notification Regular Recipients may be set for the following:


        1     User           [choose via ListManager]

        2     Team (OE/RR)   [choose via ListManager]


Enter selection:
```

Figure 4: Set Default Recipient(s) for Notification

2.   Parameter Manager — The List Manager Interface

```
Parameter Manager          Sep 11, 2019@09:45:39          Page    1  of   5
                    Parameter: NOTIFICATION REGULAR RECIPIENTS
                    Entity: TEAM (OE/RR) [choose via Add/Remove
         Instance

  1      ABNL IMAGING RESLT, NEEDS ATTN
  2      ABNORMAL LAB RESULT (INFO)
  3      ABNORMAL LAB RESULTS (ACTION)
  4      ADMISSION
  5      ANATOMIC PATHOLOGY RESULTS
  6      APPOINTMENT REQUEST CANCELLED
  7      CONSULT/PROC INTERPRETATION
  8      CONSULT/REQUEST CANCEL/HOLD
  9      CONSULT/REQUEST RESOLUTION
  10     CONSULT/REQUEST UPDATED
  11     CRITICAL LAB RESULT (INFO)
  12     CRITICAL LAB RESULTS (ACTION)
  13     DC ORDER
  14     DEA AUTO DC CS MED ORDER
  15     DEA CERTIFICATE EXPIRED
  •          Enter ?? for more actions
     Edit Instance Value              Add/Remove/View Entities
     View Instance Value(s)           Show All Instances
                                      Quit
  Select Action:Next Screen//
```

Figure 5: Parameter Manager: List Manager Interface.

2.1.   Parameter Manager — List Manager Interface Actions

4. **Edit Instance Value:** Allows one to all* instances in the list to be edited. The appropriate values are automatically available for selection when editing an instance value.

   This action is the default List Manager action. To select many instances (>76), enter EDIT and then enter a range (3-8) or list of numbers (3,6,8-10).

5. **View Instance Value(S):** Displays all the current ENTITIES and the values currently set for the INSTANCE.

6. **Add/Remove/View Entities:** Starts the Entity Management List Manager application.

7. **Show All Instances:** Displays all instance values of a SINGLE ENTITY type such as SYSTEM level.

3. Entity Management — The List Manager Interface

```
Entity Management          Jan 07, 2019@07:03:20       Page:    1 of    0
                           User [NEW PERSON] List

      Entity_____
                                <NONE>












              Enter ?? for more actions
         Add Entity                              Remove Entity
         Clear Entity List                       View Entity Details
                            Quit
Select Action: Quit//
```

Figure 6: Entity Management — List Manager Interface.

3.1.   List Manager Interface Actions

8. **Add Entity:** Allows entities to be added from the appropriate file to the list for editing. All entities in the list are edited simultaneously from the Parameter Manager. Press <ENTER> to finish adding entries.

9. **Remove Entity:** Allows entities to be removed from the list for editing. One or more entries may be removed at a time.

10. **Clear Entity List:** Removes all entities from the list at one time.

11. **View Entity Details:** Displays all the current INSTANCE(S) and the values currently set for the ENTITY.

12. **Quit:** Exits the Entity Management List Manager interface.

3.2.   Adding Entities to the List Automatically

When editing a PARAMETER at the ENTITY level for the USER/NEW PERSON file, there is additional functionality to make bulk editing of users and Notification Parameters easier:

1. At the **Parameter Manager**, select VIEW INSTANCE VALUE(S) to see all the current values for an instance. At the end of the page, you will be prompted:

    ```
    Press <ENTER> to continue, 'A', 'S', or '^ to exit
    ```

2. Entering a "?" and pressing <ENTER> will display the help text:

```
Press <ENTER> to continue displaying the list.
Press 'ˆ' to exit displaying the list.
Selecting 'A' will add ALL of the users in this list as ENTITIES.
Selecting 'S' will add SOME of the users based on the selected
parameter value.
```

3. Entering 'A' and pressing <ENTER> will add ALL entities that have a value set for the instance to automatically be added to the ENTITY MANAGER LIST for editing.

4. Entering 'S' and pressing <ENTER> will then prompt for a parameter value. All entities with the selected value will automatically be added to the ENTITY MANAGER LIST for editing.

5. Once 'A' or 'S' have been selected (with a value as needed), you will automatically be taken to the ENTITY MANAGEMENT application displaying the current list.

IMPORTANT NOTE: This action only ADDS entities to the list. Entities already on the list will remain.

3.3. Example of the Existing Method of Parameter Editing

Parameter=Processing Flag
Entity=User (CPRS,PROVIDER)
Instance=Notification (ABNL IMAGING RESLT, NEEDS ATTN)
Value=Enabled

```
Processing Flag may be set for the following:

    1    User         USR    [choose from NEW PERSON]
    2    Team (OE/RR) OTL    [choose from OE/RR LIST]
    3    Service      SRV    [choose from SERVICE/SECTION]
    4    Location     LOC    [choose from HOSPITAL LOCATION]
    5    Division     DIV    [choose from INSTITUTION]
    6    System       SYS    [Your system.MED.VA.GOV]

Enter selection: 1  User    NEW PERSON
Select NEW PERSON NAME:    CPRS,PROVIDER           KC          COMPUTER
SPECIAL
IST

------------- Setting Processing Flag  for User: CPRS,PROVIDER -----------
--
Select Notification:    ABNL IMAGING RESLT, NEEDS ATTN

Notification: ABNL IMAGING RESLT, NEEDS ATTN//   ABNL IMAGING RESLT, NEEDS
ATTN
   ABNL IMAGING RESLT, NEEDS ATTN
Value: Enabled//
```

Figure 7: Example of Existing Method of Parameter Editing.

NOTE: Using the existing method allows only ONE user to be edited for ONE Notification. The BPEN walkthrough will edit the same Notification [ABNL IMAGING RESLT, NEEDS ATTN] below.

3.4. Example Walkthrough – Bulk Parameter Editor for Notifications (BPEN)

3.5. Enable/Disable Notifications -- Processing Flag (PARAMETER):

Once a Notification **Parameter** has been selected for editing, the desired **Entity** level must be selected. There are up to 6 levels available for a Notification Parameter. The available levels will be shown for each Notification Parameter.

```
Processing Flag may be set for the following:

    1     User            [choose via ListManager]
    2     Team (OE/RR)     [choose via ListManager]
    3     Service          [choose via ListManager]
    4     Location         [choose via ListManager]
    5     Division         [choose via ListManager]
    6     System           [your system.MED.VA.GOV]

Enter selection:  1
```

Figure 8:Processing flag Displaying Available Levels.

13. When a level displays **[choose via ListManager]**, it indicates that the Notification Parameter ENTITY may be set for one or more INSTANCES at a time. This is the main new feature of the BPEN.

14. Levels that display a value, typically the "System" level, indicate that only a single ENTITY may be edited at a time.

15. Once a level has been selected, the main Parameter Manager screen displays via List Manager.

NOTE: Observe the current Parameter [PROCESSING FLAG] and Entity [USER] displayed in the title area of the display. Entities must be added via another List Manager display before any Processing Flag values may be edited. In this example, the entities needed are USERS.

```
Parameter Manager        Jan 07, 2019@06:40:48        Page:   1 of  5
                      Parameter: PROCESSING FLAG
                   Entity: USER [choose via Add/Remove]
         Instance_____|_____

-
1       ABNL IMAGING RESLT, NEEDS ATTN
2       ABNORMAL LAB RESULT (INFO)
3       ABNORMAL LAB RESULTS (ACTION)
4       ADMISSION
5       ANATOMIC PATHOLOGY RESULTS
6       APPOINTMENT REQUEST CANCELLED
7       CONSULT/PROC INTERPRETATION
8       CONSULT/REQUEST CANCEL/HOLD
9       CONSULT/REQUEST RESOLUTION
10      CONSULT/REQUEST UPDATED
11      CRITICAL LAB RESULT (INFO)
12      CRITICAL LAB RESULTS (ACTION)
13      DC ORDER
14      DEA AUTO DC CS MED ORDER
15      DEA CERTIFICATE EXPIRED
16      DEA CERTIFICATE REVOKED
+          Enter ?? for more actions
     Edit Instance Value                  Add/Remove/View Entities
     View Instance Value(s)               Show All Instances
                                               Quit
Select Action: Next Screen// ADD
```

Figure 9: Processing Flag, Entity: User.

16. Entering ADD/REMOVE/VIEW ENTITIES navigates to another List Manager display for Entity Management.

3.6.   Entity Management

```
 Entity Management          Jan 07, 2019@07:03:20          Page:    1 of    0
                                User [NEW PERSON] List


       Entity_____
                                     <NONE>











          Enter ?? for more actions
       Add Entity                              Remove Entity
       Clear Entity List                       View Entity Details
                           Quit
 Select Action: Quit//
```

Figure 10: List Manager Display for Entity Management.

Currently, the list is empty:

1. To ADD ENTITY, you may add a group of users to the ENTITY list by Team, Service, Division or All active users.

2. If you select Team, Service, or Division, you will be prompted to enter the name of a Team, Service or Division, and the names associated with the ENTITY will be added to the list automatically.

3. You may add multiple Teams or Divisions. Each time you enter a new ENTITY, the names will be added to the list automatically and you will return to the Entity Management List Manager interface.

4. If you choose All, all active CPRS users will be added to the list automatically, you will return to the Entity Management List Manager interface, and all the names will be listed.

5. You may add more users, by selecting add Entity.

The example below demonstrates addition of multiple users based on selection of a Service.

1. After you select 'S,' and then enter the name of the SERVICE/SECTION, all the names of the users associated with the SERVICE/SECTION will be added automatically to the Entity List and you will be returned to the Entity List.

```
Select Action: Quit// AD   Add Entity

Add USERS to the ENTITY List by Team, Service, Division, or ALL? NO// ?

Enter a code from the list.

        Select one of the following:

        A          All Active CPRS Users
        D          DIVISION
        S          SERVICE
        T          TEAM
        N          Nope


Add USERS to the ENTITY List by Team, Service, Division, or ALL? NO// S

Select SERVICE/SECTION NAME: MEDICINE
```

Figure 11: Adding Multiple Users to the Entity List.

2. If you enter NO to the "Add USERS to the ENTITY List by Team, Service, Division, or ALL? NO//," you will proceed to "Enter NEW PERSON:" and may add one or more NEW PERSON names to the entity list.

```
Enter NEW PERSON: ?
 Answer with NEW PERSON NAME, or INITIAL, or SSN, or VERIFY CODE, or
     NICK NAME, or SERVICE/SECTION, or DEA#, or VA#, or ALIAS, or NPI
 Do you want the entire NEW PERSON List? N  (No)

Enter NEW PERSON:    CPRS,PROVIDER          KC          COMPUTER SPECIALIST

Enter NEW PERSON: CPRSNURSE,ONE             TCN         NURSE

Enter NEW PERSON:
```

Figure 12: Enter NEW PERSON screen.

3.6.1. New Entity List

```
Entity Management          Jan 07, 2019@07:51:05        Page:    1 of    1
                              User [NEW PERSON] List

        Entity_____
1       CPRS,PROVIDER
2       CPRSNURSE,ONE




                Enter ?? for more actions

        Add Entity                              Remove Entity
        Clear Entity List                       View Entity Details
                                Quit
Select Action: Quit//
```

Figure 13: Add Users to Entity List.

IMPORTANT NOTE: Add as many users to the list as desired.

When you "Quit," you will return to the Parameter Manager List Manager interface.

The next steps display the new functionality of the Bulk Parameter Editor for Notifications (BPEN).

1. Enter EDIT to change the instance value of the users from the ENTITY list.

```
Parameter Manager        Jan 07, 2019@07:58:35        Page:    1 of    5
                          Parameter: PROCESSING FLAG
                       Entity: USER [choose via Add/Remove]
             Instance
1        ABNL IMAGING RESLT, NEEDS ATTN
2        ABNORMAL LAB RESULT (INFO)
3        ABNORMAL LAB RESULTS (ACTION)
4        ADMISSION
5        ANATOMIC PATHOLOGY RESULTS
6        APPOINTMENT REQUEST CANCELLED
7        CONSULT/PROC INTERPRETATION
8        CONSULT/REQUEST CANCEL/HOLD
9        CONSULT/REQUEST RESOLUTION
10       CONSULT/REQUEST UPDATED
11       CRITICAL LAB RESULT (INFO)
12       CRITICAL LAB RESULTS (ACTION)
13       DC ORDER
14       DEA AUTO DC CS MED ORDER
15       DEA CERTIFICATE EXPIRED
16       DEA CERTIFICATE REVOKED
+          Enter ?? for more actions
       Edit Instance Value                    Add/Remove/View Entities
       View Instance Value(s)                 Show All Instances
                                              Quit
Select Action: Next Screen// edit    Edit Instance Value
Select Instance(s) (1-76): 1
[EDIT] Multiple Values and/or Entries Selected.
Value: ?

Code indicating processing flag for the entity and notification.

       Select one of the following:

           M          Mandatory
           E          Enabled
           D          Disabled

Value: Enabled

Updating entries...DONE!

Press <ENTER> to continue.
```

Figure 14:Example of changing the instance Value.

In the example above, note that only Instance 1 (ABNL IMAGING RESLT, NEEDS ATTN) was selected and the value was ENABLED. Both users from the ENTITY List Manager application had their Notification Parameter edited to ENABLED.

IMPORTANT NOTE: ALL instance values in the list may be edited at one time. Instead of entering just 1, you may enter any number of instances in a list or range of numbers or both. Example: 1-5,9,15-20

```
Select Action: Next Screen// edit   Edit Instance Value

Select Instance(s) (1-76): 1-5,9,15-20
[EDIT] Multiple Values and/or Entries Selected.
Value: Enabled

Updating entries...DONE!

Press <ENTER> to continue.
```

Figure 15: Editing Instance Values.

2. To see the results, go back to ADD/REMOVE VIEW ENTITIES. Enter VIEW ENTITY DETAILS and select 1.

```
Detailed settings for:  CPRS,PROVIDER

Instance                                    User        [System]
ABNL IMAGING RESLT, NEEDS ATTN              Enabled     [Enabled]
ABNORMAL LAB RESULT (INFO)                  Enabled     [Disabled]
ABNORMAL LAB RESULTS (ACTION)               Enabled     [Enabled]
ADMISSION                                   Enabled     [Disabled]
ANATOMIC PATHOLOGY RESULTS                  Enabled     [Enabled]
CONSULT/REQUEST RESOLUTION                  Enabled     [Enabled]
DEA CERTIFICATE EXPIRED                     Enabled     [Disabled]
DEA CERTIFICATE REVOKED                     Enabled     [Enabled]
DECEASED PATIENT                            Enabled     [Enabled]
DISCHARGE                                   Enabled     [Disabled]
DNR EXPIRING                                Enabled     [Enabled]
ERROR MESSAGE                               Enabled     [Disabled]




Press <ENTER> to continue or '^' to exit.
```

Figure 16: Results of updating all Instances to Enabled.

All 12 Instances (Notification Parameters) have been updated at once to Enabled from selecting 1-5,9,15-20 for the selected users in the Entity Management List.

IMPORTANT NOTE: You may compare the USER setting values to the SYSTEM setting values. When you change the value of a setting for an Entity, only the values for that Entity will be changed. In the above example, only the setting values were changed for the USER level Entity.

# 4.	Notifications a User can Receive [DETAILED]

A new option, Notifications a User can Receive [DETAILED], has been added to the Bulk Parameter Editor for Notifications menu option. It was added to evaluate notifications sent to a user. It provides details that are NOT included in the 'Display the Notifications a User Can Receive' option on Coordinators Notification Mgmt Menu.

The new option evaluates all Teams and Divisions as well as User, System and Package. Location is not evaluated by either this option or the original option. The new option prompts for a user/recipient then processes each notification to determine if and why the user will receive the notification. This information is then displayed. The precedence hierarchy is determined based on the Notification Processing Matrix (in APPENDIX B) of the CPRS Technical Manual updated November 2018).

The report may be displayed in three formats: Condensed, Detailed or Basic Report.

```
                    BULK PARAMETER EDITOR MENU

    1       Enable/Disable Notifications
    2       Set Urgency for Notifications (GUI)
    3       Set Deletion Parameters for Notifications
    4       Set Default Recipient(s) for Notifications
    5       Set Default Recipient Device(s) for Notifications
    6       Set Provider Recipients for Notifications
    7       Flag Orderable Item(s) to Send Notifications ...
    8       Archive(delete) after <x> Days
    9       Forward Notifications ...
    10      Set Delays for Unverified Orders ...
    11      Send Flagged Orders Bulletin
    12        Determine Recipients for a Notification
    13      Display Patient Alerts and Alert Recipients
    14      Notifications a User Can Receive [DETAILED]
    15      Enable or Disable Notification System
    16        Alert Tracking Report
    17      Report Menu for Alerts ...

Select Bulk Parameter Editor for Notifications <TEST ACCOUNT> Option:
```
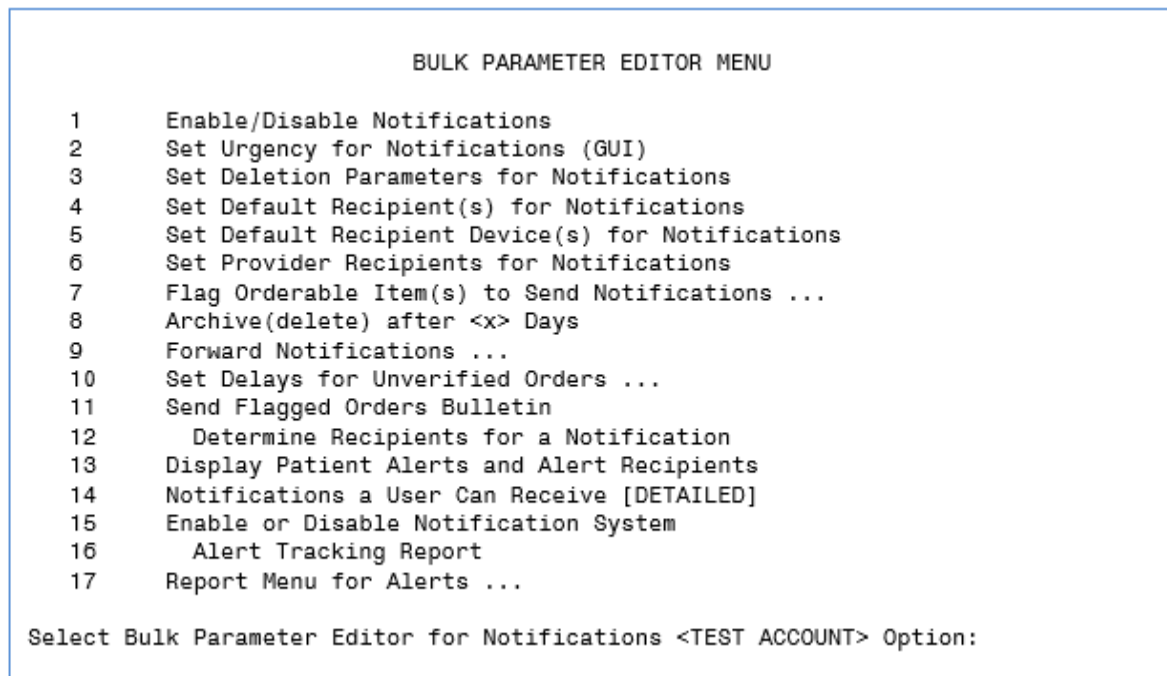
Figure 17: Bulk Parameter Editor Menu.

Enter the name of the USER to display their notification list. There are three report formats: Condensed, Detailed, or Basic Report. Select Condensed. At the DEVICE: HOME// prompt, you may enter a device or host file. If you want to display the report without page breaks, enter ;9999.

Condensed Report below displays the name of the Notifications, Status and Why the user is receiving the Notification.

```
Enter NEW PERSON: CAC,USER//    CPRSPROVIDER,EIGHT              PHYSICIAN
Condensed, Detailed, or Basic Report? B// C    Condensed
DEVICE: HOME// ;;9999

                  Notification List for CPRSPROVIDER,EIGHT

Notification                    Status Why                                  .
ABNL IMAGING RESLT, NEEDS ATTN    ON     RFR OR*3*350 TEAM is MANDATORY
ABNORMAL LAB RESULT (INFO)        ON     TEAM CPRS is MANDATORY
ABNORMAL LAB RESULTS (ACTION)     ON     TEAM CPRS is MANDATORY
ADMISSION                         OFF    User value is DISABLED
ANATOMIC PATHOLOGY RESULTS        ON     SALT LAKE CITY HCS is MANDATORY
APPOINTMENT REQUEST CANCELLED     ON     CAMP MASTER is MANDATORY
CONSULT/PROC INTERPRETATION       ON     Service value is MANDATORY
CONSULT/REQUEST CANCEL/HOLD       OFF    User value is DISABLED
CONSULT/REQUEST RESOLUTION        OFF    User value is DISABLED
CONSULT/REQUEST UPDATED           ON     TEAM CPRS is MANDATORY
CRITICAL LAB RESULT (INFO)        ON     System value is MANDATORY
CRITICAL LAB RESULTS (ACTION)     ON     SALT LAKE CITY HCS is MANDATORY
DC ORDER                          OFF    User value is DISABLED
DEA AUTO DC CS MED ORDER          OFF    User value is DISABLED
DEA CERTIFICATE EXPIRED           OFF    User value is DISABLED
DEA CERTIFICATE REVOKED           OFF    User value is DISABLED
DECEASED PATIENT                  OFF    User value is DISABLED
DISCHARGE                         OFF    User value is DISABLED
DNR EXPIRING                      OFF    User value is DISABLED
```

Figure 18: Condensed Notification List Report.

Detailed Report displays All ENTITIES regardless of whether a Processing Flag value is assigned.

```
Enter NEW PERSON: CAC,USER//    CPRSPROVIDER,EIGHT           PHYSICIAN
Condensed, Detailed, or Basic Report? B// D   Detailed
DEVICE: HOME// <ENTER>

                    Notification List for CPRSPROVIDER,EIGHT

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNL IMAGING RESLT, NEEDS ATTN                        D              E
 Team: RFR OR*3*350 TEAM                                   M
        TEAM CPRS                                          D
 Division: CAMP MASTER
          SALT LAKE CITY HCS

                                      ON RFR OR*3*350 TEAM is MANDATORY.
                                      ===================================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNORMAL LAB RESULT (INFO)                            D              D   M
 Team: RFR OR*3*350 TEAM
        TEAM CPRS                                          M
 Division: CAMP MASTER
          SALT LAKE CITY HCS                                       D

                                      ON TEAM CPRS is MANDATORY.
                                      ==========================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNORMAL LAB RESULTS (ACTION)                         D        M     E
 Team: RFR OR*3*350 TEAM
        TEAM CPRS                                          M
 Division: CAMP MASTER
          SALT LAKE CITY HCS                                       D

                                      ON TEAM CPRS is MANDATORY.
                                      ==========================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ADMISSION                                             D        E     D
 Team: RFR OR*3*350 TEAM
        TEAM CPRS
 Division: CAMP MASTER
          SALT LAKE CITY HCS                                       E

                                      OFF User value is DISABLED.
                                      ===========================
```

Figure 19: Detailed Notification List Report.

Basic Report displays only the ENTITIES assigned a Processing Flag.

```
Enter NEW PERSON: CAC,USER//    CPRSPROVIDER,EIGHT              PHYSICIAN
Condensed, Detailed, or Basic Report? B// B    Basic
DEVICE: HOME// <ENTER>

                    Notification List for CPRSPROVIDER,EIGHT

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNL IMAGING RESLT, NEEDS ATTN                        D                 E
 Team: RFR OR*3*350 TEAM                                   M
        TEAM CPRS                                          D

                                        ON RFR OR*3*350 TEAM is MANDATORY.
                                        ===================================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNORMAL LAB RESULT (INFO)                            D               D   M
 Team: TEAM CPRS                                           M
 Division: SALT LAKE CITY HCS                                     D

                                           ON TEAM CPRS is MANDATORY.
                                           ==========================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ABNORMAL LAB RESULTS (ACTION)                        D        M       E
 Team: TEAM CPRS                                          M
 Division: SALT LAKE CITY HCS                                    D

                                           ON TEAM CPRS is MANDATORY.
                                           ==========================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ADMISSION                                            D        E       D
 Division: SALT LAKE CITY HCS                                    E

                                         OFF User value is DISABLED.
                                         ============================

Notification                                      USR/TEAM/SRV/DIV/SYS/PKG
ANATOMIC PATHOLOGY RESULTS                           D                 E
 Division: SALT LAKE CITY HCS                                    M

                                        ON SALT LAKE CITY HCS is MANDATORY.
                                        ===================================
```

Figure 20: Basic Notification List Report.

5.   Alert Tracking Report

```
                        BULK PARAMETER EDITOR MENU

        1       Enable/Disable Notifications
        2       Set Urgency for Notifications (GUI)
        3       Set Deletion Parameters for Notifications
        4       Set Default Recipient(s) for Notifications
        5       Set Default Recipient Device(s) for Notifications
        6       Set Provider Recipients for Notifications
        7       Flag Orderable Item(s) to Send Notifications ...
        8       Archive(delete) after <x> Days
        9       Forward Notifications ...
        10      Set Delays for Unverified Orders ...
        11      Send Flagged Orders Bulletin
        12        Determine Recipients for a Notification
        13      Display Patient Alerts and Alert Recipients
        14      Notifications a User Can Receive [DETAILED]
        15      Enable or Disable Notification System
        16        Alert Tracking Report
        17      Report Menu for Alerts ...

Select Bulk Parameter Editor for Notifications <TEST ACCOUNT> Option:
```

Figure 21: Bulk Parameter Editor Menu.

This option was added to generate raw Alert data and populates the data into eight data fields delimited by a coma.
IEN,RECIPIENT,TITLE,SERVICE,TIME,DATE,NOTIFICATION,DIVISION[LOCATION]

5.1.   Alert Tracking Report Description:

- Suggest limiting the length of the date range to manage the size of the report.

- If sites select a data range of more than 5 - 10 days and choose to render the data to the screen, their screen may be occupied for 30 minutes or more depending on the date range and the amount of notifications.

- Sites may consider using a spool device if:
    - their facility has set up a spool device
    - they want to expand the size of the date range
    - they want to preserve the report in a document without rendering the report to the screen.

- If sites choose to log their report to a text file and upload the report to Excel using the "From Text/CSV" wizard, they should break the link created between the text file and Excel before distributing the spreadsheet.

The new option prompts for report start and end dates and may be sent to a device or host file, a mail message, or both. If the date range generates a significant amount of data, a task number will display.

Whether you send the data to a device or an email message, it can be uploaded into an excel spreadsheet and further manipulated via pivot tables.

```
Select Bulk Parameter Editor for Notifications <TEST ACCOUNT> Option: 16  Alert
Tracking Report


This report will return all TIU and OE/RR notifications for the entered date range.
Select Beginning DATE: May 19, 2019//t-2  (JUN 16, 2019)
          Ending DATE: Jun 18, 2019// t  (JUN 18, 2019)


The report may be sent to a Device, Mail Message, or Both.

     (D)evice
     (M)ail Message
     (B)oth
Enter Selection: DEVICE// b  BOTH


The report must be sent to a VA.GOV e-mail address.
Enter address: CPRSPROVIDER,EIGHT@va.gov
Sending report to the following e-mail address:  EIGHT.CPRSPROVIDER@va.gov
Is this correct? YES//
DEVICE: HOME//
Creating report...done.

Sending email...on its way ...here is your task #: 570533
```

Figure 22: Alert Tracking Report Prompts.

1. **Device:** If you send the data to a device or a host file, it will look like the below example.

Note:

- You may set up your *terminal* and *device* to display 255 characters to avoid line-wrapping

- You may also capture the report into a file by setting up a logging file, Starting the logging after entering the device parameters: DEVICE: 0;255;9999 and then Stopping the logging after the report prints to the screen

- Upload the data into an excel spreadsheet using one of the training examples on the View Alert Pulse.

- Each data field is delimited by a coma

- If a data field is blank (see first line of data below), there will be two comas

- If the order or note associated with the alert has been deleted, the DIVISION [LOCATION] data field will display: Data No Longer Available

```
IEN,RECIPIENT,TITLE,SERVICE,TIME,DATE,NOTIFICATION,DIVISION [LOCATION]
163945,"DOC,ONE",,INFORMATION RESOURCE MGMT,12:59,"Jun 21, 2019",NEW ORDER,CAMP MASTER [20 MINUTE]
163946,"DOC,TWO",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,13:00,"Jun 21, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
163954,"DOC,FOUR",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,14:30,"Jun 22, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
163963,"DOC,FIVE",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,13:30,"Jun 23, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
163971,"DOC,SIX",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,08:38,"Jun 24, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
163972,"DOC,SEVEN",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,10:00,"Jun 24, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
163974,"DOC,EIGHT",COMPUTER SPECIALIST,INFORMATION SYSTEMS CENTER,15:00,"Jun 24, 2019",ORDER REQUIRES ELEC SIGNATURE,CAMP MASTER [BCMA]
```

Figure 23: Example of Alert Tracking Report.

2. **Mail Message:** If you send the report to an OUTLOOK email message, the screen capture below is what you will see in the email message.

3. Place your cursor on the blue line and click on Restore Line Breaks
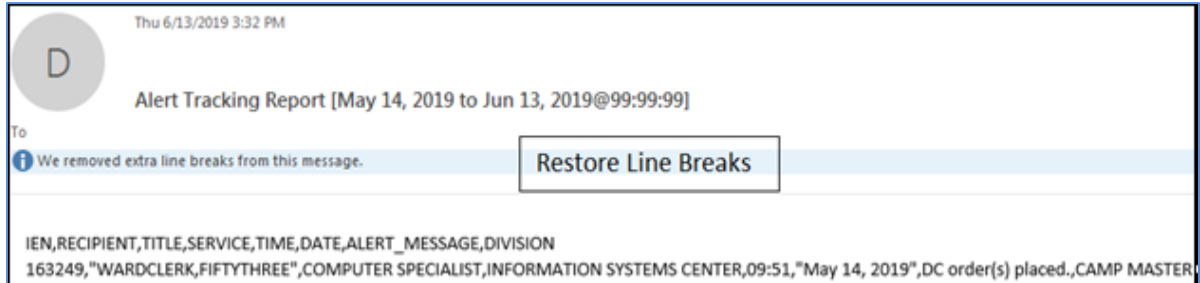

Figure 24: Example of email message for report sent to Outlook.

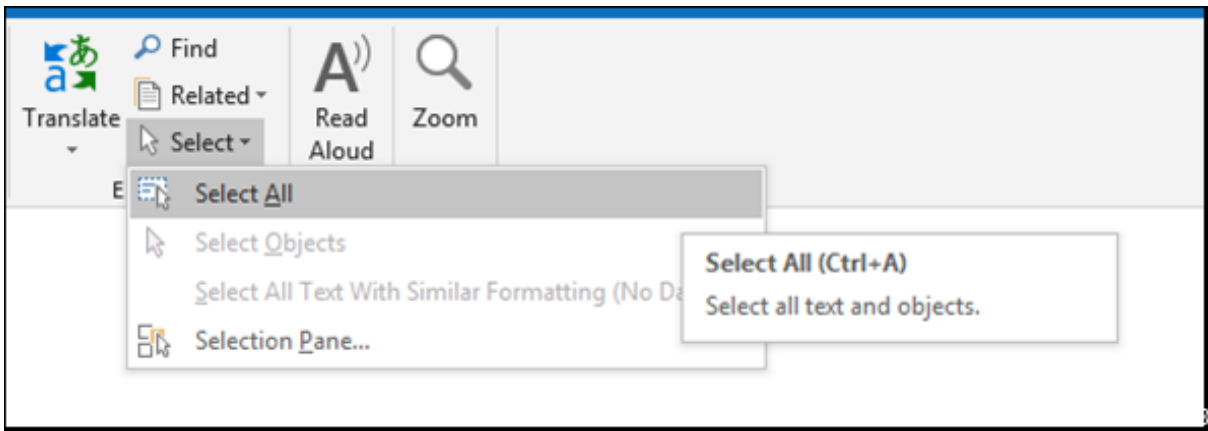4. If you want to upload this data to a spreadsheet, click on select all and copy.

Figure 25: Example of capturing the data in the email.

5. Paste the copied report into Notepad

6. Save the text file where you can retrieve it easily.

7. To import the text file into Excel, refer to the training:

https://www.vapulse.va.gov/docs/DOC-229793

6. Report Menu for Alerts

The Report Menu for Alerts [XQAL REPORTS MENU] was added to the Bulk Parameter Editor for Notifications menu option for ease of access. This is a Kernel menu option and includes five options that provide useful functionality for trouble-shooting View Alerts. For additional information about the Report Menu for Alert functionality, refer to the Kernel 8.0 and Kernel Toolkit 7.3 Technical Manual, Section 5.3.1 Kernel, and then search for the desired Report Menu option. Included below is a list of the five options accessible on the Report Menu for Alerts [XQAL REPORTS MENU].

- Critical Alerts Count Report [XQAL CRITICAL ALERT COUNT]

- List Alerts for a user from a specified date [XQAL ALERT LIST FROM DATE]

- Patient Alert List for specified date [XQAL PATIENT ALERT LIST]

- User Alerts Count Report [XQAL USER ALERTS COUNT]

- View data for Alert Tracking file entry [XQAL VIEW ALERT TRACKING ENTRY]