Compensation and Pension Record Interchange (CAPRI)

GUI User Manual

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Introduction

CAPRI Definition

The Compensation and Pension Record Interchange (CAPRI) project is an information technology initiative to improve service to disabled veterans by promoting efficient communications between the Veterans Health Administration (VHA) and Veterans Benefits Administration (VBA). Online access to medical data enhances the timeliness of the benefits determination. Previous attempts to automate this process were hindered by the "roll and scroll" nature of the VHA computer interface of the Automated Medical Information Exchange (AMIE) II. The CAPRI software acts as a bridge between the VBA and VHA information systems. It offers VBA Rating Veteran Service Representatives and Decision Review Officers help in building the rating decision documentation through online access to medical data. It offers VHA Compensation and Pension (C&P) staff an easy, standardized way of recording C&P Examination reports.

Using CAPRI, VBA employees have a standardized, user-friendly method to rapidly access veterans' electronic medical records throughout the Veterans Administration (VA). CAPRI delivers leading edge "point and click" technology to the users' desktops. In addition, the learning curve for CAPRI is significantly less than for character-based systems. CAPRI builds upon existing VHA information security approaches. In addition to using established mechanisms to ensure only authorized access to medical data, CAPRI adds a level of security by allowing VBA users to read but not alter electronic medical record information. CAPRI also provides innovative improvements for medical centers by integrating highly detailed Compensation and Pension Rating examination results into the veterans' medical records. Previously, these reports were not retained online in medical center computer systems but were archived onto paper. This procedure precluded the sharing of clinically useful data.

Initially developed specifically for VBA, the utility of CAPRI has been expanded to other user groups that include VHA, Office of the Medical Inspector, Office of Information (OI), Research, and Veteran Service Officers. Recently, most of the newest features of CAPRI are specifically targeted at adding features to be used by VHA C&P providers and staff.

CAPRI Application Features

- User friendliness
- Point and click environment
- No commands or prompts to memorize
- Facilitates copy and paste functionality
- Consistent appearance and functionality from site to site

Demographics

- Load new patients into the Veterans Information Systems Technology Architecture (VistA) system
- View patient demographics
- Report patient address changes to VHA
- View patient temporary address

C&P Examination Functionality

- Add new C&P exam request
- Edit unreleased C&P exam request
- Add exams to C&P exam requests
- Cancel C&P exam requests
- Create an insufficient exam request
- Track individual and cumulative pending exams
- Request Veterans Affairs Form (VAF) 7131 information
- Create VA Regional Office reports
- Create AMIS 290 report
- Create insufficient exam report
- Send Automatic Mailman bulletins to AMIE mail groups

Patient Records Navigation

- View health summaries
- View appointment lists
- View progress notes
- View discharge summaries
- View consult requests and results
- View cumulative vitals
- View active medications
- View lab reports
- View imaging
- View procedures
- View FHIE/DoD data, if available

Reports

- All existing AMIE reports for VBA are available
- Custom C&P template tracking reports for VHA are available
- Other C&P activity reports not available in AMIE

C&P Exam Entry

- All standard AMIE worksheets are available in template form
- Automatic sending of completed exam requests
- Ability to save template work in progress and finish later
- Ability for site to review exams before releasing it to VHA
- Multiple templates can be merged into a single exam

Additional Information

Additional information and downloads are available on the VA Intranet.

CAPRI Documentation:
http://www.va.gov/vdl/application.asp?appid=133

CPEP Website:
http://vaww.cpep.med.va.gov/DEFAULT.HTM

VHA CAPRI Training, Videos, and Documentation:
http://vaww.cpep.med.va.gov/capri/default.htm

VBA Compensation and Pension Service CAPRI page:
http://vbaw.vba.va.gov/bl/21/Systems/capamie.htm

E-Mail Address

User support questions should be addressed to local IT support staff (Information Resources Management (IRM)) or the national VistA Helpdesk.

If the user has a need to contact the CAPRI development team directly, they can be reached at the Outlook mail group: **VHA OI SDD CAPRI**.

Installation

Note: It is important that all users at your site remain on the same version.

- For Veterans Benefits Administration (VBA), the new version runs when the user starts the application from Start/Vbapps/Capri/Capri. The user can make new Windows desktop shortcuts after starting the new version.

- For the Veterans Health Administration (VHA), the IRM department will install the CAPRI desktop icon. Please check with them on the specifics of starting CAPRI. Normally, the user should find the CAPRI shortcut in the same place the user would find CPRS.

- **LOCAL VISTA CONNECTION:** The CAPRI shortcut can be set to connect to a specific VistA system. CAPRI will accept the command line parameters s=servername and p=portname, just like CPRS.

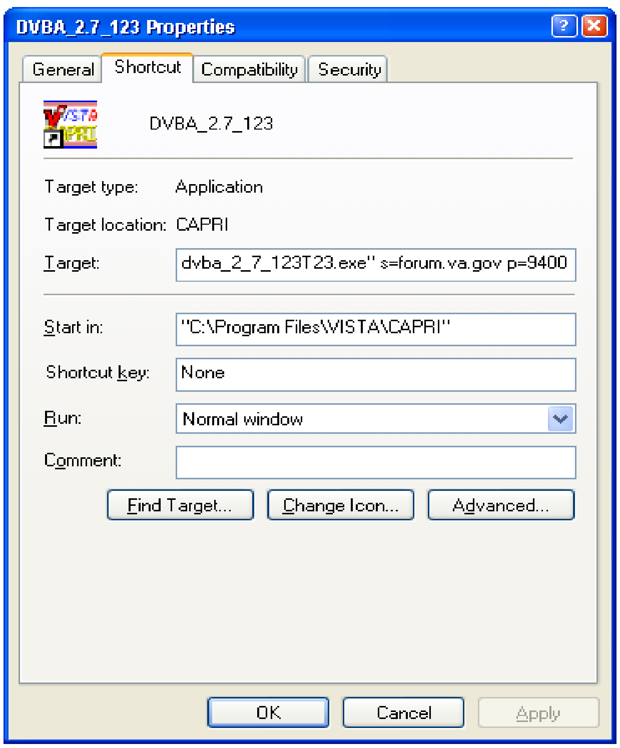


fig. 1-1

- **CAPRI REMOTE**: CAPRI Remote users access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to **forum.va.gov**, port **9400** (fig. 1-1). See CAPRI Remote Functionality section in this user manual for more details.

Add/Remove Medical Centers

- Local IRM staff can set up a list of available VHA servers that the user may need to connect to on a regular basis. Please contact IRM if the user needs to have a facility added or removed. IRM staff can add multiple VistA connection configurations to CAPRI using the standard **serverlist.exe** utility provided with the RPC Broker. IRM should refer to the RPC Broker documentation for specifics on how to use serverlist.exe.

- If using command line parameters to direct the CAPRI shortcut to a specific server and port, the settings from serverlist.exe is ignored. The example in **Step 2** below refers to a system that has been set up with serverlist.exe and has no server or port information in its shortcut.

Logging On

Non-CAPRI-Remote Users

Step 1 – Double-click the CAPRI icon.

Step 2 – OPTIONAL - If the workstation has been configured with serverlist.exe by IRM, and if there is no server and port information in the CAPRI shortcut, a window will appear asking the user to select an initial server and port (fig. 1-2). Click the down arrow shown in the upper right corner to show all the VHA sites the user can access. A scroll bar will appear if the list is too long to be displayed. If the user only have access to one VHA facility, the user will immediately see the VistA sign on screen in step five (fig. 1-4).

Step 3 – OPTIONAL – The user scrolls to the name of the desired VHA facility, if it is not already visible, and clicks it to select it (fig. 1-2).

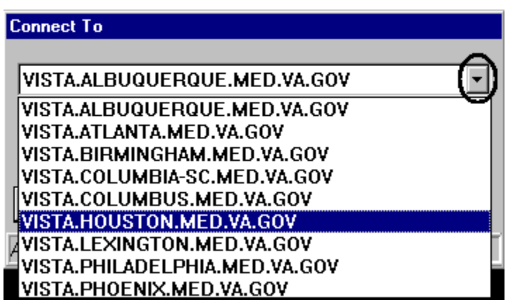


fig. 1-2

Step 4 – OPTIONAL – The user clicks **OK** (fig. 1-3).

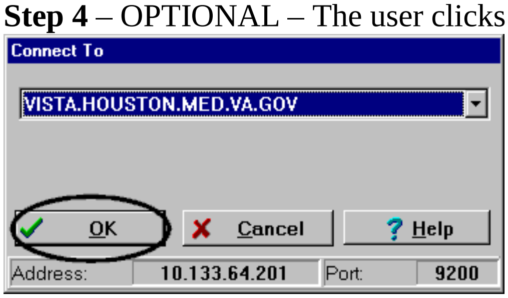


fig. 1-3

Step 5 – The user enters a VistA Access Code, presses the Tab key, and then enters the Verify Code. The user then presses Enter or clicks **OK** (fig. 1-4). (Contact your local IRM staff if the user is new and needs an access code). This takes the user to the Patient Selector Screen described in the CAPRI – Use of the Software section.

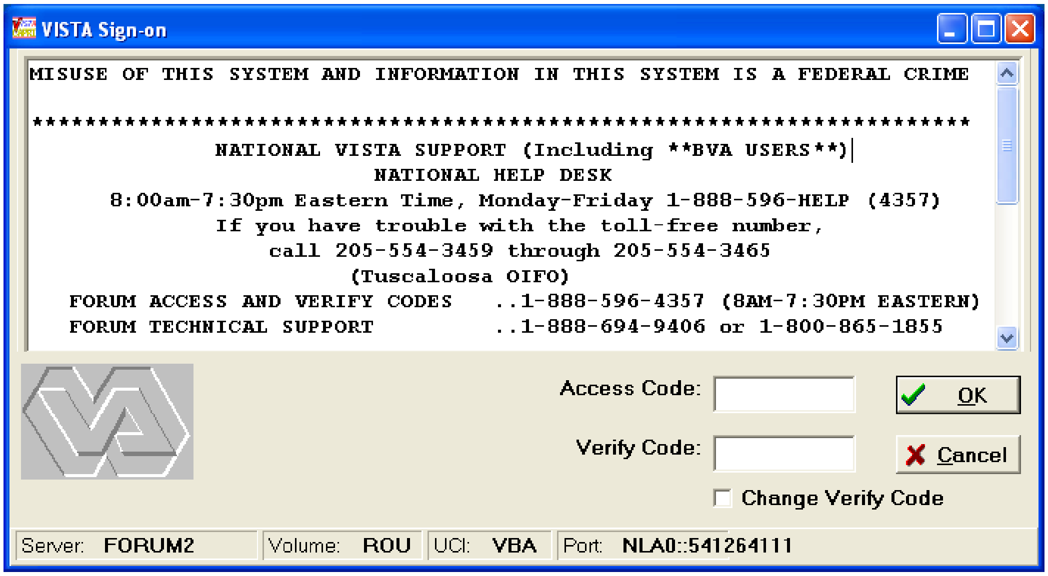


fig. 1-4

RO CAPRI-Remote Users

Most VBA users are CAPRI-Remote users. CAPRI-Remote users need only one Access Code and Verify Code to connect to authorized VAMC sites.

Step 1 – From the Start/VBAPPS/CAPRI Remote/CAPRI Remote menu, click the CAPRI icon.

Step 2 - Enter your VISTA Access Code, press the Tab key, and then enter your Verify Code. Press Enter or click **OK** (fig. 1-4a). (Contact your local IRM staff if the user are a new user and need an access code).

NOTE: If this is your first time logging into a VISTA application, only enter your Access Code. CAPRI will then prompt the user to create a Verify Code. Most users should have a valid Access and Verify Code combination by the time they use CAPRI.

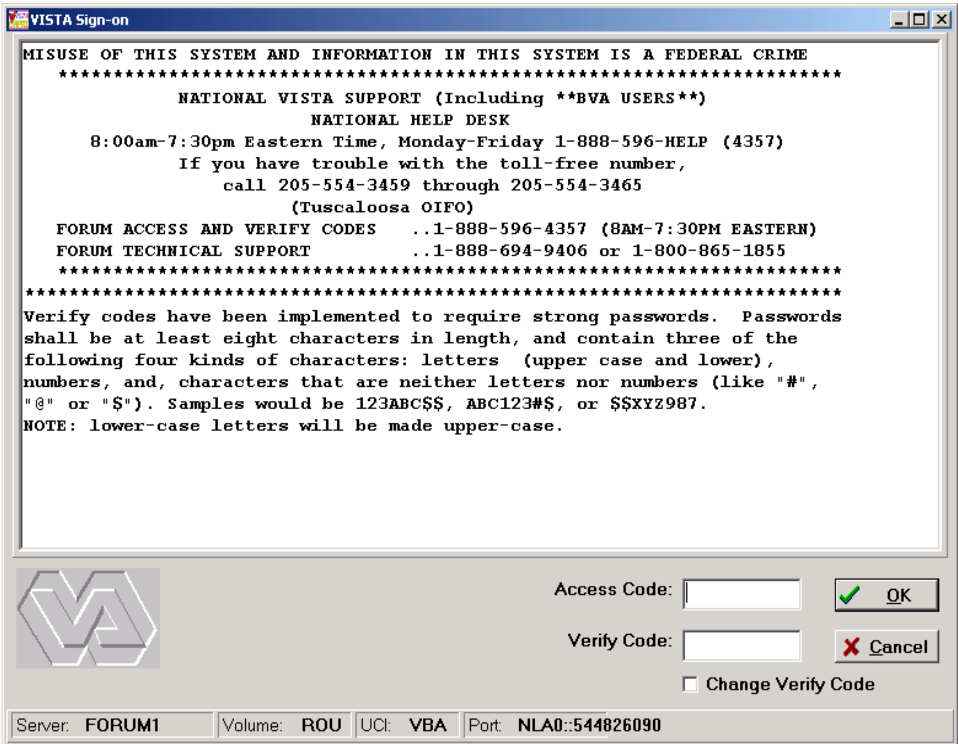


Fig. 1-4a

OPTIONAL - To change the Verify Code, the user selects the **Change Verify Code** checkbox on the sign-on dialog. The user will then be prompted to create a new Verify Code as shown in the steps in fig. 1-4b

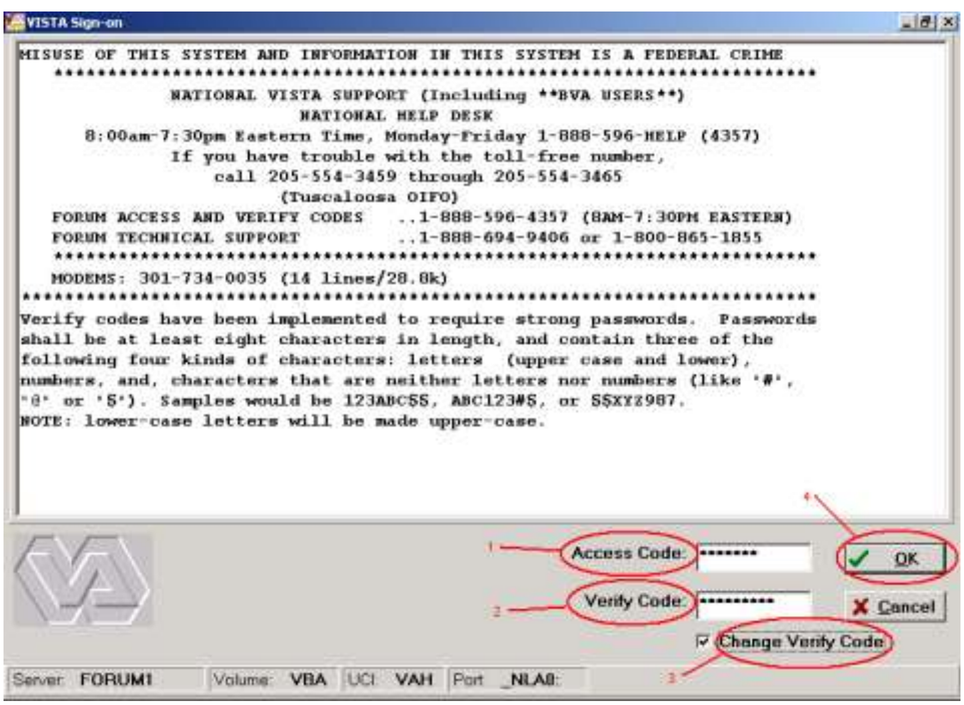


Fig. 1-4b

After clicking **OK**, the user is prompted to enter and confirm a new Verify Code.

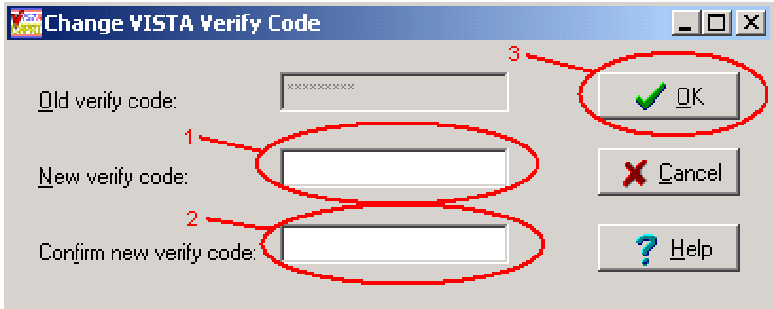


Fig 1-4c

Step 3 – The CAPRI Remote site selection screen (fig. 1-4d) displays the user's authorized VHA facilities. If shown, the vertical scrollbar is used to scroll through all authorized sites. The user selects a site with the mouse, and then either double-clicks the site or clicks **OK** to access that site. Fig. 1-4d shows Bay Pines as the selected VHA facility.

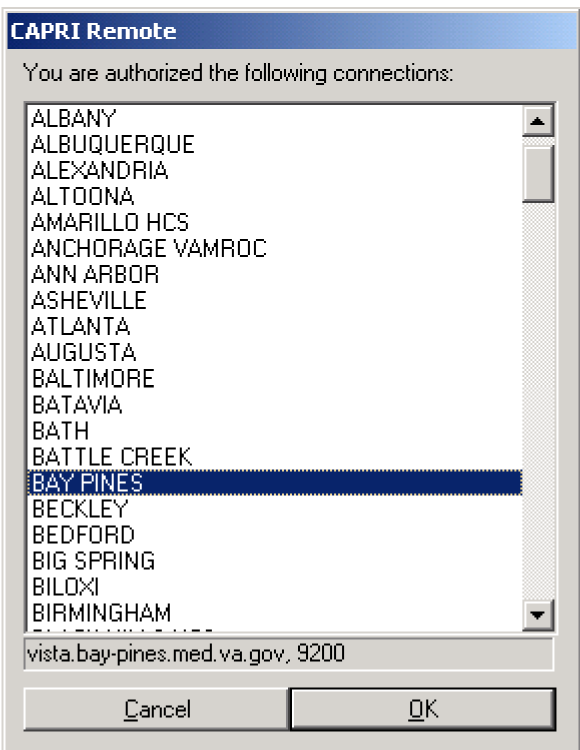


Fig. 1-4d

After CAPRI loads the VHA facility, the user is prompted with the Patient Selector screen (fig. 1-4e). Instructions for use of the Patient Selector screen are found in the CAPRI – Use of the Software section of this document.

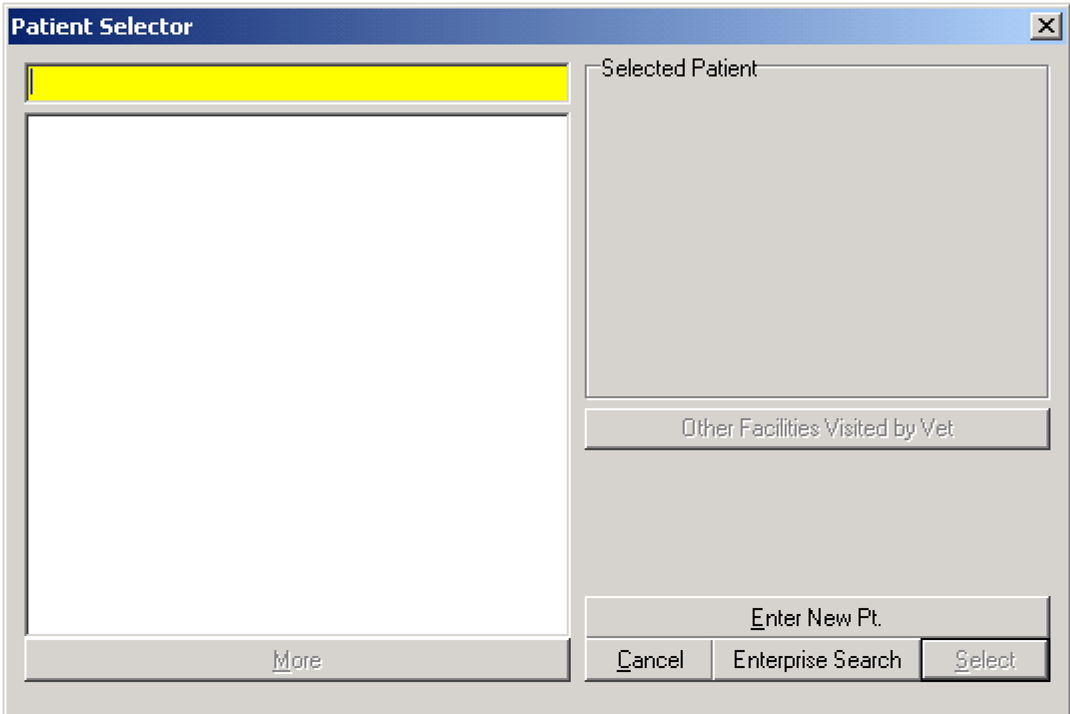


Fig. 1-4e

Terminal Server Users

Step 1 - From the Hines terminal server application, the user double-clicks the CAPRI icon.
Step 2 –Steps 2-3, listed above, are followed by RO CAPRI-Remote Users.

CAPRI News

Before logging on to CAPRI, News alerts are displayed if new items exist. The user can click the new News item to view the contents.
The user clicks **Clear All** to remove all News items.
The user can then click **Close** to continue working with CAPRI.

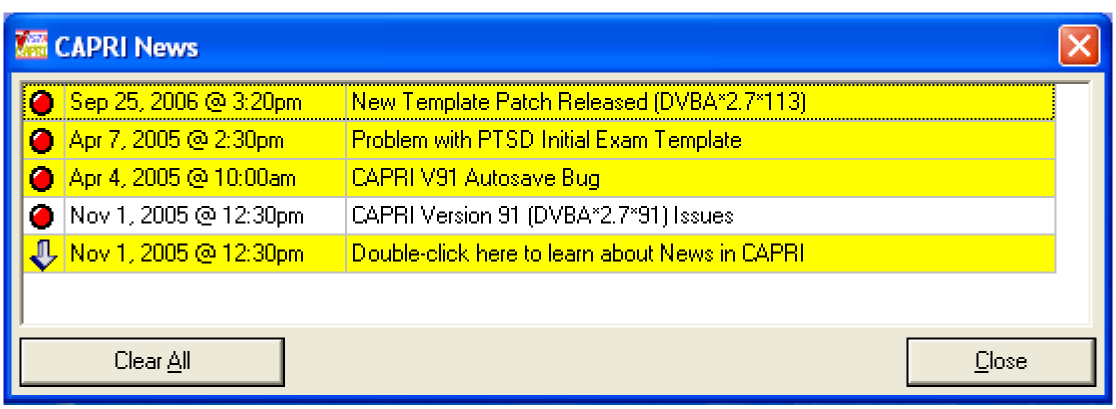


fig. 1-5

Logon Alerts

When users of the CAPRI C&P Template functionality log in to CAPRI, the CAPRI Template Alerts are displayed.

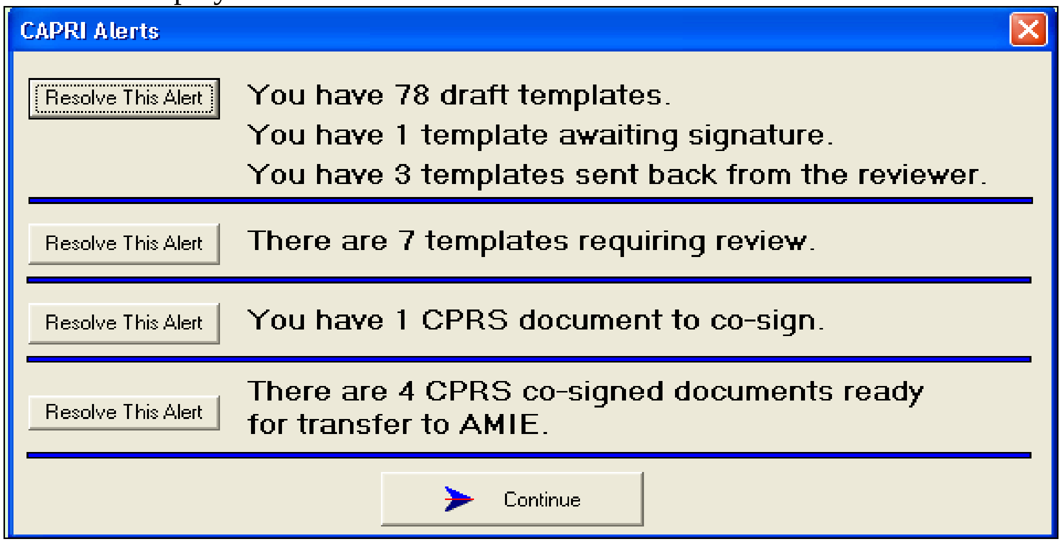


fig. 1-6

CAPRI automatically checks pending CPWM Templates statuses. Pending templates in the user's queue are displayed on the alert screen. The C&P Alerts Screen displays alerts according to template status. Alerts for template statuses of: **draft**, **awaiting signature**, **sent back from reviewer**, **requiring review**, **CPRS documents to cosign**, and **cosigned documents ready to transfer to AMIE** are displayed.

The user clicks the **Resolve This Alert** button to be taken to the section of CAPRI where the alert can be resolved. For example, if the user has unsigned templates, then he or she is taken to the Unsigned Templates window.

The user clicks **Continue** to bypass the alerts and go to the Patient Selector Screen.

CAPRI – Use of the Software

Patient Selector Screen or Patient Entry / Selection

Security Note: The Compensation and Pension Record Interchange (CAPRI) application does not allow the user to view your own personal patient records. If the user attempt to do so, CAPRI prevents access and alerts the Security Administrator at the Veterans Health Administration (VHA) facility, who will take established security violation actions. In addition, when selecting a patient who is a VA employee, CAPRI allows the user to do so only after the user agree to Privacy Act Terms via a dialog box. An alert is sent to the Security Administrator who will inquire about your business reasons for accessing those records.

Selecting a Patient / Veteran

The Patient Selector Screen allows the user to search the Veterans Information Systems Technology Architecture (VistA) database for patients who have records. Patients can be located using a Social Security number, the last name initial plus the last four digits of Social Security number, or by typing in the veteran's last name and first name. Current users of the Automated Medical Information Exchange (AMIE) II will recognize that these are the same search methods for that application as well.

Note: If the user is looking for existing VHA medical records and the patient selection search yields no results, then there are no existing VHA medical records for that patient at the facility that was accessed. Verify that the user typed in the Social Security number correctly and that the user is logged into the correct VHA facility.

To avoid displaying sensitive information regarding our patients and staff, the examples in this manual contain pseudonyms instead of real names. Patients and staff are referred to as CPRIPATIENT, ONE, PROVIDER, ONE, or USER, ONE. Likewise, real Social Security numbers (SSNs), real addresses, and other personal identifiers are not used.

Step 1 – To begin the search, the user clicks **File/Select Patient** and enters the veteran's information (fig. 2-1). For example, if the user wants to view the records of CPRIPATIENT, TWO (SSN: 666080315), the following would be the valid search methods:

- Social Security number (preferred method): enter 666080315 and click **Select**.
- Last name initial and last four of SSN: enter C0315 and click **Select**.
- Name: enter CPRIPATIENT, TWO and click **Select**. **Note**: there is NO space between the comma and the last name.

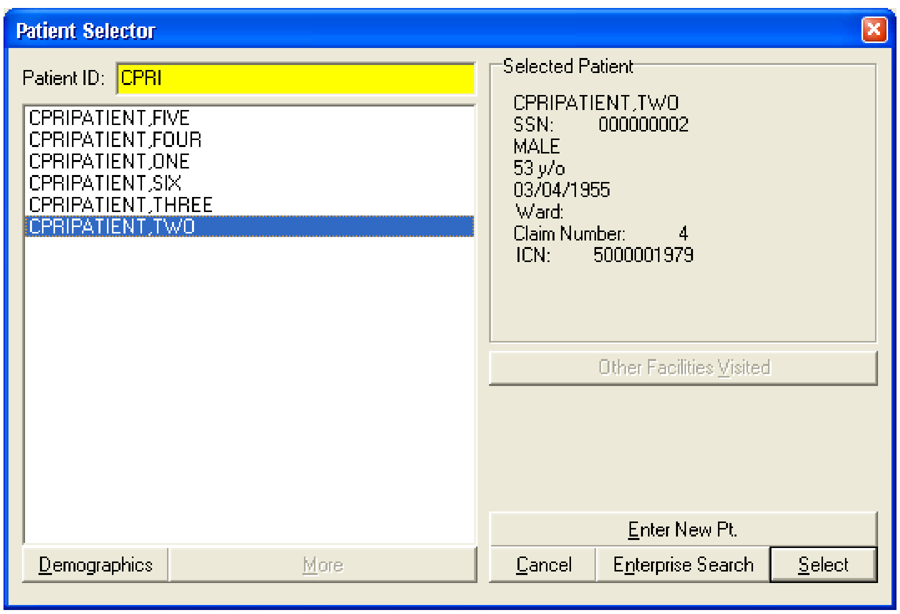


fig. 2-1

Step 2 – CAPRI displays a list of possible matches (fig. 2-1). The user clicks once on the patient's name to display more information to help verify that the user has selected the correct veteran. This additional information includes the patient's full name, Social Security number, Claim number, gender, age, and date of birth. If there is only one match, this information is displayed automatically. After choosing the correct veteran, the user clicks the **Select** button.

Step 3 – After the user have clicked the **Select** button, CAPRI builds all of the background information on that veteran and automatically opens to the C&P Exam Tab. From this starting point, the user be able to request a C&P exam for the selected veteran or click on any of the other tabs to navigate existing patient records.

Step 4 – To select another patient, click **File/Select Patient** and return to **Step 1**.

***Note:** CAPRI notifies the user if the patient is deceased and allows the user to **Continue** or **Cancel**. When the user searches using the Patient Selector screen, a message will indicate if the patient is deceased (fig. 2-1a).

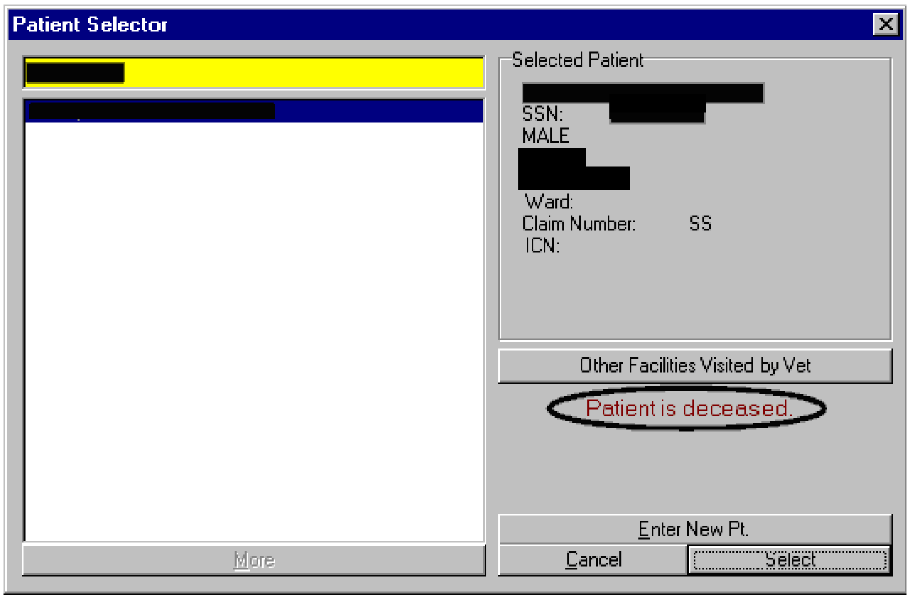


Fig. 2-1a

If the user click **Select**, the following dialog box appears (fig. 2-1b) with the patient's date and time of death.

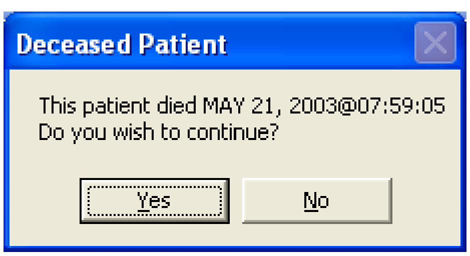


Fig. 2-1b

Click **Yes** to continue or **No** to cancel (fig. 4-3).

Entering a New Patient / Veteran

Note: The user should not enter new patients unless authorized to do so. A special security key, DVBA CAPRI SIMPLE PT ENTRY, has been created to allow Suicide Hotline users the ability to enter a basic patient record for the purpose of quickly initiating care. Additionally, VBA users should only establish a new patient within the VISTA system if it is necessary to request a C&P examination for a veteran who is not a current patient within the medical facility's database. If the patient NAME and SSN search using CAPRI's Patient Selector function yields no results, i.e., "Match not found," then the user must establish the veteran as a new patient.

Step 1 – Click the **Enter New Pt.** button at the bottom of the Patient Selector Screen (fig. 2-2).

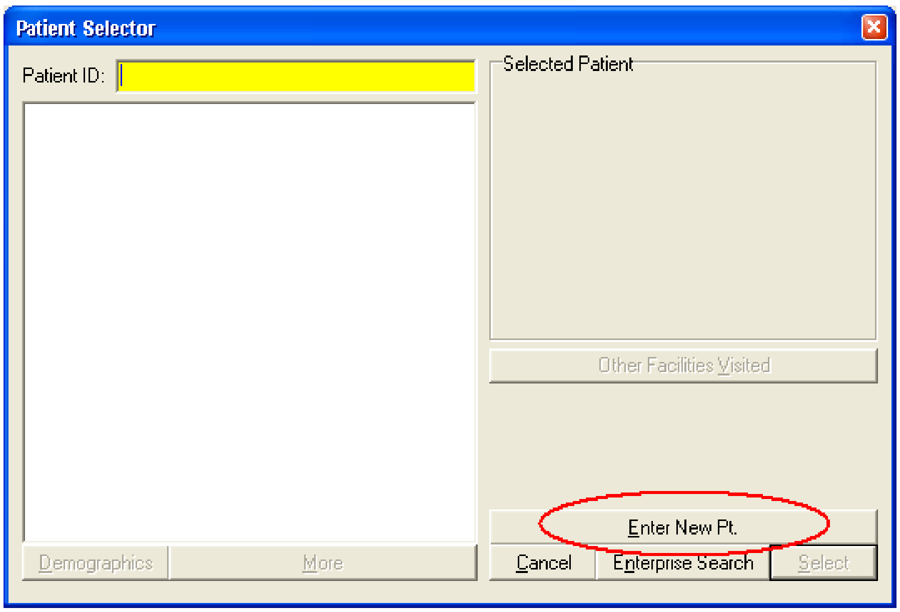


fig. 2-2

Steps 2 – Enter the veteran's Social Security number in the space provided, and then click **Verify SSN is Not in Use** (fig. 2-3).

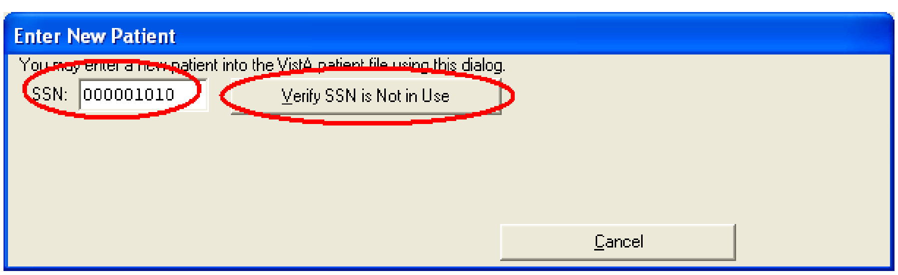


fig. 2-3

Step 3 – If the Social Security number is not associated with an established patient record, CAPRI opens the **Enter New Patient** template (fig. 2-4).

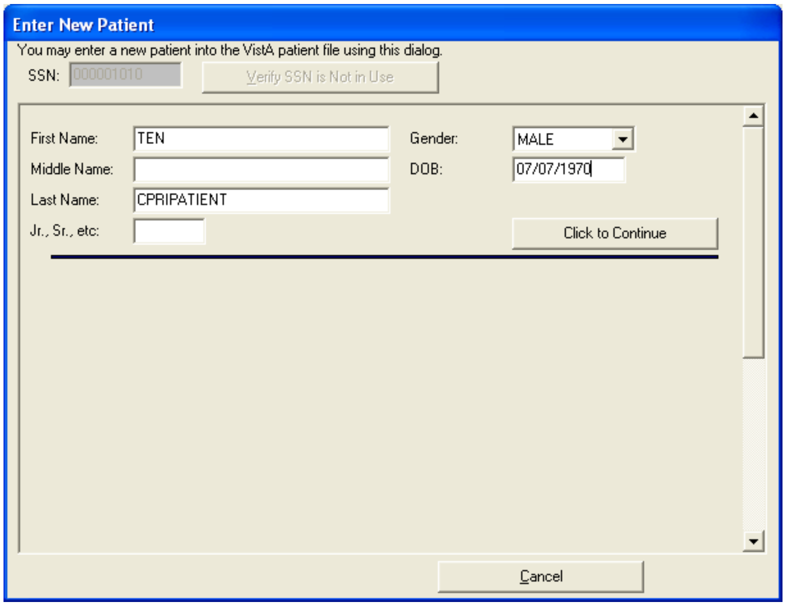


fig. 2-4

When the user selects **Click to Continue**, a query is run to find any existing patient with the following information similar to the new patient.

- First 2 letters of the First and Last name are the same
- Same last 4 of the social
- Same Year and Month of the Birth date
- Same Year and Day of the Birth date
-

The query results are displayed so that the user may manually verify that the new patient does not already exist. The name, gender, date of birth, and Social Security number of the potential matches are displayed, as shown (fig. 2-5).

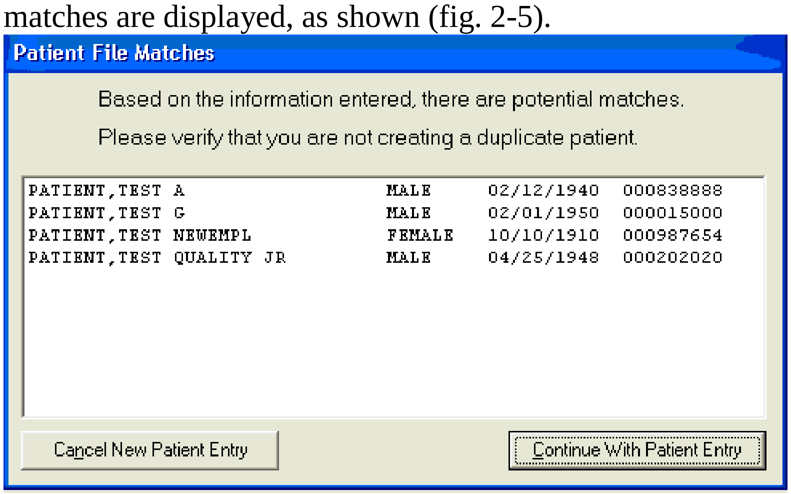


fig. 2-5

The user has the option to **Cancel New Patient Entry** or **Continue With Patient Entry**.

Step 4 - If **Click to Continue** is selected, the remainder of the required fields are displayed (fig. 2-6) and a stub record is created within the VistA system. Clicking **Cancel** at this point leaves an incomplete record.

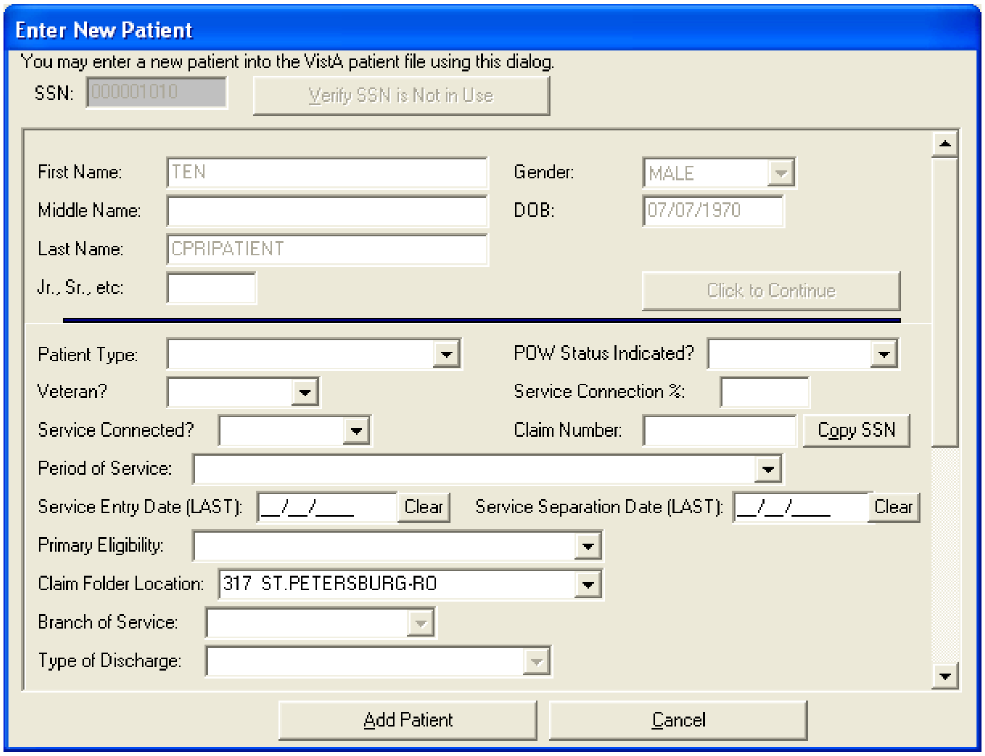


fig. 2-6

If the incorrect Service Entry or Separation Dates is entered, click the **Clear** button to remove the incorrect data from the field, and then enter the correct date. There are several fields on the template with drop-down arrows, which show the only valid choices for each particular field. Click the selection that applies. For example, the drop down arrow for the field, Patient Type, shows the following valid selections (fig. 2-7):

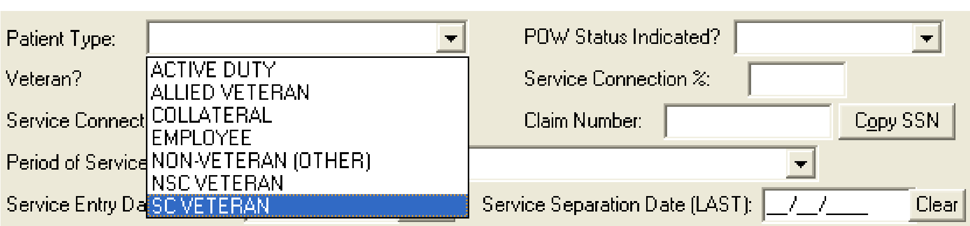


fig. 2-7

The selection list for the **Claim Folder Location** requires the user to select the appropriate entry and then click **OK** (fig. 2-8).

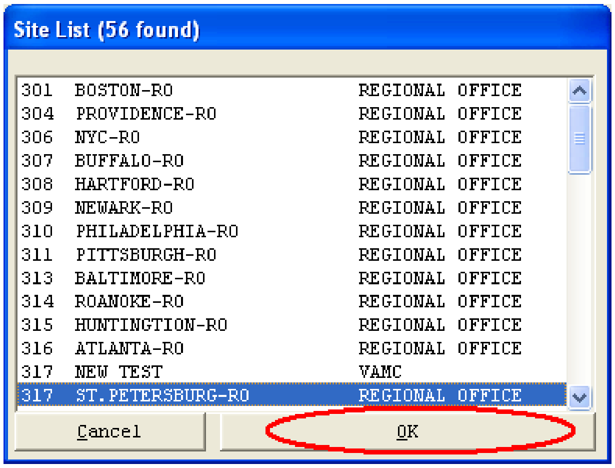


fig. 2-8

The selection list for the State and County requires the user to select the appropriate entry from the list and then click **Accept Selection** (fig. 2-9).

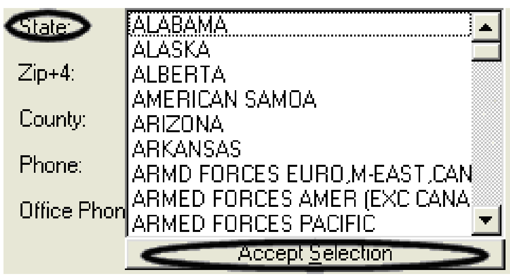


fig. 2-9

Step 5 - Click **Add Patient** to establish the new patient or click **Cancel** if the user no longer wish to add the patient (fig. 2-6).

Notes on adding new patients:

- CAPRI automatically uses all capital letters in all fields; the user do not have to capitalize individual letters
- Do not use punctuation marks, special characters, or spaces in any of the name fields
- Do not use punctuation marks in any of the address fields
- Do not use parentheses for the area code of a phone number; use a hyphen between the area code and number, e.g. 555-555-5555

Step 6 - After the user have completed the Enter New Patient template and have clicked the **Add Patient** button (fig. 2-6), CAPRI builds a new patient record for the veteran and automatically opens that record in the C&P Exams tab.

Step 7 - The new patient is established in VistA and the user are now ready to request a C&P Examination for him or her.

Other Facilities Visited by a Veteran

A CAPRI-Remote user can switch to other VA Medical Center (VAMC) sites and automatically view the patient's record even if the user normally does not have access to those VAMC sites. The Other Facilities Visited by Vet tab allows a user to identify all VAMCs where a patient *may have* visited, and also identifies the last time the patient *may have* received treatment at that VAMC site.

Fig 2-9a shows where to find the Other Facilities Visited tab. From the Patient Selector screen, the **Other Facilities Visited by Vet** tab is grayed out and disabled when there is no electronic record that the patient has visited another VAMC site.

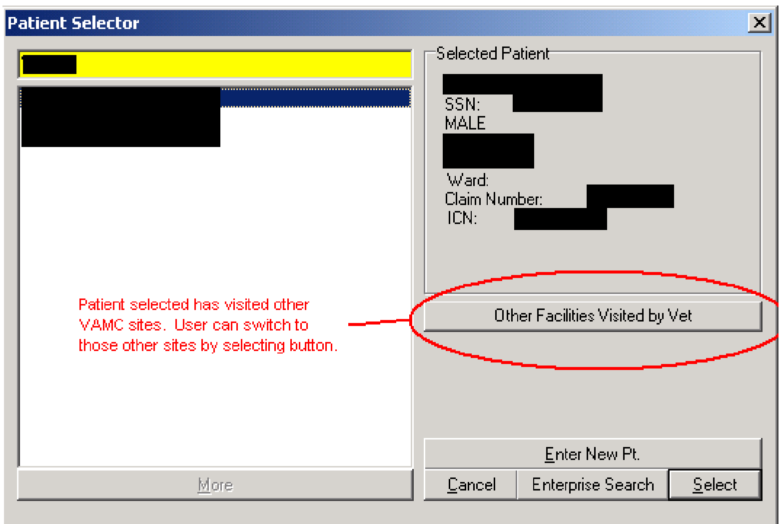


Fig. 2-9a

When viewing a veteran's patient records, the **Other Facilities Visited** tab is located in the upper left hand corner (fig. 2-9b).

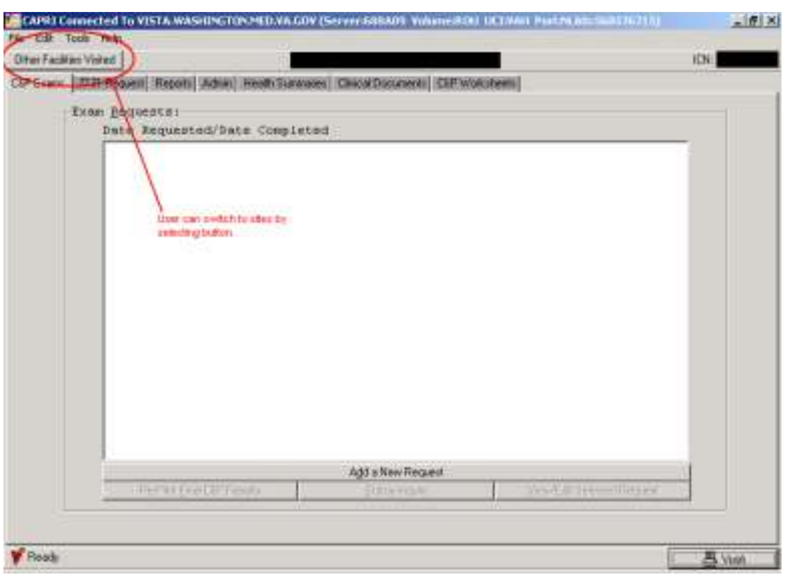


Fig. 2-9b

After selecting the **Other Facilities Visited by Vet** tab (either from the Patient Selector screen or while viewing a named veteran's records), the user is presented with a list of VAMCs where the veteran *may have* visited (fig. 2-9c). Choose a VAMC, and then select the **Switch to This Facility** tab.

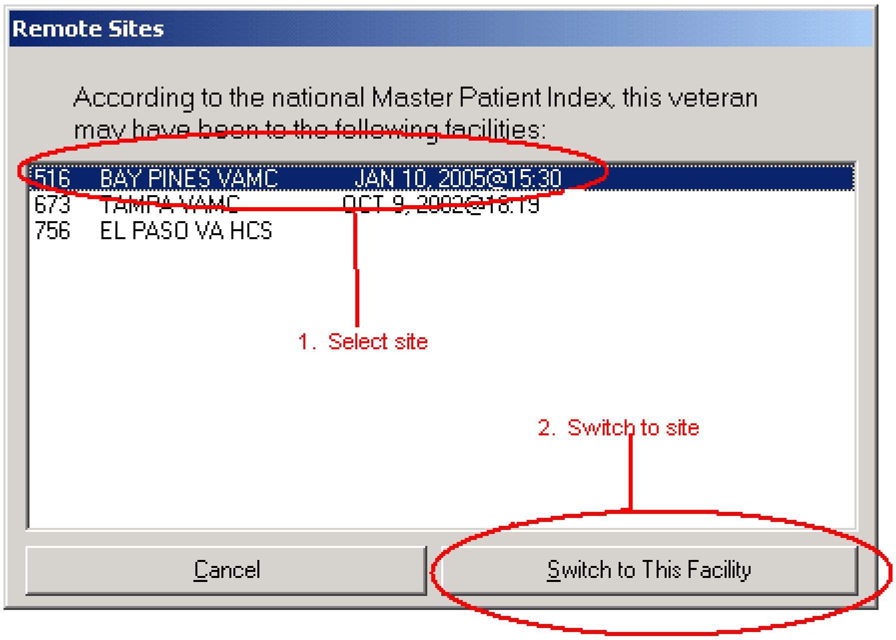


Fig. 2-9c

After switching to the other site, the user has full ability to navigate the named veteran's patient records using CAPRI.

Unless the user has direct access to the switched site, the user is not able to use the File menu to search for <u>other</u> patient records at the switched site. Instead, the user receives the message in fig. 2-9d

Fig. 2-9d

NOTE: The Remote Data View tab under the Health Summaries tab is now grayed out and permanently disabled. The Other Facilities Visited tab replaces Remote Data View functionality.

Enterprise Search Function

The Enterprise Search function can be used to search all VAMC VistA systems to see where a patient has presented for care. This function allows the user to enter a combination of patient name and SSNs to search through selected VAMC systems to see if a patient match exists. This functionality is available from CAPRI's **Tools** menu as well as on the Patient Selector Screen.

fig. 2-10

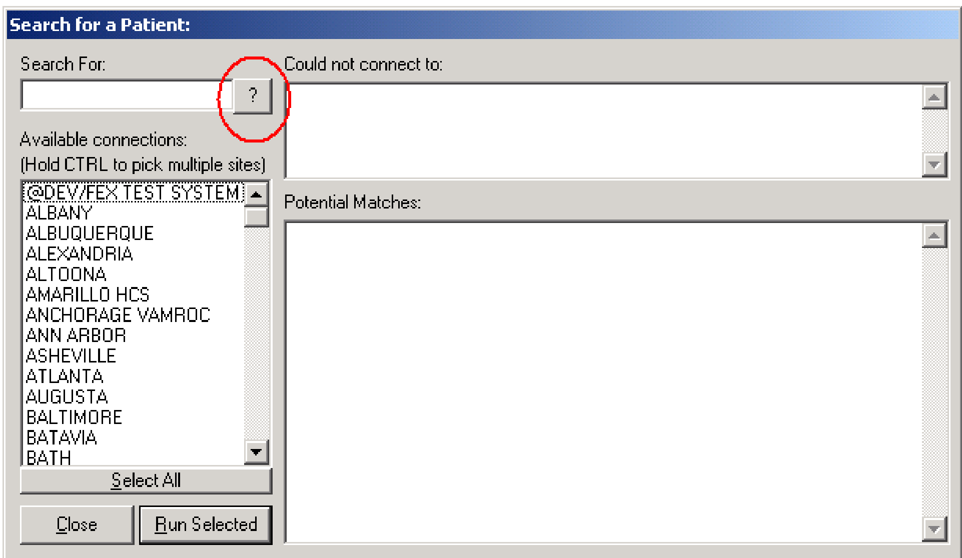


Fig. 2-10a

Step 1 – From the Search For field (fig. 2-10a), click the "**?**" button, circled above, to receive instructions for entering search parameters in fig. 2-10b.

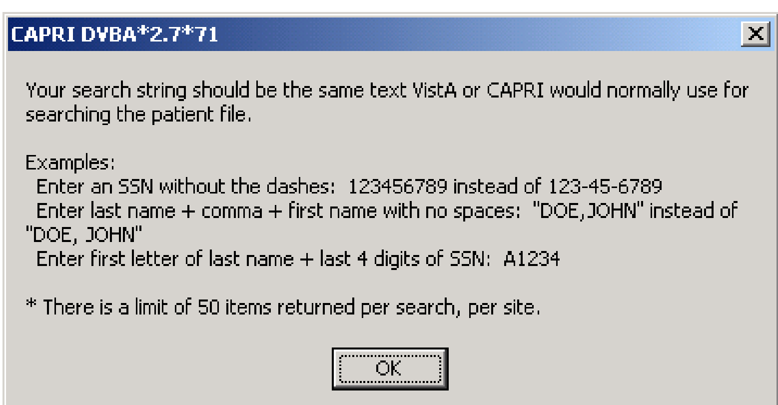


Fig. 2-10b

Step 2 – Single site or multiple site searches can be done, as described below.

Searching one site: After entering patient search data, the user selects one site with a mouse-click, and then clicks **Run Selected**.

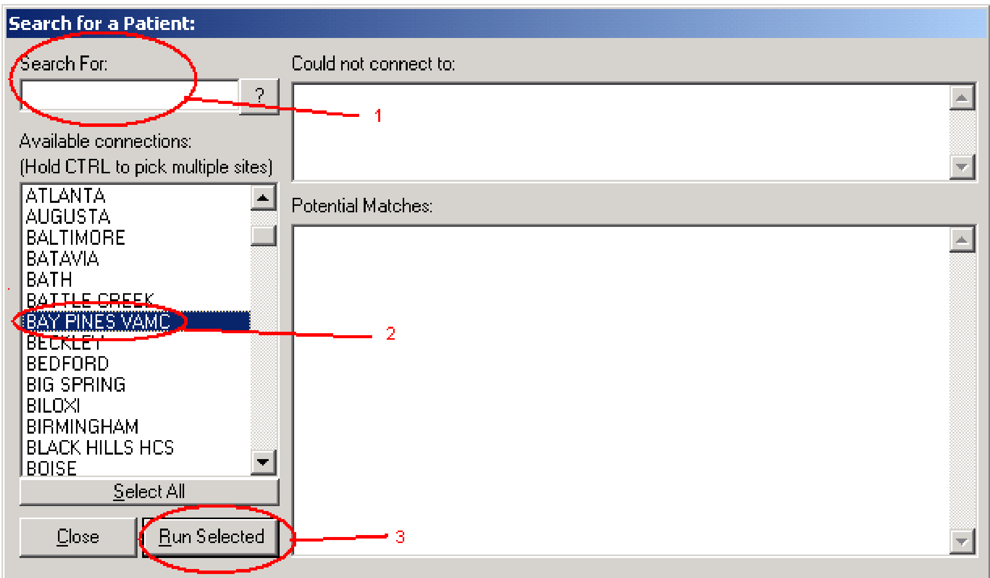


Fig. 2-10c

Searching all sites in list: After entering patient search data, the user clicks the **Select All** button, and then clicks **Run Selected**. (Fig. 2-10d)

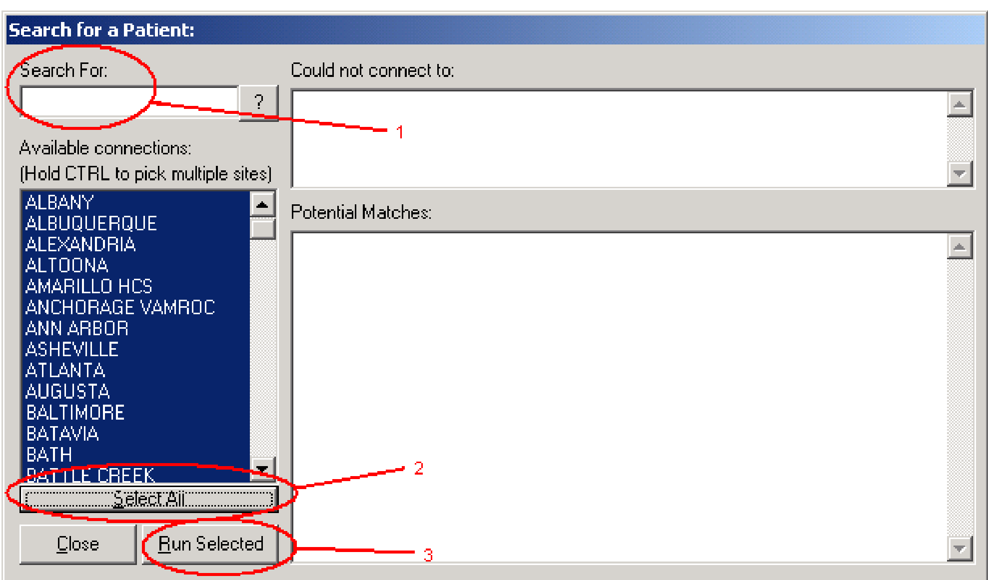


Fig. 2-10d

Searching multiple sites: After entering patient search data, the user selects one site with the first mouse-click, then holds the control key on the keyboard while clicking the names other sites. After choosing all of the desired sites, the user clicks **Run Selected**. (Fig. 2-10e)

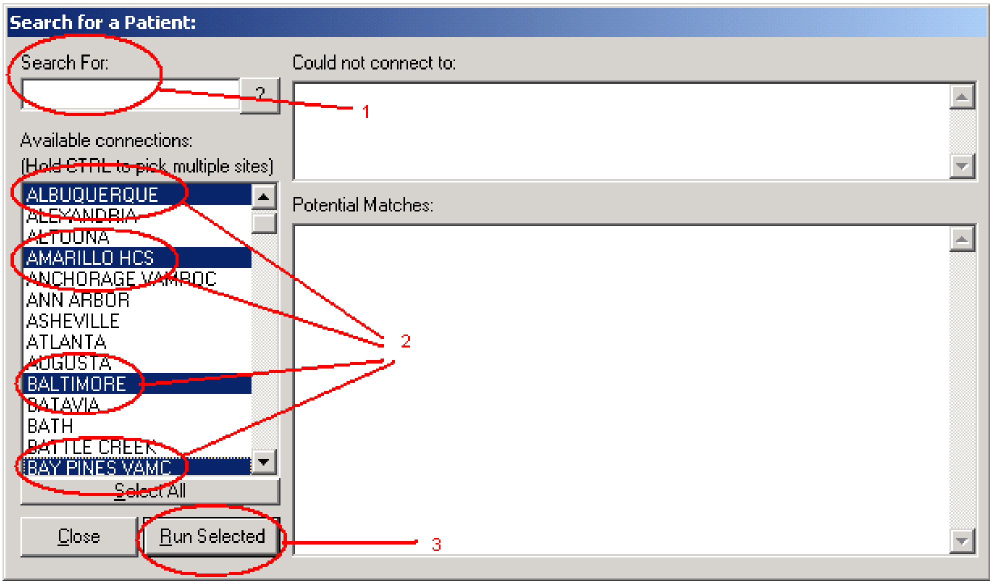


Fig. 2-10e

Searching a group of sites in the list: After entering patient search data, the user selects one site, holds the shift key on the keyboard, and clicks the last site in the grouping search. Then, the user clicks **Run Selected**. (Fig. 2-10f)

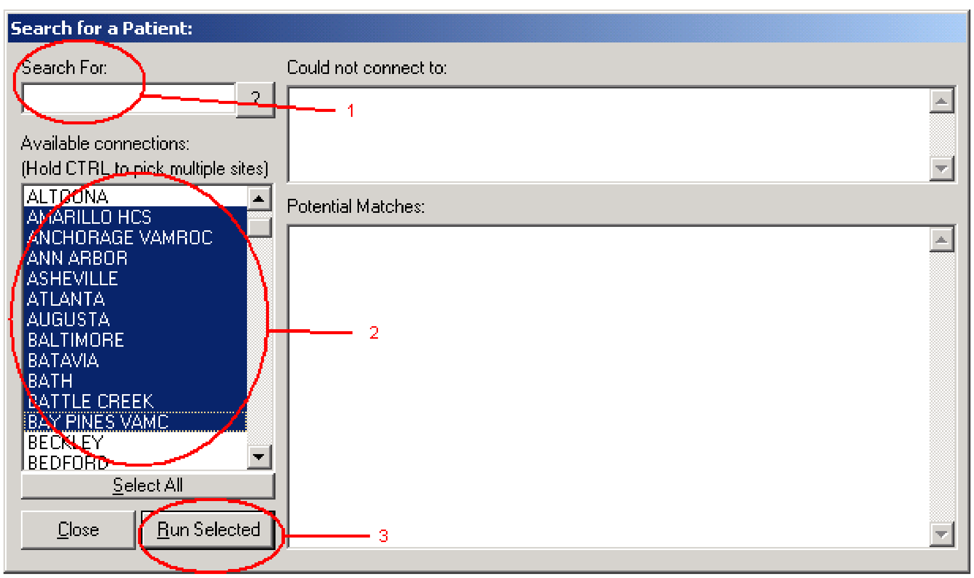


Fig. 2-10f

Step 3 – Potential Matches received after running a selected search parameter are shown in fig. 2-10g. The user can move the vertical scroll bar (circled) to see the complete list.

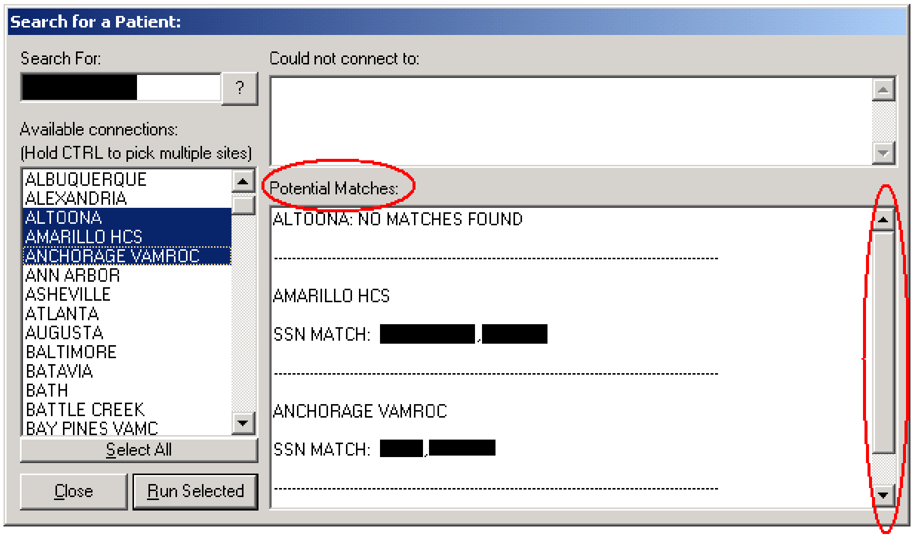


Fig. 2-10g

If CAPRI is unable to connect to a selected site, that information is also reported. (Fig. 2-10h)

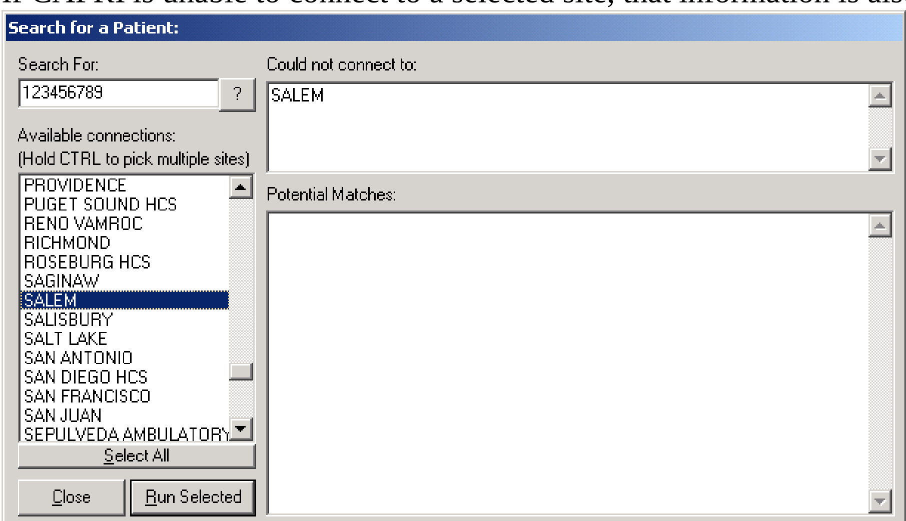


Fig. 2-10h

C&P Exam Requests

The C&P Exam tab (fig. 2-11) includes functions such as:

- Requesting C&P examinations
- Viewing/editing requests
- Canceling requests
- Adding an exam to a pending request
- Creating status inquiry reports
- Viewing completed requests
- Tracking the progress of the request for claims management purposes
- Requesting an “Insufficient Exam”
- Printing results for individual patients

Pending requests are shown with a date only in the left column and completed requests have a completion date in the right column. When the user first accesses this screen, none of the examinations are selected, and only the **Add a New Request** button is enabled. After the user selects an examination, the **Re-Print Final C&P Results**, the **Status Inquiry**, and the **View/Edit Selected Request** buttons are enabled.

C&P Exams screen:

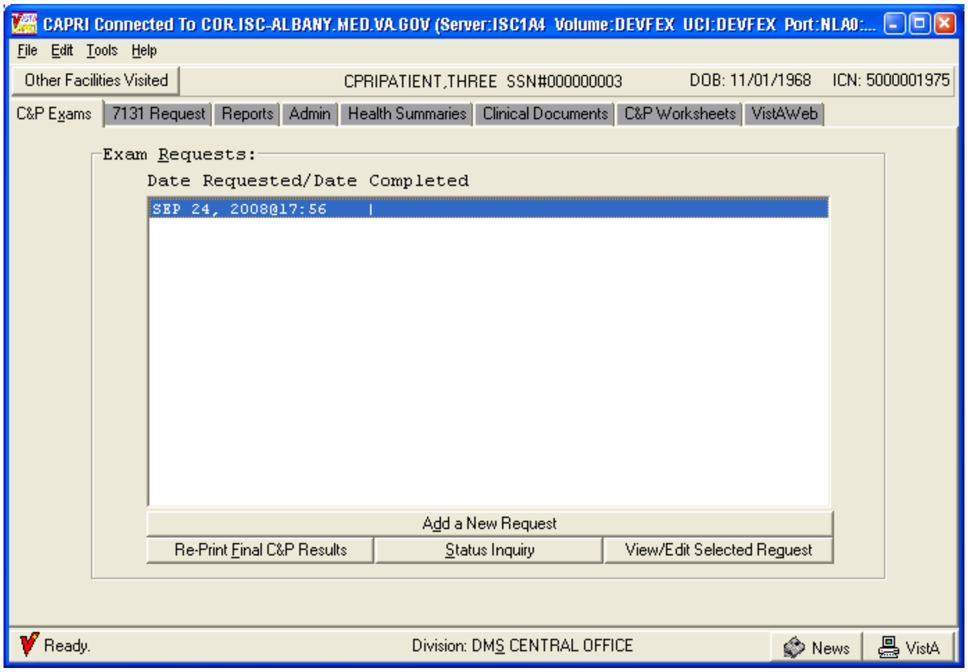


fig. 2-11

View/Edit Selected Request

Step 1 – The user logs into CAPRI, looks up the veteran using the patient selector, and moves to the C&P Exams tab (fig. 2-11). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 – The user selects the examination request date, and clicks the **View/Edit Selected Request** button (fig. 2-11).

Step 3 - The **View C&P** screen opens, showing all of the entries from the original request, as well as the examination status (fig.2-11a). The user can scroll down to see additional information from the original request. The exam in this request cannot be edited since it was already completed, but the original request may be viewed.

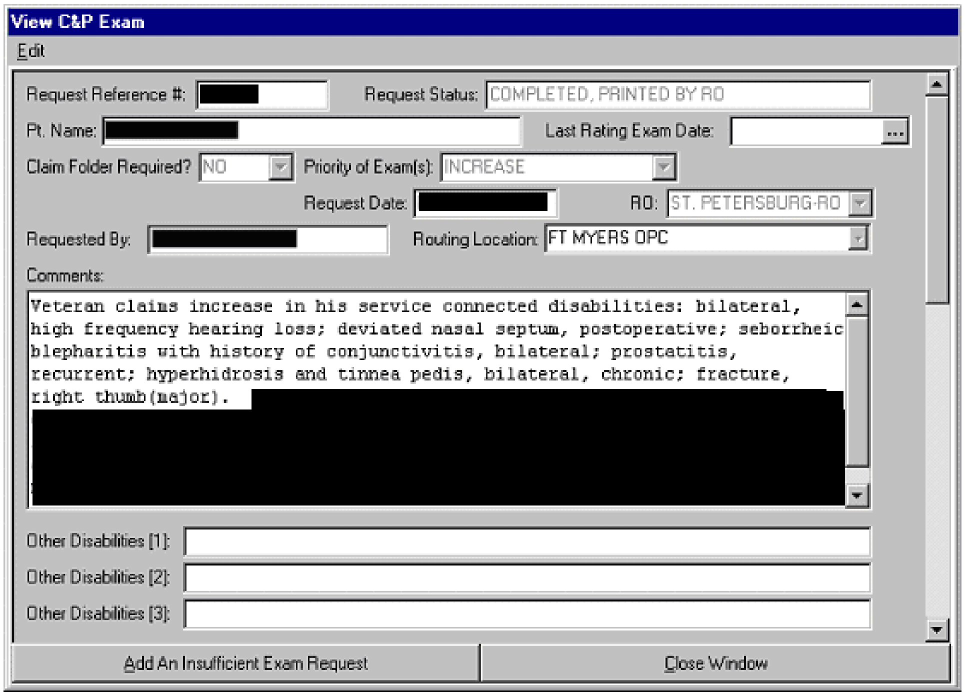


Fig. 2-11a

Step 4 - If the user wants to edit a request that is still pending and has not yet been scheduled, it can be done on this screen (fig. 2-11a) (if not, skip to step 8). The user can edit Claim Folder Required, Priority of Exam(s), Routing Location, Comments, and Other Disabilities by typing directly into those fields. To add another examination, the user clicks the "Add Exam to Request" button (fig. 2-11b).

Fig. 2-11b

Step 5 - If the "Add Exam to Request" button is clicked, the exam listing field opens allowing the user to make a selection (fig. 2-11c). The user can scroll down the list, or use the "Find by Body System" button.

Scroll list view:

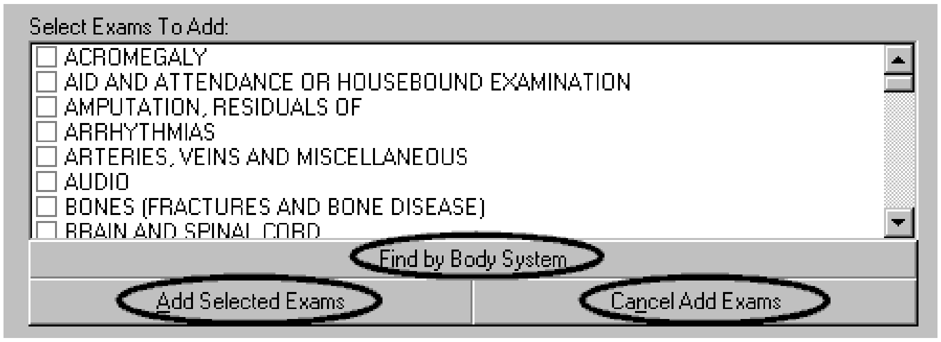


Fig. 2-11c

Step 6 - In the scroll list view (fig. 2-11c), the user clicks the checkbox next to the desired examination. In the "Find by Body System" view (fig. 2-11d), the user scrolls down the body systems until the correct one is found, then single-clicks the + in front of the body system (or double-click on the body system to open a list of all pertinent examinations. The user double-clicks the desired examination to add it. The view will revert to the scroll list view, and that examination is checked.

"Find by Body System" view

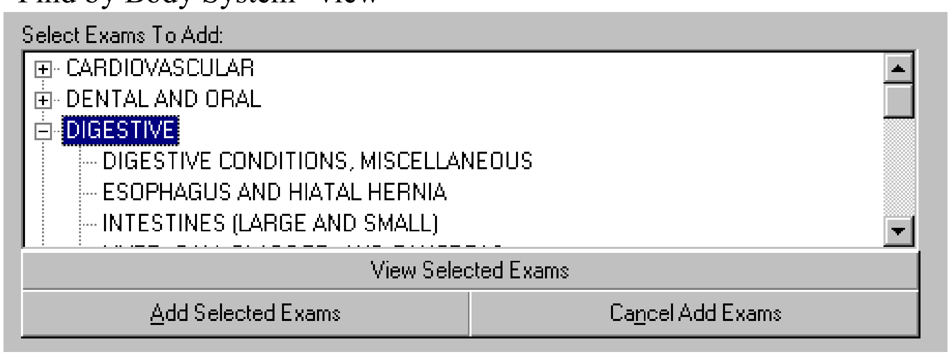


Fig. 2-11d

Step 7 - Click "Add Selected Exams" or "Cancel Add Exams" as appropriate (fig. 2-11c).

Step 8 – The user can click "Close Window" to close this screen, or click "Add An Insufficient Exam Request" if this examination was completed but is insufficient (fig. 2-11a). See Add A New Request for additional information.

Cancel an Exam Request

Step 1 – After logging into CAPRI, the user looks up the veteran using the patient selector, and moves to the C&P Exams tab (fig. 2-11). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 – The user selects the examination request date, and clicks the “View/Edit Selected Request” button (fig. 2-11).

Step 3 - The View C&P Exam screen opens, showing all of the entries from the original request and the examination status (fig. 2-11e). The user can scroll down to see additional information from the original request.

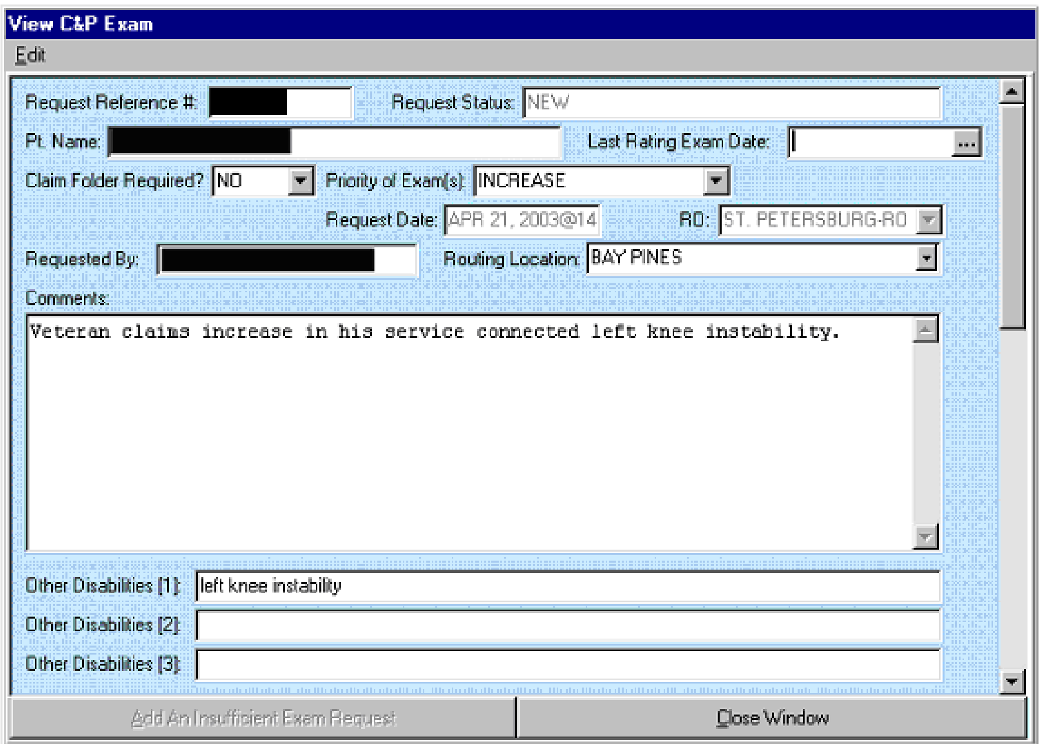


Fig. 2-11e

Step 4 - To Cancel **ALL** Exams, the user scrolls down to the Exams Requested section and clicks that button (fig. 2-11f). To cancel selected exams, skip to step 6.

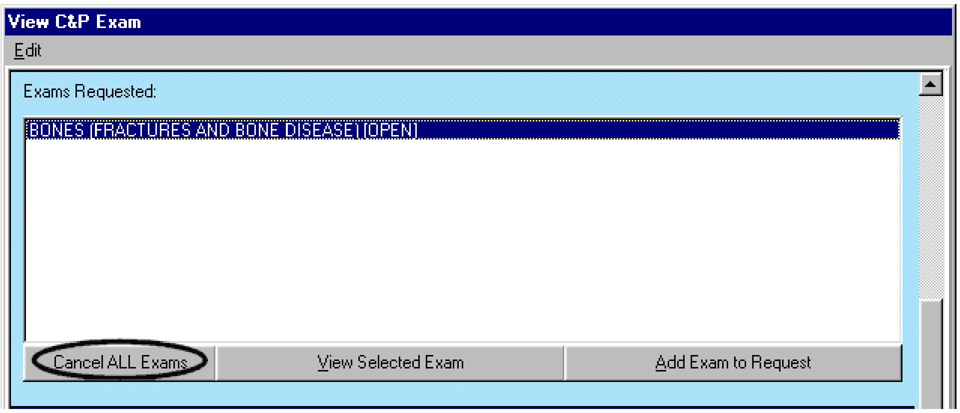


Fig. 2-11f

Step 5 - CAPRI opens a dialog box for the user to confirm the selection (fig. 2-11g). The user clicks "Yes" to cancel the exams or "No if the user still wants the exams to be completed.

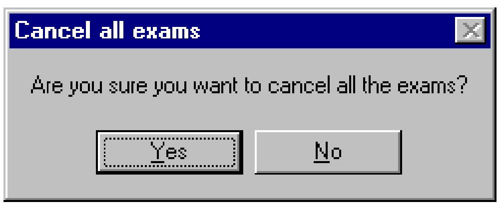


Fig. 2-11g

Step 6 - To cancel selected exams, the user scrolls down to the Exams Requested section (fig. 2-11i), clicks the exam to be canceled, and clicks the "View Selected Exam" button.

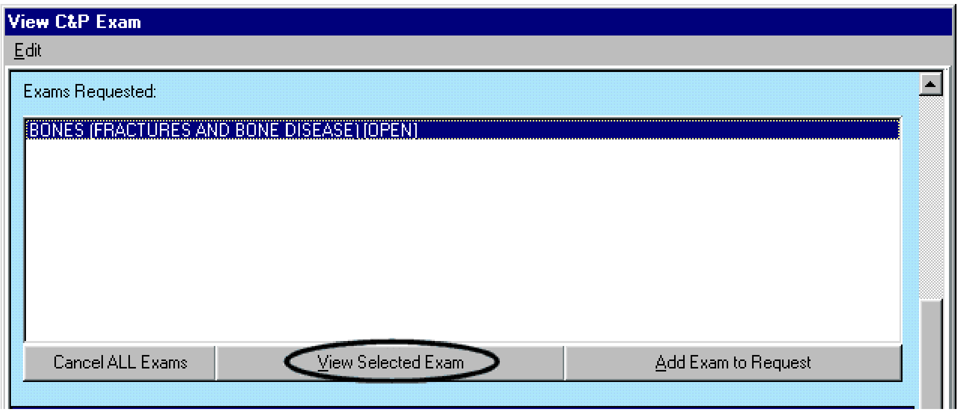


Fig. 2-11i

Step 7 - The C&P Exam Details screen opens (fig. 2-11j). The user can review the exam request to ensure that the correct exam is selected before clicking the "Cancel this Exam" button.

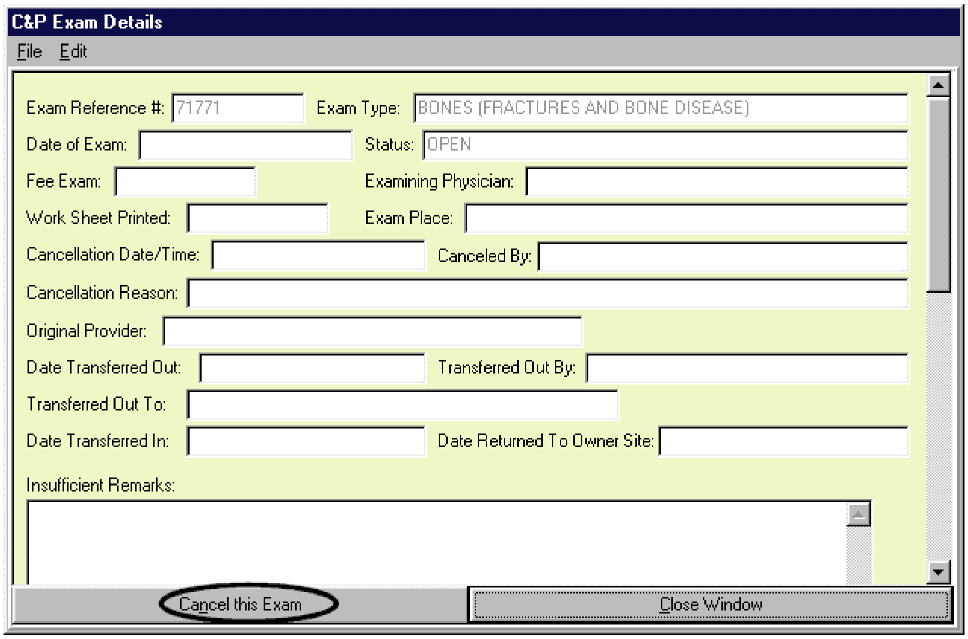


Fig. 2-11j

Step 8 - A box opens for the user to select the cancellation reason from the supplied list (fig. 2-11k). The **OK** button is not available until a reason is selected. After selecting the most appropriate reason, the user clicks **OK** to cancel the selected exam or **Abort and DO NOT CANCEL!** to keep the exam.

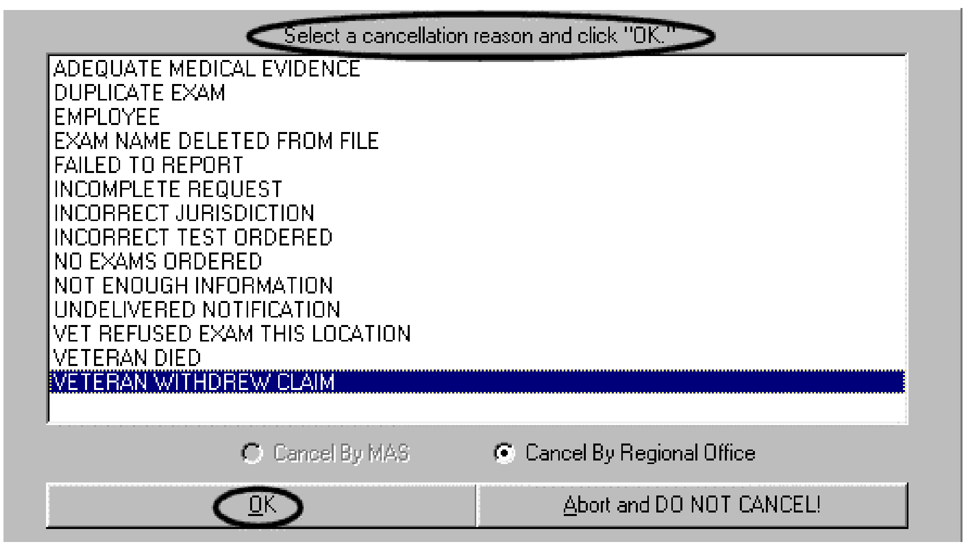


Fig. 2-11k

Step 9 - If **OK** was selected to cancel the exam request, CAPRI displays a confirmation box (fig. 2-11l). The user can click **Yes** to cancel the exam or **No** to keep the exam.

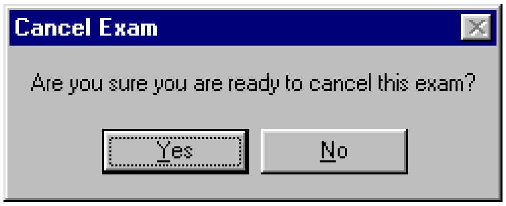


Fig. 2-11l

Step 10 - If **Yes** is selected, CAPRI opens another box for the user to enter comments that are sent with the cancellation message to VHA (fig. 2-11m). After entering comments, the user clicks **Done**.

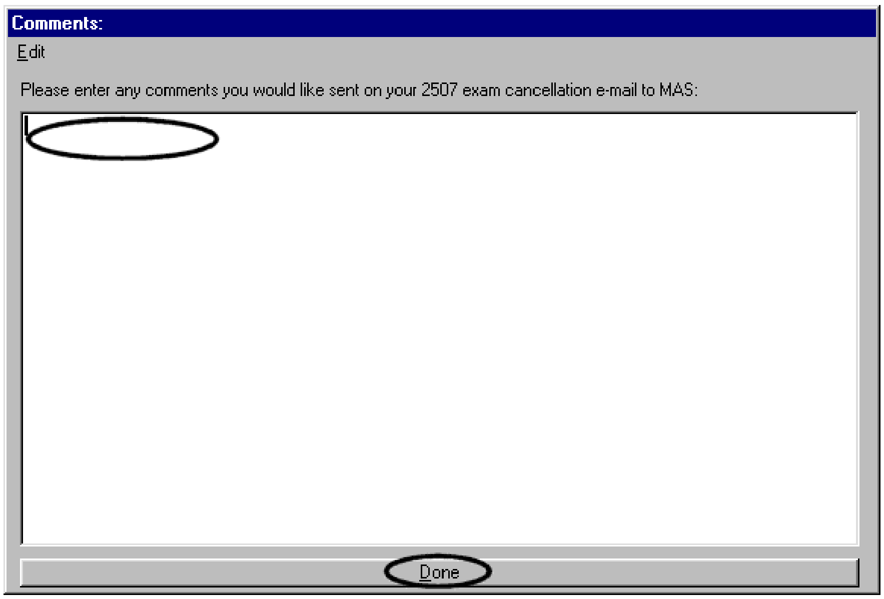


Fig. 2-11m

Step 11 - The C&P Exams tab will now show the canceled exam (fig. 2-11n).

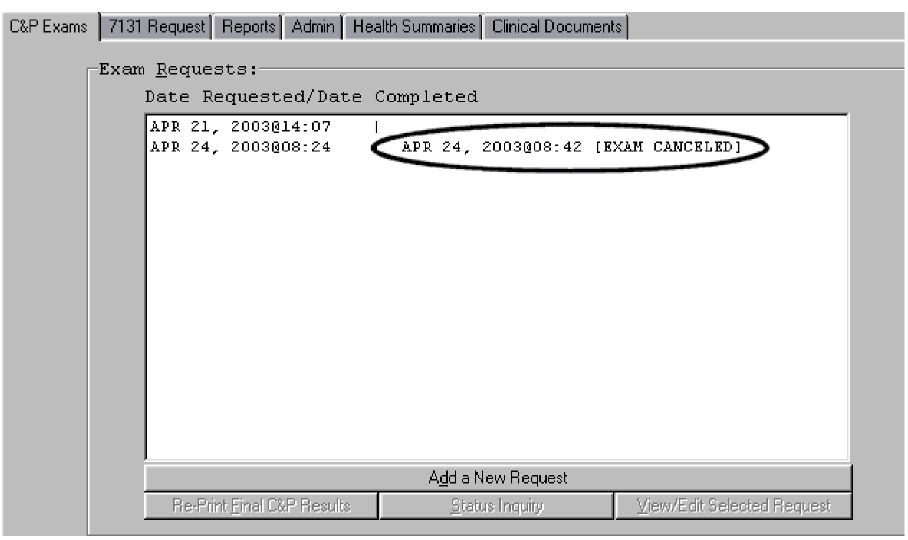


Fig. 2-11n

Add a New Request

Step 1 – The user logs into CAPRI, looks up the veteran using the patient selector, and moves to the C&P Exams tab (fig. 2-11). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested.

Step 2 - If previous examination requests exist, the user views those requests as described in View/Edit Selected Request to ensure that the user is not about to enter a duplicate request for an examination.

Step 3 – After ensuring that the exam about to be requested is not already pending, the user clicks the **Add a New Request** button (fig. 2-11).

Step 4 – CAPRI prompts the user to check the latest address of record in the VISTA system (fig. 2-11o). If the veteran has a new address, the user clicks the “Edit Address Now” button. If the user is not sure if the new address is more current than the one shown by CAPRI, then the Permanent Address is not updated and instead this fact is noted and the new address is included in the general comments area of the exam request.
If the Permanent Address shown by CAPRI is current, the user clicks OK. **If the user enters a change to the Permanent Address information**, it will not update the address information directly in the VHA database, as in previous CAPRI versions. Instead, **this information is appended as text to the examination request, where it can be further edited if necessary**.
NOTE: VBA users cannot edit the Temporary Address information in fig. 2-11o.

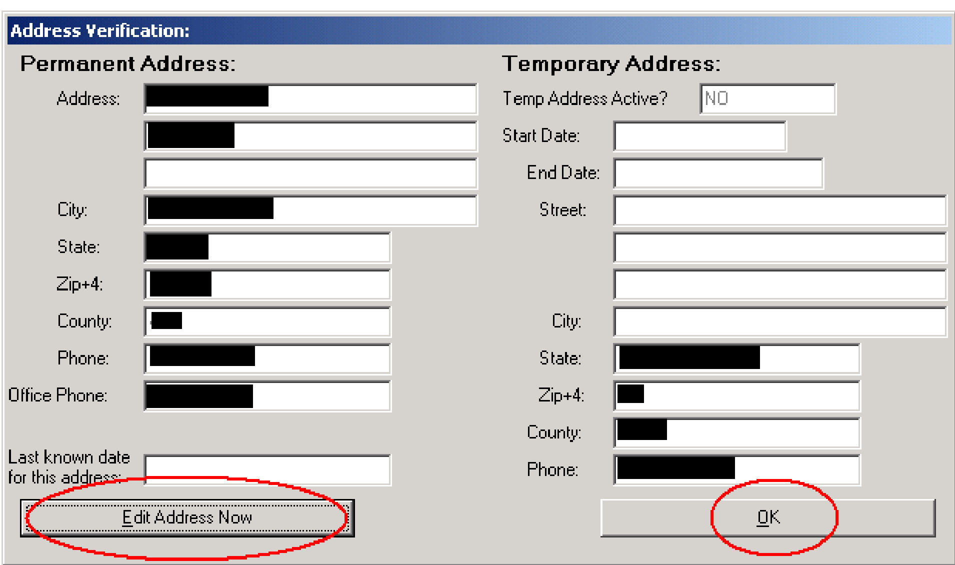


Fig. 2-11o

Step 5 – If the user selects the **Edit Address Now** button, edits can be entered and the user has the option of either saving or not saving the address changes to the C&P Exam request (fig. 2-11p). After the user selects **OK** from fig. 2-11p, or either the **Don't Save** button or the **Save Changes With C&P Request** button from fig. 2-11p, an **Add a New C&P Exam** dialog box opens (fig. 2-11q).

As shown in fig. 2-11q, certain VHA facilities have added new examination list functionality. For these facilities only, supported exams are shown in black, and exams shown in red may not be supported by the selected facility. **Routing Location Information** and **Information about this Exam List** status messages have been added to the template. Pop-up messages may appear during exam selection, depending on how the exam list has been set up by the C&P clinic or MAS. The user completes the various request fields by using the Tab key or the mouse to move from field to field. Several fields have drop down arrows which show the valid selections for that particular field. All of the fields except for **Other Disabilities** require an entry. The **Other Disability** field is not used by all VBA Regional Offices. Note: if the user did not use this field with the AMIE software, then it will not be used with CAPRI.

The user can select as many **Exams to Complete** as required by the particulars of the veteran's claim. The user must remember to justify the request by entering comments that explain the choice of exams. The **Exams to Complete** section works the same way as described in steps five and six in the **View/Edit Selected Request** section.

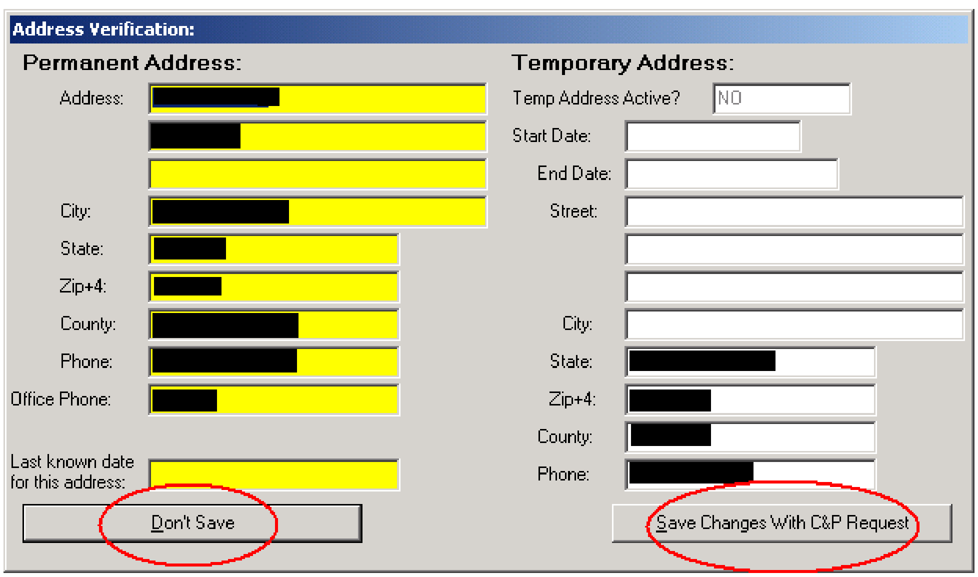


Fig. 2-11p

Add New C&P Exam screen:

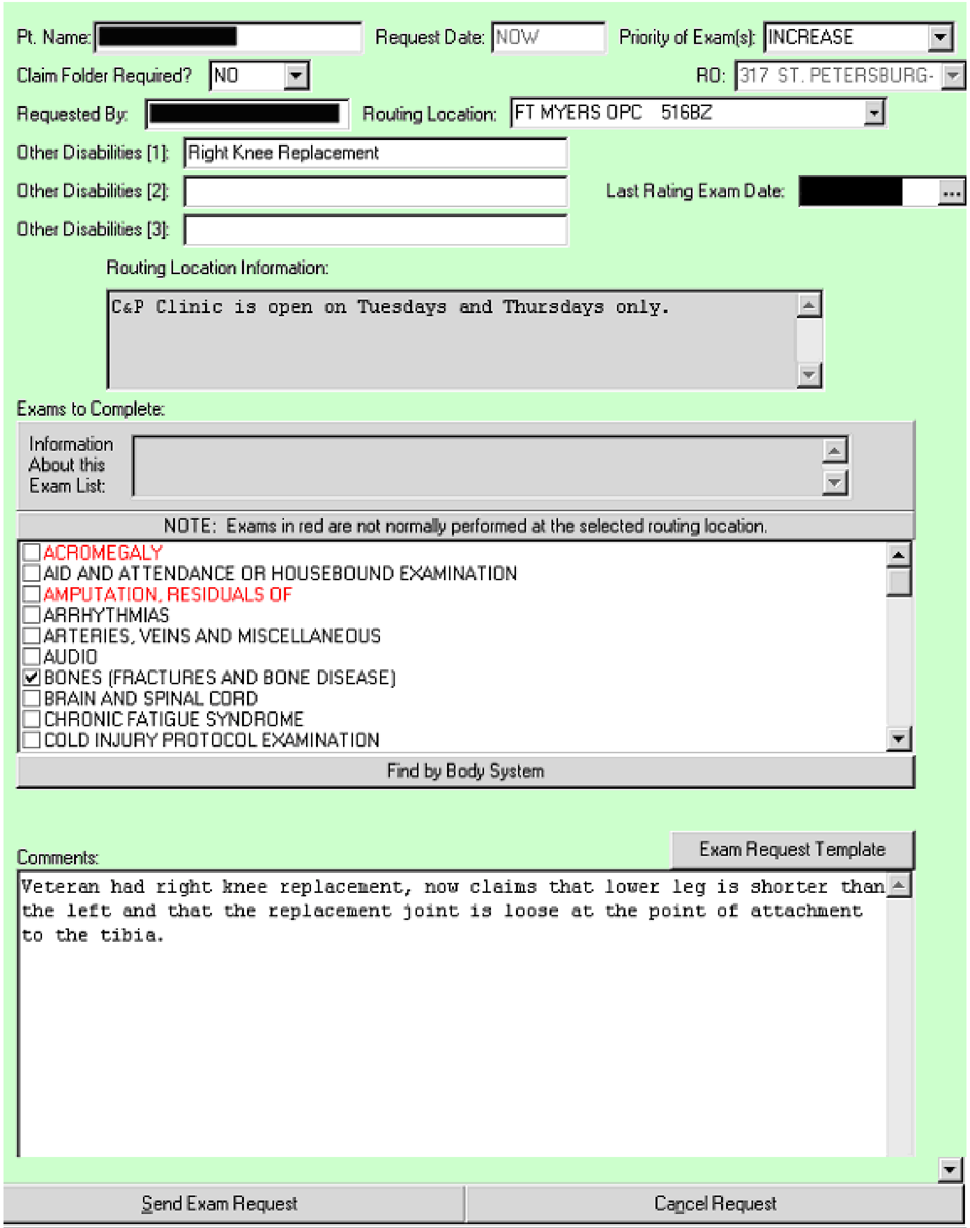


Fig. 2-11q

Step 6 – The user enters comments into the **Comments** field with the information to provide to the C&P physician concerning the veteran's disabilities along with the reason for the user's selection of examinations (fig. 2-11q). The Comments area is Windows-compatible and supports copy and paste commands. The user carries out copy and paste commands by either clicking **Edit**, located in the gray bar at the top of the screen, or by right-clicking the mouse in the comments area. The copy and paste features is of benefit for lengthy BVA Remand instructions for C&P examinations and also for those RVSRs and DROs that keep a card file or other electronic system of exam paragraphs with standardized sentences that are used on a frequent basis. Additionally, the C&P medical opinion request template can be pasted into the Comments section.

The **Exam Request Template** button was added to automate some of these paragraphs. It opens another screen (fig. 2-11r), which is an optional feature, that allows the user to make selections that use standard language and will appear on the examination request. It has tabs for **Info, SC/Increased Eval, Pension, Medical Opinion,** and **Contact Info.** Use of these templates is **optional**.

The **Info** tab has general information for the examiner (fig. 2-11r).

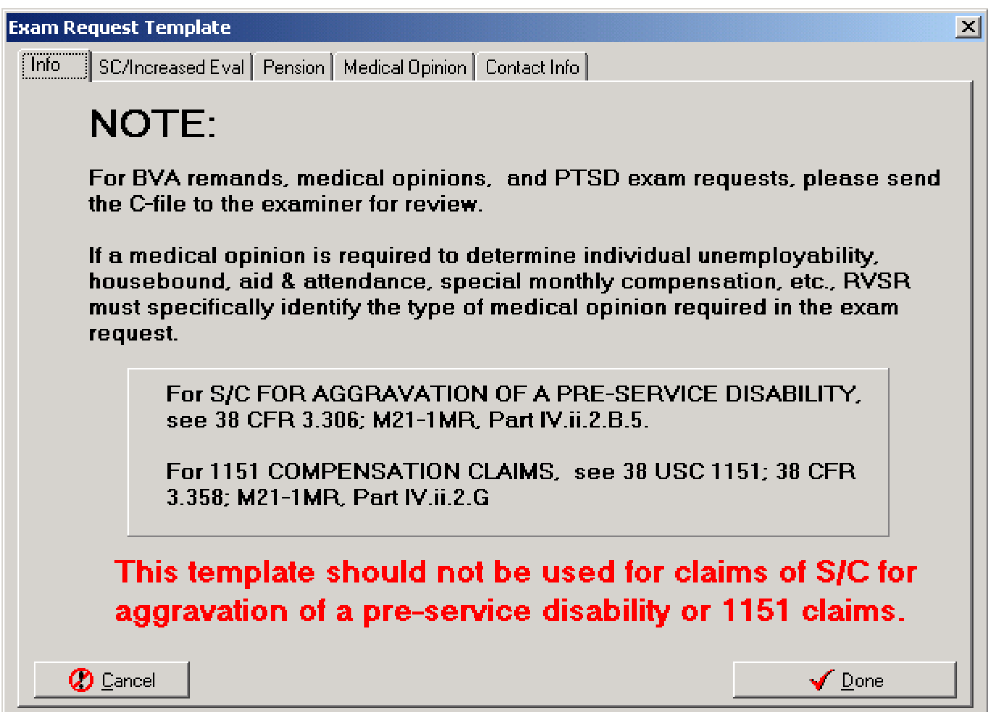


Fig. 2-11r

The **SC/Increased Eval** tab allows the user to specify a Power of Attorney, indicate the conditions that the veteran is claiming service connection for, and indicate what service connected conditions the veteran is claiming an increased evaluation for (clicking the **Add New** button opens the bottom Medical Condition fields) (fig. 2-11s). Note: When a medical opinion is required for a claim of service connection, DO NOT use the **Veteran claims service connection for** selection; instead refer to the VBA M21-1, MR for guidance as to what is required.

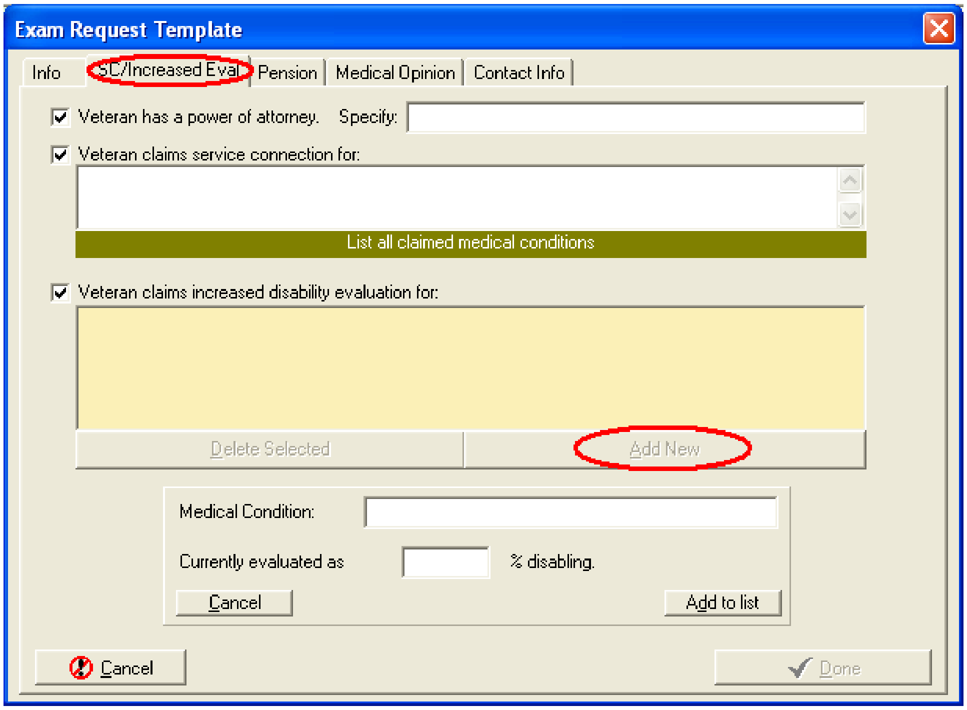


Fig. 2-11s

The **Pension** tab allows the user to indicate what medical conditions must be evaluated for a determination of pension entitlement (fig. 2-11t).

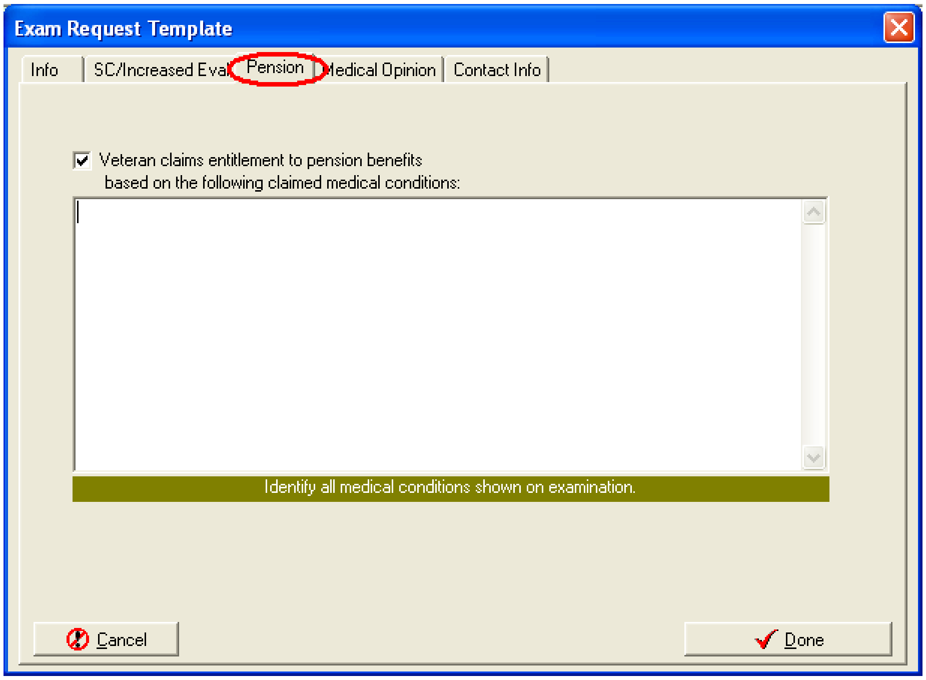


Fig. 2-11t

The **Medical Opinion** tab allows the user to indicate that an opinion is needed (fig. 2-11w). The user can copy/paste into this box by pointing to it and clicking the right mouse button.

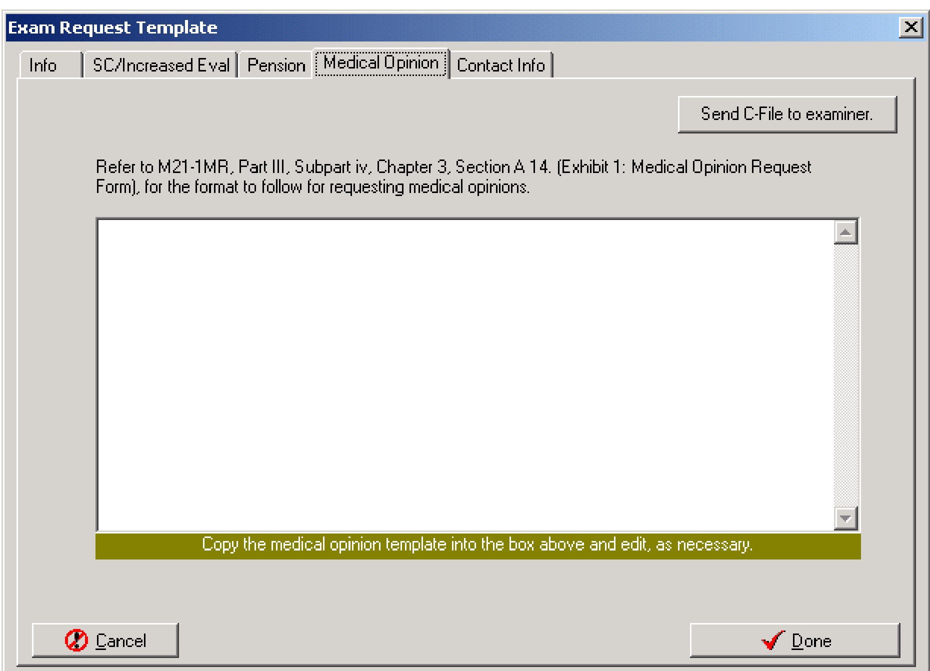


Fig. 2-11w

The **Contact Info** tab gives the user a pre-formatted area to indicate a station contact if the examiner has any questions about the request (fig. 2-11x). CAPRI remembers this information and automatically populates these fields the next time this template is used.

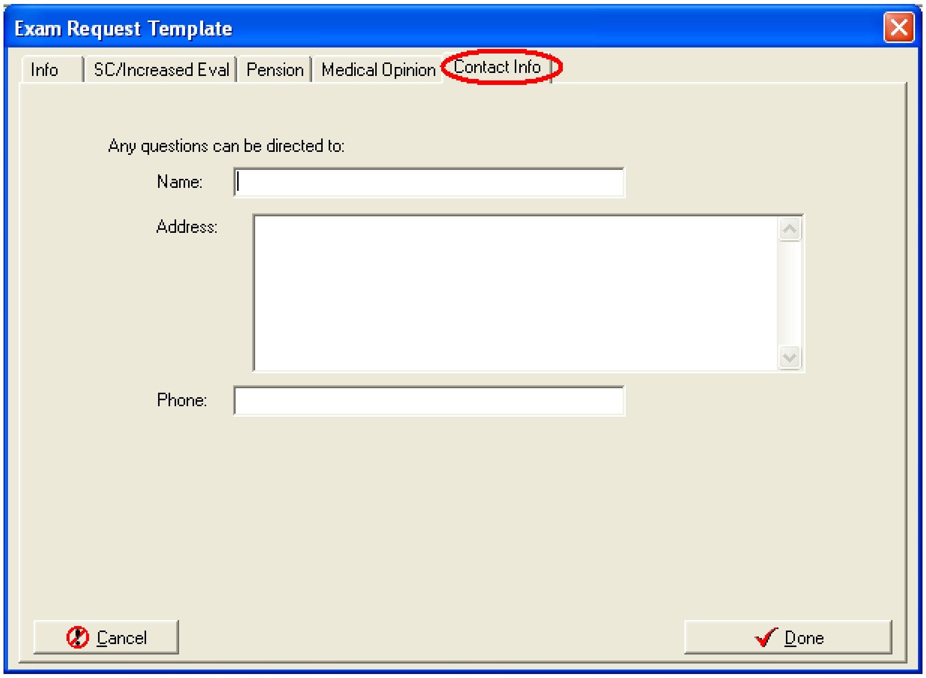


Fig. 2-11x

The user clicks **Done** when finished to enter all of the applicable templates.

Step 7 – The user reviews the request to ensure all the correct information has been entered. After making sure that no additional information is required, the user clicks the **Send Exam Request** button at the lower left corner of the screen. The user may also click **Cancel Request**, if appropriate. Answer the confirmation dialog box that appears.

Step 8 - The request is transmitted to the VHA facility and CAPRI shows that the request is pending.

Step 9 – To place proof of the exam request in the claim file for recordkeeping purposes, the user selects the Status Inquiry option and prints the Inquiry screen.

Insufficient Exam Request

This option is used if a completed examination is not sufficient, and the RO has followed local procedures to attempt to make the examination sufficient for rating purposes.

Step 1 - Log into CAPRI, look up the veteran using the patient selector, and move to the C&P Exams tab (fig. 2-11y). Since the veteran already has examination requests on file, the window will show the dates requested and completed.

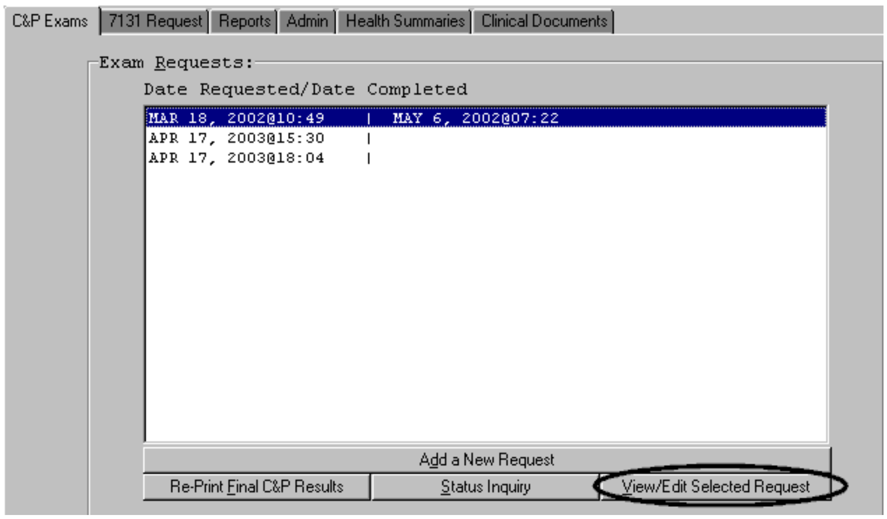


Fig. 2-11y

Step 2 - Select the previous examination that was insufficient, and click **View/Edit Selected Request**. This opens the View C&P Exam screen (fig. 2-11z).

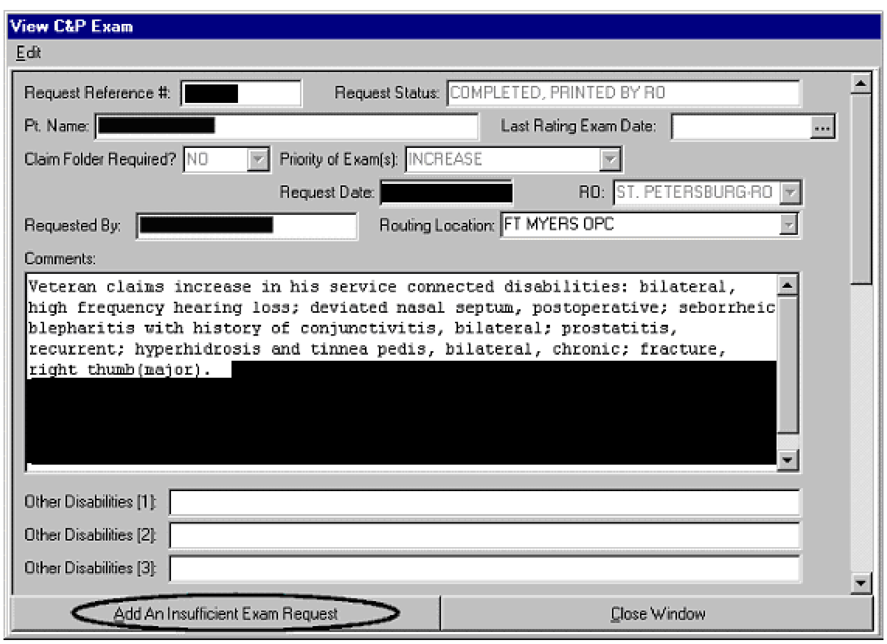


Fig. 2-11z

Fig. 2-11bb shows the exams previously requested, and that they were completed.

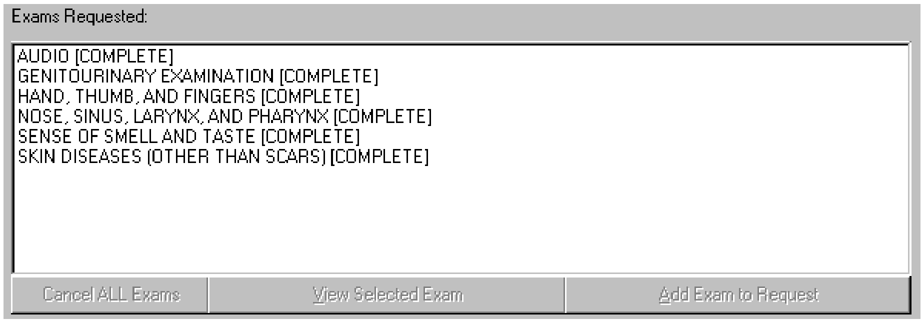


Fig. 2-11bb

Step 3 – The user verifies that the correct request was selected, and then clicks the **Add An Insufficient Exam Request** button (fig. 2-11z).

Step 4 - The Add New C&P Exam screen opens (fig. 2-11q, page 92). The user completes this screen as directed in the Add a New Request Section above. The only difference is that the list of available examinations is limited to the ones completed in the previous, insufficient examination (fig. 2-11cc). These choices will only appear after the user enters the Routing Location.

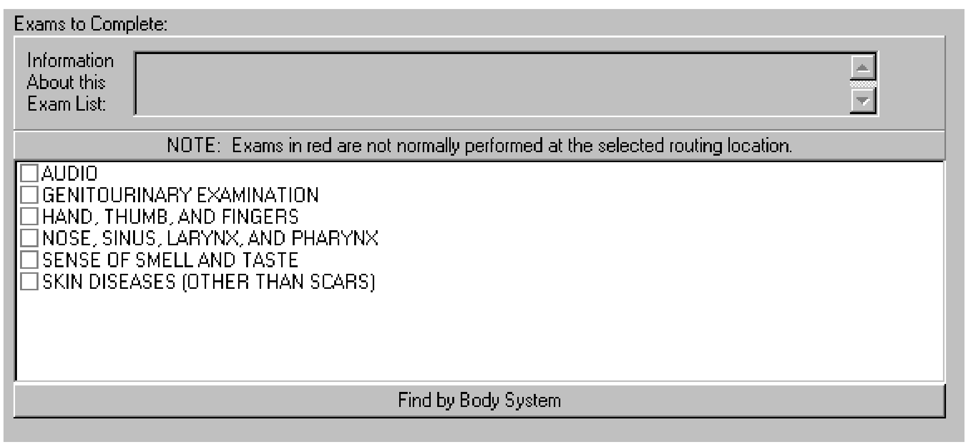


Fig. 2-11cc

Step 5 – The user completes this screen and submits the examination request as directed in the **Add a New Request** section above.

Re-Print Final C&P Results

This option is used to display final C&P examination results. The user can print the results, if needed, by using File/Print after the results are displayed. If the user attempts to use this option for an examination that has not been released to the Regional Office by the C&P Clinic, the following message is displayed: "This request has not been released to the Regional Office yet."

Step 1 – The user logs into CAPRI, looks up the veteran using the patient selector, and moves to the C&P Exams tab. If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested, as in the example below.

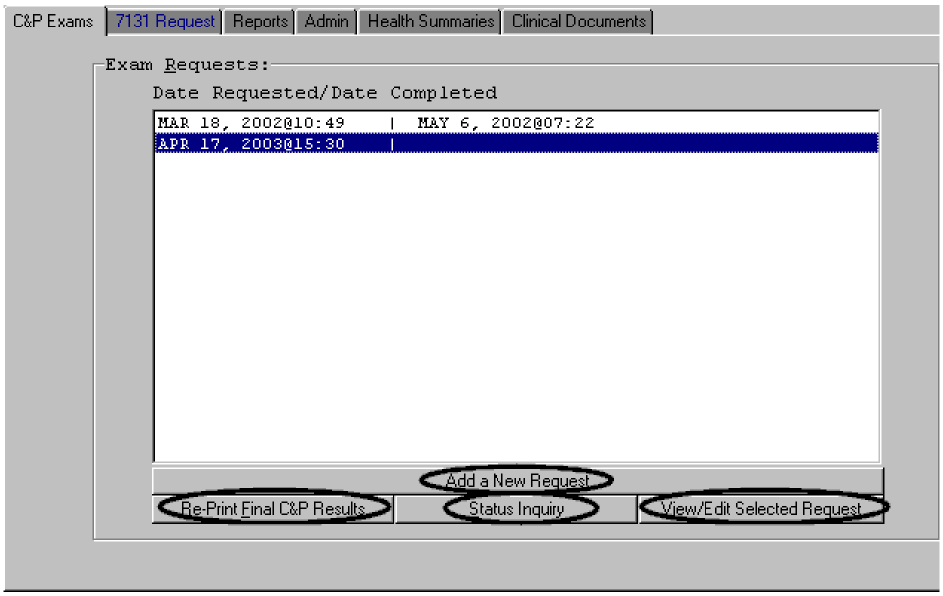


Fig. 2-11dd

Step2 – The user selects the examination results and clicks the **Re-Print Final C&P Results** button.

Step 3 - CAPRI displays a dialog box asking: **Do you just want the lab/x-ray results?** (fig. 2-11ee). The user clicks **Yes** for lab and x-ray results only, or **No** for the full examination results.

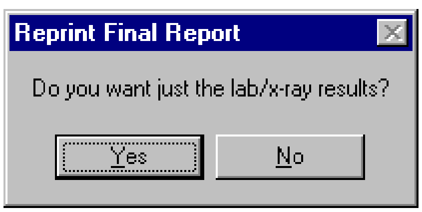


Fig. 2-11ee

Step 5 - The Compensation and Pension Exam Report screen opens under the Reports tab (fig. 2-11ff). The user can scroll down for more results from the selected examination.

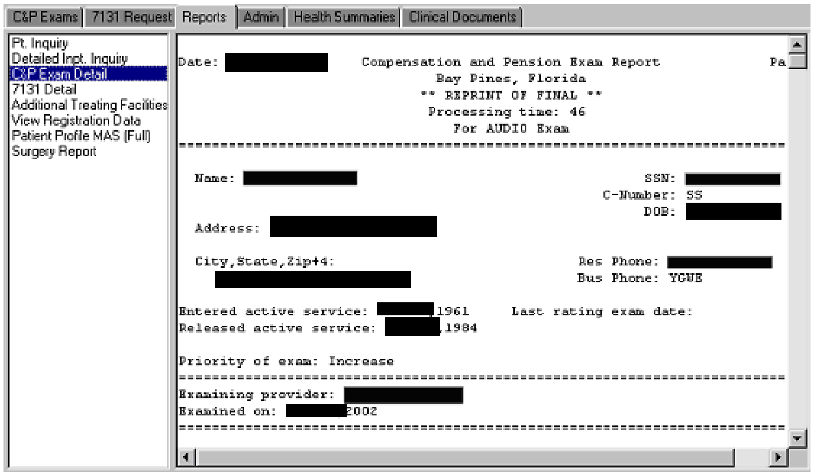


Fig. 2-11ff

Step 5 - To view the results of another final examination request, the user must go back to the **C&P Exam** tab and start from Step 2 above.

Status Inquiry

This option is used to check the status of any exam request shown on the C&P Exam tab screen.

Step 1 – The user logs into CAPRI, looks up the veteran using the patient selector, and moves to the **C&P Exams** tab (fig. below). If there are no examination requests, the window is blank. If the veteran already has examination requests on file, the window will show the dates requested, as in the example below.

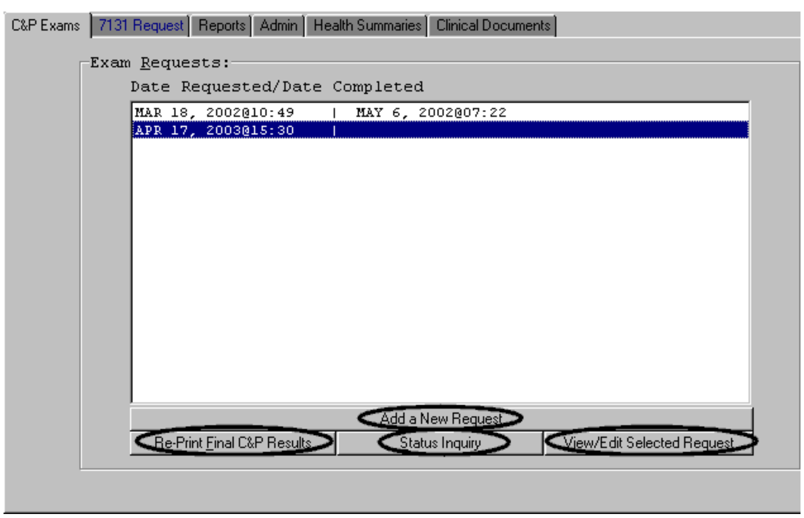


Fig 2-11gg

Step 2 – To check an exam's status, the user selects the exam request and clicks the **Status Inquiry** button.

Step 3 - The **Compensation and Pension Exam Inquiry** screen opens under the **Reports** tab (fig. 2-11hh). The user can scroll down for more information about the selected examination.

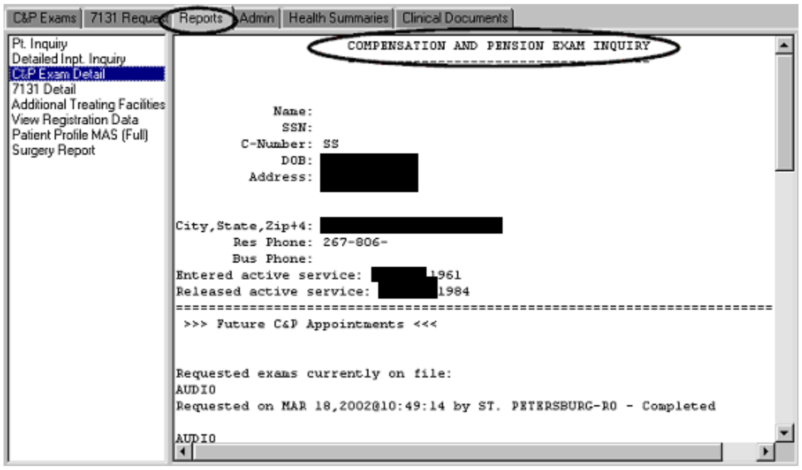


Fig. 2-11hh

Step 4 - To check the status of another exam request, the user must go back to the **C&P Exam** tab and start from Step 2 above.

7131 Request

The 7131 Request tab includes functions such as:

- Adding new requests for *21-Day Certificates*, *Notices of Discharge*, etc.
- Status inquiries and reports
- Viewing and editing pending requests

***Note:** 7131 requests are reserved for information that cannot be obtained directly through CAPRI, such as older records and retired records that may not exist in the electronic database, or other records in VHA's Computerized Patient Record System (CPRS) that are unavailable in CAPRI. For example, scanned records in CPRS may not be available in CAPRI.

Pending requests are shown in the left column and completed requests are shown in the right column of the screen. In the example below (fig. 2-11ii), the request is still pending for an Admission Report, and there are no completed requests. When the tab is first opened, all pending and completed requests are shown, but none is selected. The **Status Inquiry** and **View/Edit Selected Request** buttons are not available until a request is selected.

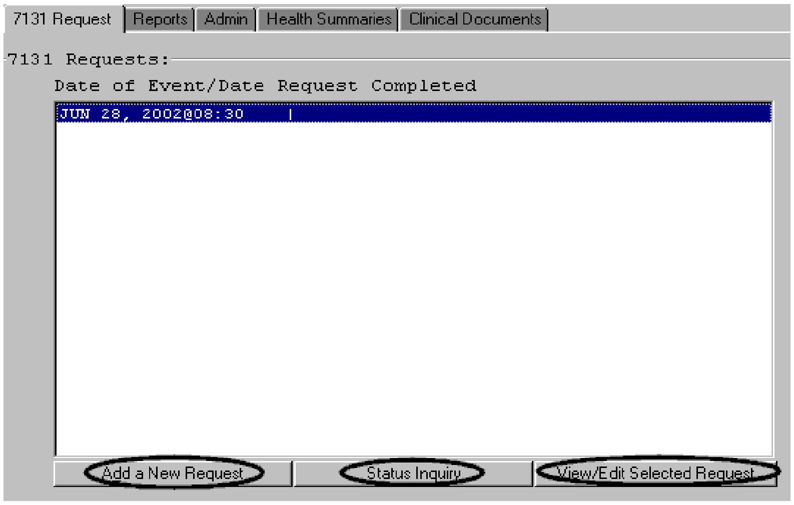


Fig. 2-11ii

Fig. 2-11jj shows what an open 7131 request for an outpatient treatment record looks like. The **Date of Event** displays **O/P Activity** when the 7131 request is not for an Admission Report.

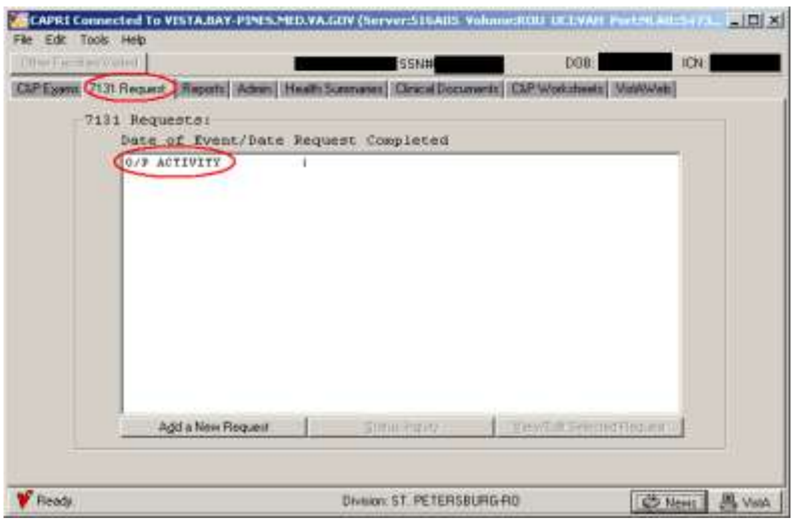


Fig 2-11jj

Add a New Request

7131 requests can be made for reports including:

- Patient records which may be retired after a long period of facility inactivity
- Patient records which only exist on paper
- VAF 21-2680 Aid and Attendance examinations that have been completed by the veteran's health care provider
- Competency reports
- Asset information
- 21-day certificates
- Records based upon hospital admissions such as discharge notices and discharge summaries

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **7131 Request** tab. The 7131 Request screen opens (fig. 2-11jj).

Step 2 – The user clicks the **Add a New Request** button at the lower left corner of the 7131 Request screen. A screen showing radio buttons to select either **Outpatient/Activity** (fig. 4-45a) or **Admission** (fig. 2-11kk) is displayed.

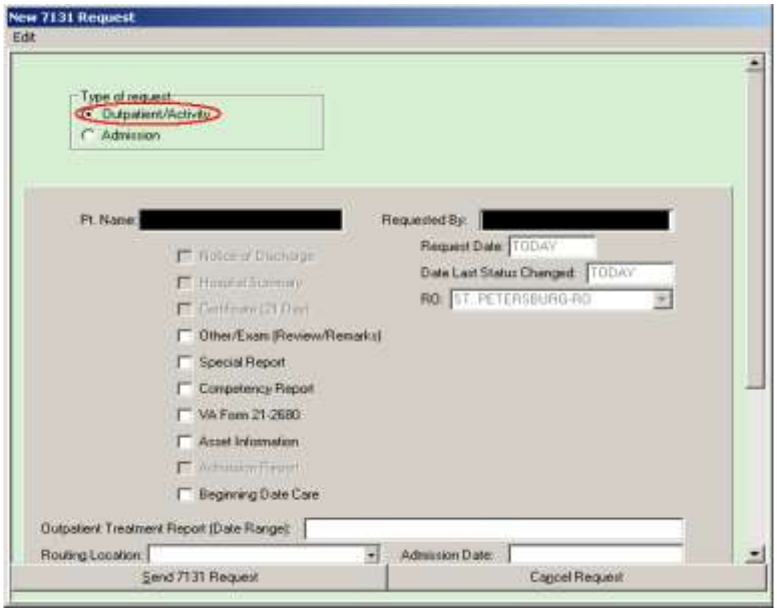


Fig. 2-11kk

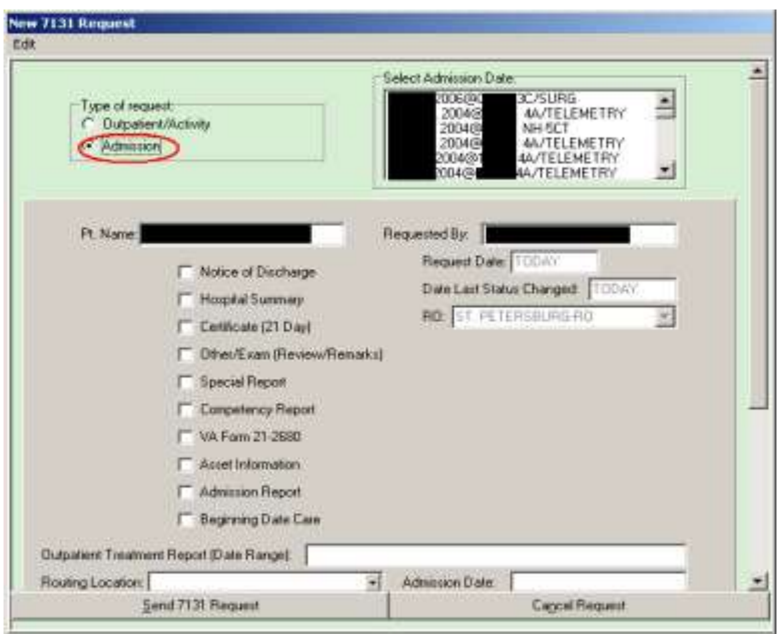


Fig. 2-11ll

Step 3 – The user selects either **Outpatient/Activity** (fig. 2-11kk) or **Admission** (fig. 2-11ll) depending on which one most closely relates to the request. If no admission is listed under the **Select Admission Date**, see fig. 4-45b, then an electronic 7131 Request cannot be submitted.

***Note:** Notice of Discharge, Hospital Summary, Certificate (21-Day), and Admission Report are NOT available if the user selects **Outpatient/Activity**. These options are only available if **Admission** is selected.

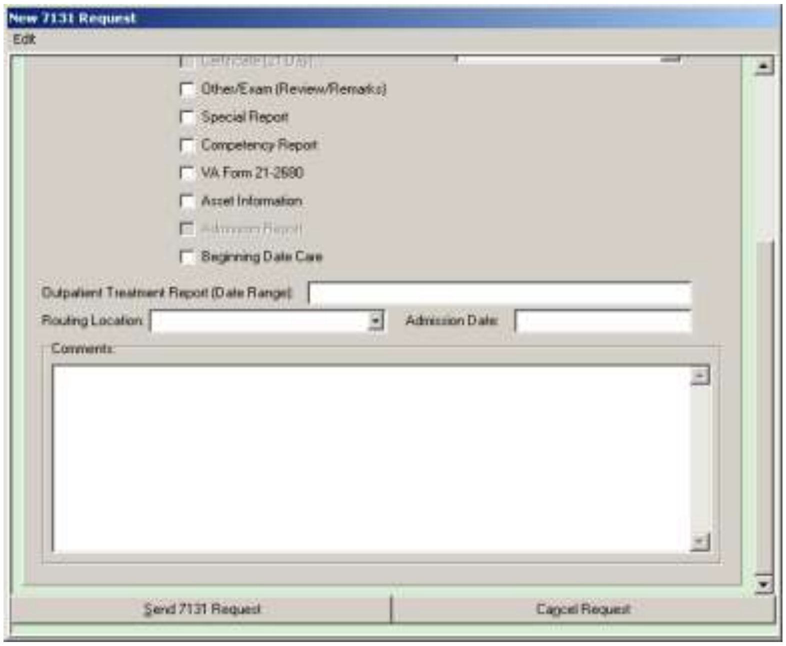


Fig. 2-11mm

Step 4 – The user checks the items to request. The Patient Name, Requested By, Request Date, Date Last Status Changed, RO, and Admission Date are already completed.

Step 5 – The user enters comments in the area provided with details concerning the request (fig. 2-11mm). A Release of Information Clerk at VHA must dig through old records in search of the user's request and appreciates any help the user can give by being specific about the request.

Step 6 – The user clicks **Send 7131 Request** and the request is transmitted. Or, the user can click **Cancel Request** (fig. 2-11mm). CAPRI opens a dialog box asking the user to confirm the choice.

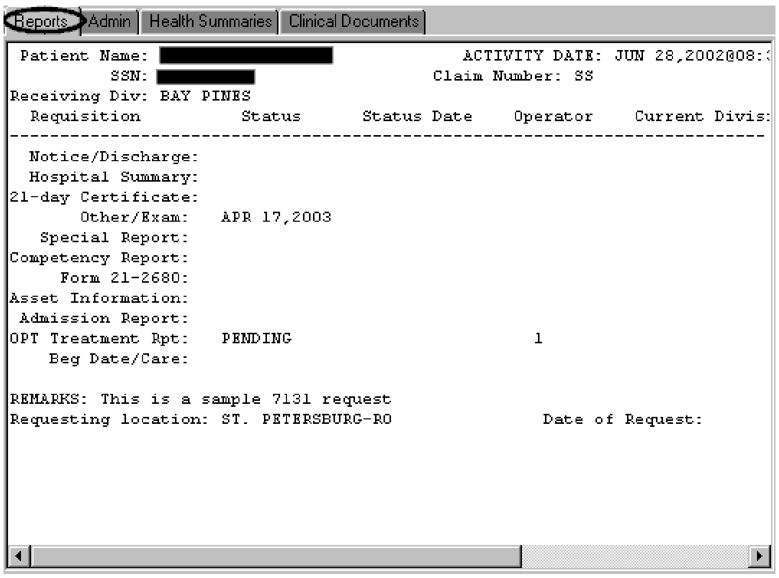
Step 7 - To inquire about the status of a 7131 request or to generate a report for proof of a request to be placed in the claims file, the user selects the **Status Inquiry** option (fig.2-11jj).

Status Inquiry

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **7131 Request** tab. The 7131-request screen appears displaying any pending or completed 7131 requests (fig. 2-11jj).

Step 2 – The user selects the 7131 request for clicks the **Status Inquiry** button (fig. 2-11jj).

Step 3 - The following report opens under the **Reports** tab (fig. 2-11oo). To check the status of another 7131 request, the user must go back to the **7131 Request** tab and start from Step 2 above.




```
 Patient Name: [redacted]            ACTIVITY DATE: JUN 28,2002@08:
          SSN: [redacted]         Claim Number: SS
Receiving Div: BAY PINES
  Requisition         Status      Status Date    Operator    Current Divis
--------------------------------------------------------------------------
  Notice/Discharge:
  Hospital Summary:
21-day Certificate:
       Other/Exam:   APR 17,2003
   Special Report:
Competency Report:
     Form 21-2680:
Asset Information:
 Admission Report:
OPT Treatment Rpt:   PENDING                      1
    Beg Date/Care:

REMARKS: This is a sample 7131 request
Requesting location: ST. PETERSBURG-RO            Date of Request:
```

Fig. 2-11oo

Step 4 – The user can print the report for the claim folder by choosing **Print** from the **File** menu.

View/Edit Selected Request

Step 1 – The user logs into CAPRI, selects a patient, and clicks on the **7131 Request** tab. The 7131-request screen displays any pending or completed 7131 requests (fig. 2-11jj).

Step 2 – To check the status, the user selects the 7131 Request clicks the **View/Edit Selected Request** button (fig. 2-11jj).

Step 3 - The following screen displays all of the information entered in the 7131 request (fig. 2-11pp). The user clicks the **Close Window** button when finished viewing the request.

View 7131 Request screen:

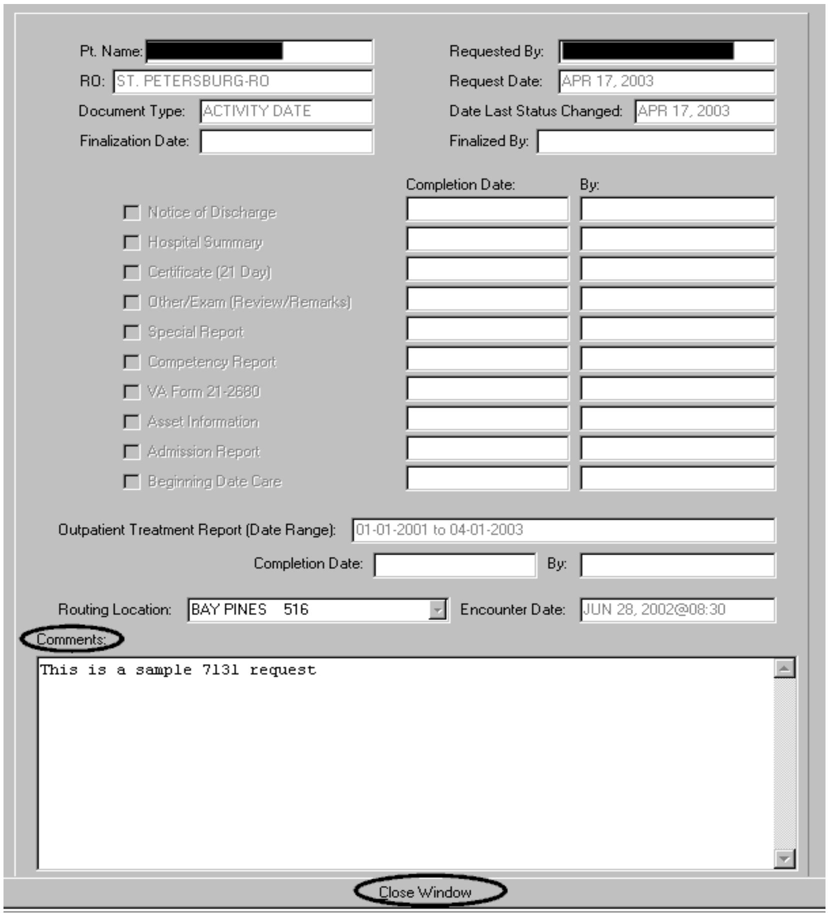


Fig. 2-11pp

Step 4 - To edit the 7131 request, the user can do so on this screen at this time if the request has not been finalized. The fields available for editing are the documents requested (Notice of Discharge, Hospital Summary, Competency report, etc.), the Outpatient Treatment Report Date Range, the Routing Location, and the Comments. When the edits are complete, the user clicks **Close Window** to save the changes (fig. 2-11pp).

CAPRI Reports (Patient-Specific)

The **Reports** tab allows the user to make various patient inquiries, review registration and profile data, and request surgery reports for the selected veteran.

Patient Inquiry

This report provides demographic, eligibility, and treatment information about the selected patient.

Detailed Inpatient Inquiry

This report lists all of the patient's inpatient admissions, with the date, time, and ward. The user can select an admission and click **OK** to get detailed information about that admission. This includes admission and discharge dates, transfers between wards, care providers, and diagnosis.

C&P Exam Detail

This report was moved to the **C&P Exams** tab. If attempting to use this report, the user is directed to that tab.

7131 Detail

This report was moved to the 7131 Request tab. If attempting to use this report, the user is directed to that tab.

Additional Treating Facilities

This report will show if the patient was treated at any VHA facilities other than the one currently connected to by the user.

View Registration Data

This report provides full demographic data, including military information, for the selected patient.

Patient Profile MAS (Full)

The following screen is the default - it specifies all dates, all appointments, all enrollments, all team information, all edits, all dispositions, and the means test. The user can change the generated report to exclude particular types of information by clicking *No* for that particular type.

Surgery Report

This option will generate a list of all available surgery reports for the selected patient. If the user selects a procedure from the list, the OK button is enabled.

Other Patient-Specific Reports

As noted below in the non-patient-specific reports section, if a veteran is selected prior to choosing Reports from the File menu, two of the reports have additional options. The **Reprint a 21 Day Certificate** and the **Reprint a Notice of Discharge** reports allow the user to choose either for a date or for the patient selected. Please refer to the next section for details on the other reports accessed from File/Reports.

Reprint a 21-Day Certificate

This option is used to reprint a 21-Day Certificate for a particular patient. When the File/Reports Menu is accessed after selecting a patient, the report dialog box includes that patient as a selection option. If the user did not have a patient selected, the dialog box would not include this as an option. The certificate produced is exactly the same as the original certificate. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 - Report of Contact.

Reprint a Notice of Discharge

From time to time it may be necessary to reprint a Notice of Discharge for a patient. When the File/Reports Menu is accessed after selecting a patient, the report dialog box includes that patient as a selection option. If the user did not have a patient selected, the dialog box would not include this as an option. If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the patient's name, Social Security number, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

CAPRI Reports (non-patient-specific)

The non-patient-specific CAPRI Reports are accessed from File/Reports.

C&P Exams Reports

AMIS 290

This option electronically produces the AMIS C&P report that was manually produced by the regional office. AMIS stands for Automated Management Information System. It is a general system of computer programs used to process management reports. The AMIS 290 report covers compensation and pension examination request activity. The regional office AMIS 290 calculates the data based only on that specific regional office's requests. The average processing time reported on the AMIS 290 report now accounts for lost 2507 request processing time due to appointment reschedules at the request of the veteran. Processing time for an insufficient request will include the processing time of the original request. In addition to a hard copy being produced, this option allows the user to send a MailMan message either locally or via network mail. The mail bulletin will contain the same information that appears on the report.

Fig. 2-11qq shows the output from the AMIS 290 report.

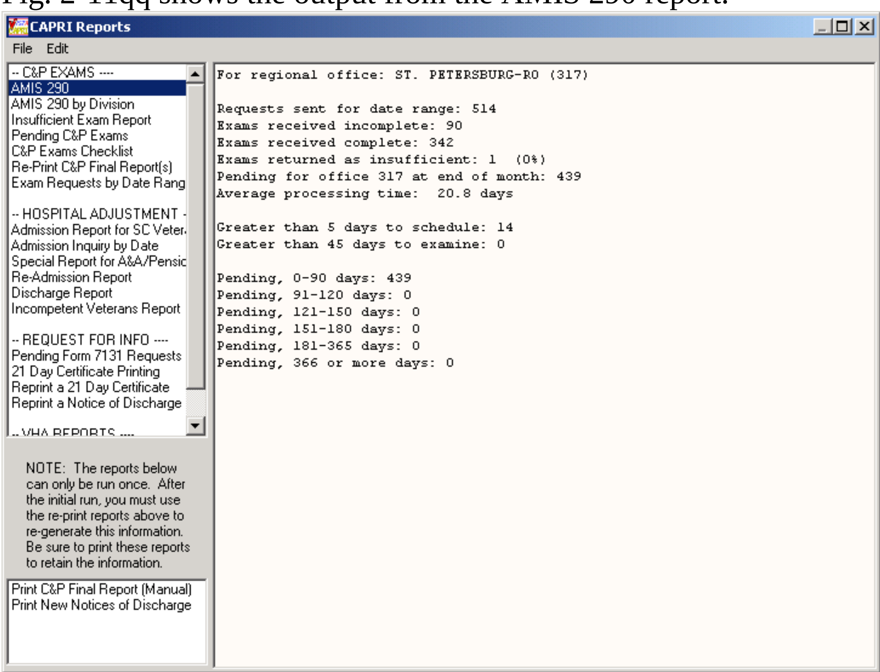


Fig. 2-11qq

The terminology below may help interpret the AMIS 290 and Insufficient Exam Report.

Total pending from previous month:

This is the total number of 2507 requests reported to MAS before the last day of the previous month that were not completed prior to the end of that month, or were completed prior to the end of that month and reopened.

Requests received for date range:

This is the total number of requests that were not entered with a priority of exam equal to INSUFFICIENT and had a date reported to MAS that fell within the date range entered by the user.

Exams returned as insufficient:

This is the total number of requests that were entered with a priority of exam equal to INSUFFICIENT and had a date reported to MAS that fell within the date range entered by the user.

Requests returned complete:

This is the total number of requests that have a date released that fell within the date range entered and have a request status of COMPLETED, PRINTED BY RO or RELEASED TO RO, NOT PRINTED.

Requests returned incomplete:

This is the total number of requests that have a cancellation date that falls within the date range entered and a request status that equals CANCELLED BY RO or CANCELLED BY MAS.

AMIS 290 by Division

This is the same report as the AMIS 290 above, but the user can limit the report to a single division of the VHA facility that performs C&P examinations, such as a community-based clinic.

Insufficient Exam Report

The Insufficient Exam Report option prints a report of 2507 requests entered with a priority of INSUFFICIENT EXAM for a specified date range. The user may choose a detailed or summary version of the report. Only exam reasons and types that have information to report are included on the detailed version of the report.

The summary version of the report is divided into two parts. The first part contains the total number of 2507 requests/exams received for the date range, the total number of priority insufficient requests/exams for the date range, and the percentage of insufficient requests/exams received. Due to the rounding of the component percentages, the total of the percentages may not equal 100%. The second part of the summary version is a breakdown of each reason an exam was returned. The detailed version allows the user to display one, many, or all insufficient reasons and AMIE exams.

Other information provided includes exam type, patient name, Social Security number, and claim number. Provider and exam date on this report is the provider and date from the originally completed 2507. The exam date will not be included if the original 2507 has been purged. The length of the veteran's name and the provider are limited to 15 characters. If either field has been truncated, it will appear with two asterisks (**). If an insufficient 2507 is transferred from one site to another, that exam is reported on the insufficient exam report for both sites (original and remote).

Pending C&P Exams

This option will print out all pending C&P requests. The user may sort the reports by request status, routing location, veteran name, or age of the request.

When sorting by status, the report can be tailored to identify NEW, PENDING, TRANSCRIBED, or ALL pending C&P exams. Sorting by TRANSCRIBED may be useful for identifying ready to rate claims that have been completed but not released to the RO. Common delays for not releasing transcribed results include waiting for a physician’s signature and/or waiting for additional required tests or studies. An inquiry to the VAMC C&P clinic can clarify reasons as to why TRANSCRIBED results have not been released if an excessive number of days have elapsed since the date of the C&P exam request.

Each report displays the following information, if applicable: veteran name, Social Security number, claim number, request date, elapsed days, exams requested, and requester name and location. The total number of exams pending will also be provided.

C&P Exams Checklist

The **Exam Check List for RO** option is used to print a checklist used by regional office personnel to select compensation and pension examinations for veterans. The request worksheet lists the body systems and the exam worksheet names. It also contains a remarks section. The top portion of the work sheet allows the requester to enter veteran-specific information, including:

- Veteran's name, Social Security number, and C-Number
- VAMC where the exam is to be performed
- Veteran's day and night telephone numbers
- Power of Attorney
- Date the exam was ordered and by whom
- Insufficient exam date

Re-Print C&P Final Report(s)

This option allows the reprinting of final 2507 exams with the status of **Completed, printed by RO**. The reports are sorted by the last two digits of the claim number. The user must enter the date the report was previously printed. Reprinting a request is not allowed unless the person requesting the reprint has a division, which matches the station number of the requesting regional office. The exam must have the status **Completed, printed by RO** or **Released to RO, not printed**. The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. The output will include a summary portion that includes patient name, Social Security number, claim number, and request date. The total number of requests to be printed will also be provided.

Exam Requests by Date Range

This report will generate a simple list of all exam requests entered within the date range specified. The report is sorted by date of entry. The following fields are reported: SSN, Patient Name, Request Date, Date Released, Date Printed, and Status. The report was primarily created to assist VHA in tracking exams that may have been requested but not released.

C&P exam Status comprises the following categories:

- **New** exam requests from VBA;
- **Pending, Reported** exam requests acknowledged by VHA;
- Exam requests **Canceled by MAS**;
- Exam requests **Canceled by RO**;
- Exam requests **Released to RO, Not Printed**; and
- Exam requests **Completed, Printed by RO**.

Hospital Adjustment Reports

Admission Report for SC Veterans
This option will report all service-connected admissions to the facility the user is connecting to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report could be quite lengthy.

Admission Inquiry by Date
This will create a report that matches the data generated by the AMIE option of the same name. It is a cumulative report comprising all admissions for a given date range. The report is designed primarily to be an auditing tool for the RO. Information which may be provided for each patient includes claim number, claim folder location, Social Security number, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report can be quite lengthy.

Step 1 - The user enters a date range using **Stop date** and **Start date**.
Step 2 - A specific regional office is selected.
Step 3 - Then, the user clicks **OK**.

The yellow informational box displays the last report that was generated either using CAPRI or the corresponding option in AMIE roll and scroll. This can be used as a reminder when running a new report of this type.

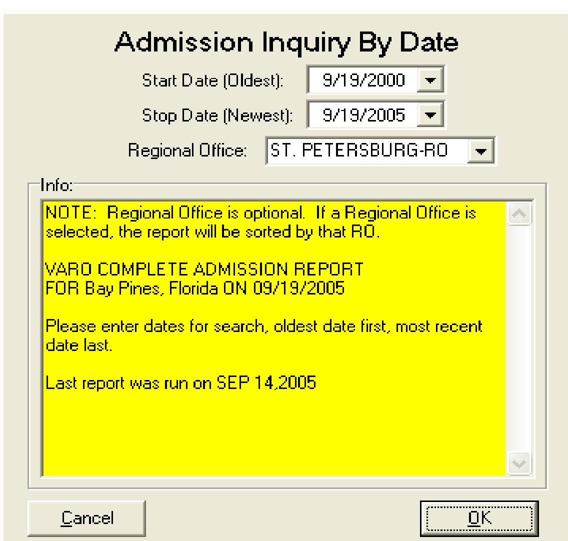


Fig. 2-11rr

Special Report for A&A/Pension

This report option provides information on veterans receiving either pension or A&A. The selectable patient movement types are limited to any active discharge types at the medical facility. Some of the data elements include claim number, claim folder location, Social Security number, admission date, admitting diagnosis, discharge date, bed service, whether the patient is receiving A&A or pension, and eligibility data. Depending on the date range selected, this report can be quite lengthy.

The user selects one or more of the special report types by checking the box next to the report name. Some of the choices are pre-selected to AMIE default settings, but may be unchecked to remove them from the final report. Date range is the same in other CAPRI report options. The report can be run for all regional offices or a specific one. The default is for all offices. After all selections are made, the user clicks the **Run Report** button.

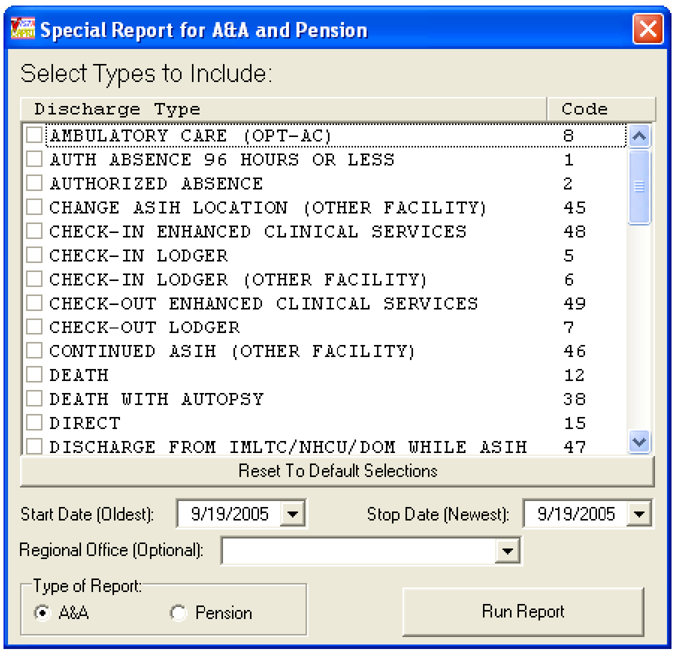


Fig. 2-11ss

Re-Admission Report

This report compiled information pertaining to any veteran receiving pension or aid and attendance who has been readmitted to a facility within 185 days of his or her last discharge date. The following criteria must be met for the patient to appear on this report:

- If the patient is in receipt of pension and Hospital is selected: readmitted within 185 days of last discharge and has a length of stay > 89 days.
- If the patient is in receipt of pension and Dom (Domiciliary) is selected: readmitted within 185 days of last discharge and has a length of stay > 59 days.
- If the patient is in receipt of aid and attendance and either Hospital or Dom is selected: readmitted within 185 days of last discharge, has a current length of stay greater than 29 days, and last discharge was IRREGULAR.

Information provided may include veteran's claim number, claim folder location, eligibility, Social Security number, and whether or not in receipt of pension and/or aid and attendance. Admission data includes admission date, admission diagnosis, discharge date, discharge type, and bed service.

Discharge Report
This option will report service connected, A&A, pension, or all discharges for the facility the user is connected to for any given date range. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, discharge date, type of discharge, length of stay, bed service, in receipt of A&A or pension, and eligibility data. Depending on the date range and number of discharge types selected, the report could be quite lengthy.

Incompetent Veterans Report
This option will report all veterans who have been ruled incompetent by Civil or VA authorities. For this report to run correctly, either the DATE RULED INCOMPETENT (VA) or DATE RULED INCOMPETENT (CIVIL) fields must have been edited by VHA personnel (OR) the RATED INCOMPETENT field in the PATIENT file must contain a YES value. Each time the report is processed and contains data, the date is captured and stored. It will then be displayed as the "last run date" for the next processing session. Information, which may be provided for each patient found, includes claim number, claim folder location, Social Security number, discharge date, type of discharge, length of stay, bed service, eligibility data, and date ruled incompetent. Depending on the date range selected, the report could be quite lengthy.

Request for Information Reports

Pending Form 7131 Requests
This report displays all requests that are not finalized. It lists only the items pending for each patient request. The elapsed days (total work days passed since the request was logged) is displayed which may be useful in keeping track of outstanding requests. The user may choose to sort the report by regional office number and division. If the user chooses to report for a specific division, any 7131 that has that division responsible for any portion of the request is included. Requests may appear on this report with no items listed as pending. These are requests where the final item(s) have been completed but the request itself has not yet been finalized by the system. This should be a rare occurrence. If this does occur, wait 24 hours to see if the auto-finalization program remedies the situation. If the auto-finalization program did not run, the user may use the Request for 7131 Information options to edit the request. The IRM Service of the medical center the user is connecting to should be notified if it appears that the auto-finalization program is not set to run. Since the pending report may serve many divisions or remote sites, the division, which is responsible for the completion of the request, is displayed at the top of each printed record.

21 Day Certificate Printing
This option is used to print 21-Day Certificates that were previously requested. They must have been completed and released by VHA before they can be printed. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 - Report of Contact. If the length of stay for the selected episode of care is 21 days or greater, a certificate is generated regardless of the request date. It should also be noted that upon generation of a certificate, the system will automatically modify the existing 7131 request for the veteran to show requests for a Notice of Discharge and Hospital Summary. This is done ONLY if they are not already requested, or were requested and previously completed. If there are no new 21-Day Certificates to print, CAPRI displays a message. The only prompt is for device selection.

Reprint a 21-Day Certificate
This option is used to reprint all 21-Day Certificates by the original processing date or an individual certificate if a patient's CAPRI record has been previously selected. The user must know the date the certificate was originally printed to reprint by date. The certificate produced is the same as the original certificate. ROC 119, which appears at the bottom of each certificate, stands for VA Form 119 - Report of Contact.

Reprint a Notice of Discharge
Items such as a *Notice of Discharge* are automatically tracked and issued ONLY when the event occurs. At that point, they become a *7132, Notice of Discharge*. From time to time, it may be necessary to reprint a Notice of Discharge for a patient. This option allows the user to reprint notices for all veterans for a selected processing date. If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the patient's name, Social Security number, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

VHA Reports

Template Activity

This report is specific to CAPRI and does not exist within roll and scroll AMIE. The primary intent is to assist VHA staff in tracking their site's examination template use within CAPRI. The report corresponds to the C&P Worksheets tab within CAPRI, which VBA staff may or may not be able to see. This tab is locked with a security key not normally provided to VBA.

Other Reports

NOTE: The next two reports are a special type that is normally run only by a selected individual at the regional office. It is probable that these is locked with a security key in a future version of CAPRI to prevent accidental use. After these reports are run, flags are set within AMIE that update the report's last date/time. If the report is accidentally run when it should not have been, any user could still generate the report again by using the re-print options, also available in the reports dialog box.

Print C&P final Reports (Manual)

The Print C&P Final Report (Manual) option allows printing of 2507 examination results sorted by the last two digits of the claim number. It will print only those requests that have been released to the regional office and not printed. This option will only be used by the regional office and should be executed only if there is no supporting paperwork to go with the final results (e.g., eye charts). The package is designed to print any lab/radiology results designated for C&P. When printing, the system will examine all lab/radiology results for 120 days before the release date. When a report is ready to be printed, it indicates that all exams for a particular request have been performed on the veteran (or canceled) and the results completed, transcribed, approved, and released.

The output from this option will include the C&P final exam reports as well as a summary section. The summary section will list the patient name, Social Security number, claim number, and request date on each exam report that is printed. The total number of requests to be printed is also provided. Final C&P results may be received at the regional office in the following three ways:

- Direct printing - completed at the regional office through the use of this option
- FAX delivery - if there is supporting paperwork for the final results, the request is flagged as such when it is released. After flagged, the user will not be able to print it using this option. Only one original copy is printed at the hospital, and it is faxed along with supporting paperwork. This copy is stored in the veteran's folder (after being signed). Fax delivery of all paperwork ensures the entire exam is kept together.
- U.S. Mail - In cases where there is supporting documentation that would not FAX well, it is necessary to mail the entire package to the regional office. An example would be an eye exam that included several different charts.

Print New Notices of Discharge

Items such as a *Notice of Discharge* are automatically tracked and issued ONLY when the event occurs. At that point, they become a *7132, Notice of Discharge*. This option facilitates printing notices for all veterans since the last time the report was generated. If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the patient's name, Social Security number, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

The system is designed to automatically provide new notification of discharge in three cases:

- The veteran has a pending Notice of Discharge request logged on a 7131.
- The discharge is by death.
- The veteran is discharged to a community nursing home.

The discharges at the site are checked nightly for “today’s” date minus seven days. Processing this date range gives the hospital time to correct any errors that occur in the discharge process (e.g., wrong discharge type).

If the admission associated with the 7131 was deleted and notification already sent, a message is displayed. The message includes the patient's name, Social Security number, date and time of admission, notice that the admission has been deleted, and a recommendation to contact the medical center.

If a specific date range is needed, use the re-print option under the *Request for Info* heading instead.

Admin Tab

The Admin tab combines information about the patient's address and appointments, including admissions (fig. 2-11tt).

Address Tab

The user can view the permanent address, view the temporary address, and view Past, Future, or All appointments. Previous versions of CAPRI allowed the address to be edited. This feature has been removed in version 91 and later versions of CAPRI. The *Edit Address Information* button is inoperable for most users.

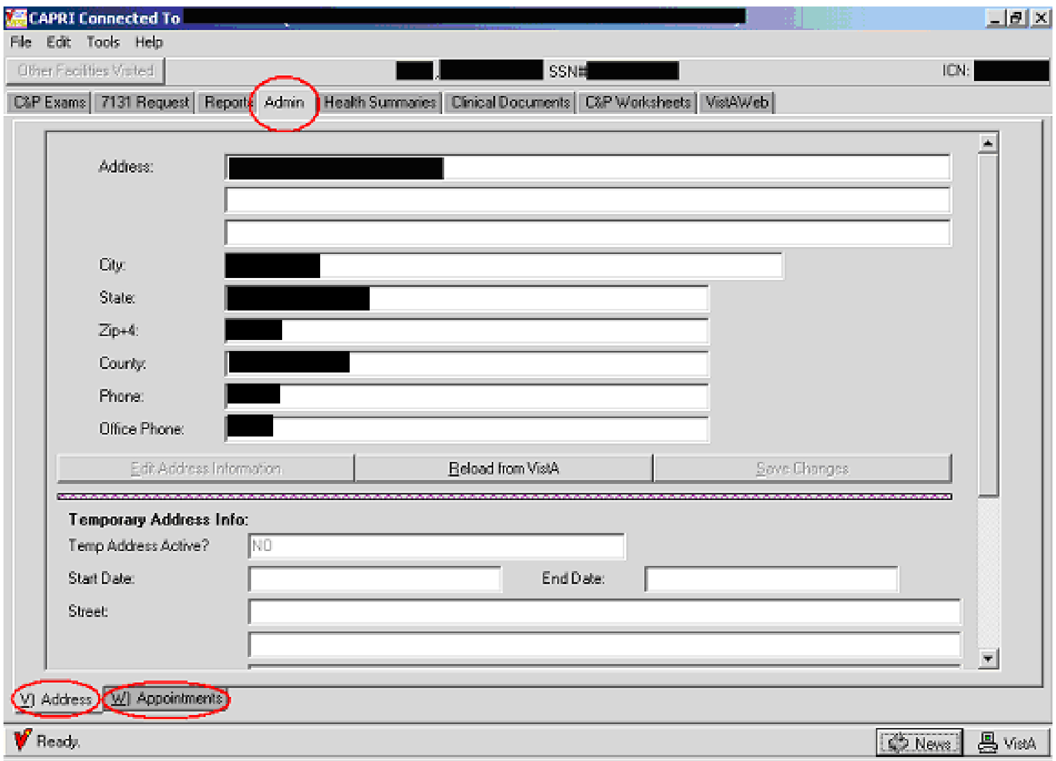


Fig. 2-11tt

NOTE: The user can switch between the Address and Appointments tabs using the mouse cursor and clicking, or by depressing the "Alt" key and the letter designation of the tab. Example: depressing the "Alt" and "V" keys takes the user to the Address; "Alt" and "W" keys takes the user to the Appointments.

Appointments Tab

The appointments tab shows the status of all of the patient's past and future appointments, as well as admissions, based on the selections made by the user (fig. 2-11qq). If the appointment was cancelled, the status will show that the appointment was cancelled, by whom or the reason (such as CANCELLED BY CLINIC or NO-SHOW), and there is cancellation remarks indicating the reason for the cancellation.

Step 1 - Click on the "Admin" tab in CAPRI. The Address screen opens (fig. 2-11tt).
Step 2 - Click on the "Appointments" tab on the bottom left, and the Appointments screen appears (fig. 2-11qq). The default view is to show All Appointments.

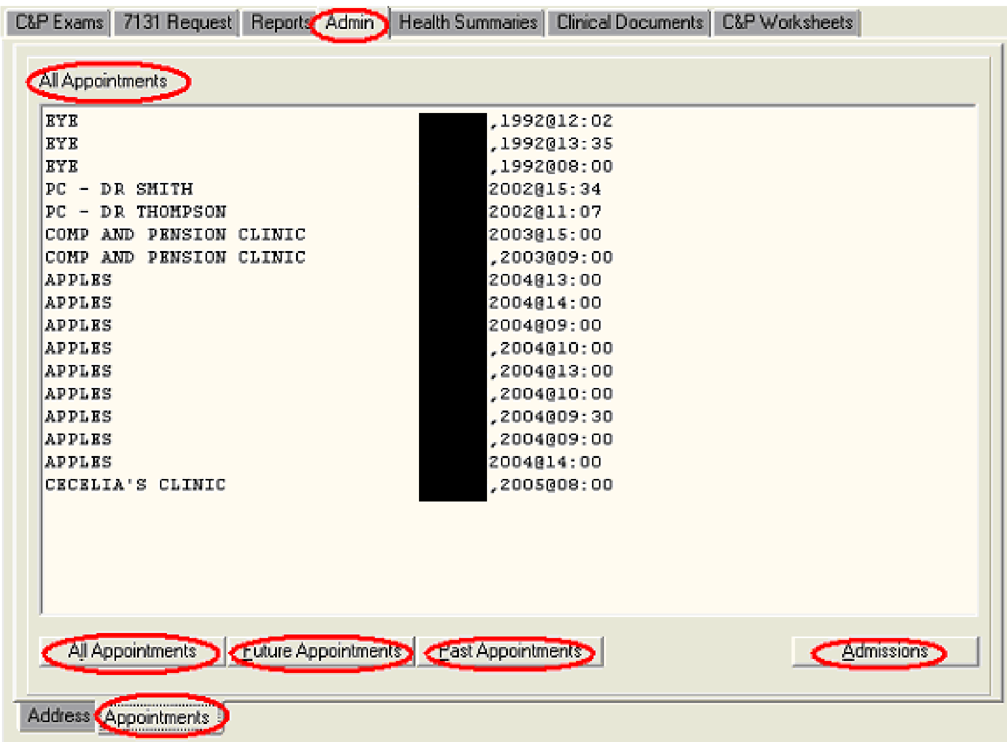


Fig. 2-11qq

Step 3 - Click on "Future Appointments" or "Past Appointments" to show the desired appointments (fig. 2-11qq).
Step 4 - Click on "Admissions" to see all past admissions (fig. 2-11qq).

Health Summaries Tab

Health Summaries are customized reports comprised of VistA components specified by end users. Most of these summaries were developed by the VHA facilities. Regional Offices can create special summaries that will appear on the menu. VARO St. Petersburg, in cooperation with VISN 8, developed a Health Summary called VARO Rating, which contains components specified by RVSRs to facilitate their work process. To develop a custom Health Summary, the user must contact the VHA facility's Information Resources Management (IRM). The VARO

Rating Health Summary in VISN 8 facilities include the following VistA components: demographics, imaging impressions, past and future clinic appointments, admissions and discharges, discharge summaries, progress notes, surgery reports, and medications. In addition to the reports on the menu, the user can create one-time Ad Hoc reports for use with a particular case.

Programmed Summaries

Step 1 – The user logs into CAPRI, selects a patient, and clicks on the *Health Summaries* tab. The following screen opens (fig. 2-12):

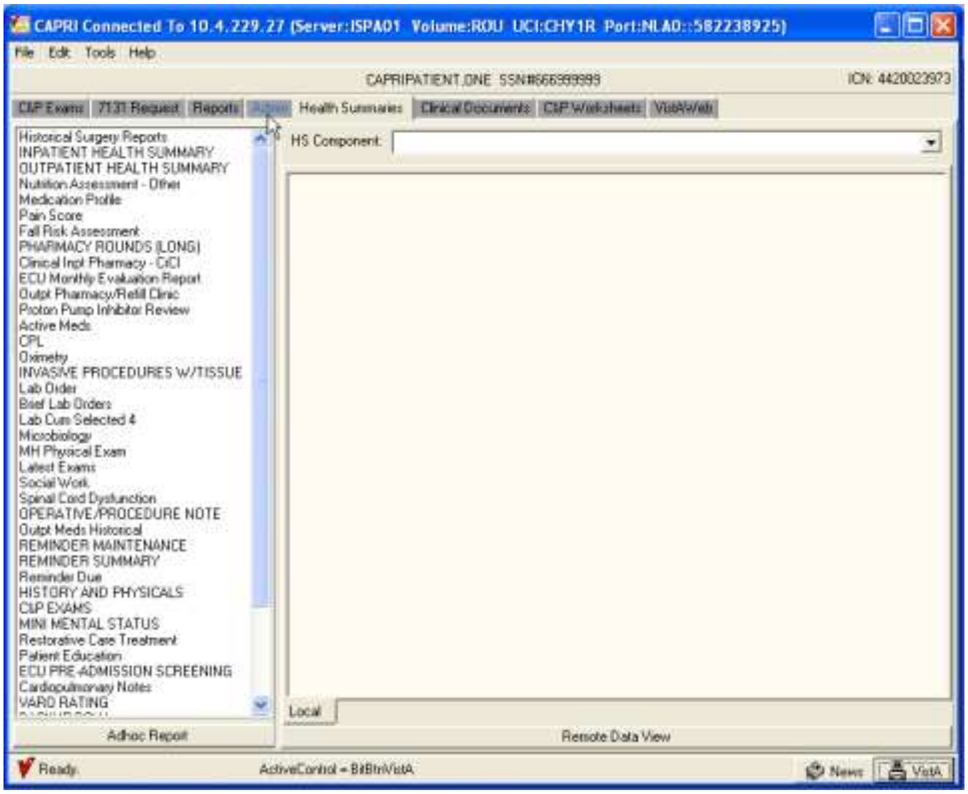


fig. 2-12

Step 2 - The left column shows all the various programmed Health Summaries available at the medical facility to which the user is connected (fig. 2-13). This menu will vary from facility to facility. The user uses the scroll bar to find a specific health summary. There are many useful health summaries that have been created at the user's medical facility. This example pertains to the VARO Rating health summary that was created in VISN 8 (fig. 3-14).
The user scrolls down to the Health Summary clicks its title in the left column. The report is automatically generated for viewing in the window on the right.
***Note:** If unsure what components are in a particular summary, the user can generate the summary and then click the down arrow to the right of HS Component field. A drop-down list will appear listing the components.

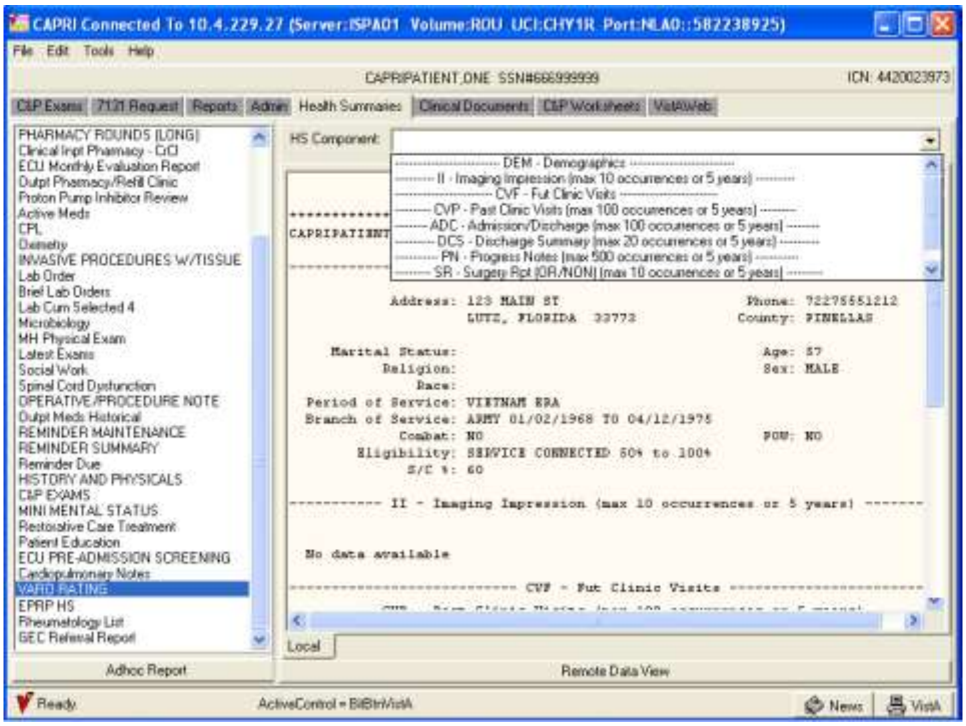


fig. 2-13

Step 3 - To view, the user scrolls the page with the scroll bar function to see the various components of the custom health summary. The components appear in the order that they are listed in the component box (opened by clicking on the down arrow) (fig. 2-13). The user can change the width of the summary window by clicking on the center dividing line and dragging it to the side.

Step 4 - To print, use File/Print from the CAPRI menu bar.

Ad Hoc Report

Step 1 - Log into CAPRI, select a patient, and click on the *Health Summaries* tab. The following screen opens (fig. 2-14):

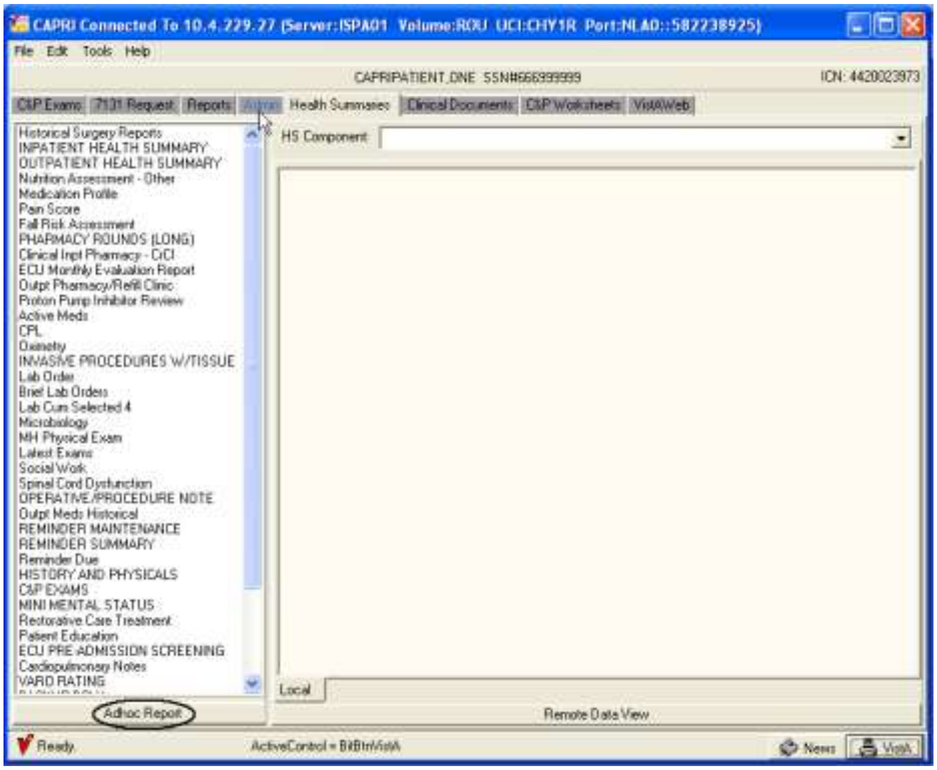


fig. 2-14

Step 2 – When the user clicks the **Adhoc Report** button, the Adhoc Health Summary screen is displayed (fig. 2-15).

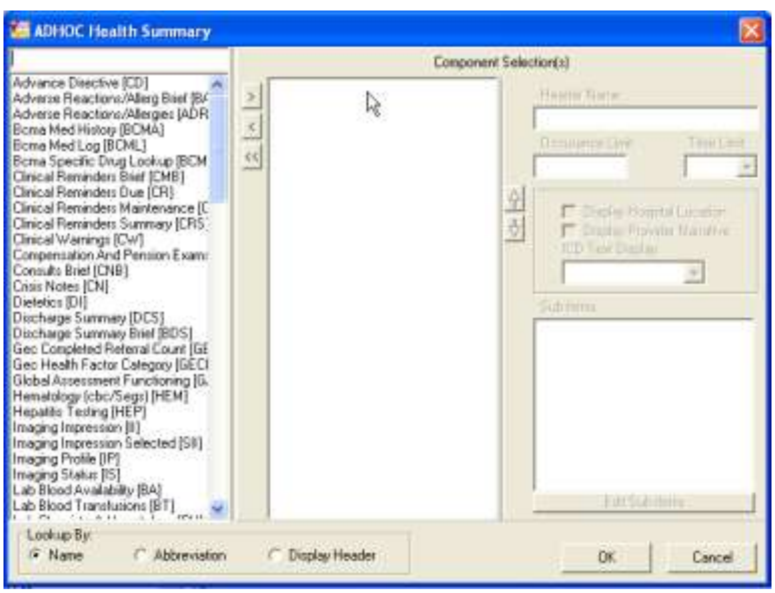


fig. 2-15

Step 3 - The list of available components appears in the left column (fig. 2-15). The user can order these components by their Name, Abbreviation, or Display Header. The user can scroll down the list, or the user can type the first few letters into the box directly above the list. The user locates the component to add and then clicks the > button to move that component into the center column.

Step 4 – After the user has more than one component in the center column, the up and down arrow buttons are available. These buttons are used to change the order that the components appear in the report. The user selects the component, then clicks the arrow to move the component up or down in the list. If a component was selected in error, then the (<) button can be used to remove it from the list. The (<<) button removes all selected components from the middle column. Depending on the component selected, the Occurrence Limit and Time Limit fields may be available. In the example below (fig. 2-16), the component Discharge Summary has an Occurrence Limit of 10 summaries, and only summaries within the past 1 year is displayed.

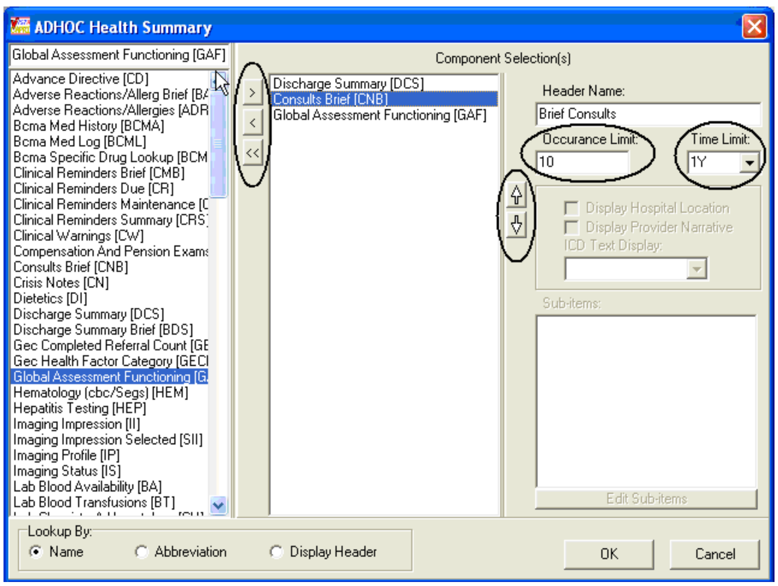


fig. 2-16

Step 5 – After selecting all the components needed in this report, the user clicks **OK**. The report is generated in the right window of the Health Summaries tab (fig. 2-17). The HS Component drop-down list shows the components selected if the user clicks the down arrow.

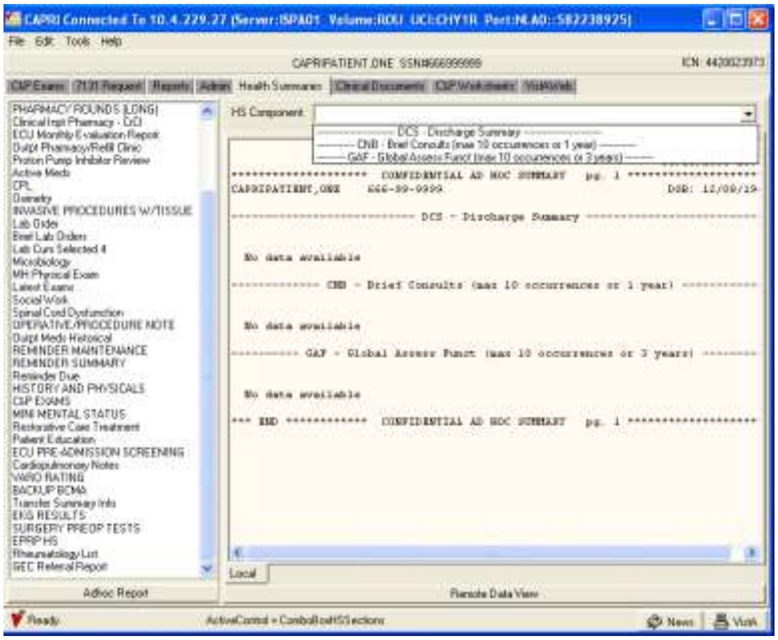


fig. 2-17

Step 6 - To print, the user selects **Print** from the File menu.

Remote Data View

CAPRI now includes remote data views. Within the Health Summary tab, clicking the **Remote Data View** button allows CAPRI to identify all VA medical facilities where the patient has been treated and identify the last time the patient was treated at that facility. Place checks in the boxes next to the facilities where the user would like CAPRI to assemble Health Summaries. No additional accounts or sign-ons are necessary.

Step 1 – The user logs into CAPRI, selects a patient, and clicks the **Health Summaries** tab

Step 2 – The user clicks the **Remote Data View** button

Step 3 - CAPRI identifies the remote sites where the patient was treated (fig. 2-18).

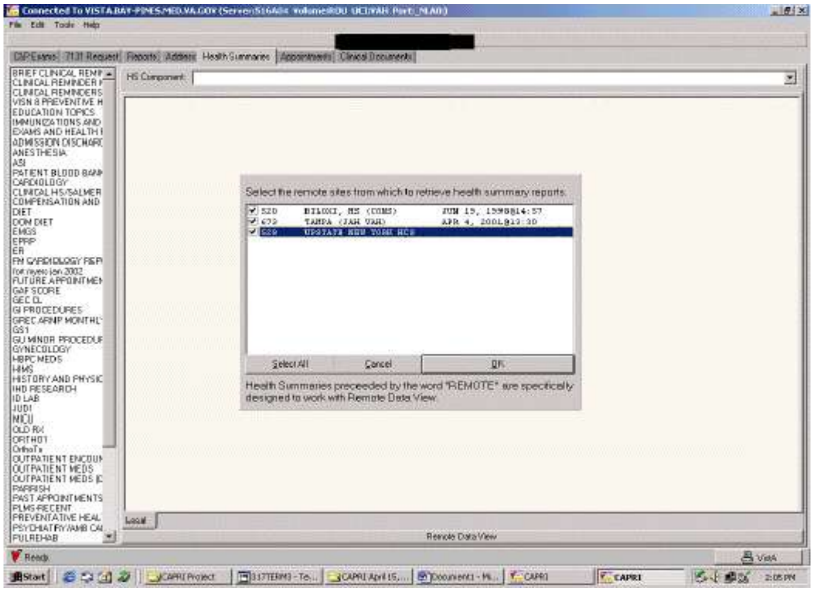


fig. 2-18

Step 4 – The user checks the box next to the sites from which health summaries are needed (fig. 2-18).

Step 5 - After identifying all facilities where Health Summaries are desired, an expanded list of Health Summary types appear in the left window (fig. 2-19).

fig. 2-19

Step 6 - After the selected Health Summary has been assembled at all selected sites, CAPRI displays a message that the task has been completed (fig. 2-20). Successful completion of these remote data views is highly dependent upon the performance of the VA Wide Area Network.

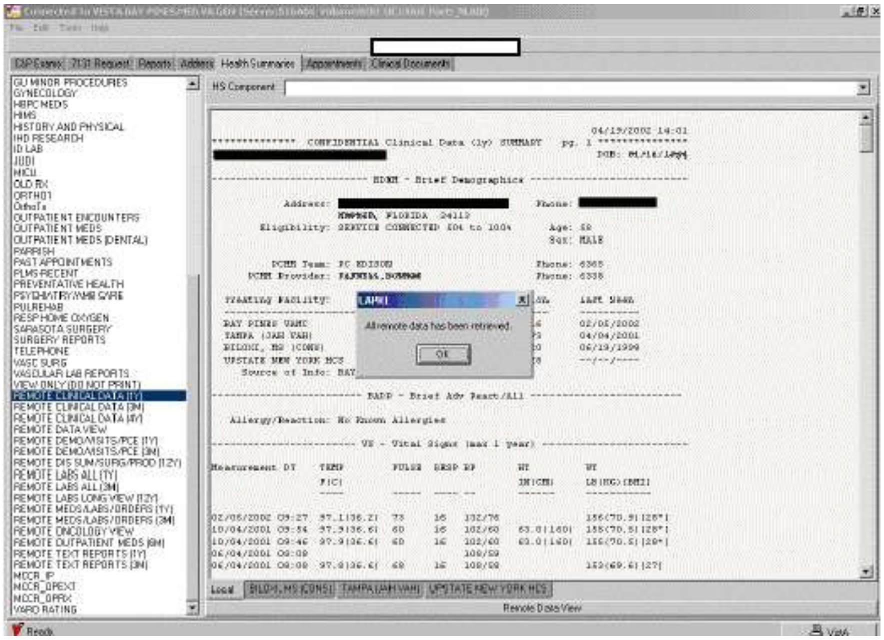


fig. 2-20

**** NOTE ABOUT REMOTE DATA VIEW AND CAPRI IN REMOTE MODE ****
Remote Data View is not available when CAPRI is running in remote mode. Instead, an **Other Facilities Visited** button is available at the top left of the main CAPRI window. (fig. 2-21)

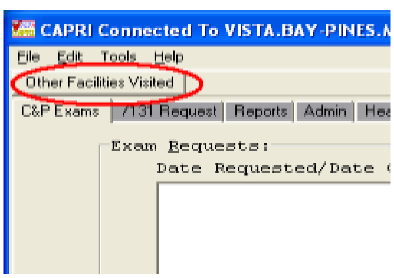


fig. 2-21

Clicking the **Other Facilities Visited** button presents a selector that displays other VHA sites where the patient may have data (fig. 2-22). The user chooses an alternate site and selects **Switch to This Facility**. The current connection is dropped and the user is connected to the new site.

The same patient is selected for the user. If the user does not normally have privileges to connect directly to the new site, then the user will be unable to select a patient. To select a new patient, the user must use the **Other Facilities Visited** button and return to a site to where the user has patient selection privileges.

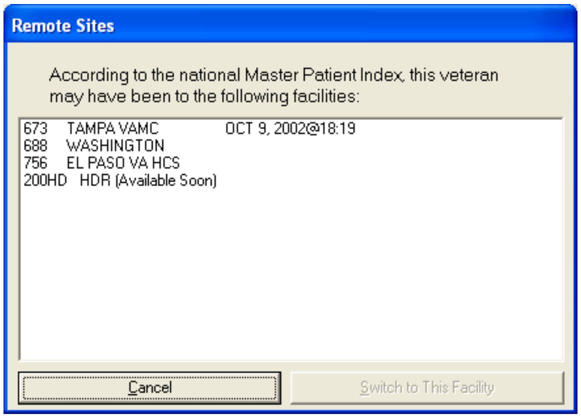


fig. 2-22

Clinical Documents Tab

When the user selects the clinical documents tab (fig. 2-23), another complete set of tabs opens along the bottom of the screen which allows navigation within various components of the veteran's electronic medical records.

Clicking on the **Clinical Documents** tab yields access to:

- Notes (progress notes)
- Discharge Summaries
- Consults
- Vitals
- Medications
- Laboratory findings
- Imaging (x-rays, CT, MRI, etc.)
- Dietary restrictions
- Nutritional Assessments
- Physician's Orders Summary
- Procedures (Holter monitor, echocardiogram, electrocardiogram, thallium stress test, etc.)
- Problem List

Each item found is listed in the left column. If the user hovers the mouse pointer over an item, more information is displayed. In fig. 2-23, the pointer was over a completed Multidisciplinary note, and that information appeared. The selected note, directly above it, is a nursing note, which appears in the window on the right. The user can resize these windows by moving the dividing bar. The **search box** in the lower right allows the user to perform a simple search on the electronic notes for a word or phrase. Any time the search item is found, it is highlighted in the note (in this example, **low back pain** was used). Please note that the search is not case-sensitive and the user can use partial words for a wider search. For example, using "diab" as the search term will find all permutations, such as "diabetes," "diabetic," and "Diabinese."

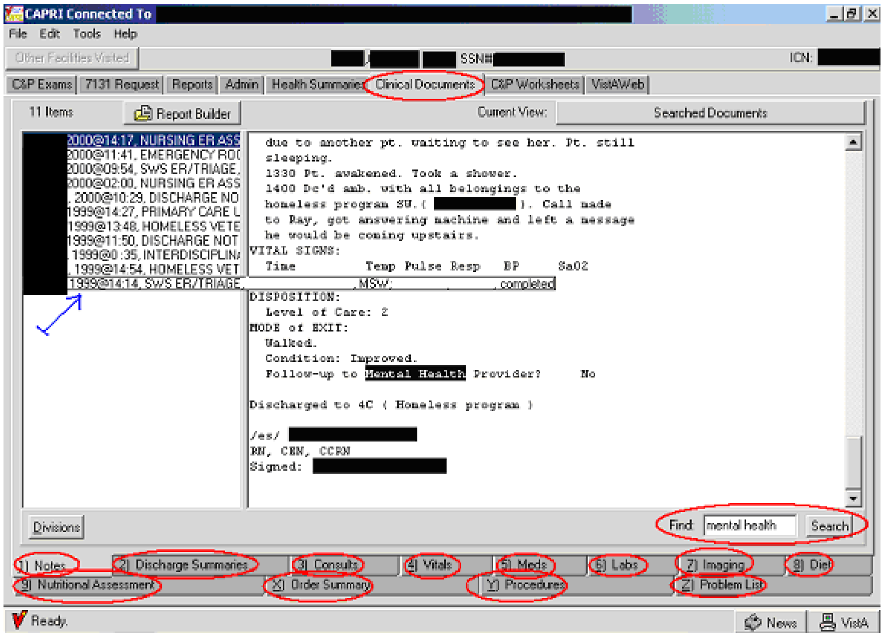


fig. 2-23

Note: While the **Clinical Documents** tab is selected, the twelve electronic medical records tabs (fig. 2-23) can be accessed by clicking a tab or by depressing the "Alt" key and the number or letter designation of the tab. Example: depressing the "Alt" and "1" keys takes the user to the Notes; "Alt" and "z" keys takes the user to the Problem List.

Current View

CAPRI allows the user to choose the view of available documents (fig. 2-23). The **Current View** option button is located below and to the right of the circled **Clinical Documents** tab in fig. 2-23. The user can choose All Documents, Search by Number of Documents, and Search by Date. If the user uses the **Search** box, a list of Searched Documents is displayed, as in the example above.

Step 1 – The user begins by clicking the button to the right of the **Current View** label (fig. 2-23). The following dialog box opens (fig. 2-24):

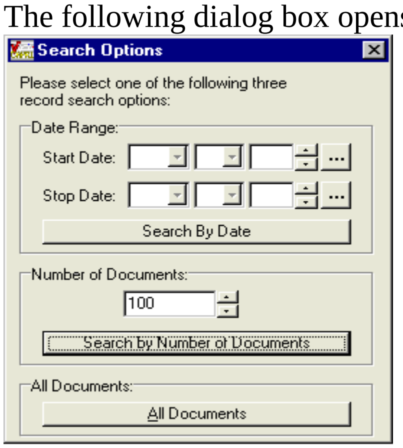


fig. 2-24

Step 2 – The user specifies the type of Search (fig. 2-24). To search by date, the user enters the Start Date and Stop Date, and clicks the **Search By Date** button. The search is performed and the Current View changes to (fig. 2-25):

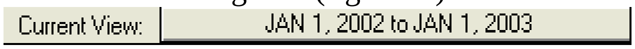


fig. 2-25

To specify a particular number of documents, enter that number in the box under Number of Documents (fig. 2-25). The user can type the number or use the up and down arrows. After specifying the desired number, the user clicks the **Search by Number of Documents** button. The search is performed and the Current View changes (fig. 2-26):

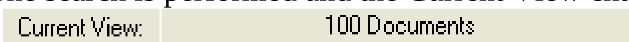


fig. 2-26

To search for all documents, the user clicks the **All Documents** button (fig. 2-24). The search is performed and the Current View changes (fig. 2-27):

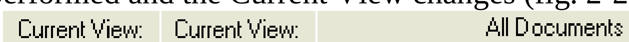


fig. 2-27

Report Builder

The Report Builder allows the user to build a custom report by clicking on a selection from the appointment list on the left and then clicking the **Add Current** button. For example, if the veteran's claimed issue is a cardiovascular disability, the user can select all of the cardiology notes and related consultations to build a custom report to facilitate the rating decision. To clear this custom report, click the **Clear List** button.

The Report Builder has been updated with an **Add All** function. Depending on what type of data is being displayed, the button allows all listed reports to be automatically selected for printing and viewing (fig. 2-28).

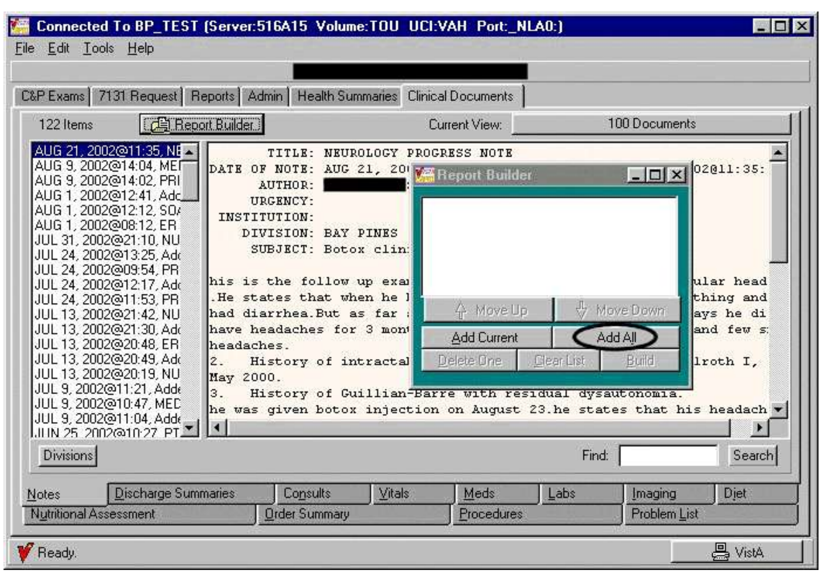


fig. 2-28

If the user selects **Add All**, CAPRI downloads all available reports one by one. The user has the option to stop this process at any time by selecting **Stop Adding** (fig. 2-29). After the individual reports have been downloaded, the user can change the order of the reports using the **Move Up** and **Move Down** buttons, delete individual reports using the **Delete One** button, and build the final report with the **Build** button. After the report has been built, it can be printed by selecting the **Print** option from the File menu.

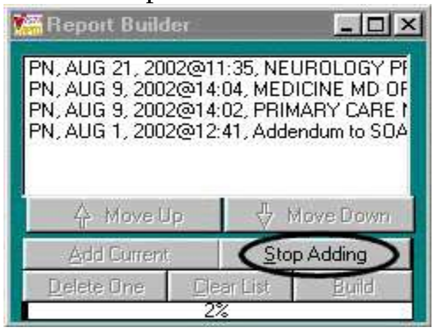


fig. 2-29

Notes tab

This tab allows the user to view or print the veteran's progress notes (fig. 2-30). The left side of the screen shows the appointment date, type of progress note, and the author of the note. If the user places the mouse pointer over a progress note, the full title is displayed. When a note is selected, it will appear in the right window. Fig. 2-30 shows the selected domiciliary progress note, while the title of the orthopedic consultation note is shown because the mouse pointer was placed over it. The right side of the screen shows the contents of the selected progress note. The windows can be expanded or minimized to enhance viewing. Contents may be viewed, printed, or copied and pasted into a Windows-compatible document such as Microsoft Word or as part of a rating decision.

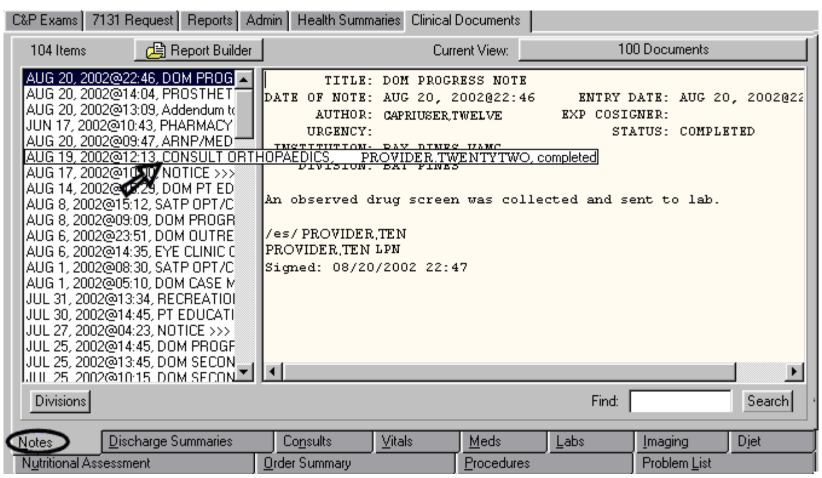


fig. 2-30

The standard Notes list is displayed in descending chronological order (fig. 2-31):

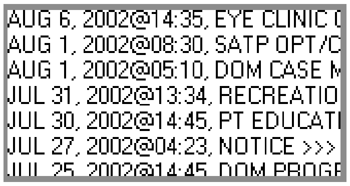


fig. 2-31

If the user clicks the **Divisions** button (fig. 2-32), the list is re-displayed showing the division of the VHA facility for each note. In fig. 2-32, there are notes from the Ft. Myers clinic (FT) and the Collier CBOC (COL).

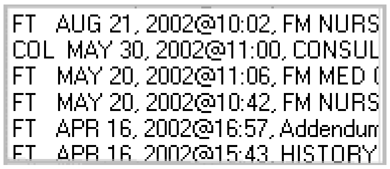


fig. 2-32

Discharge Summaries tab

This tab allows the user to view, print, or copy and paste information from the veteran's Discharge Summaries (fig. 2-33). The left window lists the dates of discharge and the right window displays the selected summary. The Discharge Summary tab will download all available discharge summaries. The divider between the left and right windows can be moved left or right to resize the window.

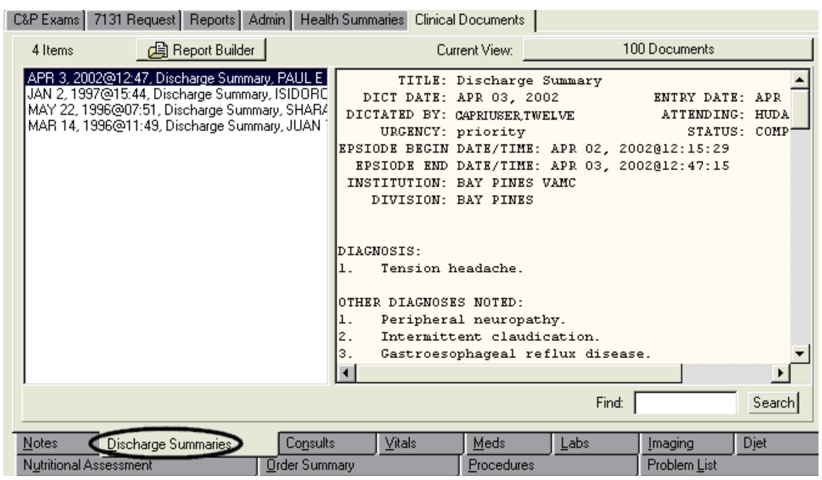


fig. 2-33

Consults tab

This tab allows the user to see consultation reports for the patient (fig. 2-34). Available consultations are listed on the left. If the user places the mouse pointer over a consultation, the full title is displayed. When a consultation is selected, it will appear in the right window. Fig. 2-34 shows the selected dietician consultation. The title of the dermatology consultation is shown because the mouse pointer was placed over it.

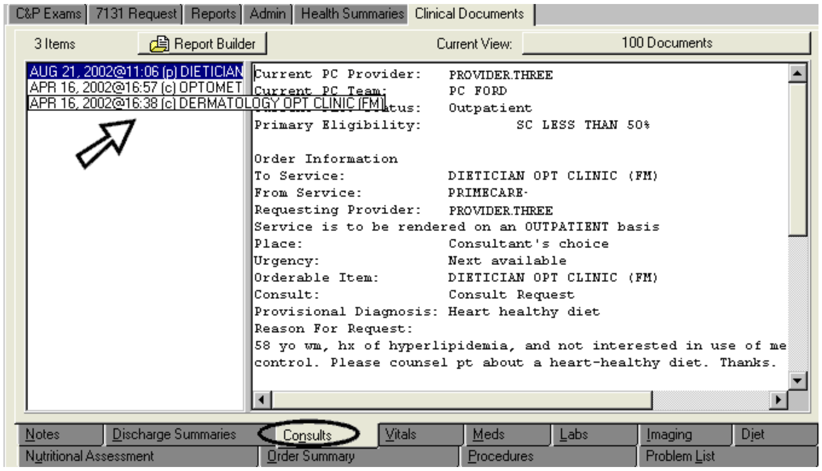


fig. 2-34

Vitals tab

This tab allows the user to display the vital signs measured during the veteran's clinical visits (fig. 2-35). Vitals can be displayed by the various time periods shown in the left window. In fig. 2-35, all of the vitals for the past five years are displayed. Blood pressure readings are especially handy for hypertension claims. Other components included in vitals are temperature, pulse, respiration, height, weight, and pain index.

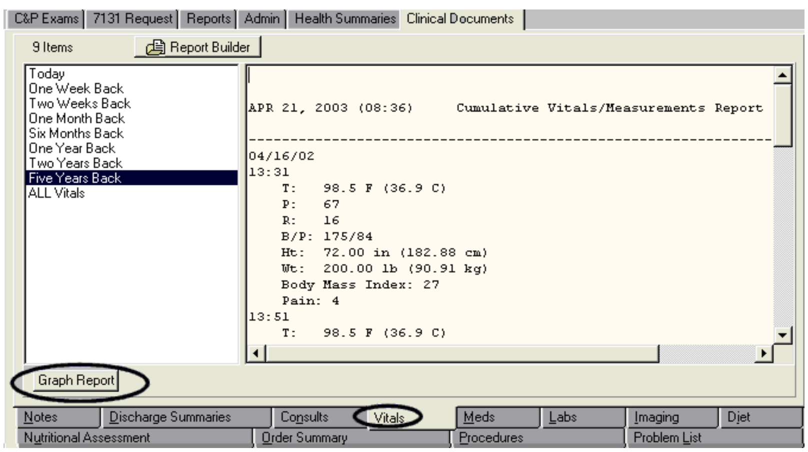


fig. 2-35

Clicking the **Graph Report** button opens another window where the user can select a particular vital sign (blood pressure, body mass index, height, pain, pulse, respiration, temperature, and weight) to generate a graph (fig. 2-36). This can be useful when evaluating conditions such as hypertension. The user can use this for reference, or copy the graph using the **Copy Graph to Clipboard** button and then paste the graph it into a document.

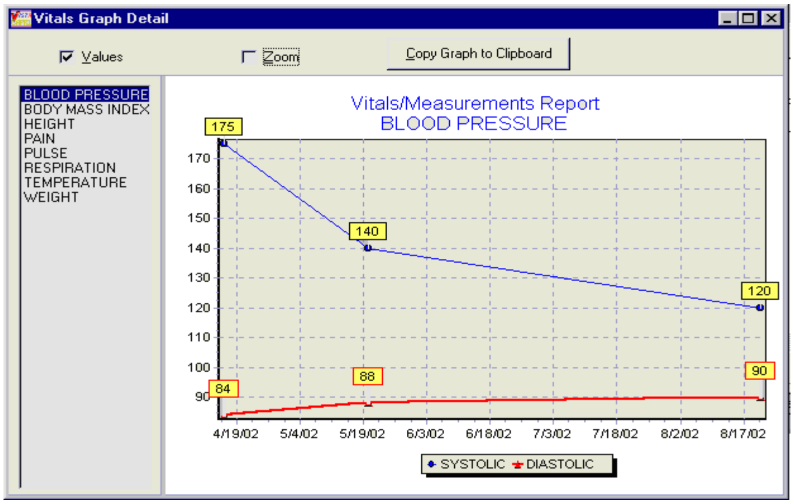


fig. 2-36

Medications tab

On the Meds tab, the user can display all of the medications prescribed to a veteran in several formats, as shown in the left window (fig. 2-37). The user can choose between active and inactive prescriptions as well as inpatient or outpatient prescriptions. Information includes all of the veteran's prescriptions, the prescribing physician, the status of the prescription, and dosage instructions. The display format **Outpatient Rx Action Profile** shows the classification of the prescribed drug, which can save users time in referencing a prescription in the Physician's Drug Reference (PDR).

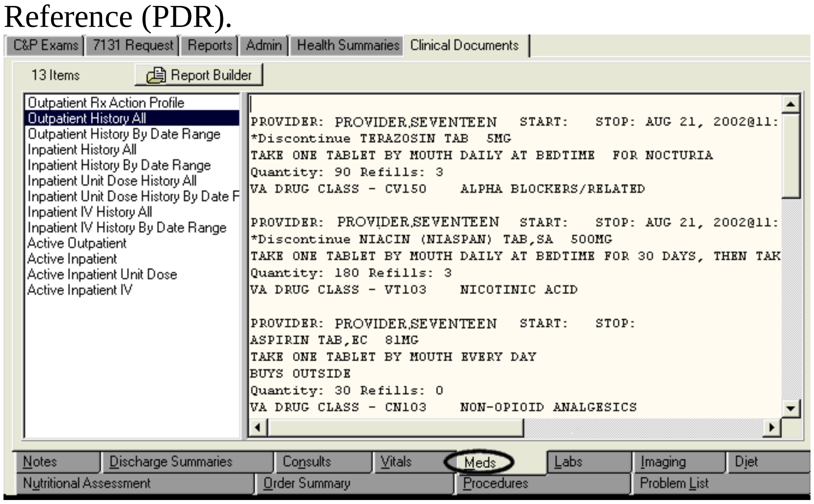


fig. 2-37

Laboratory tab

This tab shows various laboratory findings including blood, urine, anatomic pathology, blood bank, and microbiology findings (fig. 2-38). This tab may be helpful in finding a confirmed diagnosis for cancer from a biopsy or in evaluating diabetes-related or HIV-related illness.

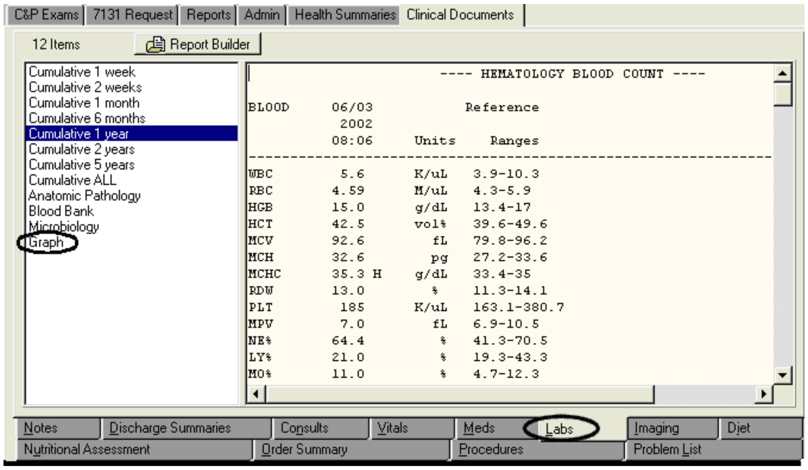


fig. 2-38

Another function under the Lab tab is the graph function, which can graphically display laboratory findings as specified by the user (fig. 2-39). This feature does not have a separate button, as on the Vitals tab. Instead, the graph function is included in the list in the left window (fig. 2-38). In fig. 2-39, a graphic display of the veteran's plasma sodium levels from 02-04-99 to 04-21-03 is shown. Note that the normal values are displayed on the screen (the red lines at 137 and 145). The user can scroll through numerous laboratory tests which are available in the left window. Some of the items that could be graphed include the CD4 count if a user is working on a claim for HIV- related illness or the Prostatic Specific Antigen level if the claim is for prostate cancer.

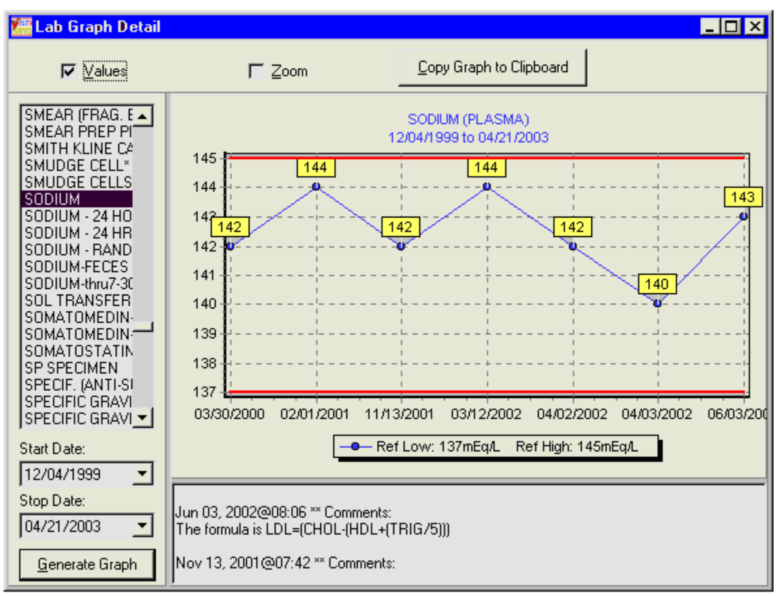


fig. 2-39

Imaging tab

The Imaging tab includes images from x-rays, MRI, CT scans, ultrasounds, cardiac perfusion imaging, and bone scans (fig. 2-40). The left window shows the various imaging techniques performed on the veteran and generally indicate the part of the body scanned or the name of the scanning technique in the title to enhance the search for items specific to the claim. If the user places the mouse pointer over an item, the full title is displayed. When an imaging report is selected, it will appear in the right window. Fig. 2-40 shows the selected CT Scan of the Head, while the title of the ultrasound of both kidneys is shown because the mouse pointer was placed over it.

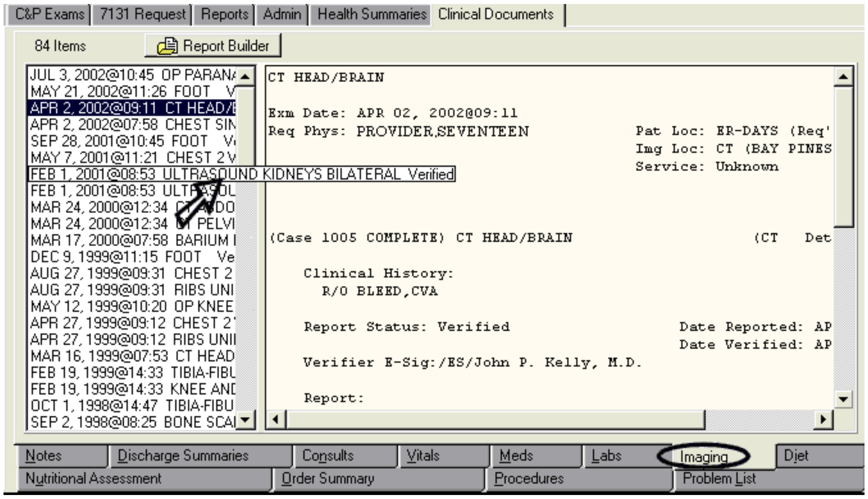


fig. 2-40

Diet tab

The Diet tab can provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (fig. 2-41). The Diet tab is for current inpatient activity only.

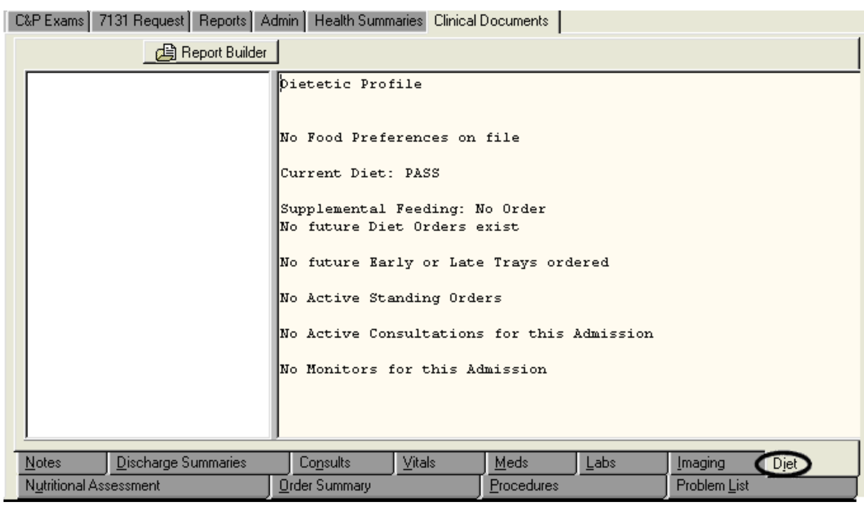


fig. 2-41

Nutritional Assessment tab

Like the Diet tab, this tab can provide insight into a veteran's special dietary restrictions and may be useful in claims for diabetes, eating disorders, or digestive conditions (fig. 2-42). The Nutritional Assessment tab is for outpatient activity. All available assessments are listed in the left window. The user selects the assessment date from the left window and it is displayed in the right window.

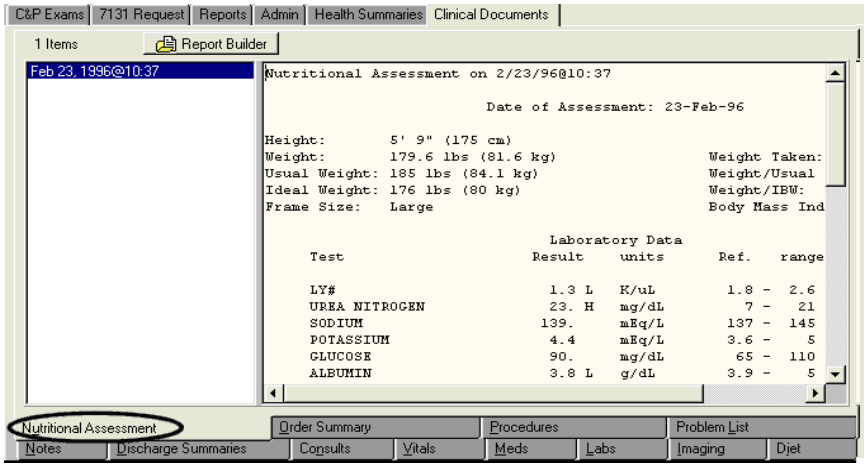


fig. 2-42

Order Summary tab

The Order Summary tab shows all physicians' orders for the patient for a selected time frame (fig. 2-43). The user chooses the time frame on the left (each selection is from today back through the period specified). The orders appear in the right window. In fig. 2-43, there are orders for an Optometry consultation, medication, and lab tests.

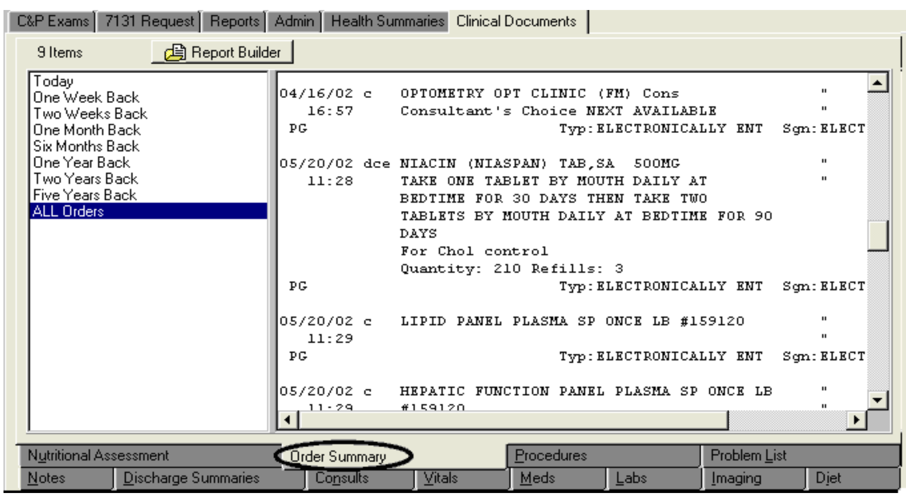


fig. 2-43

Procedures tab

On this tab, the user can view the results of specialty tests such as cardiac catheterizations, Holter monitors, electrocardiograms, and thallium stress tests (fig. 2-44). If the user places the mouse pointer over a test, the full title is displayed with an indication of whether the test was normal or abnormal. When a test is selected, it appears in the window on the right. Fig. 2-44 shows the selected Holter monitor test. The title of the echocardiogram is shown because the mouse pointer was placed over it. According to fig. 2-44, the echocardiogram's result is abnormal.

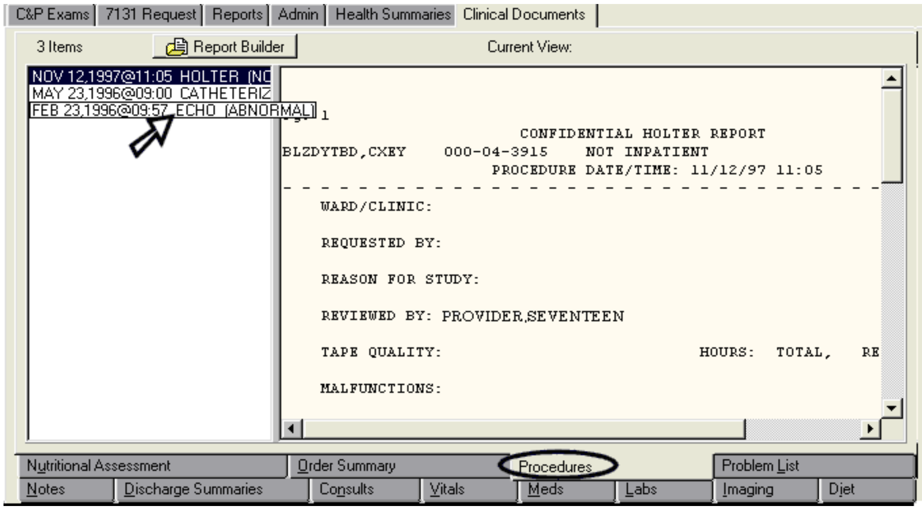


fig. 2-44

Problem List tab

This tab displays all of the confirmed diagnoses for which the veteran is being treated (fig. 2-45). The list can display both active and inactive problems. This list can be especially useful in claims for NSC pension if the user is looking for confirmed diagnoses for which the veteran is being treated. This list serves to guide the user in the search of progress notes. In the example below, active diagnoses are marked with an “A” and the inactive diagnosis is marked with an “I”.

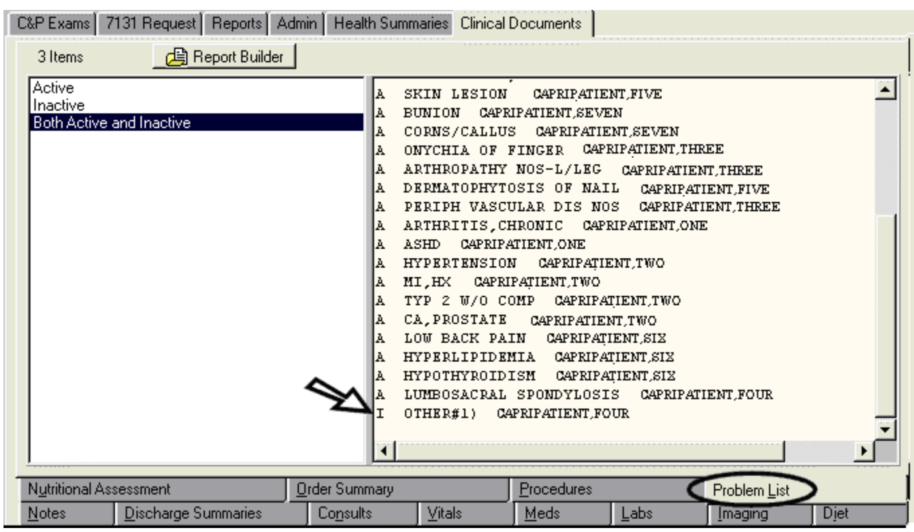


fig. 2-45

Compensation and Pension Worksheet Module

Overview:

The **C&P Worksheets** tab provides access to a defined set of point and click templates used for documenting Veteran's C&P examinations. This functionality is commonly referred to as C&P Worksheets Module or CPWM.

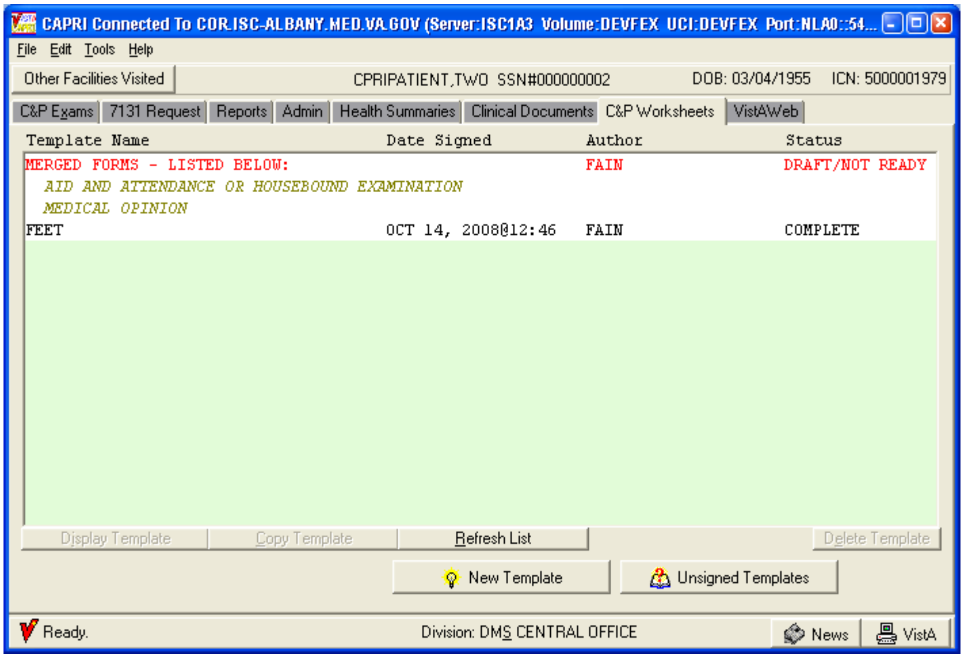


fig. 2-46

Users who need access to this tab in the Compensation and Pension Record Interchange (CAPRI) must have the appropriate security key allocation before the tab is visible and functions become active (See User Setup section below). Users at the Veterans Benefits Administration (VBA) are typically unable to access this tab and are prevented from seeing a document before it is signed and finalized by the exam provider.

User Setup:

Security Key Assignment

To activate CPWM for a particular user, a **menu option** and several **security keys** must be assigned. IRM will need to coordinate with the C&P clinic to determine what keys a user should receive. The majority of users will need 2 new keys. The reviewer type user will need 3 keys.

1. **DVBA CAPRI GUI**– This is the <u>option context</u> to the main CAPRI application. All CAPRI users will need to be assigned access to this menu option.

2. **DVBA CAPRI WORKSHEET TAB** – This <u>security key</u> makes the C&P Worksheets tab visible inside CAPRI. All Veterans Health Administration (VHA) CAPRI users should get this security key.

3. Some sites require the exam to be sent to a reviewer when complete.
   ONE of the following security keys must be assigned for anyone who is creating new C&P exam templates with CPWM.

   a. DVBAB CPWM DISALLOW REVIEW – User does not need their documents reviewed prior to release.

   b. DVBAB CPWM OPTIONAL REVIEW – User can choose to send some documents for review and not other documents.

   c. DVBAB CPWM REQUIRE REVIEW – User must have all documents reviewed by a reviewer prior to upload.

4. **OPTIONAL** Key – If the site chooses to use the review process, users designated as a reviewer must be assigned the **DVBAB CPWM REVIEWER** security key

It is imperative that a user not be given every **DVBA*** key. The keys have conflicting uses and unexpected results will happen. If users are unsure of the keys to assign, they should contact the national VistA helpdesk.

Site Considerations: Review Functionality

Before implementing the CPWM worksheet modules, sites should consider the business roles of each user who is accessing the system. The CPWM module can be configured several ways, depending on site preference and business needs. Each site should carefully consider the following configuration options. Examinations can be completed through one of the following paths.

1. If the provider is allowed to Sign and released to the RO and CPRS upon their completion without review by another party, the user should be assigned Security Allocation Key DVBAB CPWM DISALLOW REVIEW.
2. If the provider will need to Send the template to a reviewer for approval before completion, the provider should be assigned DVBAB CPWM REQUIRE REVIEW.
3. If the provider will have the option to Send the template to a reviewer **or** sign and release immediately, the provider should be assigned Security Allocation Key DVBAB CPWM OPTIONAL REVIEW.

The following screens demonstrate what a user will see at the bottom of their screen when working with a CPWM document with the assigned security key.

1. DVBAB CPWM DISALLOW REVIEW -

   fig. 2-47

   Note that the **Send for Review** button has been grayed out and cannot be selected.

2. DVBAB CPWM OPTIONAL REVIEW – The user can choose whether to send a document for review or not.

fig. 2-48

Note that both the **Send for Review** and **Done!** buttons are active.

3. DVBAB CPWM REQUIRE REVIEW - All of the user’s documents require a review prior to going into AMIE and TIU.

fig. 2-49

Note that the **Done!** button is grayed out.

C&P Worksheet Tab Functionalities

Work Sheet Status

The C&P Worksheets tab contains the list of pending and completed worksheets for the selected patient, if any exist. Information provided includes template (worksheet) name, author, worksheet status, and the date the worksheet data was sent to CPRS (where applicable). Statuses include the following.

Draft/Not Ready - worksheet has been started but not completed.

Review Pending - worksheet has been sent for review.

Sent Back - worksheet has been sent back to the clinician by the reviewer for changes.

Complete - worksheet has been completed and the data sent to CPRS on the date shown.

Uncosigned – worksheet has been signed by the author but the author requires a cosigner in CPRS

Opening a CPWM Exam

The user may open a pending template in the C&P Worksheet tab display by selecting it and clicking on the *Display Template* button or by double-clicking. All templates with Complete status are viewable, but the user may view only his or her own unsigned templates without Reviewer access.

Deleting a CPWM Exam

The user may delete any pending template in the C&P Worksheet tab display by selecting it and clicking on the *Delete Template* button; the user is prompted to verify the deletion by entering a number that appears in the verification window. The user will only be able to delete his or her own templates without Reviewer access. Templates with status of complete cannot be deleted.

Copying an existing CPWM Exam

To copy a pending CPWM template, click the template name on the list, then click the *Copy Template* button. The system displays a prompt “Would you like a NEW copy of the selected template and assign it to yourself?" After the user click *Yes*, the template is copied and assigned to the current user.

Refresh the list

The user may update the C&P Worksheet tab display for the selected patient by clicking on the *Refresh List* button. The refresh function will normally happen automatically, but it may be performed manually as well.

Flagging

Three visual flags are available on the C&P Worksheets tab and the unsigned templates dialog box. Exam templates that are "new" will have an "N" flag. After is it viewed, the flag clears automatically. A green flag and red exclamation mark are available to be used according to user needs. These flags can be toggled on and off by right clicking any template name displayed on the C&P worksheets tab or unsigned template dialog box, then selecting toggle on/off.

Starting a New CPWM Exam

To create a new exam, click the *New Template* button. (The user must have the required security key to create a new worksheet).

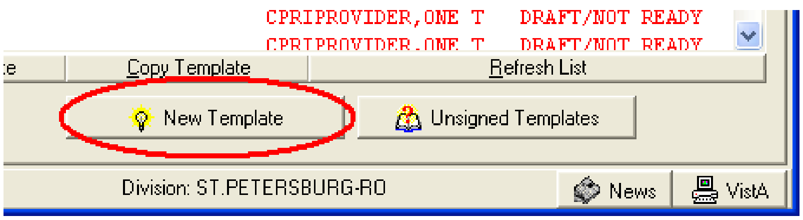


fig. 2-50

The Browse Templates screen appears. (fig. 2-51)

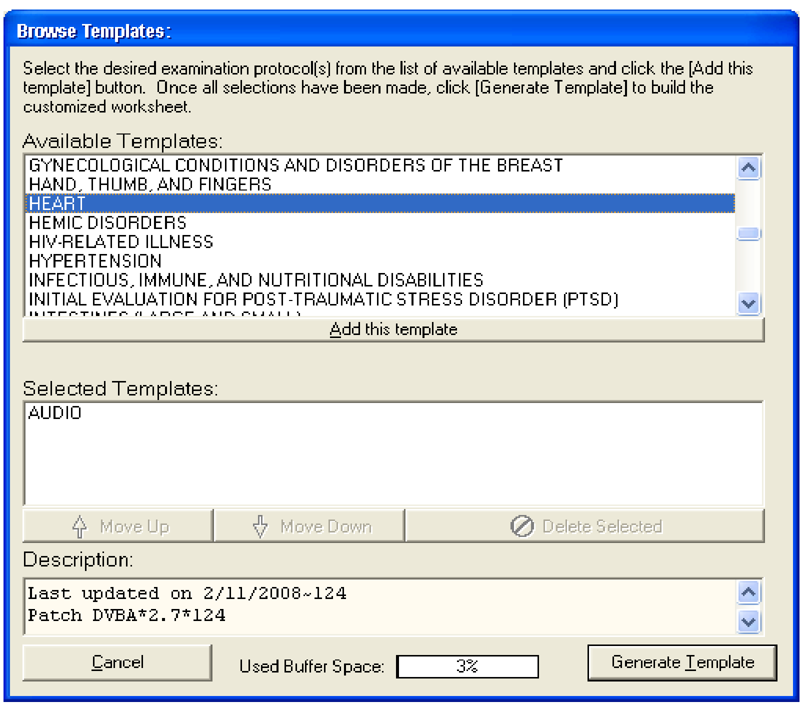


fig. 2-51

Step 1 - The user may select a single template or multiple templates by double-clicking (or by clicking the **Add this template** button) on the desired templates from the **Available Templates** list box. The templates that will make up the exam will appear in the *Selected Templates* list box. If the user select multiple templates, the system will merge the selected forms into a single form.

The *Description* field displays information about the template version and the last date that the template(s) were updated.

Used Buffer Space indicator is used to determine the number of templates that can be merged together into a single form. Complex templates, such as General Medical, will use more of the buffer than simple templates, such as Audio. Depending on the speed of your PC, the user may see slower performance if the user create a merged template that is using a large amount of the available buffer space. If the user uses up all of the available buffer space, CAPRI displays a message asking the user to remove some of their templates.

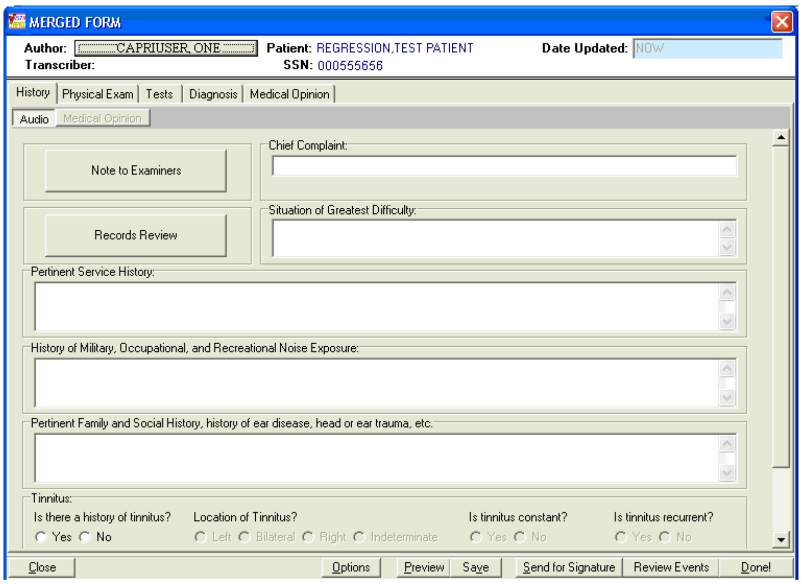


fig. 2-52

Step 2 - Enter data on the form (fig. 2-52) by clicking on the tabs and completing the fields. Tabs and fields is specific to the selected templates. If there are required fields on the template and they are not completed, the user is notified either while using the form or prior to signature. To review what was entered, the user clicks the *Preview* button.

After the exam data entry is complete, According to the user's assigned security allocation key, the user will have the option to select, *Done, Send for Signature or Send for Review* in order to complete the template.

- No review process - *Done* is active, *Send for Review* is deactivated.
- Review process optional - *Done* is active, *Send for Review* is active.
- Review process required - *Done* is inactive, *Send for Review* is active.

For the reviewer, when the Template is in a Review Pending status, the user will have the option to send for signature or to select *Done* to complete the template. Selecting Send for Signature allows the user to designate the signer.

Step 3 – If the *Done* button is clicked, a preview of the report data that has been entered on the template is displayed. This represents what the final document will look like in CPRS. To make any changes, click the *Cancel* button to return to the template; otherwise click the *OK* button.

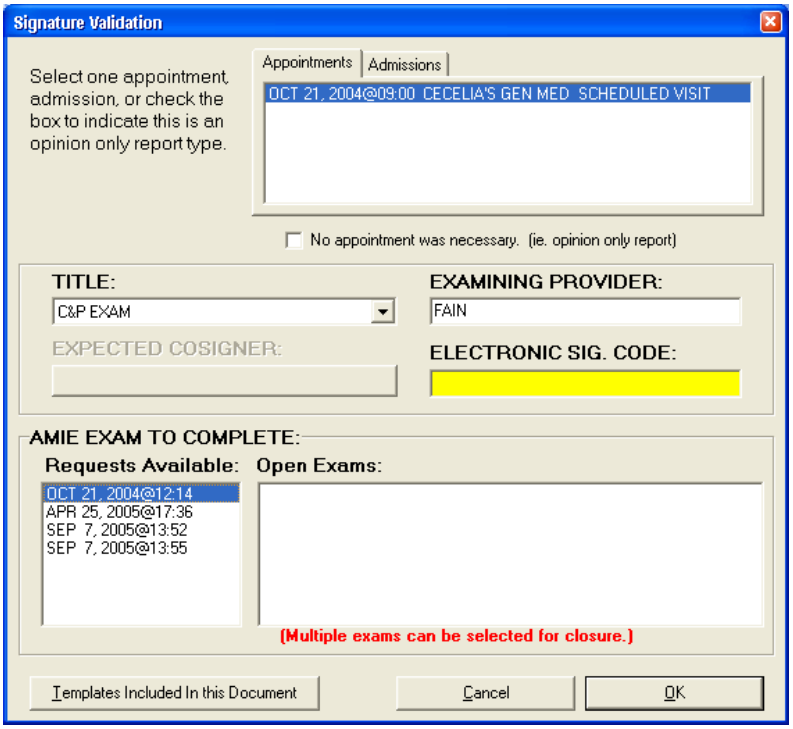


fig. 2-53

Step 4 – After **Done** is selected, the signature validation screen is displayed (fig. 2-53). The user are required to either select an appointment or admission date or specify that there was no appointment to continue. After a selection is made, the remainder of the fields on the Signature Validation screen will appear.

<u>TITLE:</u> Title selection is required. The dropdown list for titles will only display titles that contain the words "C&P" or "Compensation and Pension" in the title name.

<u>EXPECTED COSIGNER:</u> Users may or may not require a cosigner based on their clinical privileges. Cosigner information from CPRS (Authorization Subscription Utility) is respected inside CAPRI. To set a user up with a cosigner, contact IRM or your site's Clinical Applications Coordinator. The basic rule is that a title-requiring cosignature in CPRS requires a cosigner in CAPRI as well. **There are no cosigner specific keys or setup that is unique to just CAPRI.**

Step 5 – The user must select the correct request under *Requests Available*. A list of the open exams for that request is displayed. Note that all open exams must be cancelled or completed before release of the report can occur.

Only examinations containing no exam report are offered as selections under **Open Exams** after selecting an open AMIE exam request. If an expected exam is not listed, a possible reason could

be that the exam already has either a partial or a complete transcription. The transcription can be removed by the appropriate clinic staff and CAPRI displays that exam request as a selection.
If there is an open request but no exams are available, then all requested exams have been populated with either a template or transcription but the request has not yet been released. The request will need to be released through either CAPRI or AMIE by clerical or supervisory staff.

CPWM Worksheet Functionality

The functionalities detailed in this section are functions that are only available when a CPWM worksheet is open for editing. After a worksheet is opened, there are several tabs and options available. By clicking on the visible buttons, the user can open other parts of the worksheet.

Data Entry Functionality

Each free text area contains the following options for data entry. The shortcut menu pictured below is available when the user right click in an area where free text data can be entered.

fig. 2-54

Load Exam Request Comments

When the user right clicks in a free text field, an option to Load Exam Request Comments is available. To assist users with copying information entered on the exam request into a data entry area of the template, the user can select *Load Exam Request Comments* from the shortcut menu. When Load Exam Request Comments is selected, a separate window displays the list of Open exam request and the exam request comments. After selecting the desired exam request, the user can select the *Insert these Comments* button to paste the comments to a free text area of the exam.

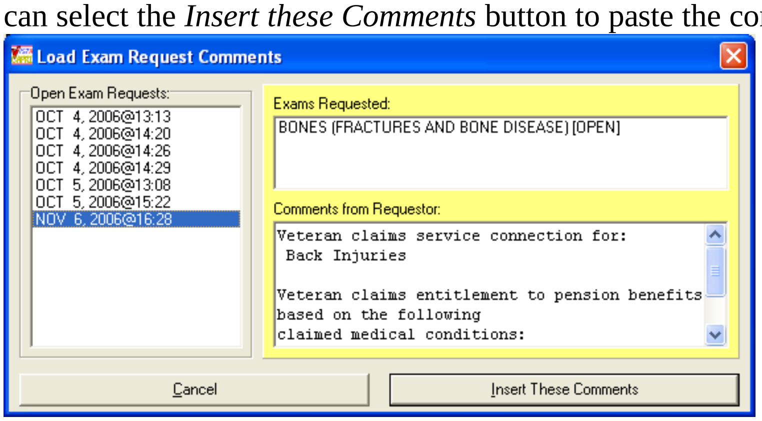


fig. 2-55

Cut/Copy/ Paste functionality

The shortcut menu in the free text fields give the user access to standard windows Undo, Cut, Copy, and Paste functionality.

Details Bar

A details bar is available on each free text area in each template. The details bar is designed to provide users with a larger data entry area. Details bar becomes visible when the mouse is over the text box. After the user clicks the details bar a larger window is displayed, the user can then type the information desired and save/close the details box. When the details box is closed, the information is displayed in the original free text area.

Spell Check

A spell check feature is also available from the shortcut menu (fig. 2-56). Use the shortcut menu by right clicking inside the text box where the user's data is entered. The spell check feature will search the current text area for misspelled words and return a list of suggestions for the misspelled words. If the spelling is OK, a message will display "No errors found".
The Spell checker allows the user to select from a list of suggested changes or make a change using the *Change to* edit box. The user may also add a word to a custom dictionary by selecting Add to Dictionary or reset dictionary to the original state.
*Note only the text area currently being edited is checked, not the entire template.

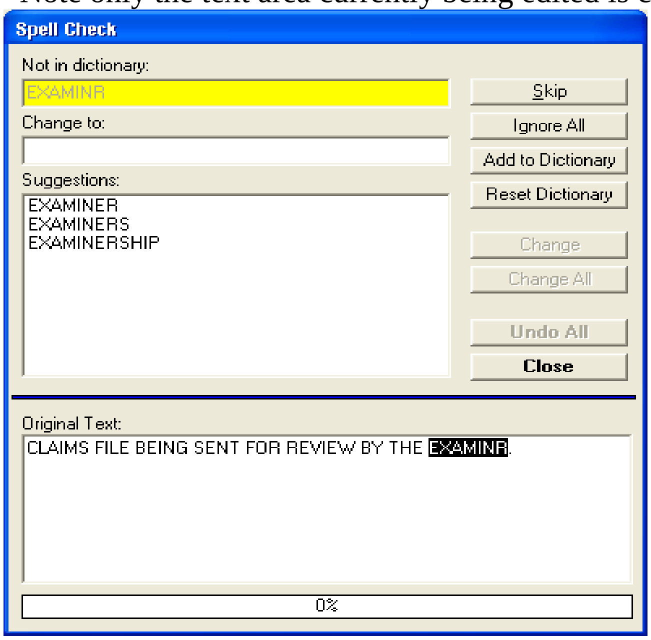


fig. 2-56

Button Color Changing

Button functionality has been enhanced to allow an end-user to set the color of buttons on a template. The purpose of this modification is to allow CAPRI users to mark certain template sections (i.e. buttons) with a specific color to notate a particular need (e.g. come back and finish section later). The color of the button will then be maintained between sessions. The color menu can be found by right-clicking on the desired button.

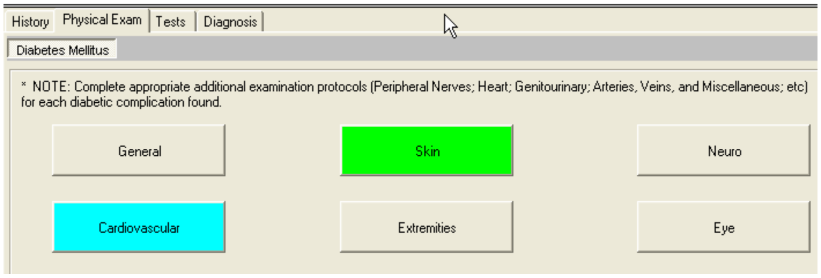


fig. 2-57

Options button functionality details

The *Options* button displayed on the bottom of each worksheet provides additional template management functionality

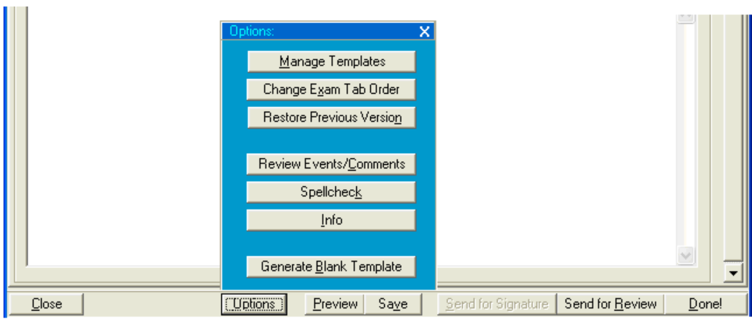


fig. 2-58

Manage Templates

CAPRI users can select to add additional templates to a template that is already in use or delete a template from a group of merged templates by selecting *Manage Templates* on the Options menu. When a user selects *Options* and then *Manage Templates*, a dialog box is displayed to allow the user to select templates to add or templates to delete. There must always be at least one template remaining in the manage templates dialog box. An entire list of templates from a set or group of merged templates cannot be deleted without having one of the original templates remaining on the list.

CAPRI will warn users when they have selected too many forms to merge by displaying a warning message “You’ve selected too many forms. Either remove some of the new ones or choose existing ones for deletion”. Buffer must be less than 100% to complete the manage templates function.

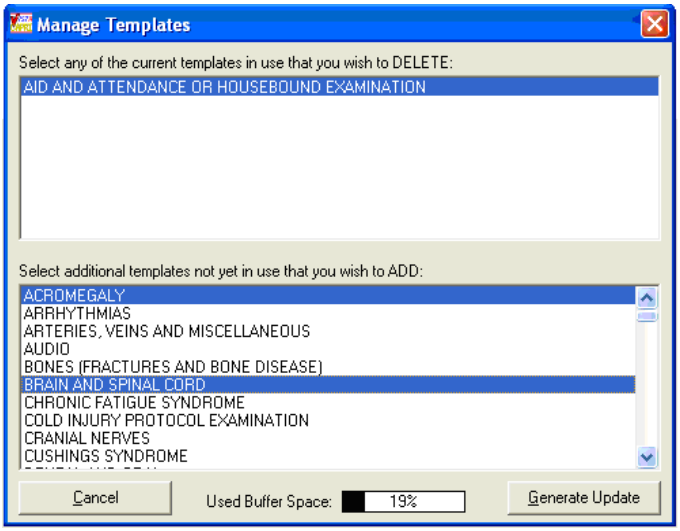


fig. 2-59

Change Exam Tab Order

When users have several templates merged into one exam, the Change Exam Order feature can be used to customize the order in which templates are displayed. By selecting the *Options* button, then selecting *Change Exam Tab Order* to display the Form Exam Tab Order window, use the *Move Up/Move Down* buttons to move the exams into the desired order, click the *OK* button after templates are in the desired order. The templates and report is displayed in the customized order.

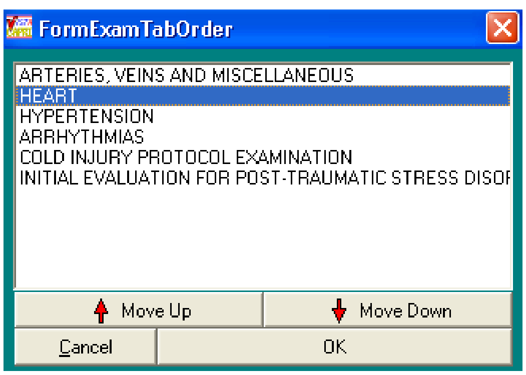


fig. 2-60

Restore Previous Version

When a user is actively editing a template for a selected patient, the user can select *Options* and *Restore Previous Version* to view a history of the number saved entries for the template currently being edited. A dialog box, displaying the history of each time a template was saved, is displayed. The user can select the date/time of the save. CAPRI displays the name or names of the forms saved, date time, the name of the person who performed the save and the names of the template(s) that were saved at the selected date/time. The user can then select *Load Selected Version*; CAPRI will then load the templates and all data saved to the template or templates at the date and time in history.

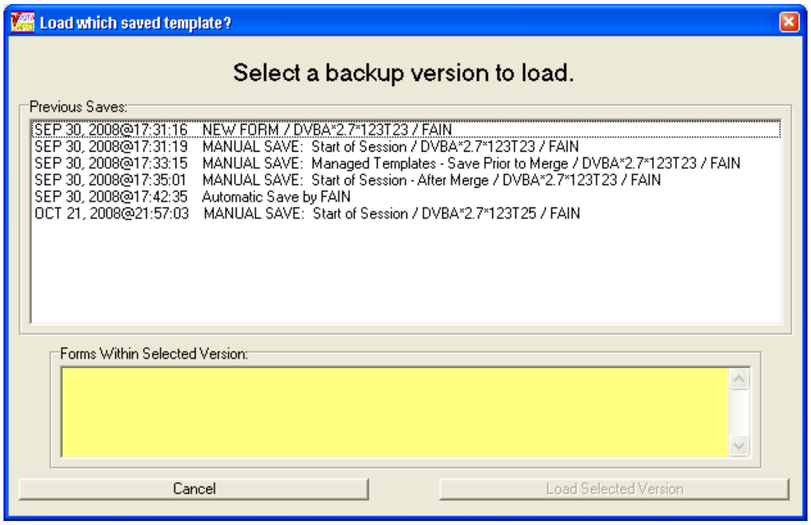


fig. 2-61

Review Events Comments

If a template has had review comments added, users can view the reviewer's comments at any time while a template is open for editing by selecting the *Options* button then *Review Events*. The Review Events window is displayed and users can then drag the Review events window to the side for viewing while continuing to edit the open CPWM Template. The comments for a given date/time can be viewed by selecting the date/time from the drop down list.

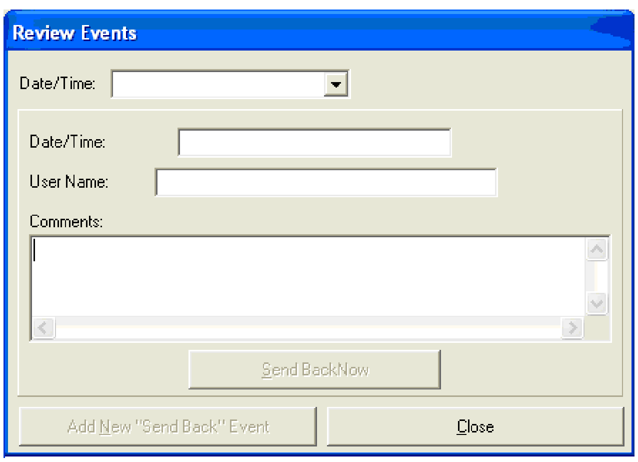


fig. 2-62

Info

The info box will provide information about the template version and date of last update. It will also display which version of the CAPRI GUI that was last used to save the template. Script variables and Object count information may be used by technical staff for troubleshooting technical problems with templates.

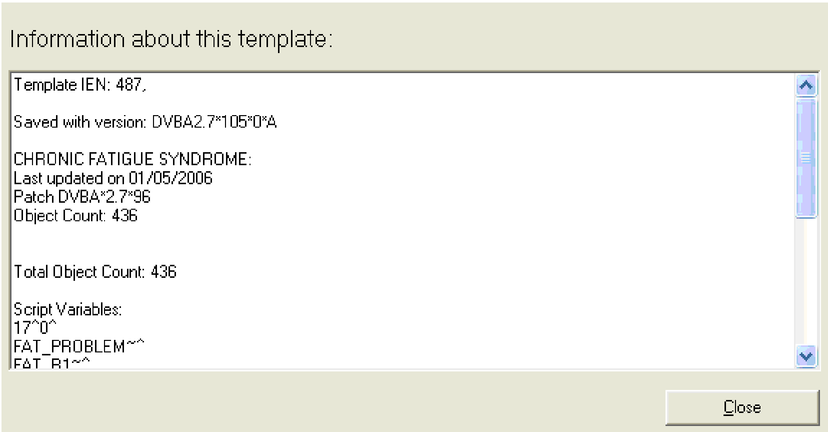


fig. 2-63

Generate Blank Template

The **Generate Blank Template** feature allows the user to print a blank copy the current template that includes all primary questions.

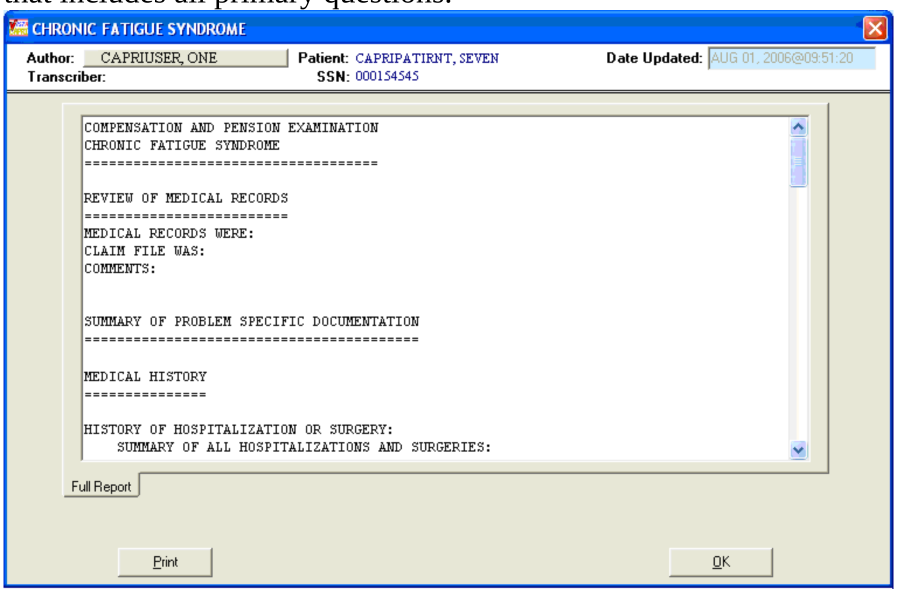


fig. 2-64

Saving Template Data

Autosave

The data is automatically saved by the system every 8 minutes. Although the data is saved automatically, it is a good practice for the user to manually save work often.

Manual Saves

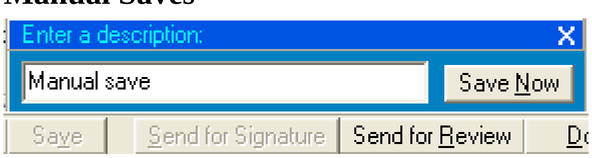


fig. 2-65

Click the *Save* button to manually save the data. When the manual save box is displayed, users can enter a customized description by typing a custom name in the box where manual save appears. Forms do not have to be completed in a single session. If the user closes a form without signing, CAPRI will retain all responses and save it for completion later.

Saving after selecting Close

When the worksheet is closed, using the Close Button, the user is prompted to Save and Exit or Keep Working. If Yes is selected, CAPRI will save the information currently entered on the Template. If No is selected, CAPRI will return the user to the Template and no save point is created in the save history.

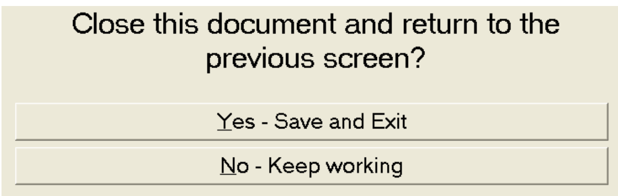


fig. 2-66

Reviewer Key Functionality

Users who have been assigned the Reviewer security key will have reviewer specific buttons inside a CPWM template.

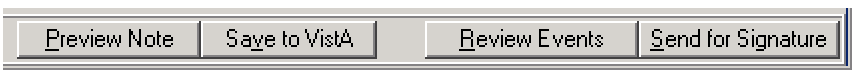


fig. 2-67

Clicking the **Send for Signature** button allows the reviewer to select a signer for the document. The document will then be sent to the person who is authorized to complete the upload process.

If there is a problem with the document, the reviewer can communicate with the original author by clicking the **Review Events** button. If this button is clicked, the Review Events dialog box is displayed (fig. 2-62).

The reviewer can browse previous activity on the document by selecting entries under the **Date/Time** field, if there are any. To create a new review event, the reviewer clicks the **Add New Send Back Event** button. The top three fields are set automatically. The reviewer places any communication to the author in the **Sent Back Comments** field. When the **Send Back Now** button is clicked to complete the transaction, the status of the document is changed to **Sent Back** and the original author receives a notice the next time they log into CAPRI. The reviewer's comments are the first thing seen when working with the sent back document.

If a reviewer has been selected to sign a document by another reviewer, he or she will see the following prompt when displaying that document with CPWM.

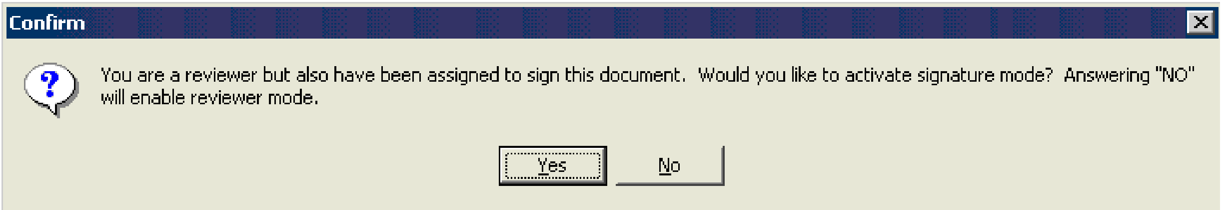


fig. 2-68

Additional Considerations

A reviewer can display any document in CPWM, even if it is unsigned. Users who do not have the DVBAB CPWM REVIEWER key can only view signed documents or unsigned documents that belong to them.

Sending a CPWM Exam for Review

While sending a template for review, users have the option to send comments at the time the exam is sent for review. When a user selects the **Send for Review** button in an open template, he or she is prompted with an additional option of **Yes, with a comment to the reviewer**.

fig. 2-69

Choosing the option **Yes, with a comment to the reviewer** opens the **Send Reviewer a Message** box. The user enters comments in the comments box and then clicks **Send to Reviewer Now**.

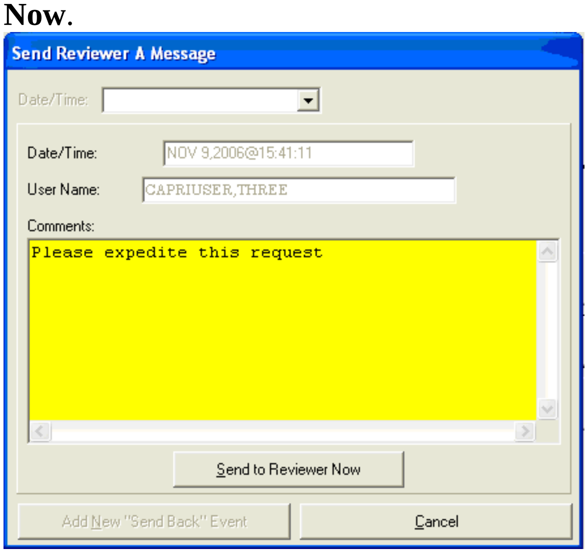


fig. 2-70

Status of Exam Changes to Review Pending

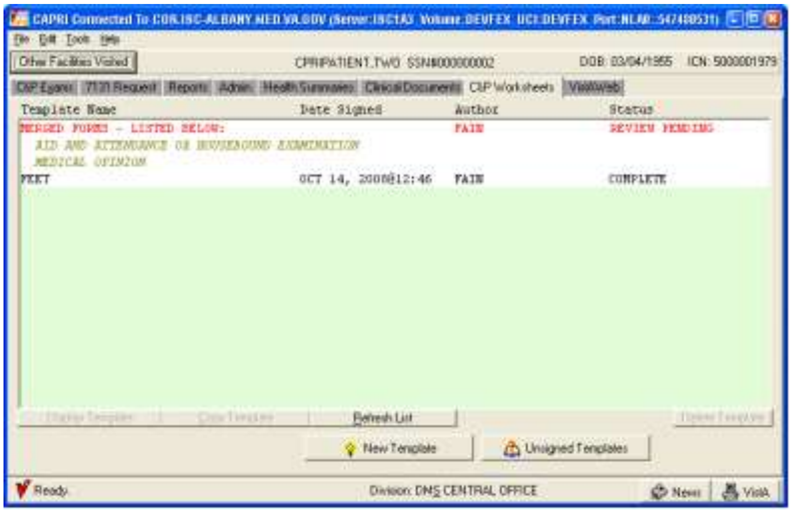


fig. 2-71

Sending a CPWM Exam for Cosignature

<u>Cosignature Required:</u>
As previously described, CAPRI will respect the CPRS (ASU and TIU) business rules for cosignature. If a user is set up to require a note signature, the signature screen will appear as in fig. 2-72 after a title has been selected.

If cosignature is required and the cosigner box is not active for a particular user, IRM or the site's Clinical Application Coordinator should be contacted for assistance.

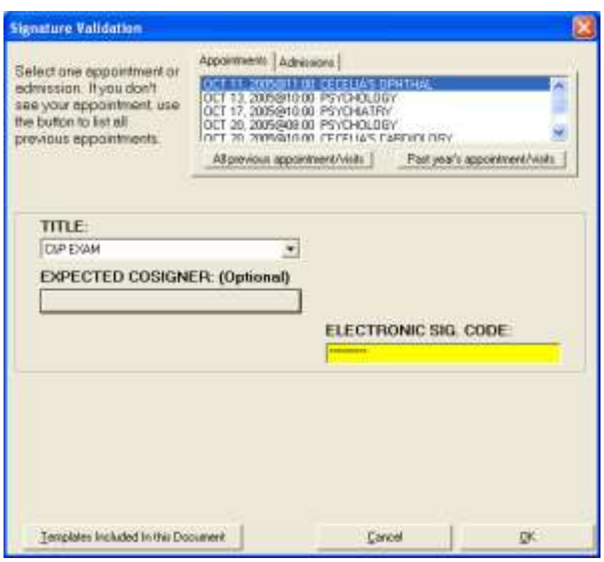


fig. 2-72

Clicking the box under **EXPECTED COSIGNER** allows the user to select or change a previously selected cosigner. A confirmation dialog box will appear as in fig. 2-73.

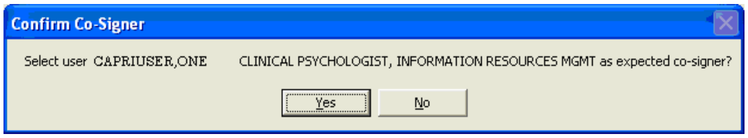


fig. 2-73

The user should verify that the correct cosigner is being selected. The cosigner should cosign the document directly in CAPRI to prevent use of the cosignature transfer utility.

Sending a CPWM Exam for Signature

Clicking the **Send for Signature** button allows the reviewer to select a signer for the document. The document will then be sent to the person who is authorized to complete the upload process.

CPWM Exam Management functions

Unsigned C&P Worksheets

To view the list of the of C&P worksheets that need their cosignature, users can go to Tools menu then select *My Unsigned C&P Worksheets*.

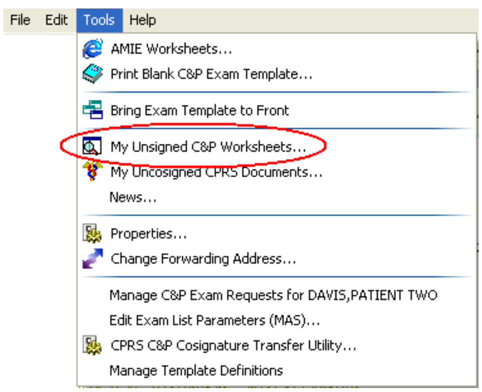


fig. 2-74

Unsigned Templates

Selecting My Unsigned C&P Worksheets from the Tools Menu displays a list of unsigned templates fig. 2-75.

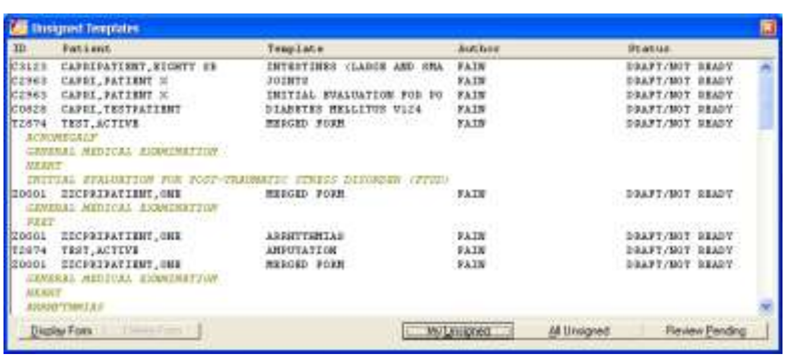


fig. 2-75

This window lists forms that have been started by examiners and not completed. Information provided includes ID (first letter of last name + last four digits of SSN), patient name, worksheet name(s), author, and status.

Clicking the **My Unsigned** button displays **the user's own** unsigned forms.

Clicking the **All Unsigned** button displays **all** unsigned forms.

Clicking the **Review Pending** button displays the forms that were sent for review. Only users who hold the DVBAB CPWM REVIEWER security key have access to documents waiting for review. All users can see the documents, but only reviewers can open and work with the documents.

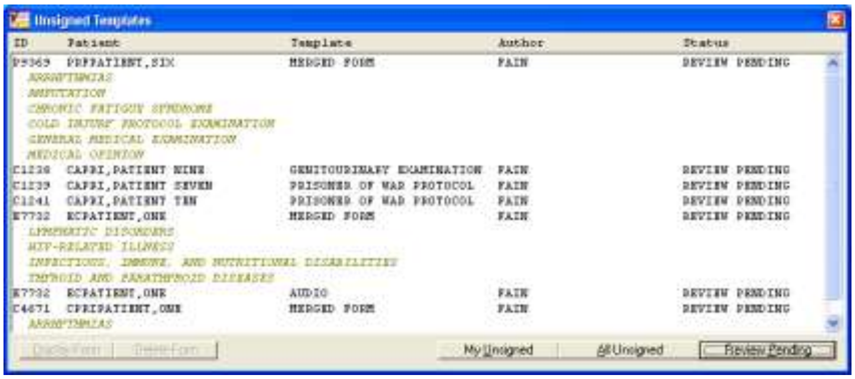


fig. 2-76

The user selects the form to complete by double-clicking it. If it is clicked only once, the **Display Form** and **Delete Form** buttons are enabled. The user must hold the required security key to delete a template if it does not belong to him or her. The user clicks the **Display Form** button.

Uncosigned C&P Worksheets

To view the list of the of C&P worksheets that need their cosignature, users can go to the Tools menu then select *My Uncosigned CPRS Documents*.

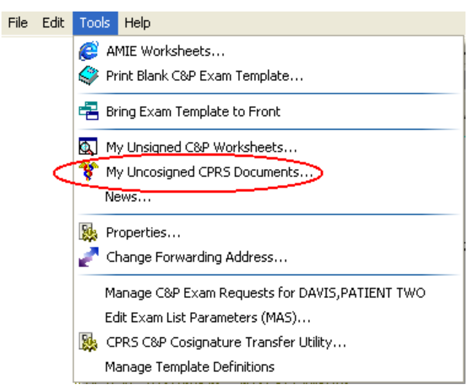


fig. 2-77

If a document has been sent to the user for cosignature, the user is able to select the document from the list, view the report, add any addendum, and then cosign the document from CAPRI.

CPRS C&P Co signature transfer utility

To view the list of cosigned and uncosigned documents that need to be transferred to AMIE, users go to the Tools menu and select **CPRS C&P Cosignature Transfer Utility**.

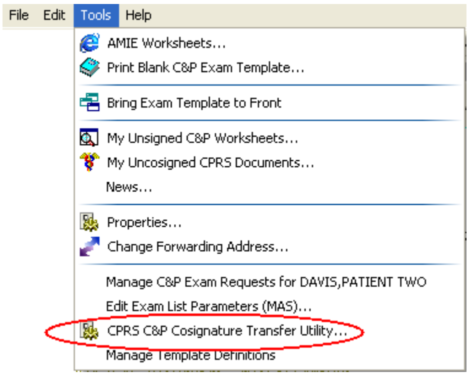


fig. 2-78

If a user cosigns a document in CPRS rather than in CAPRI, the document will appear on the cosignature transfer utility list. This utility can be used by clerical or other C&P staff to facilitate copying the CPRS document into AMIE and closing out the template in CAPRI. <u>If a user cosigns their C&P templates directly in CAPRI and not in CPRS, this utility will not need to be used</u>. The dialog box in fig. 2-79 demonstrates items that need to be transferred or closed in CAPRI.

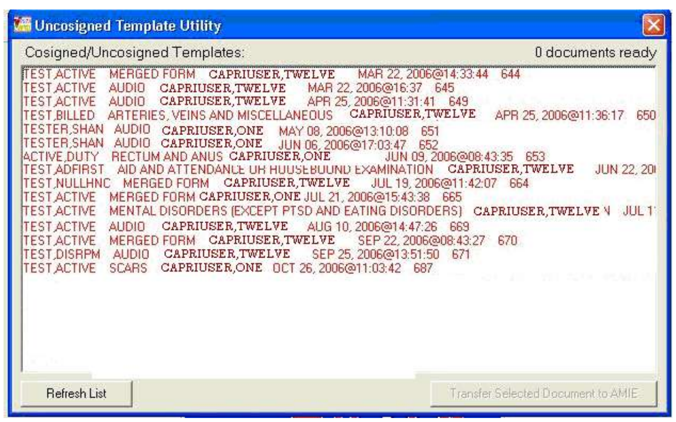


fig. 2-79

When users manually copy and paste a cosigned document from CPRS into AMIE, bypassing the CAPRI interface, CAPRI has no way of knowing this has taken place. The document will still need to be processed inside CAPRI. The **Mark as Complete But Don't Transfer** button should be selected to complete the process in CAPRI; this option will complete the exam in CAPRI without transferring into AMIE fig. 2-80.

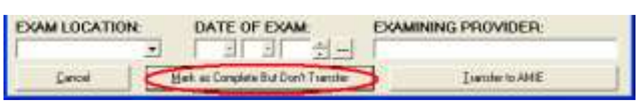


fig. 2-80

Manage C&P Exam Request Report Management

The Manage C&P Exam Requests option available on the Tools Menu can be used to reopen a released exam, release an open exam, change the status of an Exam Request, or edit the report of an exam that has already been signed and completed in CAPRI or AMIE.

Reopen a Released Exam

To reopen a released exam, the user clicks on the exam request date, selects the exam name under Exams, and clicks the **Re-open this Request** button. The user selects **Yes** to the warning message to reopen the exam

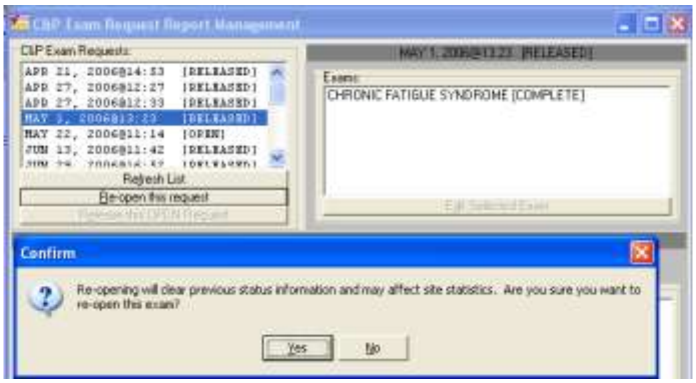


fig. 2-81

Change exam status

Exam status can be changed to Open, Completed, Canceled by MAS, Canceled by RO, or Transferred out by using Option Manage C&P Exam Request functionality available on the Tools Menu. This opens the C&P Exam Request Report Management screen.

The user clicks on the date then clicks on the desired exam. Then, the user clicks the **Edit Selected Exam** button to open the exam.

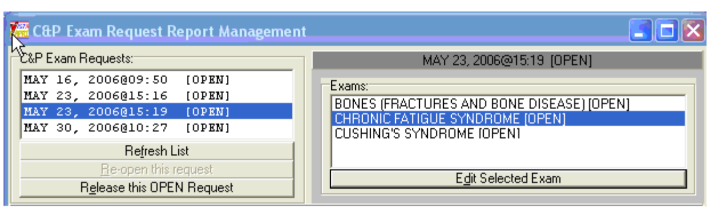


fig. 2-82

The user clicks on the down arrow button on the **STATUS** box to mark the new status for the selected exam. Exam Location, Date of the Exam and Examining Provider may also be edited. The user clicks the **Save Changes** button and then confirms changes by clicking the *Yes* button on the Confirm message box.

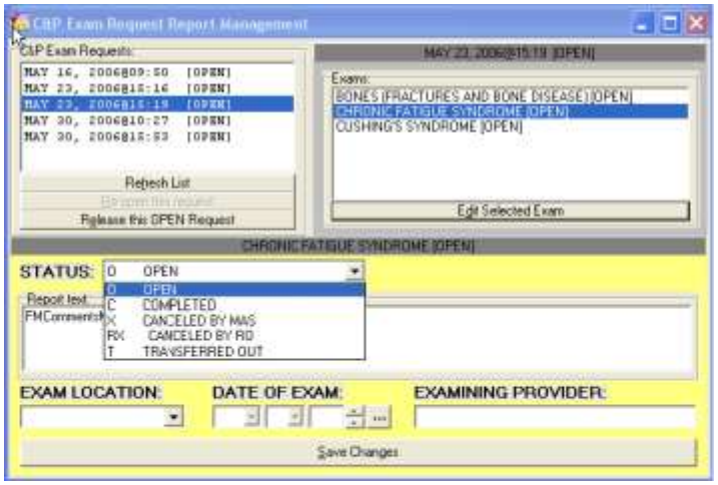


fig. 2-83

Edit a released exam

After a Released Exam is reopened (fig. 2-81), it may be selected by highlighting it in the Exams window. After highlighting the Exam the user clicks the **Edit Selected Exam** button (fig. 2-84) the Exam will appear in the Report Text window for editing

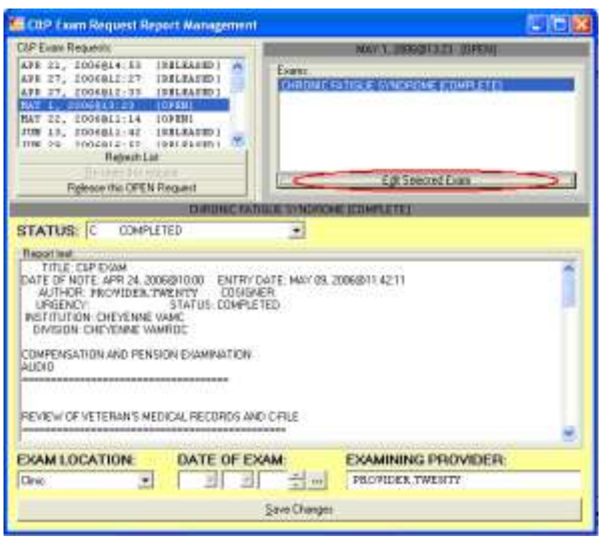


fig. 2-84

Miscellaneous CPWM Functionalities

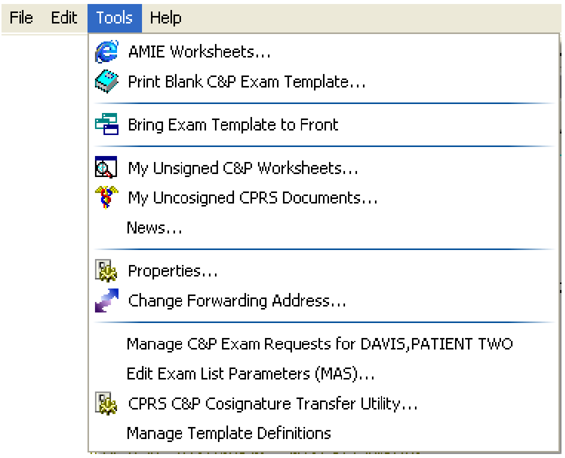


fig. 2-85

The Tools menu has some options that are not discussed elsewhere in the User Manual.

View AMIE Worksheets

Selecting **AMIE Worksheets** takes the user to a C&P website that provides an Index to Disability Examination Worksheets. Selecting a worksheet displays instructions for using the worksheets.

Print Blank C&P Exam Templates

This option allows the user to print a blank copy of a CPWM worksheet.

Bring Exam Template to Front

If a user is working on the C&P worksheets tab and loses template focus, or if the template happens to be stuck in the background, users can go to the Tools menu and select **Bring Exam Template to the front**. This brings the template back into focus.

Additional CAPRI Functionality

CAPRI Remote Functionality

- **CAPRI REMOTE**: CAPRI-Remote users will access CAPRI through the Claims system, which runs on the VHA Forum hardware. The server for those users should be set to "forum.va.gov," port "9400". CAPRI-Remote users outside of VBA will normally obtain an access code from the Office of Information (OI) Support staff, not from the local field site. Most VBA users are CAPRI-Remote users. Most VHA users are local site users.
- If a user starts CAPRI and does not successfully connect to a VistA system within 90 seconds, CAPRI will automatically shut down.
- When users are logging into CAPRI remotely, CAPRI will alert users when no e-mail account is set up.

Switch sites – on the File Menu

The **Switch Sites** option (available on the File Menu) is active if the user is accessing a VistA system with "remote" capability. If the selection is active, the user may have other VistA accounts they can connect to without re-authenticating

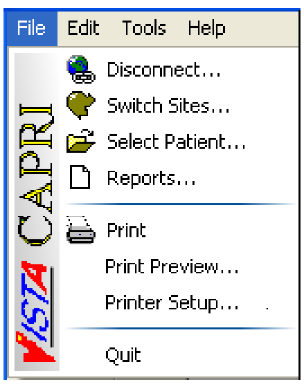


fig. 2-86

Capri Remote users can use this option to switch from one site to another without logging out of CAPRI. This option is only available when users are logged into the claims server with remote access. Users can access the switch site option from the file menu. After switch sites is selected, the user is prompted with the site list to allow them to choose site to which they would like to switch.

Check Remote Connections

Check Remote Connections (found on the Help menu) is available to users with @ or U level FileMan access. This will provide a utility to scan CAPRI remote sites to discover any connectivity issues.

To use this function, the user selects the connections to scan in the left list box, or clicks *Select All.* Then click *Run Selected.* Any connection problems are listed under "Could not connect to:" This does not mean that the site is down nation-wide; it means that the current user cannot access the site, which could be due to a number of reasons.

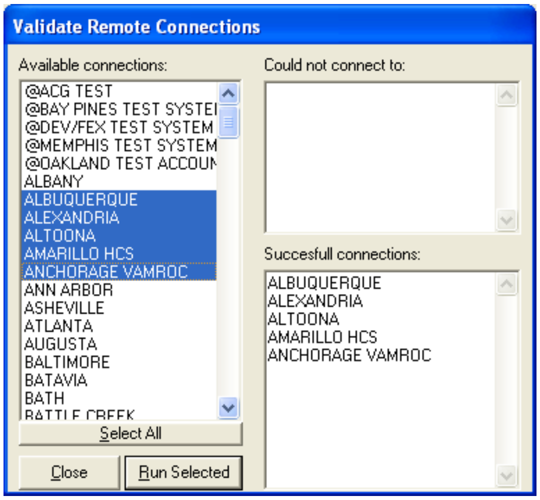


fig. 2-87

Edit Remote User Site Access

Edit Remote User Site Access (found on the Help Menu) is available to users with @ or U level FileMan access. This tool allows a CAPRI administrator to change the remote sites for specific CAPRI users, either limiting their site list or providing the full list of VHA VistA systems to the user. This list is presented to the user when CAPRI is started in remote mode.

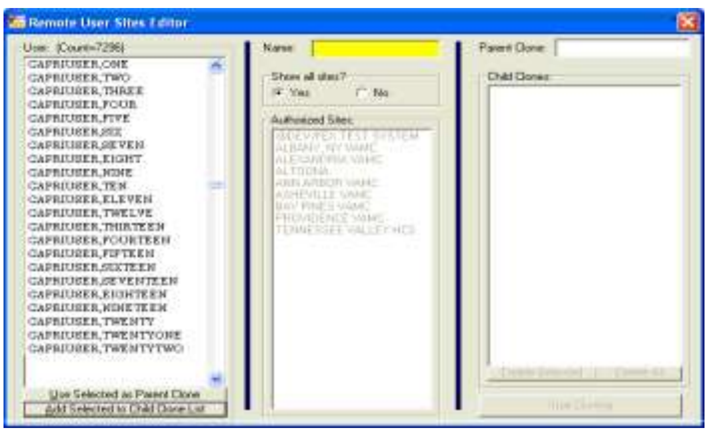


fig. 2-88

To use this utility, the user selects a name from the left column. The user list is generated from the Claims system, which runs on the Forum hardware hosted by the VHA Office of Information in Silver Spring, MD. The second column is updated with the user's site access privileges. **Show all sites** will default the user's site list to every available VistA site. If the user should only have access to a limited number of sites, select **No** for this radio group and update the user's allowed sites under **Authorized Sites**.

One user's site list can be copied to other users. This is useful when a known group of users access the same sites. This function is accomplished using the third column of the utility. First, select one of the users and update their sites using the second column. After the user is set up correctly, click the **Use Selected as Parent Clone** button. This user will then be listed next to the **Parent Clone** label. Next, select each user who should have the same site list and click the **Add**

Selected to Child Clone List button. After the list is set up correctly, the user completes the process by clicking the **Start Cloning** button.

Consolidated Remote Reports

Consolidated Remote Reports (found on the Help menu) is available to users of CAPRI when in remote mode. This report tool was primarily created for the Tiger Team to run reports on multiple VistA accounts at the same time. To use it, the user clicks the sites on which the report is to run in the **Available Connections** list box. The user then enters stop and start dates and chooses a report type. Then, **Run Selected** is clicked. This dialog box has its own **Print** button which should be used instead of selecting Print from the File menu and printing from the main CAPRI interface.

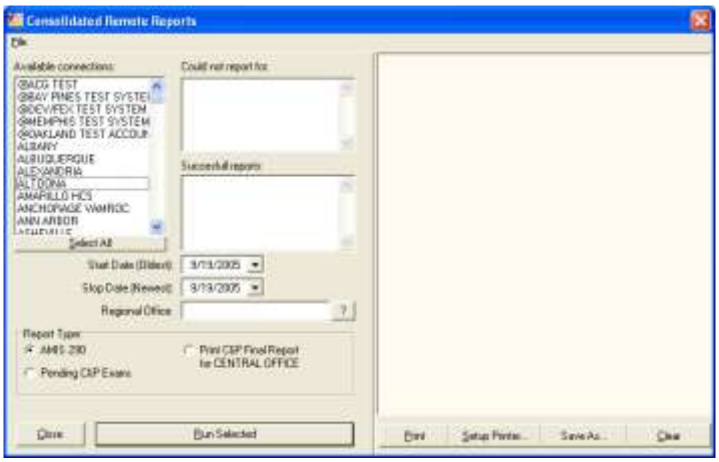


fig. 2-89

Audit Trail Download utility

Audit Trail Download Utility (found on the Help menu) is available to users with @ or U level FileMan access and who have been provided an additional secondary menu option on the Claims system. This tool is used by VBA to download CAPRI audit data for internal reporting. Although a user may see this option on their menu, they may not have the secondary menu option that allows it to run.   The utility will <u>automatically continue</u> at the last point it stopped if the same filename is selected as during a previous session. If a new filename is created, the utility will start from scratch and download every entry in the VistA Claims system database.

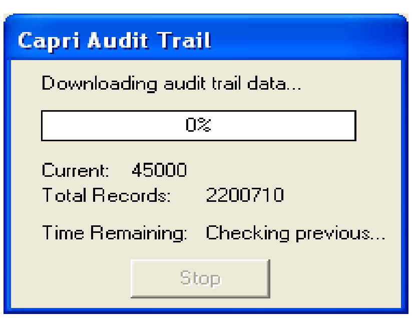


fig. 2-90

Miscellaneous CAPRI Functionality

Edit Exam List Parameters

Menu option Edit ***Exam List Parameter (MAS)*** is under Tools on the CAPRI menu bar as shown below. Exam List Parameter (MAS) is a tool used by sites to define which exams are performed at a division. When an exam request is made via the C&P exams tab, the exam list displays exams as performed or not performed in a division according to this definition.

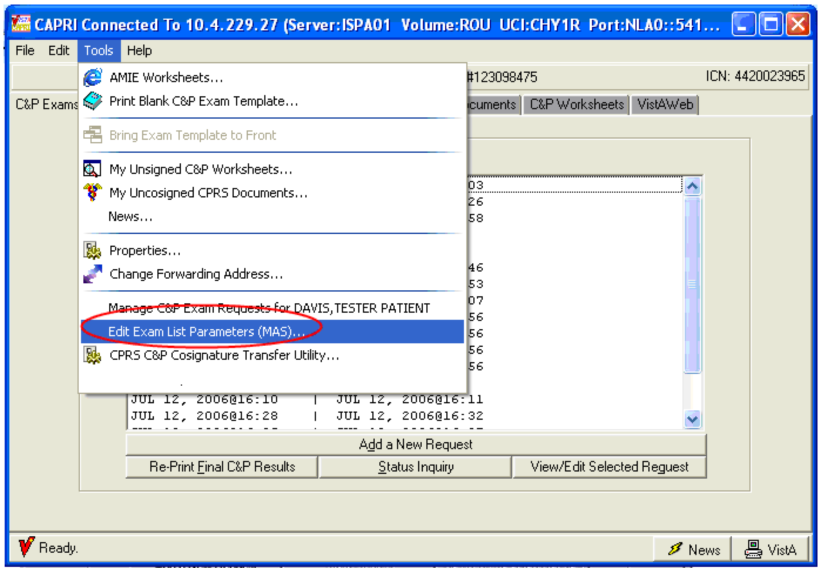


fig. 2-91

- The security key “Edit Exam List Parameter (MAS)” should be assigned to the MAS ADPAC, C&P Clinic Clerk, or other individual who is responsible for maintaining the list of C&P exams performed at the site.
- The user who has the security key above (or programmer access should see Edit *Exam List Parameter (MAS)* under the Tools menu option after logging into the CAPRI GUI executable.
- If the user does not have option context "DVBA CAPRI GUI," assign it to their secondary menu.
- For users who do not hold this key or have “@” FileMan access, the option is invisible.

When user clicks on the Edit Exam List Parameter (MAS) option, the dialog box below is displayed. Parameters that are set in this window are displayed in the **Add a New C&P Exam dialog box.**

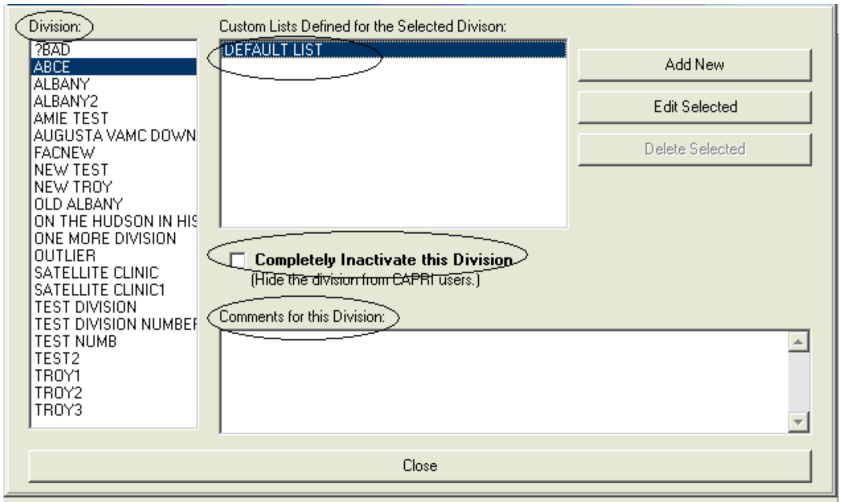


fig. 2-92

- The first time the user uses the option, it will set up the entire division list and make them all active.
- To turn off a division so it does not show for user selection – select the division on the left of the screen then click the box labeled, "Completely Inactivate this Division" in the Edit Exam List Parameters (MAS) window as shown in the screen capture above.
- A textbox is provided for comments relating to specific division.
- When selecting **Edit Exam List Parameters (MAS)** for the first time, CAPRI will automatically find the site's divisions and activate all exams for each division in a default list. The user will then be able to add new lists or modify the default list that was created.
- To enable a specified group of users to order certain exams, the user may create a custom list by clicking the **Add New** button in the **Edit Exam List Parameters (MAS)** window.

When the user selects an exam list defined for a division, the **Edit Selected** button is enabled. Clicking on this button will trigger the display of the screen below to enable users to modify the list of exams and add comments about a particular list and/or exam.

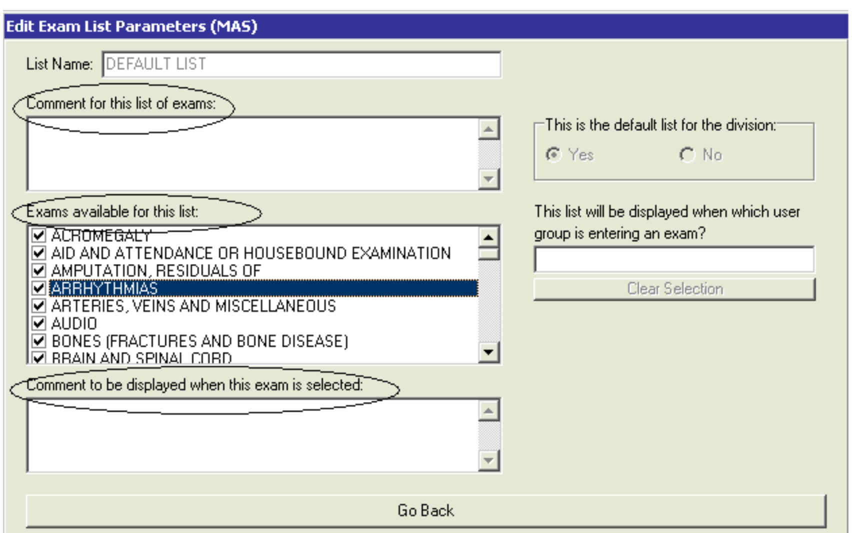


fig. 2-93

- The checkmarks in the checkboxes next to the exam name indicates that the exams are activated.
- Users can modify (turn off) the default as well as the custom exam list by clearing the check mark from the checkboxes next to the exams they wish to turn off. This will cause the exam to display in red in the **Add a New Exam** dialog box, indicating that the exam is not performed at the particular facility.
- If exams are turned off via future DVB patches, they will no longer show in the **New Exam** dialog box.
- If a patch releases a new exam, it is shown to all users until someone uses **Edit Exam List Parameter (MAS)** to turn it off.
- Comments may be added for the exam list in the section labeled **Comment** for this list of exams.
- Users can place comments, reminders, notes, etc. about an exam in the text box labeled, **Comment** to be displayed when this exam is selected. Clicking on the exam will bring the textbox to view.

DOD Records Tab

Department of Defense (DoD) records will now be available for certain veterans beginning approximately six weeks after discharge. These records are available through the Federal Health Information Exchange. The user will know if DoD records are available when accessing the Patient Selector screen. In fig. 2-94, the notation “DOD data is available” indicates that the user can access these records after selecting the patient. The patient demographic data is not visible in this specific example because it is a sensitive level record.

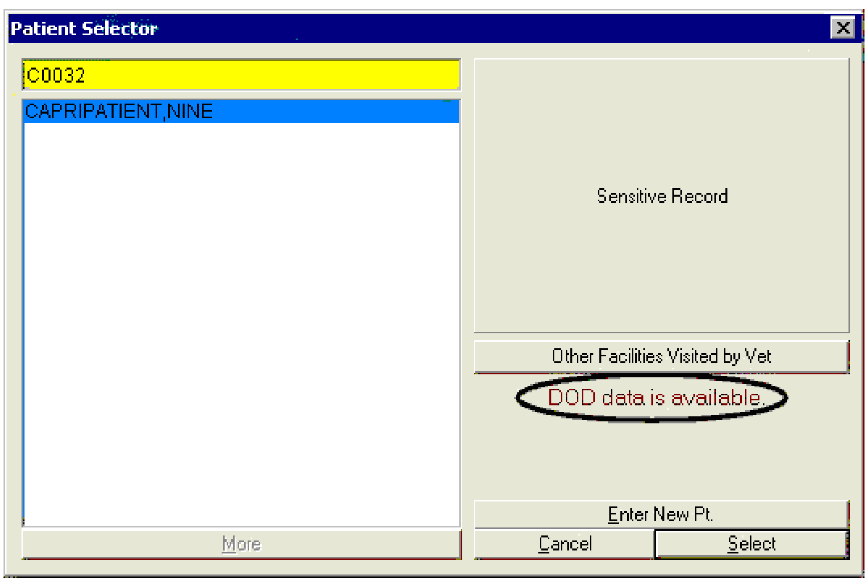


fig. 2-94

After the user selects this patient, a new tab is available; the DoD Records tab (fig. 2-95). This tab will not be visible, or is grayed out, for patients who do not have FHIE records available.

Step 1 - Click the **DoD Records** tab. The following screen opens (fig. 2-95):

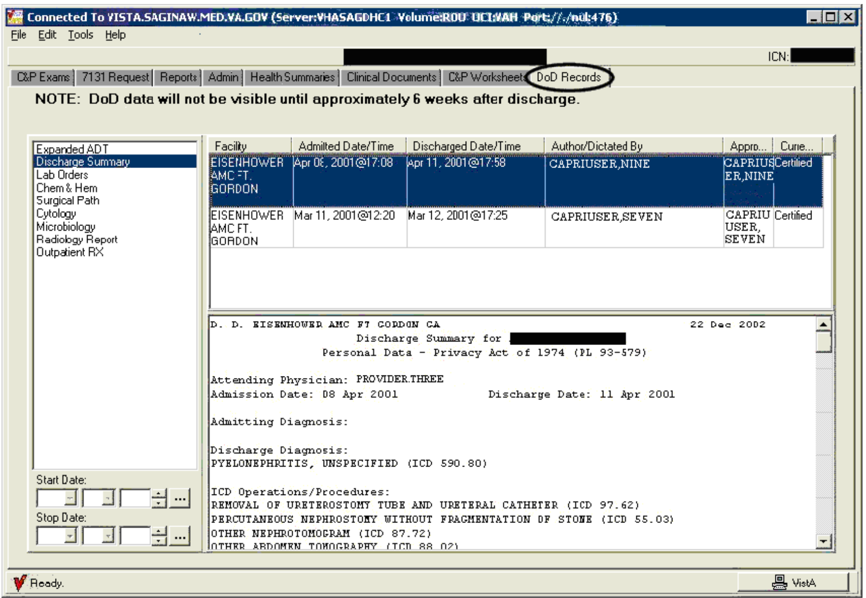


fig. 2-95

Step 2 - The available reports are listed in the left window. Fig. 2-95 shows primarily laboratory and test results, together with discharge summaries and outpatient prescriptions. The FHIE framework requires a Start Date and a Stop Date before any data is returned. FHIE records, if available, could date back to 1989. After entering a Start Date and a Stop Date in the lower left corner, select the type of report the user want to view.

Step 3 - If more than one report of the selected type is available, they are listed in the top window. Fig. 2-95 shows two discharge summaries. Select the summary or report that the user would like to view, and that report will appear in the lower window.

Step 4 - The selected summary or report will appear in the lower window.

***Note:** The user can specify particular dates to search for reports using the Start Date and Stop Date fields in the lower left corner.

***Note:** The C&P Worksheets tab in the screen above no longer exists (fig. 2-95). This functionality was moved. It is now located under CAPRI - Reports (File/Reports) as C&P Exams Checklist.

Vista Web Tab

VistaWeb is an intranet web application used to review remote patient information found in the Veterans Information Systems Technology Architecture (VistA) and the Health Data Repository (HDR) databases. VistaWeb mirrors the behavior of the Computerized Patient Record System (CPRS) and Remote Data View (RDV). Compensation and Pension Record Interchange (CAPRI) users can view the data on VistaWeb, but cannot make changes to VistaWeb pages.

This is a simulation of a VistaWeb page.

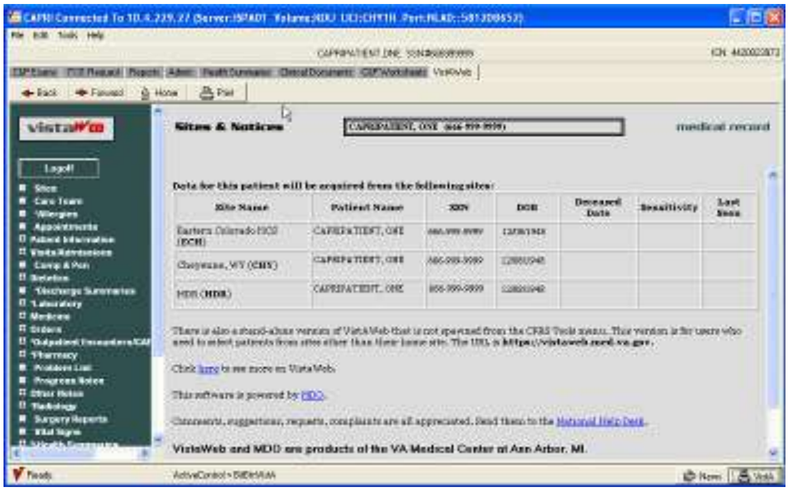


fig. 2-96

Set Up Options

Printer Set Up

CAPRI has Windows printer functionality. The user can generate printouts using your default printer selection.

Step 1 - Click on File/Print Set up (fig. 2-97).

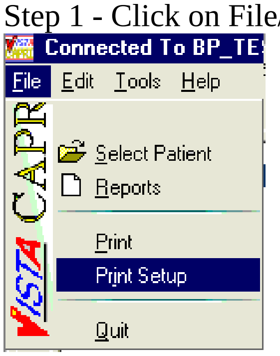


fig. 2-97

Step 2 - CAPRI displays your current default printer (fig. 2-98). If the user has more than one printer, he or she can click the down arrow at the end of the printer name to see a list of available printers. The user can then select a printer from that list. To permanently change your default printer, contact IRM or use the printer’s applet under the Windows control panel.

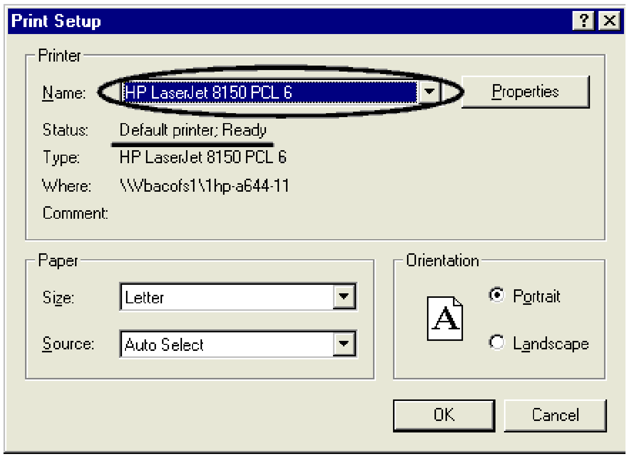


fig. 2-98

Display Properties

The properties can be accessed from the Tools Menu.

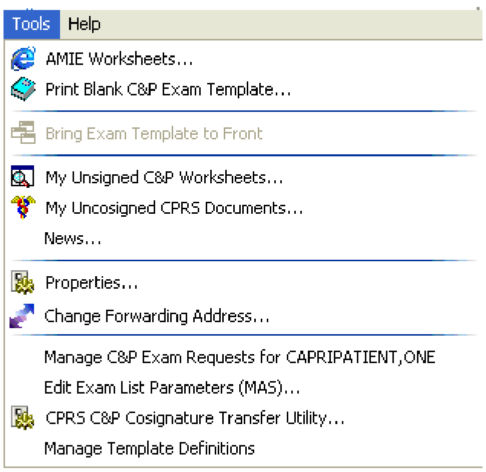


fig. 2-99

Properties

This option allows the user to change the way the PC looks and works (fig. 2-100).

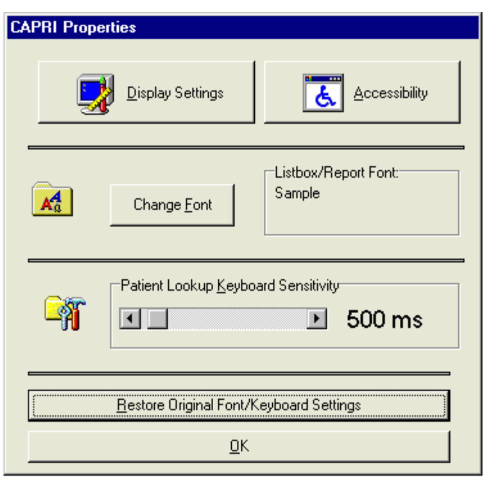


fig. 2-100

Display Settings (fig. 2-100) takes the user to the standard Windows Display Settings dialog box that can be opened using Start/Settings/Control Panel/Display (fig. 2-101).

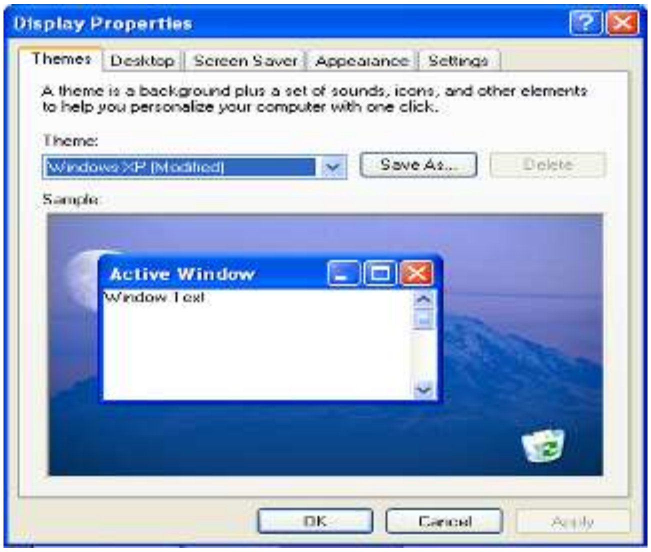


fig. 2-101

Accessibility (fig. 2-100) takes the user to the standard Windows Accessibility Options dialog box that the user can open using Start/Settings/Control Panel/Accessibility Options (fig. 2-102).

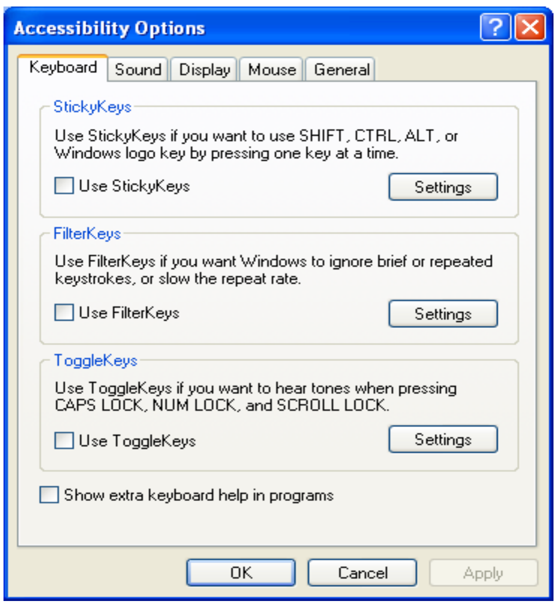


fig. 2-102

Change Font (fig. 2-100) takes the user to the standard Windows Fonts dialog box that can be opened using Start/Settings/Control Panel/Fonts (fig. 2-103).

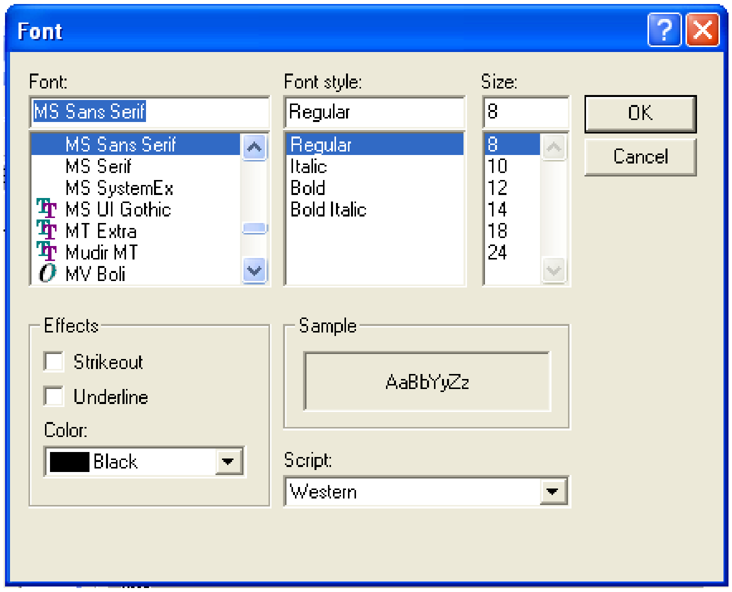


fig. 2-103

Patient Lookup Keyboard Sensitivity (fig. 2-100) adjusts the amount of time CAPRI waits after a keystroke before searching for the patient on the Patient Selector screen. The user should not change this from the default setting of 500 milliseconds unless there are difficulties.

If the user make any changes to these settings and want to undo the changes, click the *Restore Original Font/Keyboard Settings* button (fig. 2-100).

Change Forwarding Address

Change Forwarding Address on the Tools Menu allows the user to specify an Exchange email address for forwarding MailMan messages and CAPRI reports (fig. 2-99). The user can find an Exchange email address by opening the Address Book in your email application, and searching for the desired name. After the user find the name, right-click with your mouse, select Properties, and then go to the E-mail Addresses tab. Contact your local Information Resources Management (IRM) staff if the user have difficulty identifying your email addresses.

Forwarding e-mail address

NOTE: This e-mail address is used for automated AMIE responses to certain activity – cancelled C&P exam requests and completed C&P exam request bulletins is e-mailed back to the user if there is an e-mail address specified. (See fig. 2-104)

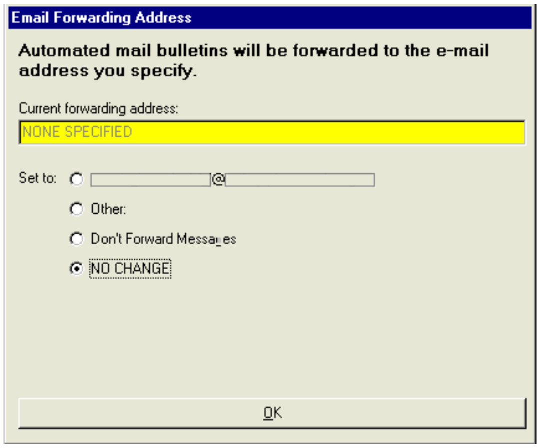


fig. 2-104

Help Menu

For most users, this menu will only have two items, About (fig. 2-105) and CAPRI C&P Template Training Website. Other items only show up for Veterans Benefits Administration (VBA) users or users who have been assigned these options

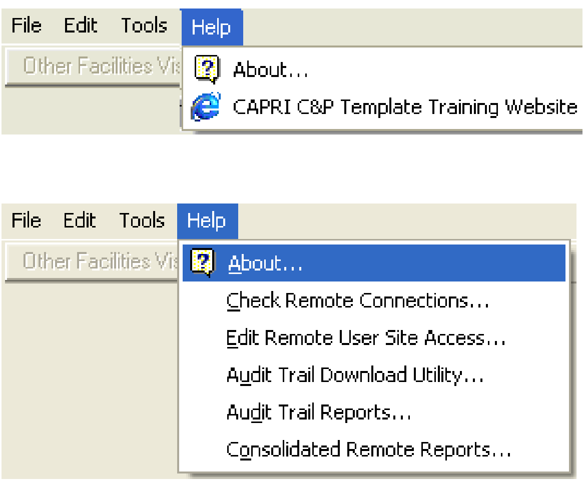


fig. 2-105

About

The **About** screen displays the CAPRI version number. The user can also see version number on the CAPRI splash screen, visible at start-up or whenever switching sites when using CAPRI in remote mode.

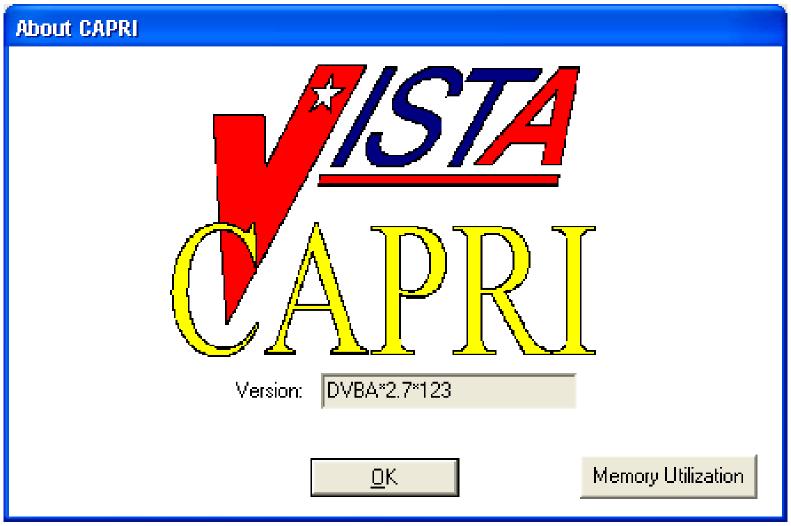


fig. 2-106

Click the *OK* button (fig. 2-106) to close the About screen. The user should have this information if the user need to report a problem.

Training website

CAPRI C&P Template Training Website takes user to the CAPRI website with video training materials.

VistA Terminal

A user launches a VistA Terminal session by clicking the VistA button to log into the local VistA system. When the VistA button is clicked, a mini telnet window opens that allows the user to be automatically logged into their local VistA system, where he or she has access to regular VistA functionality.

Troubleshooting and Error Messages

Note: in all cases, please print the error message for your local Information Resources Management (IRM) staff.

CAPRI not installed in VistA

fig. 3-1

The user receives the message in fig. 3-1 if the Veterans Health Administration (VHA) Medical Center has not loaded the VHA half of the CAPRI software. Contact your local IRM staff if the user get this message.

CAPRI GUI Option not assigned to user in VistA

fig. 3-2

The user receives the message in fig. 3-2 if the VHA medical center has not assigned the CAPRI option to RO users. The user will have to contact local IRM staff upon receiving the above message.

VistA server down

fig. 3-3

The user receives the message in fig. 3-3 or a similar one, such as WSAETIMEDOUT, when there are performance issues in the VA Wide Area Network (WAN), if a server is down, or if a server was not restarted after being down. When this happens, the Automated Medical Information Exchange (AMIE) II may or may not connect, depending on the exact problem. Please test the AMIE II connection.

VistA limits ability to see patient records

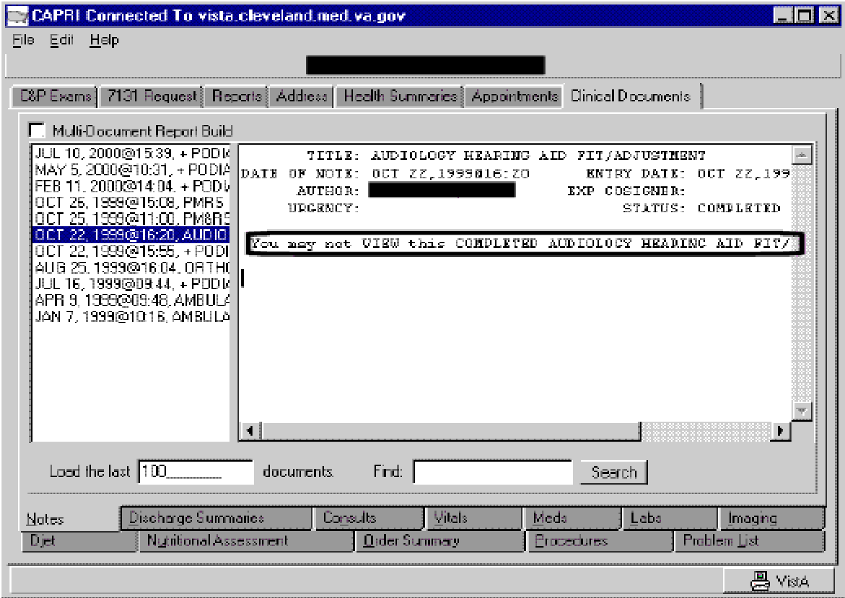


fig. 3-4

The user receives the message in fig. 3-4 if the medical facility made local permission modifications in VistA that prohibit users from seeing the contents of patient records.

Network problems

fig. 3-5

The user receives the message in fig. 3-5 if the connection to the medical facility is lost unexpectedly. Try to connect to the medical facility again.

Institution file in VistA has been locally modified

fig. 3-6

The user may receive the message in fig. 3-6 when requesting exams, requesting 7131s, or entering new patients if the VHA medical facility has an incomplete or incorrect Regional Office list in their system.

Too many invalid attempts at access code / verify code

fig. 3-7

The user receives the message in fig. 3-7 if the user attempted to log on and entered the wrong Access Code / Verify Code combination too many times (3 times).

Multiple sign-ons

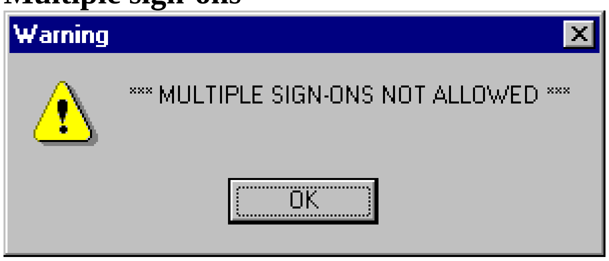


fig. 3-8

The user may receive the message in fig. 3-8 if the user did not log out of CAPRI correctly or if your session was unexpectedly disconnected.

General error message

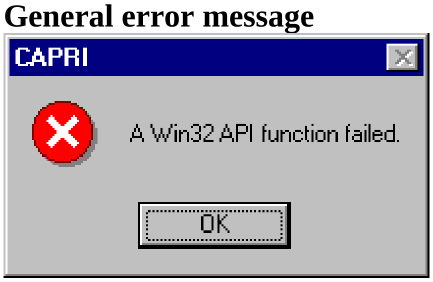


fig. 3-9

The user may receive the message in fig. 3-9 for a number of possible reasons. If the user get this message, cancel your current task, close CAPRI, and then sign on again. If the user receive this error message again, contact your local IRM staff for assistance.

CAPRI Equivalents for AMIE II Functions

AMIE Function	CAPRI Function
*Admission Inquiry by Date (All Admissions)	No CAPRI equivalent yet
*Print New Notices of Discharge	No CAPRI equivalent yet
Add an Exam to an Existing Request	C&P Exams - View/Edit Selected Request - Add Exam to Request
Ad Hoc Health Summary	Health Summaries - Adhoc Report
Admission Report for Service Connected Veterans	CAPRI Reports - Admission Report for SC Veterans
AMIS 290 for the Regional Office	CAPRI Reports - AMIS 290
Beneficiary Information Status Inquiry	7131 Request - Status Inquiry
Cancel C&P Requests (all exams)	C&P Exams - View/Edit Selected Request - Cancel ALL Exams
Cancel C&P Requests (selected exams)	C&P Exams - View/Edit Selected Request - Select Exam - View Exam - Cancel This Exam
Detailed Inpatient Inquiry	Reports - Detailed Inpt. Inquiry
Discharge Report (A&A, Pension, Service Connected, All)	CAPRI Reports - Discharge Report (A&A, Pension, SC, All)
Edit 7131 Remarks	7131 Request - View/Edit Selected Request
Edit C&P Request Information	C&P Exams - View/Edit Selected Request
Edit Patient Address Information	Admin - Edit Address Information
Enter a C&P Exam Request	C&P Exams - Add a New Request
Full Patient Profile MAS	Reports - Patient Profile MAS (Full)
HS Health Summary Menu	Health Summaries tab
Incompetent Veterans Report	CAPRI Reports - Incompetent Veterans Report
INPT Detailed Inpatient Inquiry	Reports - Detailed Inpt. Inquiry
INQ Patient Inquiry	Reports - Pt. Inquiry
Inquiry for C&P Requests	C&P Exams - Status Inquiry
Insufficient Exam Report	CAPRI Reports - Insufficient Exam Report
LAB Interim Report	Clinical Documents - Lab tab

AMIE Function	CAPRI Function
NHE Network Health Exchange Options	CAPRI Remote Data View
NOTE Print Document Menu	Clinical Documents - Notes tab
OP Operation Report	Reports - Surgery Report
PDX Patient Data Exchange	CAPRI Remote Data View
Pending C&P Exams Report	CAPRI Reports - Pending C&P Exams
Pending Form 7131 Requests Report	CAPRI Reports - Pending Form 7131 Requests
Print C&P Final Report (Manual)	Print C&P Final Report (Manual)
Print Exam Check List for RO	CAPRI Reports - C&P Exams Checklist
Re-admission Report	CAPRI Reports - Re-Admission Report
Regional Office 21-day Certificate Printing	CAPRI Reports - 21 Day Certificate Printing
Regional Office Patient Inquiry	Reports - Pt. Inquiry
REG View Registration Data	Reports - View Registration Data
Report for Pension and A&A	CAPRI Reports - Discharge Report, select Pension or A&A
Reprint a 21-day Certificate for the RO	CAPRI Reports - Reprint a 21 Day Certificate (can run with or without a patient selected)
Reprint a Notice of Discharge	CAPRI Reports - Reprint a Notice of Discharge (can run with or without a patient selected)
Reprint C&P Final Report	Re-Print C&P Final Report(s)
Request for 7131 Information	7131 Request - Add a New Request
XRAY Radiology Reports for VARO	Clinical Documents - Imaging tab

CAPRI Locations for Medical Evidence

***Note:** this list is not meant to be all-inclusive in terms of providing the evidentiary requirements for the evaluation of disabilities. Rather it is meant to provide helpful hints for locating commonly used types of medical evidence.

What do I need?	Where to go in CAPRI:
MUSCULOSKELETAL (DC 5000, 5100, 5200, 5300)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Magnetic Resonance Imaging (MRI)	Imaging Tab
X-rays	Imaging Tab
Arthrograms (X-ray dye)	Imaging Tab
Arthroscopies	Imaging Tab
Range of Motion Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EYE (DC 6000)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Ophthalmology reports	Notes Tab, Consults Tab
Eye exams w/Snellen test (visual acuity) and Goldmann Perimeter Chart (field test)	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
EAR AND OTHER SENSE ORGANS (DC 6100, 6200)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Audiologic (conductive/sensorineural) tests	Notes Tab, Consults Tab
Audiograms (puretone threshold/speech recognition scores)	Notes Tab, Consults Tab
Electrogustometry (taste sensation)	Notes Tab, Consults, Procedures Tab
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
INFECTIOUS DISEASES, IMMUNE DISORDERS AND NUTRITIONAL DEFICIENCIES (DC 6300)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cumulative/Graph
Skin tests	Labs Tab/Anatomic Pathology, Notes, Consults
Stool cultures	Labs Tab/Microbiology/Cumulative
T4 Cell Count	Labs Tab/Cumulative/Graphs
Serology	Labs Tab/Cumulative/Graphs
Weight Loss	Vitals Tab/Graph
Prescribed medications	Meds Tab
RESPIRATORY SYSTEM (DC 6500, 6600, 6700, 6800)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Pulmonary Function Tests (PFT)	Procedures Tab, Notes Tab (interpretation)
X-rays	Imaging Tab
Sleep Studies	Notes Tab, Consults Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
CARDIOVASCULAR SYSTEM (DC 7000, 7100)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
X-rays	Imaging Tab
Electrocardiograms (ECG/EKG)	Procedures, Consults, Notes (interpretation)
Exercise Stress tests (METS)	Procedures, Consults, Notes (interpretation)
Echocardiography/Ejection Fraction tests	Procedures, Consults, Notes (interpretation)
Holter monitor	Procedures, Consults, Notes (interpretation)
Doppler studies (ankle/brachial index)	Imaging Tab
Blood Pressure	Vitals Tab/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
DIGESTIVE (DC 7200, 7300)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
X-rays	Imaging Tab
Barium enema (colon X-ray)	Imaging Tab
Sigmoidoscopies	Notes Tab, Consults Tab
Endoscopies	Notes Tab, Consults Tab
Proctoscopies	Notes Tab, Consults Tab
Colonoscopies	Notes Tab, Consults Tab
Liver biopsies	Labs Tab/Anatomic Pathology
Gastrointestinal - upper and lower - series	Imaging Tab
Liver Function Tests (LFT)	Labs Tab/Cumulative/Graph
Weight Loss	Vitals Tab/Graph
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
GENITOURINARY SYSTEM (DC 7500)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Blood tests (creatinine, BUN, albumin)	Labs Tab/Cumulative/Graph
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph
Uroflowmetry	Consults Tab, Notes Tab
Semen and endocrine evaluations	Labs Tab/Cumulative/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
GYNECOLOGICAL CONDITIONS AND DISORDERS OF THE BREAST (DC 7600)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Laparoscopies	Notes Tab, Consults Tab
X-rays	Imaging Tab
Ultrasounds	Imaging Tab
Pap smears	Labs Tab/Cumulative/Microbiology
Urinalysis (macro and micro)	Labs Tab/Cumulative/Microbiology/Graphs
Complete Blood Count test (CBC)	Labs Tab/Cumulative/Graph
Ultrasounds	Imaging Tab
Mammographies	Imaging Tab
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
HEMIC AND LYMPHATIC SYSTEMS (DC 7700)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Hemoglobin - See CBC	Labs Tab/Cumulative/Graph
X-rays	Imaging Tab
Platelet count (Thrombocyte) - See CBC	Labs Tab/Cumulative/Graph
Magnetic Resonance Imaging (MRI)	Imaging Tab
CT scans	Imaging Tab
Prescribed medications	Meds Tab
SKIN (DC 7800)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Skin biopsies	Labs Tab/Anatomic Pathology
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
ENDOCRINE SYSTEM (DC 7900)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
T4 (Thyroxine test)	Labs Tab/Cumulative/Graph
T3 (Triiodothyronine or T3 Radioimmunoassay test)	Labs Tab/Cumulative/Graph
TSH (Thyrotropin or Thyroid Stimulating Hormone test)	Labs Tab/Cumulative/Graph
Renal function tests	Labs Tab/Cumulative/Graph
Blood sugar	Labs Tab/Cumulative/Graph
Urinalysis (macro and micro)	Labs Tab/Cumulative/Graph/Microbiology
Dietary Restrictions	Nutritional Assessment, Diet Tab (inpatient)
Glucose Tolerance test	Labs Tab/Cumulative/Graph
Surgical Procedures	Reports Tab/Surgery Report
Surgical Pathology	Labs Tab/Anatomic Pathology
Prescribed medications	Meds Tab
NEUROLOGICAL CONDITIONS AND CONVULSIVE DISORDERS (DC 8000-8900)	
History and Physical Examinations	C&P Exam, Notes, Discharge Summaries
Electromyographies, Myograms (EMG)	Procedures, Consults, Notes (interpretation)
Nerve Conduction Velocity (NCV)	Procedures, Consults, Notes (interpretation)
Electroencephalograms, Brain wave tests	Procedures, Consults, Notes (interpretation)
Magnetic Resonance Imaging (MRI)	Imaging Tab
X-rays	Imaging Tab
Prescribed medications	Meds Tab

What do I need?	Where to go in CAPRI:
MENTAL DISORDERS (DC 9200-9500)	
History and Psychiatric Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
Social and Industrial Surveys	Notes Tab, Consults Tab
Global Assessment of Functioning (GAF)	Notes Tab, Consults Tab
Dietary Restrictions	Nutritional Assessment Tab, Diet Tab (inpatient)
Weight Loss	Vitals Tab/Graph
Prescribed medications	Meds Tab
DENTAL AND ORAL CONDITIONS (DC 9900)	
History and Dental Examinations	C&P Exam Tab, Notes Tab, Discharge Summaries Tab
X-rays	Imaging Tab

Glossary

CAC	Clinical Applications Coordinator. The CAC is a person at a hospital or clinic assigned to coordinate the installation, maintenance and upgrading of CPRS and other VistA software programs for the end users.
CAPRI	Compensation and Pension Record Interchange
Consults	Consult/Request Tracking, a VistA product that is also part of CPRS (it can function as part of CPRS, independently as a standalone package, or as part of TIU). It is used to request and track consultations or procedures from one clinician to another clinician or service.
C&P	Compensation and Pension
CPEP	Compensation and Pension Examination Program
CPRS	Computerized Patient Record System, the VistA package (in both GUI and character-based formats) that provides access to most components of the patient chart
CPWM	Compensation and Pension Worksheet Module
Discharge Summary	A component of TIU that can function as part of CPRS, Discharge Summaries are recapitulations of a patient’s course of care while in the hospital.

GUI	Graphical User Interface—a Windows-like screen with pull-down menus, icons, pointer device, etc.
Health Summary	A VistA product that can be viewed through CPRS, Health Summaries are components of patient information extracted from other VistA applications
Imaging	A VistA product that is also a component of CPRS; it includes Radiology, X-rays, Nuclear Medicine, etc.
NP	Nurse Practitioner
Nurse Practitioner	A registered nurse who has received special training and can perform many of the duties of a physician
Progress Notes	A component of TIU that can function as part of CPRS
TIU	Text Integration Utilities; a package for document handling, that includes Consults, Discharge Summary, and Progress Notes, and will later add other document types such as surgical pathology reports. TIU components can be accessed for individual patients through the CPRS, or for multiple patients through the TIU interface.
VBA	Veterans Health Administration
VHA	Veterans Benefits Administration
VistA	Veterans Information Systems Technology Architecture, the new name for Decentralized Hospital Computer Program (DHCP)
VistaWeb	An intranet web application used to review remote patient information found in VistA and the Health Data Repository (HDR) databases

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