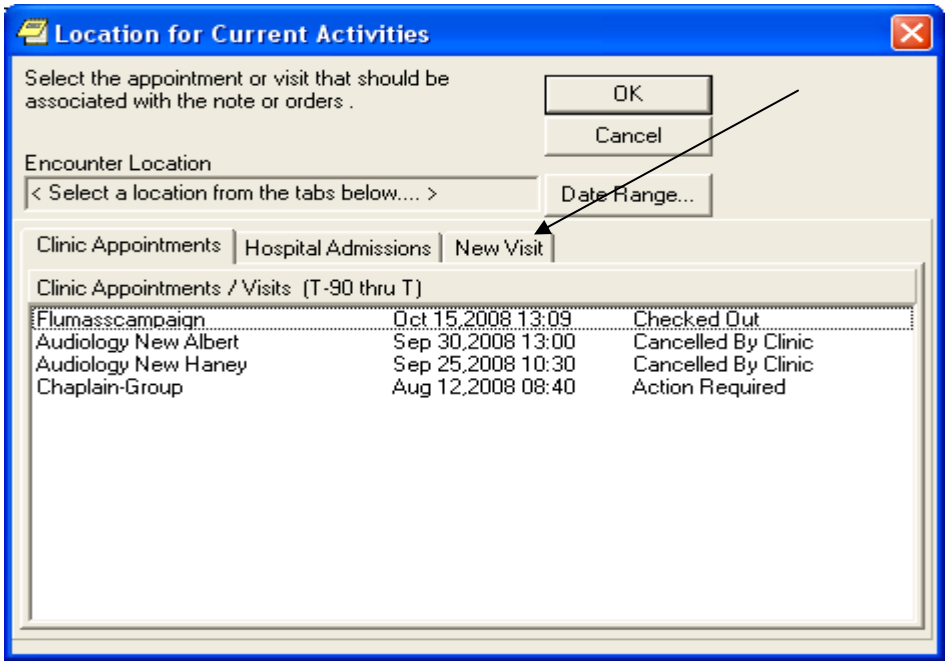
ENTERING RESEARCH PROGRESS NOTE IN CPRS
Step by step instructions

1. **Log into CPRS**

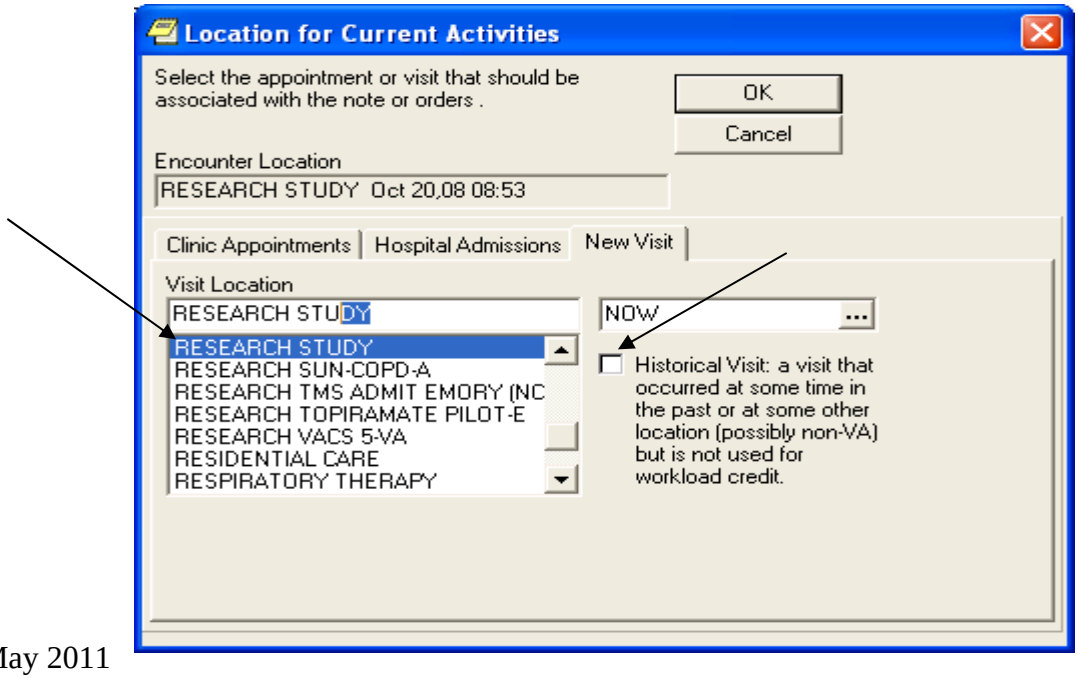
2. **Select the patient's Name (can be accessed by typing the first letter of their last name and last four numbers of their social security #)**

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"**



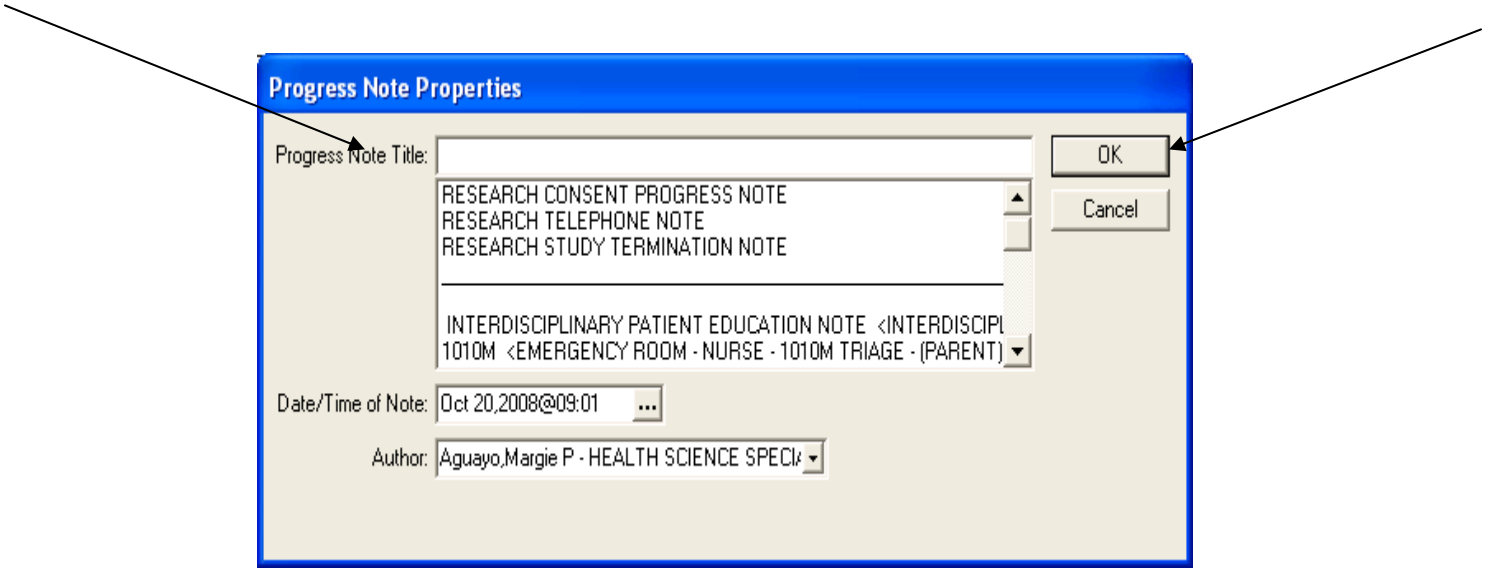
5. **Select "Research Study" or other study specific clinic location under "Visit Location" Then click on the "Historical Visit" box.**

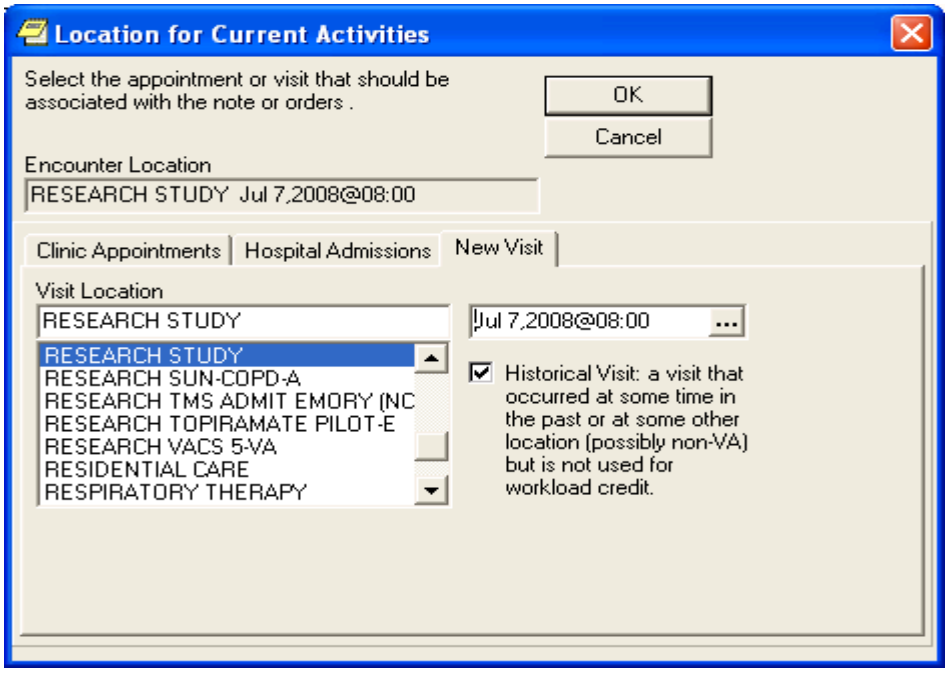


6. **Click on the 3 dots next to “now”, and enter the date and time the research encounter took place as shown above, then click “OK”**

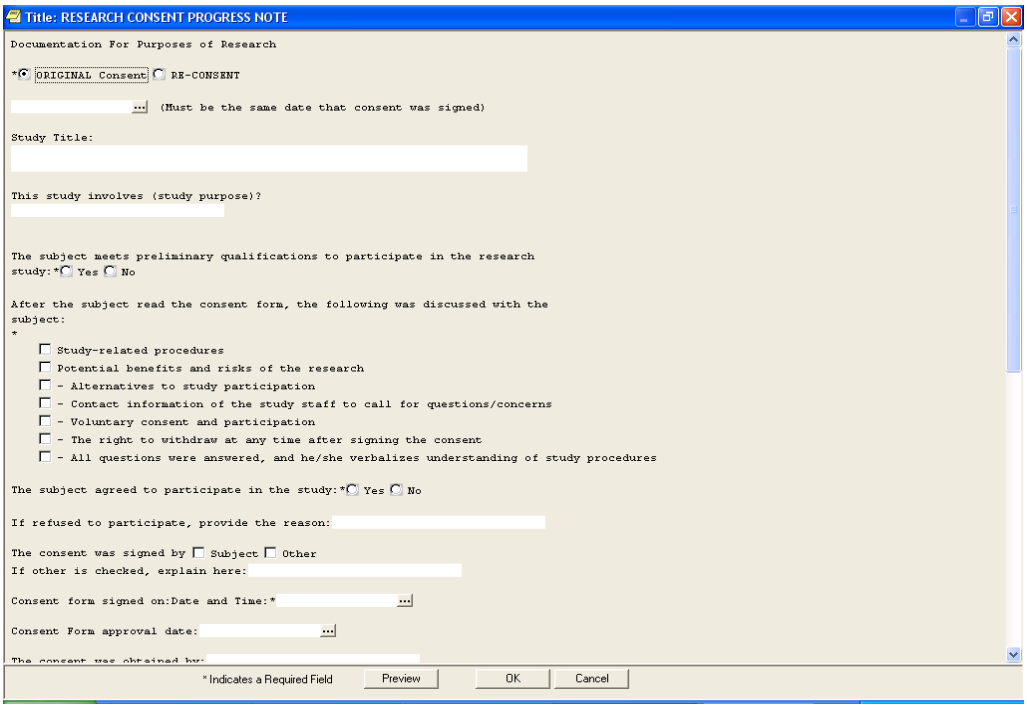
7. **The “Progress Notes Properties” box will pop up**

8. **Select the appropriate Progress Note Title (refer to research note titles) and click on “OK”**





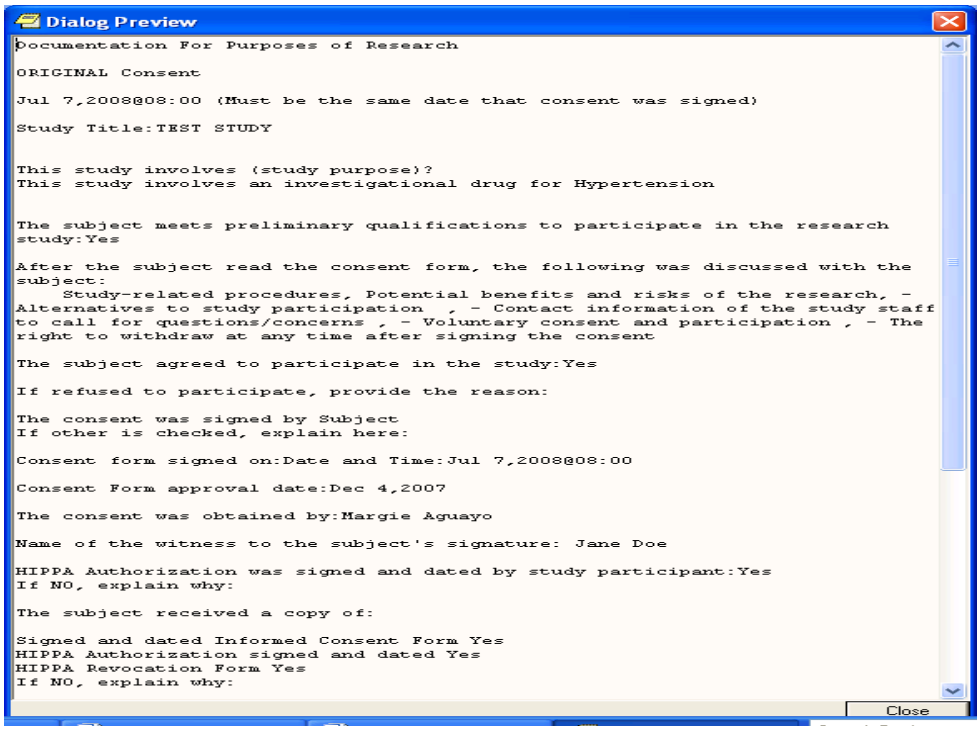
9. **The template for the note title selected will come up on the screen (next page)**



10. **Complete all required fields in the template.**

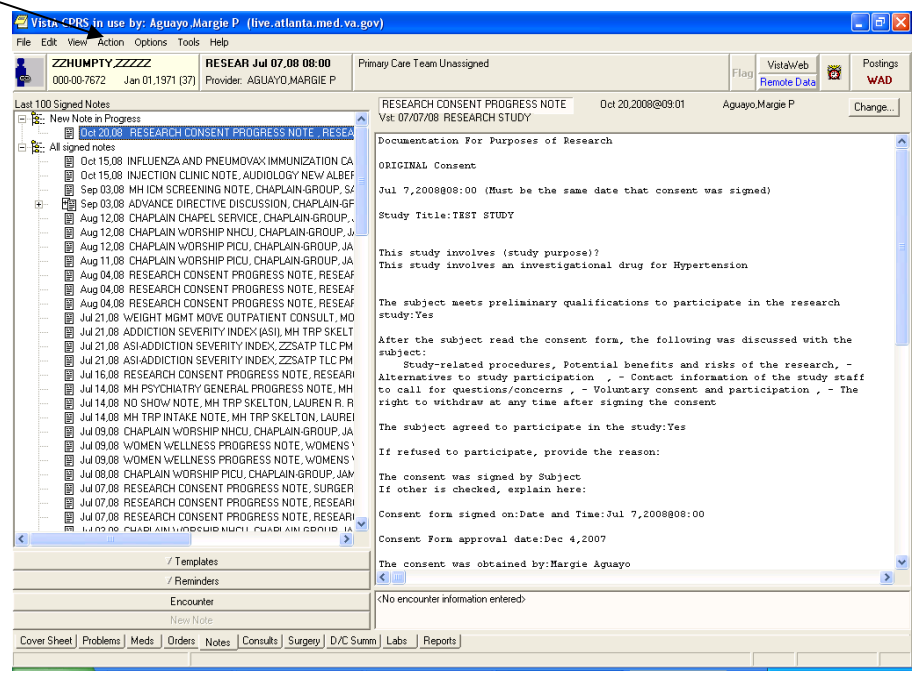
11. **Be sure to enter the study title exactly as it appears in the consent form**

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



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**



15. The "Sign Note" box will appear. Enter your electronic signature.

This will complete the note entry in CPRS.

Contact Jeffrey Siffrin at extension 6433, if you entered the wrong note title.