

ENTERING RESEARCH PROGRESS NOTE IN CPRS
Step by step instructions

1. Log into CPRS
2. Select the patient's Name (can be accessed by typing the first letter of their last name and last four numbers of their social security #)
3. Select the notes Tab
4. Click on "New Note", a box called "Location for Current Activities" will pop up, then click on "New Visit"

Location for Current Activities

Select the appointment or visit that should be associated with the note or orders .

Encounter Location
< Select a location from the tabs below.... >

OK
Cancel
Date Range...

Clinic Appointments | Hospital Admissions | **New Visit**

Clinic Appointments / Visits (T-90 thru T)

Location	Date/Time	Status
Flumasscampaign	Oct 15, 2008 13:09	Checked Out
Audiology New Albert	Sep 30, 2008 13:00	Cancelled By Clinic
Audiology New Haney	Sep 25, 2008 10:30	Cancelled By Clinic
Chaplain-Group	Aug 12, 2008 08:40	Action Required

5. Select "Research Study" or other study specific clinic location under "Visit Location" Then click on the "Historical Visit" box.

Location for Current Activities

Select the appointment or visit that should be associated with the note or orders .

Encounter Location
RESEARCH STUDY Oct 20,08 08:53

OK
Cancel

Clinic Appointments | Hospital Admissions | **New Visit**

Visit Location

RESEARCH STUDY
RESEARCH SUN-COPD-A
RESEARCH TMS ADMIT EMORY (NC
RESEARCH TOPIRAMATE PILOT-E
RESEARCH VACS 5-VA
RESIDENTIAL CARE
RESPIRATORY THERAPY

NOW ...

☐ Historical Visit: a visit that occurred at some time in the past or at some other location (possibly non-VA) but is not used for workload credit.

6. Click on the 3 dots next to “now”, and enter the date and time the research encounter took place as shown above, then click “OK”
7. The “Progress Notes Properties” box will pop up
8. Select the appropriate Progress Note Title (refer to research note titles) and click on “OK”

Progress Note Properties

Progress Note Title:
 RESEARCH CONSENT PROGRESS NOTE
 RESEARCH TELEPHONE NOTE
 RESEARCH STUDY TERMINATION NOTE
 INTERDISCIPLINARY PATIENT EDUCATION NOTE <INTERDISCIPLINARY PATIENT EDUCATION NOTE - 1010M TRIAGE - (PARENT)

Date/Time of Note: Oct 20, 2008@09:01 ...

Author: Aguayo, Margie P - HEALTH SCIENCE SPECIALIST

OK Cancel

Location for Current Activities

Select the appointment or visit that should be associated with the note or orders .

Encounter Location
 RESEARCH STUDY Jul 7, 2008@08:00

Clinic Appointments Hospital Admissions New Visit

Visit Location
 RESEARCH STUDY
 RESEARCH SUN-COPD-A
 RESEARCH TMS ADMIT EMORY (NC)
 RESEARCH TOPIRAMATE PILOT-E
 RESEARCH VACS 5-VA
 RESIDENTIAL CARE
 RESPIRATORY THERAPY

Jul 7, 2008@08:00 ...

☒ Historical Visit: a visit that occurred at some time in the past or at some other location (possibly non-VA) but is not used for workload credit.

OK Cancel

9. The template for the note title selected will come up on the screen (next page)

Time: RESEARCH CONSENT PROGRESS NOTE

Documentation For Purposes of Research

*☒ ORIGINAL Consent ☐ RE-CONSENT

... (Must be the same date that consent was signed)

Study Title:

This study involves (study purpose)?

The subject meets preliminary qualifications to participate in the research study: *☐ Yes ☐ No

After the subject read the consent form, the following was discussed with the subject:

- ☐ Study-related procedures
- ☐ Potential benefits and risks of the research
- ☐ - Alternatives to study participation
- ☐ - Contact information of the study staff to call for questions/concerns
- ☐ - Voluntary consent and participation
- ☐ - The right to withdraw at any time after signing the consent
- ☐ - All questions were answered, and he/she verbalizes understanding of study procedures

The subject agreed to participate in the study: *☐ Yes ☐ No

If refused to participate, provide the reason:

The consent was signed by ☐ Subject ☐ Other

If other is checked, explain here:

Consent form signed on: Date and Time: *

Consent Form approval date: *

The consent was obtained by: *

* Indicates a Required Field Preview OK Cancel

10. Complete all required fields in the template.

11. Be sure to enter the study title exactly as it appears in the consent form

12. After completing the note, click on preview to review the note. Edit as needed and then close the “Dialog Preview” box.

Dialog Preview

Documentation For Purposes of Research

ORIGINAL Consent

Jul 7,2008@08:00 (Must be the same date that consent was signed)

Study Title: TEST STUDY

This study involves (study purpose)?
This study involves an investigational drug for Hypertension

The subject meets preliminary qualifications to participate in the research study: Yes

After the subject read the consent form, the following was discussed with the subject:
Study-related procedures, Potential benefits and risks of the research, - Alternatives to study participation, - Contact information of the study staff to call for questions/concerns, - Voluntary consent and participation, - The right to withdraw at any time after signing the consent

The subject agreed to participate in the study: Yes

If refused to participate, provide the reason:

The consent was signed by Subject

If other is checked, explain here:

Consent form signed on: Date and Time: Jul 7,2008@08:00

Consent Form approval date: Dec 4,2007

The consent was obtained by: Margie Aguayo

Name of the witness to the subject's signature: Jane Doe

HIPPA Authorization was signed and dated by study participant: Yes

If NO, explain why:

The subject received a copy of:

Signed and dated Informed Consent Form Yes

HIPPA Authorization signed and dated Yes

HIPPA Revocation Form Yes

If NO, explain why:

Close

13. After closing the preview box, click “OK”. The note will disappear.

14. Go to “Action” on the tool bar (see below), and select the “sign note now” option

