COMPOSITE HEALTH CARE SYSTEM II

CHCS II Nurse Student Guide

Updated CHCS II Course Curriculum – Nurse Student Guide

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PLEASE DO NOT REMOVE FROM CLASSROOM

Change History			
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Lesson 1: Navigation

CHCS II is modeled on the design of Microsoft Outlook, with a Folder List, Workspace, File Menu, Shortcuts Bar, and an Action Bar. This design provides users with multiple navigation options for accessing system features and functionality. Many of the icons or buttons common to a Windows-based application are also used by CHCS II. For example, the icons in the top right hand corner of the screen are Minimize, Maximize, and Close. The ⊞ and ⊟ buttons in the Folder List are used to expand and collapse folders. Note that when a topic is selected in the Folder List, the folder is highlighted.

Lesson Goal:
The goal of this lesson is to enable you to access and navigate within the CHCS II application.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Log in to the CHCS II application
- Access modules quickly using Folder List
- Open and close an application module
- Exit the CHCS II application
- Lock CHCS II session

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Practice CHCS II navigation using the CHCS II Training System by following these steps:

1. Double-click the CHCS II Training System icon on the computer desktop. A Role Identification screen will appear, the medical radial button is selected by default.
2. Click **OK**.
3. Press the escape key (Esc) on your keyboard twice to progress through the informational messages.
4. Verify the Appointments module is open.
5. The list of current appointments will display.
6. Review the icons in the Action Bar for Appointments. Icons in the Action Bar are relevant to the module that is open. Icons that are used in one module might not be used in another, so what appears in the Action Bar changes.
7. Click the **Co-signs** folder in the Folders List to open the Co-signs module. The Co-signs module will display.
8. Click the **Close** icon on the Action Bar to close the Co-signs module.
9. Click the Close **X** button on the upper right corner of the Title Bar to end CHCS II. A

confirmation message will display.

10. Click **Yes** to confirm the exit

Lesson 2: Patient Search and Appointments

The Search module enables you to locate and select a patient chart for use in CHCS II. This is synonymous with pulling a paper chart. After you open a patient chart, you have access to the range of patient-specific modules and functions.

The Appointments module is used to view, manage, and open patient appointments. This module displays appointments created in both CHCS and CHCS II. Scheduled appointments, including same-day scheduled appointments, are still created in CHCS. CHCS II pulls scheduled appointments from CHCS on a nightly basis and approximately every fifteen minutes during the day.

Lesson Goal:
The goal of this lesson is to enable you to locate a patient record in CHCS II and use the appointment functions.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Search for a patient record.
- Set search selections for the appointments modules
- Change and save the column order
- Transfer an appointment
- Add a nurse to an appointment

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Col. Violet Alexander has come in today complaining of a cough. We need to search for Col. Alexander's record, set the appointment filters and create a new appointment.

1. Open the CHCS II Application.

NOTE: By default the Appointment module displays

2. Click **Search** in the Folders List to search for a patient. The Patient Search window will display
3. Click in the Last Name field and type ***ALEXANDER***, then click **Find** for a list of names.
4. Click on ***ALEXANDER, VIOLET W*** in the list of names and click **OK**. Col. Alexander's information will appear on the Patient ID line and the Appointments List will display.

You want to set your properties for the Appointments module to display patient visits for this clinic, and visits for the current date appointments. You also wish to change the column order so that the Type of visit column is between the Patient and Status columns.

5. Click the **Change Selections…** button in the top left corner of the **Appointments** module.
    a. In the *Clinic* section, click the radio button for **This Clinic**
    b. In the *Provider* section, select the radio button **Me**.
    c. In the *Dates* section, select the correct radio button to show **Today's Only** appointments.
    d. Click the **Set Selections as Default** button to save your changes.
6. To move a column:
    e. Scroll to the right just until the **Type** column is visible.
    f. Click the **Type** column heading and hold down the left mouse button.
    g. Drag the **Type** column horizontally right (or left).

Release the left mouse button when the **Type** column is between the **Patient** and **Status** columns. Practice moving columns until the *Appointments* screen is most useful for you.

If you wish to save the new column arrangement, click the **Change Selections** button. Then click the **Set Column Order as Defaults**.

You need to Create a New Unscheduled Appointment for **Col. Alexander (a5743)**.

7. Click **New Appt**. on the Action Bar. A New Appointment confirmation window will display.
8. Click **Yes** to complete the New Appointment information for Col. Alexander.
9. Click on ***ACUTE APPT (ACUT$) 30*** to select the acute appointment type.
10. Type ***cough*** in the Reason for Appointment field and click **OK** to complete the new appointment process for Col. Alexander. (The Allergy synchronization simulation from CHCS will begin.)

Col. Alexander's appointment will now appear at the bottom of the Appointment list with a status of **CheckedIn**.

Scenario 2

Col. Violet Alexander's (a5743) Provider had an emergency, so it is necessary to transfer her appointment to a different Provider. Use the **Transfer** icon on the Action Bar to transfer the appointment.

1. In the appointment list, select to highlight Col Alexander's appointment.
2. Click the **Transfer** icon on the Action Bar.
3. Select **DOCTOR, DAVID** from the dropdown list.
4. Click the **Refresh** icon on the Action Bar to refresh your screen.
5. Click **OK**. Notice that Col. Alexander's name disappears from your appointment list.

To Clear the patient from the Patient ID line.

6. Click **Go** on the Menu Bar to display the dropdown menu.
7. Select **Patient** > to display the sub-menu.
8. On the sub-menu click **Clear Patient**.

Notice that the Patient ID displays *No Patient Selected* and the Folder List no longer displays the patient specific information.

Scenario 3

You will be assisting provider User, Test with the headache/physical appointment for **CAPT Clayton Williams (w8867)**.

1. Highlight CAPT Williams' name on the appointment list.
2. Check-in CAPT Williams by clicking the **Check-In** icon on the Action Bar.
3. Click the **Add Providers** icon on the Action Bar to open the *Providers and Roles* window.
4. Click the ellipsis **(…)** button next to Additional Providers #1 to perform a Clinician search for Nurse, Karen
5. The Clinician search window will display. Enter **Nurse** in the **Last Name** field and click the **Find** button.

Note: In the live CHCS II system a list of Nurses will appear.

6. Select **Nurse, Karen** if the name is not already highlighted.
7. Click the **Select** button to complete the process of adding Nurse Karen as the assisting provider for CAPT Williams. The Clinician search window disappears.
8. The Providers and Roles window re-opens. Notice that Nurse, Karen is now added to the Additional Provider # 1 field.
9. Click the **Role** dropdown button to display the list of role options. Select **Nurse**.
10. Click **OK** to close the *Providers and Roles* window.

Note: The names of additional Providers for a visit are not shown on screens, but the Providers receive credit for the visit.

Lesson 3: Telephone Consults

The Telephone Consults module enables telephone calls to be recorded and tracked. The Telephone Consult (Telcons) window displays telephone consults for specified clinics, users, dates and statuses. From the Telephone Consults module, Telcons can be created, viewed, transferred to another user, and cancelled. Phone numbers can be edited, notes viewed and an encounter can be opened for that appointment.

Lesson Goal:
The goal of this lesson is to enable you to use the Telcon function in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Set default search and display options for the telephone consults appointment list
- Create a Telcon
- View clerk notes for an appointment from the Appointment screen
- Select and open a Telephone Consult appointment
- Transfer a telephone consult to a provider
- Edit a call back phone number

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises.

Scenario 1

To set Telcon display properties:

1. Click **Telephone Consults** from the Folder List. The Telephone Consults module opens.
2. Click the **Urgency** column and drag it to the left of the Status column.
3. Click **Change Selections**. The Telephone Consults Search Selections window opens.
4. In the Clinics area, select **This Clinic**.
5. In Provider area, select **Me**.
6. In Dates area, select the **All Outstanding** checkbox.
7. Click **Set Selections as Default**.

Scenario 2

Anna Wunderlich (w8118) phones the clinic to report that she has lost her Zyrtec allergy medication. You review the appointment note and return her call. You speak to her, but need to phone her back after consulting the Provider. She indicates that she is leaving her office and wants her call returned at a different number: 555-9999. You confer with the Provider and complete the Telcon according to the Provider's instructions.

1. Select **Anna Wunderlich's** Telcon appointment.
2. Click **Notes** on the Action bar. The Appointment Comment (Read Only) window opens.
3. Click **Cancel**.
4. Click **Edit Phone #** on the Action bar.
5. Change the Callback Phone Number to (123) 555-9999.
6. Click OK. Notice that the Callback phone number has changed in the type column.
7. Double-click Anna Wunderlich's Telcon. (The Allergy synchronization simulation from CHCS will begin.)
8. The Telcon Quick Entry window displays.
9. In the Provider Note field, enter **NURSE'S NOTE**: *Physician consulted reference PT losing medication. PT requests refill, Zyrtec refill entered per physicians order*.
10. Select the **Problem List (Chronic)** radio button.
11. Select *ALLERGIC RHINITIS* and click **Add**.
12. Accept the default E&M value of 99371 Lvl I, Simple/Brief.
13. Select the **Save and Open A/P** radio button.
14. Click OK. The A/P module opens.
15. Click the **Order Med** tab.
16. In the **New Med Order** field, enter Zyrtec and click **Search**.
17. Select CETIRIZINE (ZYRTEC)--PO 10MG TAB.
18. In the SIG field, enter 1 PO QD PRN #30 RF0 and press Enter on your keyboard.
19. A Drug Warning message appears: *One Drug Order warning returned*. To override the warning.
20. Click in the **Specify a reason for this override** field. Enter: *Pt lost medication.*
21. Click the **Accept override** button to submit the order. You are returned to the A/P module.
22. Click **Close** on the Action Bar.
23. You return to the encounter screen.
24. Click **Close** on the Action bar.
25. In the Appointments module click the **Transfer** icon on the Action Bar. To transfer this appointment to DOCTOR, DAVID.
26. The Transfer window appears, click **OK**.
27. Notice that DOCTOR, DAVID appears in the Provider column for this appt.

Lesson 4: Patient Encounter

The patient encounter consists of the processes indicated.

- Screen the patient
- Perform and record vital signs
- Document patient history
- Order Entry in A/P

Lesson Goal:
The goal of this lesson is to document the patient encounter in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Open the encounter
- Document "reason for visit"
- Verify patient's allergies
- Document patient's vital signs
- Document S/O using MEDCIN
- Document A/P
- Disposition and Sign

Screening and Vitals

Once the patient has been checked in, it is now time to open an encounter document for the patient. Appointments with a status of Checked-in, indicates that the patient is ready for screening. The appointment, or encounter for the patient can be opened.

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Anna Wunderlich (w8118) has come in for a pregnancy test, you create a new appointment. You begin screening along with verifying her allergy information and documenting her vitals.

Clinical data:

Field	Data
New Unscheduled Appointment/Telcon Visit	
Appointment Type	Acute Appt (Acut$) 30
Reason for Appointment	Pregnancy Test
	Click OK
To open appt.	Double-click the appointment
Encounter Summary Properties	
	Click the Options button (on the Patient ID line.)
Active Problems	[Accept default]
Allergies	[Accept default]
Active Family	[Select]
Active Dispensed Medications	[Select]
	Click OK
Screening	
In the Search field	[Enter] Pregnancy Test and click Find Now. Scroll down the list to select: *Pregnancy Test* Click Add.
For Females Only	
[Birth Control] G P A LC Last menstrual period	[Select] None 4 4 0 4 [Two months Prior]
Pain Severity	
	[Select] 0 Pain Free
Where is pain located?	Note: Add comments when pain scale is selected (other than “0 pain free”)
Verified This Encounter	[Select to verify allergies]
	Click Close (Action Bar Icon)
Vitals	
Habits	
Tobacco	[Select] No
Alcohol	[Select] No

Field	**Data**
BP Rt arm Adult cuff	130/70 [Select] [Select]
HR Radial Regular	80 [Select] [Select]
RR	16
Temperature F Oral	96.7 F [Select]
Ht	[Click] the drop-down list next to Ht [Select] ft/in. [Enter] 5 ft 5 in
Wt	132
Save Vitals	
	[Select] Save Vitals (Action Bar Icon)
	[Select] Close (Action Bar Icon)

Subjective/Objective

The Subjective portion of the note includes the History of Present Illness (HPI), Past Medical History (PMH) and Review of Systems (ROS). This information comes from the patient and is organized by the provider.

The Objective portion of the note includes the Physical Examination (PE) and is what you observe.

MEDCIN

- Medical terminology engine
- Over 250,000 terms with 5.5 million semantic links
- Linked to ICD-9 and CPT codes in A/P
- Narrative engine used in S/O, A/P, Disposition, Template Management, Screening, and Problems modules

Scenario 2

Anna Wunderlich's results were positive with a home pregnancy test, and she is now ready to be seen.

To load and unload an S/O template to document an encounter:

1. Click **S/O** on the SF600. The S/O module opens.
2. Click **Template Mgt** on the Action bar.
3. In the Name Contains field, enter TRAINING and click **Find Now**.
4. Select the TRAINING--ECP--PREGNANCY TEST--VISIT template. You can review the template in the Template Preview pane.
5. Click **Load** on the Action bar.
6. Add The reason for visit is: Pregnancy Test as a positive finding.
7. Click the **Notepad** icon, enter *HOME TEST RESULTS POSITIVE.* and Click **OK**.
8. Add *nausea* as a positive finding.
9. Click **Find Term** on the Action bar.
10. In the search field, enter *Fatigue* and click **OK**.
11. Add *feeling tired (fatigue)* as a positive finding.
12. Click the **<< Go Back** button to return to the template.
13. Click **AutoNeg**.
14. Click the **PMH** tab.
15. Add reported home pregnancy test as a positive finding.
16. Add *taking vitamin supplements* as a positive finding.
17. In the Free Text field, enter *CALCIUM 500mg DAILY* and press Enter on your keyboard.

18. Expand *pregnancy history*.
19. Add age at first pregnancy years old as a positive finding.
20. In the **Value** field, enter 20 and press Enter on your keyboard.
21. Add *planning to become pregnant* as a negative finding.
22. Click **Find Term** on the Action bar.
23. In the **Search** field, enter DOWN SYNDROME and click **OK**.
24. Expand History of Diagnoses, Syndromes And Conditions.
25. Add history of *DOWN'S SYNDROME (TRISOMY-21 MONGOLISM)* as a positive finding.
26. Click the **FamHist** button on the Dashboard.
27. Click the **<< Go Back** button to return to the template.
28. Click the **PE** tab.
29. Add Pain Level (0-10) as a positive finding.
30. In the **Value** field, enter 0 and press Enter on your keyboard.
31. Click the **Notepad** icon.
32. In the note field, enter **EDUCATION**: *Pt instructed to make OB appt. Pick-up prenatal vitamins from pharmacy. Pt instructed not to drink alcohol or take other medications* and click **OK**.
33. Click **Close** on the Action bar.

Assessment/Plan

The Assessment and Plan module allows you to document your assessment of a patient's condition and the plan for treatment by entering diagnoses, procedures, patient instructions and order consults, laboratory and radiology procedures and medications.

A/P Processes

- Codes are captured with diagnoses and procedures
- Procedures, orders and other therapies must be associated to a logical diagnosis
- Consults, labs, rads and meds can be submitted or saved to queue

Scenario 3

Continue patient encounter using the CHCS II Training System and complete the exercise below.

1. Click **A/P** on the SF600. The A/P module opens.
2. In the **Search** field, enter *Pregnancy Test* and click **Find Now**.
3. Select **Pregnancy Test V72.9** and click **Add to Encounter.**
4. Click the **Order Lab** tab.
5. In the **New Lab Order** field, enter *HCG* and click **Search**.
6. Select *HCG QL*.
7. Click **Submit**.

Disposition and Signing

- Release of the patient
- Follow-up information
- Items discussed
- E & M code
- Review the note
- Assign a co-signer if required
- Enter password

Scenario 4

Continue patient encounter using the CHCS II Training System and complete the exercise below.

1. Click **Disposition** on the Action bar.
2. Accept the default Disposition, **Released w/o Limitations**.
3. In the Follow Up area, select the **With PCM** checkbox.
4. In the Comments field, enter *Call tomorrow for pregnancy test results.*
5. In the **Meets Output Visit Criteria (Workload)?,** select **Yes** (Default).
6. Accept the default E&M value, 99211 - Established Outpatient Minimal Service.
7. Click **Sign** on the Action bar.
8. Select the **Cosigner Required** checkbox.
9. Click the **Search** button to perform Clinician Search for DOCTOR, DAVID.
10. Select DOCTOR, DAVID
11. Click **Sign**.

Lesson 5: Previous Encounters

The Previous Encounter module displays a list of a patient's completed encounters. You can append a narrative, amend an encounter, create a new template from the completed encounter and "copy forward" the results of a previous encounter to the current encounter easing effort and saving time in documenting follow-up visits.

Lesson Goal:
The goal of this lesson is to enable you to use the Previous Encounters module in CHCS II.

Learning Objectives:
Upon completion of these modules, you will be able to:

- Display a previous patient encounter
- Append a narrative to a completed encounter
- Amend a previous encounter

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

You need to write a note explaining that during this encounter, the patient was educated on a low cholesterol diet.

To view a previous encounters:

1. Perform a search for **LCDR Eduardo Suarez (s3217)**.
2. Click **Previous Encounters** on the Folder List.
3. Select the *HYPERLIPIDEMIA* previous encounter. The encounter note populates below.

To append a previous encounter:

4. Highlight the *HYPERLIPIDEMIA* note and click **Append Narrative** on the Action bar. The Encounter Note window opens.
5. In the **Note Category** field, enter *Nursing Note*.
6. In the **Note Title** field, enter *Patient Education*.
7. In the note area, enter *Patient was educated on low cholesterol diet*.
8. Click **Save** and **Sign**.
9. Click **Sign**.

Scenario 2

You need to copy the results of the patient's hemoglobin A1C lab test into the previous encounter.

To amend a previous encounter:

1. Highlight the DIABETES MELLITUS TYPE II - UNCONTROLLED note and click **Amend Encounter** on the Action bar. The SF600 opens.
2. Click **Lab** on the Folder List.
3. Click **Time**. The Time Search window opens.
4. Select the **All Time Periods** radio button.
5. Click **OK**.
6. Select the *Hemoglobin A1c* report. The report details populate below.
7. Highlight the report by left-clicking and dragging over the text with your mouse.
8. Perform a right-click and select **Copy to Note**.
9. Click **Close** on the Action bar.
10. Click **Close** on the Action bar to return to the Previous Encounters module.
11. Clear Patient form the Patient ID line.

Lesson 6: Medicomp Forms Tools

Medicomp Form Tools is an alternative mode of documentation during an encounter. The Medicomp Form Tool also provides enterprise management capability for forms that emulates Template Management functionality within the S/O portion of the encounter.

Lesson Goal:
The goal of this lesson is to locate and use available Medicomp Forms in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Search for a Form
- Load Form
- Document the S/O using a Form

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

Marie Alexander has come in with ankle pain. You wish to document the S/O portion of the note using Forms.

1. In the list of appointments in the appointment module, highlight and open the encounter for Marie Alexander.
2. Click the **S/O** tab.
3. Click the **Template Mgmt** tab on the Action Bar.
4. In the Name Contains field enter **Ankle pain**.
5. The Name Search should provide one AIM Form for Ankle pain.
6. Highlight the form and click **Load** on the Action Bar.
7. The AIM Form will load
8. Verify the right ankle History Tab is selected before documenting the Note.
9. Click the **<u>Y</u>** under the Chief Complaint section to indicate right ankle pain.
10. Select the **<u>T</u>** to indicate Local Tissue Swelling Right Ankle.
11. Click in the square beside the term you just selected. This will open up a dialog box to add free text or insert text to the note.
12. Type in the following: *Patient states she was playing tennis when she twisted her ankle and feels it is sprained.*

Note: You will notice and arrow with a question mark beside it. When you right mouse click on it the child terms under Local Tissue Swelling Right Ankle will appear.

13. Select the child terms – **Medial right ankle soft tissue swelling**, and Right ankle soft tissue swelling with black and blue discoloration, to be more specific with your documentation.
14. Next go to **PMH.**
15. Select **<u>T</u>** to indicate previous Ankle Fracture under the Previous Diagnosis section.
16. Once you complete documentation of the patient's HPI, PMH and ROS, click on the **Right Ankle** Physical Exam Tab
17. Document the Vital Signs reviewed
18. Select **<u>F</u>** in the In No Acute Distress box**.**
19. Click the **Note** box to the right of the statement.
20. A free text box will appear. In this box type in: *Pt. States ankle very painful to walk on.*
21. In the Examination of the Right Lower Leg section click **<u>T</u>** for each item in this section.
22. In the Appearance of the Right Ankle section select **<u>F</u>** for the first four entries. Leave the others blank.
23. In the Tenderness of the Right Ankle section check **<u>F</u>** Medial Palpation without Tenderness
24. In the Motion of the Right Ankle section check **<u>F</u>** Right Ankle without Abnormal Motion.
25. In the Pain of the Right Ankle section check **<u>F</u>** No Pain Elicited by Motion.
26. In the Examination of the Right Foot section check **<u>F</u>** Right Foot Not Swollen and **<u>F</u>** Right Foot Not Tender to Palpation.
27. In the Test Results section, under the Results of Right Ankle X-Ray, free text *Fractured right ankle.*
28. Select **AutoNeg** from the Dashboard to indicate a "normal" result for the rest of the history.
29. Click **Close** to save and close the S/O Forms note.

<u>Lesson 7: S/O Template Management</u>

Editing a visit template is easier than building a new template. CHCS II has numerous templates available to you and each service has selected templates for their users. Once a template has been created, editing is simple.

Lesson Goal:
The goal of this lesson is to locate available S/O templates in CHCS II and edit templates using MEDCIN.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Customize an S/O template

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercises below.

Scenario 1

UTI encounters are among your most frequent clinic visit types. You decide to customize a UTI S/O template for your clinic.

1. Create an appointment for **CPT Heather Cloud (c0058)**.

    — Appointment Type: **ACUTE APPT (ACUT$) 30**
    — Reason for Appointment: **Test Patient**

2. Open the encounter.

3. Click **S/O** on the SF600.

4. Click **Template Mgt** on the Action bar.

5. In the Name Contains field, enter *UTI* and click **FindNow**.

6. Highlight **VISIT--UTI**.

7. Click **Edit** on the Action bar.

8. In the right pane, under Review of Systems, highlight a *vaginal discharge*.

9. Click **ROS/HPI** on the dashboard. The term is flipped into the **HPI**.

10. Click **Find Term** on the Action bar.

11. In the search field, enter *incomplete emptying of bladder* and click **OK**.

12. Click **+** to add *incomplete emptying of bladder* to the template.

13. Click **Browse From Here** on the Action bar.

14. Click **+** to add *a vaginal discharge of urine.*

15. Click **Save As** on the Action bar.

16. In the Template Name field, enter **VISIT--UTI FEMALE--[Your Initials]** and click **Save**.

17. Click **Close** on the Action bar. To return to the S/O Template Management module.

18. Click **No** on the warning window.

19. Click **Close** on the Action bar to return to the S/O module.

20. Click **Close** on the Action bar to return to the SF600.

Lesson 8: Encounter Templates and Order Sets

Templates are used to streamline the encounter documentation process. Each encounter template contains placeholders for diagnoses, procedures, orders, Notes templates, AutoCited items, and the associated reason for visit. Once an encounter template has been selected and loaded into the encounter, the pre-positioned lists are available within S/O and A/P modules. The Template Management module can be accessed while in an encounter after the screening process and before any charting is completed, or by the folder list. The Encounter templates can be viewed and edited without an open encounter.

Lesson Goal:
The goal of this lesson is to enable you to use encounter templates and Order Sets.

Learning Objectives:
Upon completion of this lesson, you will be able to

- Use an Encounter template
- Edit an Encounter template
- Create an Order Set
- Merge an Order Set with an Encounter template

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercise below.

Scenario 1

CPT Heather Cloud (c0058) is calling the clinic because she is experiencing UTI symptoms. The Nurse taking the call needs to document the findings and assessment.

1. Click **Telephone Consults** on the Folder List.
2. Create a **New Telcon** appointment for **CPT Cloud (c0058)**.
   — Appointment Type: **TELEPHONE CONSULTS (TCON) 10**.
   — Reason for Telephone Consult: **UTI symptoms**.
3. Click **OK**. The Telcon Quick Entry window opens.
4. On the Telcon Quick Entry window, click **Cancel**. The SF600 opens.
5. Click **Templates** on the Action bar.
6. Expand the **My Favorites folder.**
7. Select the **TRAINING--ECP--UTI--ENC** template and click Add.
8. Click **OK**.
9. Click **S/O** on the SF600.

10. Add The Chief Complaint is: *UTI symptoms* as a positive finding.
11. Add *pain during urination (dysuria)* as a positive finding.
12. Click the **Duration grid** and then click **2** and **Days**.
13. Add feelings of *urinary urgency* as a positive finding.
14. Add *diarrhea* as a positive finding.
15. Click the **Duration grid** and then click **1** and **Days**.
16. Click **AutoNeg**.
17. Click the **PE** tab.
18. Add *Pain Level (0-10)* as a positive finding.
19. In the Value field, enter **4** and press Enter on your keyboard.
20. In the Free Text field, enter *As reported by patient* and press Enter on your keyboard.
21. Click the **PMH** tab.
22. Expand *sexually active*.
23. Add *trying to become pregnant* as a positive finding.
24. Click the **Notepad** icon.
25. In the Note field, enter *Pt. reports she has been previously diagnosed with a UTI* and click **OK**.
26. Add *Disposition of Patient* as a positive finding.
27. In the Free Text field, enter an **X** next to *WITHIN 24 HOURS.*
28. Click **A/P** on the Action bar.
29. Select urinary symptoms and click **Add to Encounter**.
30. Click the **Order Lab tab**.
31. In the New Lab Order field, enter *urinalysis* and click **Search**.
32. Select **URINALYSIS**.
33. Select the **ASAP** radio button.

34. Click **Submit**.

35. Click **Disposition** on the Action bar.

36. In the Follow Up area, click the **In Clinic** drop-down list and select **CHCS II Test Clinic**.

37. In the Comments field, enter *Walk in for UTI*.

38. In the E&M Codes area, select **99371 PHYSICIAN PHONE CONSULTATION**.

39. Click **Sign** on the Action bar.

40. Select the **Cosigner Required** checkbox.

41. Click the **Search** button to perform Clinician Search for DOCTOR, DAVID.

42. Select DOCTOR, DAVID

43. Click **Sign**.

44. Close the all open modules and return to the Appointments module.

Scenario 2

To personalize an encounter template:

1. Expand Tools on the Folder List and select **Template Management**.

2. The **Search/Browse** displays by default.

3. Click **Search** on the Action bar.

4. In Template Name type UTI and click **Search.**

5. Highlight the **TRAINING-- ECP--UTI--ENC** template.

6. Click **View/Edit** on the Action bar. The Template Details tab opens.

7. In the **Diagnose**s area, click **Add**.

8. In the Search Term field, enter *pain during urination* and click **Search**.

9. Select *pain during urination (dysuria) 788.1* and click **Add Items**.

10. Click **Done**.

11. In the **Other Therapies** area, click **Add**.

12. In the Search Term field, enter *frequent oral fluids* and click **Search**.

13. Select *Oral Fluids Frequent* and click **Add Items**.

14. Click **Done**.

15. In the Notes Template area, highlight [List] **TRAINING--ECP-- UTI--VISIT** and click **Remove**.

16. Click **Add**.

17. Click **Search** on the Notes Template Lookup.

18. In the Template Name field, enter **VISIT--UTI FEMALE--TEST**.

19. Click **Search** on the Medcin Template Search.

20. Select **VISIT--UTI FEMALE--TEST** and click **Add Items**.

21. Click **Done**.

22. Click **Save As** on the Action bar.

23. In the Template Name field, enter **ECP--UTI--ENC--TEST** and click **Save**.

24. Click **Close** on the Action bar.

Scenario 3

You have just personalized a UTI encounter template and you want to complete it by adding a UTI Order Set.

To create an order set:

1. Click **A/P** on the SF600.

2. Click the **Order Lab** tab.

3. In the **New Lab Order** field, enter *Urinalysis* and click **Search**.

4. Select *URINALYSIS*.

5. Select the **ASAP** radio button.

6. Click **Save to Queue**.

7. In the **New Lab Order** field, enter *HCG QL* and click **Search**.

8. Select **HCG QL**.

9. Click **Save to Queue**.

10. In the **New Lab Order** field, enter *urine culture* and click **Search**.

11. Select *URINE CULTURE*.

12. Click **Save to Queue**.

13. Click the **Order Sets** tab.

14. Click **Save As Order Set**. The Save Encounter Template window opens.

15. In the **Template Name** field, enter **UTI--Orders--Test** and click **Save**.

16. Close the A/P module.

17. Click **Yes** on the A/P Warning window. You are returned to the SF600.

To merge an order set with an Encounter template:

1. Expand Tools on the *Folder List* and select **Template Management**.
2. Click Search on the Action bar.
3. In the Template Name field, enter UTI.
4. Click Search.
5. Press and hold Ctrl on your keyboard and select UTI--Orders-- Test and ECP—UTI ENC--TEST**.**
6. Click **Merge** on the Action bar.
7. Click **Save As** on the Action bar.
8. In the Template Name field, enter **ENC--UTI with Orders** and click **Save**.
9. Click **Cancel** on the Action bar to go back to the Search/Display window.
10. Click **Search** on the Action bar.
11. In the Template Name field, enter **ENC--UTI with Orders** and click **Search**.
12. Highlight **ENC--UTI with Orders** Template.
13. Click **View/Edit** on the Action bar to verify both templates merged.
14. Click **Close** on the Action bar to close SF600.

Lesson 9: Health History Folder

The Health History module displays patient historical data from various modules in one window. The window can be customized to show different modules containing the patient's historical information based on user preference.

Lesson Goal:
The goal of this lesson is to allow you to set up and customize the Health History module.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Setup Health History patient data modules
- View and modify problem information
- View and copy lab results into an encounter
- View and copy radiology results into an encounter
- View and modify medication information
- View and modify allergy information
- Set and review the properties for the Vital Signs module

Exercises – CHCS II Training System

Open the CHCS II Training System and complete the exercise.

Scenario 1 Health History Set-up

You would like to set-up the Health History modules to display only Problems, Allergies, and Lab. You will need to pull LCDR Eduardo Suarez's record.

1. Click the **Health History** folder in the Folders List.
2. The Health History module displays with default modules selected.

To customize the Health History folder:

1. Click the **Options** button on the Patient ID line. The Health History Design Summary screen will display.
2. Uncheck the box next to **Demographics**.
3. Click the **Align** button to view the format.
4. Click the **OK** button to view the results.
5. Click the **Close** icon on the Action Bar to close the module.

Problems

The Problems module displays a patient's problem list, health care maintenance, dental readiness classification, historical procedures, and family history information. The problem list and family history list is populated when an encounter is signed. Dental readiness classification information is populated by the dental module and is read only.

Scenario 2 Problems

CAPT Clayton Williams (w8867) has previously been diagnosed with cancer of the gallbladder. This needs to be added to his Problems List in the Problems module under Health History.

1. Select (highlight) CAPT Williams' name in the list of appointments. The patient's name must show in the ID line.
2. In the Folder List, click **Problems** located under Health History.
3. Problem List is highlighted by default. Click the **Add** button on the Action bar to add *Gallbladder Neoplasm Malignant* to his list of problems.
4. The Select **Diagnosis** window appears and defaults to the clinic list role.
5. Click the **Search** tab and enter *gallbladder neoplasm malignant* in the MEDCIN Search field.
6. Click the **Search** button.
7. Highlight *Gallbladder Neoplasm Malignant* and click **OK**.
8. Complete the remaining fields in the New Problem section with the following information:

Field	Data
Problem	Gallbladder Neoplasm Malignant
Onset Date	06 Dec 2000
Chronicity	Chronic
Status	Active
Source	Patient

Hint: Click the year on the calendar to quickly select the year.

9. Click **Save**.
10. Close the **Problems** module.

Laboratory and Rad Results

The Lab and Rad modules are designed to display the results of laboratory tests and radiology test result data. Results are viewed, not ordered, from this module. Lab and Rad results are pulled from CHCS and an alert is triggered when new results are received.

Scenario 3 Laboratory Results

Provider Test User has to atend a meeting this morning. He tells you he has just talked to patient LCDR Suarez and wants to see him today to discuss his previous Lab and Rad results. Dr. User asks you to add the results to the patient encounter he wants you to create.

1. Create a new appointment for **LCDR Suarez (s3217)**.

   Note: Loading the patient name to the patient ID line is sufficient for viewing lab results. An appointment is created in this exercise to illustrate additional features of CHCS II.
2. Open the encounter.
3. Click **Lab** in the Folder List.

   Review what appears based upon the default settings.
4. Provider User is specifically interested in the results of a urinalysis test. Change the properties and the filter to locate this test. (**Hint:** Change **Time** to **All time periods**)
5. Highlight the urinalysis lab result. The result details display in the lower section of the screen. Use the **Display Criteria** check boxes and radio buttons to select the optimal view of the test results.
6. Highlight the result details and right-click. Note the two options:
Copy: puts the results onto the clipboard and they can be pasted into another document
Copy to Note: enters the results onto the patient encounter in the S/O portion
7. Select **Copy to Note**.
8. Close the **Lab** module and the highlighted urinalysis results appear in the S/O portion of the encounter note.
9. Do not close SF 600.

Scenario 4 Radiology

Add the following Radiology results to LCDR Suarez's Encounter note.

1. In the Folder List, click **Radiology**. The results of three tests appear.
2. Click each test in turn; note that the Result Code appears in red when the results are not normal, but the color change is not visible when that report is selected.
3. In the Display Criteria section, select the Select **All Results** check box.
4. Scroll through the results that appear in the lower section of the window.
5. Clear the Select All Results check box. Press and hold the Ctrl key (on your keyboard) and select both the Sinus Series Report and the Chest PA and Lateral Series Report.

6. Review what appears in the lower section. (Scroll down to view the results of both of the selected tests.)
7. Use your mouse to highlight all, or a portion of, the test results and right-click. This allows you to copy to an open encounter note, or copy to the clipboard and paste in another document.
8. Copy the note.
9. Close the Radiology module
10. Close the encounter.

Meds

The Meds module lists the patient's past and present medications. The list includes all over-the-counter (OTC), outside, and CHCS II-ordered medications. Current medications can be viewed, re-ordered, or modified and new medications can be added and ordered. Only OTC medications can be added without a patient encounter opened. To renew, discontinue or order medications a patient’s current encounter must be opened.

Scenario 5 Meds

Col Violet Alexander (a5743) tells you that she has added taking Motrin each day to her daily routine as suggested earlier by Dr. David Doctor. Check her medication health history and update it with the new medication.

1. Search for **Col Violet Alexander (a5743)** to open her patient record.
2. In the *Folder List* under Health History, click **Meds**. In the Meds module, the **Search Filter** field default is **Outpatient Current**.
3. Review the functions available using the Action Bar icons: **Add**, **Details**, **Discontinue**, **Modify** and **Renew**.
4. Click the drop-down arrow for the **Search Filter** field and review the options. Change the selection to **All**.
5. Select an existing medication and, on the Action Bar, click the **Details** icon.
6. Click **Discontinue** on the Action Bar.
7. A Medication box appears confirming the medication was successfully discontinued.
8. The **Search Filter** selection changes back to **Outpatient Current**.
9. Click the **Add** icon to record Motrin.
10. Click the Record OTC/Outside Medication button.
11. Click the **Medications** button to begin searching for **Motrin** in the *Healthcare Data Dictionary Search* window.
12. Select *IBUPROFEN (MOTRN) 800 MG, (U/D)--PO, 800 MG* and click the **OK** button.
13. Complete all required fields (including the **Sig: 1 tab QD**) and add a comment that it was a suggestion by her doctor for muscle aches.
14. Click the **OK** button. Note the checkmark in the **OTC** column indicates this is an over-the-

counter medication.

15. Close the Meds module.
16. Close the encounter.

Allergy

The Allergy Module maintains a list of the patient's reactions to specified allergens. This information is pulled from CHCS and synchronized at the time the CHCS II encounter is opened. The information is stored as coded data from the Health Data Dictionary (HDD) and can be modified as needed.

Scenario 6 Allergy

MG Ramona Marcos (m9876) is on the telephone requesting that her CHCS II allergies record be updated. She was stung by a wasp last month and had a reaction to the sting.

1. Search for MG Marcos' patient record and load her name to the patient ID line.
2. Open **Allergy** from the Folder List.
3. Click the **Add** button to display the *New Allergy* section.
4. Click the **Allergen** button and search for **wasp venom** in the *Health Care Dictionary Search for Allergens* window.
5. Double-click **WASP VENOM (WASP VENOM)** to add it as an allergen.
6. Click the **Reaction** button and search for **BRONCHOCONSTRICTION** as a reaction.
7. Highlight **BRONCHOCONSTRICTION** in the left column of the *Health Data Dictionary Search for Reactions* window and click the **Add>>** button to move it to the right column.
8. Click the **OK** button to close the window.
9. Enter the following information:

Field	Data
Info Source	Patient
Onset	[four weeks ago]
Entered by	[accept default]

10. Click the **Save** button.

The clinic has had several patients recently report an allergic reaction to wasp venom, so it needs to be added to the drop-down list of common allergens.

11. Click **Options** to open the *Properties* window.
12. Click **Add** to open the *Add Common List Items* window. Search for and select to highlight ***wasp venom*** and click the **Add to Common List** button.

13. Click **Close**.
14. Click **Save**, then **OK** to **Close** the *Properties* window.
15. Click the **Add** button in the Action Bar, and review the **Allergen** drop-down list. Notice that **WASP VENOM (WASP VENOM)** has been added.

Note: In the live CHCS II system, allergens can also be deleted using **Options**.

16. Close the **Allergy** module and return to the **Appointments** module.

Vital Signs Review

The Vital Signs Review module allows past vital signs to be viewed and/or graphed.

Scenario 7 Vital Signs Review

LCDR Suarez' (s3217) comes in for his diabetes follow-up exam. Review and graph his past vitals.

1. Open the **Appointment** module.
2. Click once to highlight LCDR Suarez Diabetes follow-up visit in the appointment list to pull his patient record.
3. Verify that LCDR Suarez is now listed on the Patient ID line.
4. Open **Vitals Sign Review** in the Folder List.
5. Click the **Search Type** button to open the *Time Search* screen.
6. Select the **Sliding Time Range** radio button and select **2 months** as the time range.
7. Click **OK**.
8. Click the **Refresh** button to the right of the time period display. (This may not work correctly in the CHCS II Training System.)
9. Highlight a single line and click the **Graph Vitals** icon on the Action Bar to open the *Graph Vitals* window.
10. Select each of the **Graph Options**, **Chart Types**, and **Vitals Keys** in turn to review their functions.

Note: The graphs can be printed from the live CHCS II system.

11. Click **OK** to exit and return to the Review role with LCDR Suarez' vitals.
12. Click and hold to select the entries in the **BP** and **HR** columns.
13. Click the **Graph Vitals** button on the Action Bar.

Review the display options available.

14. Return to the *Vital Signs Entry* screen.
15. Click the **Close** button.
16. Click **Close** to close the encounter.

Lesson 10: Readiness

The Readiness module displays information to determine whether the patient is ready for deployment. An encounter must be open to access the Readiness module. Most of the data displayed on the Readiness window is received from other sources. Data edited in the Readiness window does not update data in its original source.

Lesson Goal:
The goal of this lesson is to learn how to work within the Readiness module in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- View the readiness module
- Edit the readiness information

Exercises — CHCS II Training System

Open the CHCS II Training System and complete the scenario exercises below.

Scenario 1

Your task is to update the **Readiness** module for LCDR Eduardo Suarez (S3217). After a record review, you discover the patient had a G6PD done 18 SEP 03 with a normal result.

1. Verify LCDR Suarez’s name appears in the patient ID line.
2. Click the **Readiness** module in the Folders List.
3. Click the **Edit** icon on the Action Bar.
4. Update the G6PD information in the *Lab Tests* section by clicking the dropdown in the **Date** field and selecting the appropriate date.
5. Select **Normal** in the **Result** field.
6. Click **Save** on the Action Bar.
7. Close the **Readiness** module.

Note: Readiness data can be entered in CHCS II, but also must be entered in PIMR.

Lesson 11: Questionnaire Setup & Patient Questionnaires

Lesson Goal:
The goal of this lesson is to enable you to set up and administer patient questionnaires in CHCS II.

Learning Objectives:
Upon completion of this lesson, you will be able to:

- Create and release a questionnaire
- Edit an existing questionnaire
- Change the status of a questionnaire

Exercises — CHCS II Training System

Open the CHCS II Training System and complete the scenario exercises below.

Scenario 1

The Headache Clinic has just been brought up on CHCS II. When screening patients for the first time, the clinic has a form for patients to complete prior to seeing a Provider. You have been asked to add this form as a questionnaire in CHCS II.

1. Clear any patient data from your screen. (Follow the menu path ***Go > Patient > Clear Patient***.)
2. In the *Folder List* under the Tools folder, click the **Questionnaire Setup** icon.
3. On the Action Bar, click the **New** icon to create a new questionnaire.
4. In the Name field, enter: Headache – Initial Visit.
5. In the Instructions to Display field, enter these instructions: Please complete all questions.
6. Click the **Add** button.
7. In the **Question Text** field, add each question below, click the **Answer Type** field drop-down arrow to select the answer type, and enter each possible answer in the space provided.

Question	Answer Type	Possible Answers
Do you have a headache right now?	Yes/No	Yes No
When was the last time you had a headache?	Multiple Choice	Less than 1 month 1-6 months 7-12 months Greater than 1 year
Have the headaches gotten worse or better?	Multiple Choice	Worse Better

Are you taking any medication for the headaches?	Yes/No	Yes No
Does the medication help the headaches?	Yes/No	Yes No
Have you seen a medical provider regarding these headaches within the last year?	Yes/No	Yes No
Does anyone else in your family suffer from headaches?	Yes/No	Yes No
If so, who suffers from headaches?	Multi Select	Mother Father Sibling Grandparent No One
Is there a lot of stress in your normal day?	Yes/No	Yes No

8. Click **Save** on the Action Bar.
9. Enter Owner information:
10. Level: Select *Clinic*
11. Owner: Select *CHCS II Test Clinic*
12. Select the second to last question and change the possible answer **Sibling** to **Male Sibling**.
13. Highlight the last question and click the **Delete** button. Click **Yes**
14. On the Action Bar, click the **Save** icon to save the questionnaire.
15. Highlight the questionnaire just saved and click the **Mark Ready** icon.
16. Refresh the screen and locate the **Headache** questionnaire under **Questionnaires** in the side bar panel (expand the **Questionnaires and Tests** hierarchy).
17. Close the Questionnaires Setup module.

Patient Questionnaires

Scenario 2

We will now complete the Headache Initial Visit questionnaire with LCDR Eduardo Suarez. Answer each question as if you were completing the questionnaire for LCDR Suarez:

1. Click **Patient Questionnaires** in the Folder List. The Patient Questionnaires window will display.
2. Click the **Interview** icon on the Action Bar to begin the questionnaire. The questionnaire window will display.
3. To locate the questionnaire:
    a. Click ⊞ to expand Clinic
    b. Click ⊞ to expand Questionnaires
    c. Click ***Headache Initial Visit*** to select it. The questionnaire will be displayed:
4. Click Select to start the questionnaire.
5. Click the **Options** button on the Patient ID line to select the Properties for administering the Patient Questionnaire. The Patient Questionnaire Properties window will display.
6. Click on ***Single Question View*** from the drop-down to select it and click **OK**. The questionnaire will re-display.
7. Answer each question and click ***Next Question***
8. When the last question is displayed, answer the question.
9. The Patient Questionnaire window will be re-displayed showing the questionnaire that has just been completed.
10. Click the **Close** icon on the Action Bar to close the module.

Appendix A: Immunizations Admin.

CHCS II Immunization consists of two modules:

- The Immunization Admin module is used to administer and manage vaccines, end users, reports, end user groups, and refrigeration temperature logs. The module is also used to document multiple vaccine entries for selected patients. The Immunizations Admin module can be accessed without having a patient's record open.
- The Patient Immunizations Module is used to manage and track patient immunization records and vaccine history. The Immunization module is patient-specific; therefore, a patient's record must be loaded to the desktop to access this module.

Lesson Goal:
The goal of this lesson is to enable you to manage immunization and vaccine information in CHCS II for all patients.

Learning Objectives:
Upon completion of these modules you will be able to:

- Define vaccine groups
- Track vaccines in stock
- Add details to in-stock vaccines
- Maintain groups
- Document multiple patient vaccines
- Manage providers
- Produce reports

Exercises — CHCS II Training System

Open the CHCS II Training System and complete the scenario exercises below.

Scenario 1

Create a group of immunizations for a battalion that is being deployed:

Add the following list of immunizations to your group. Define the group with your full name.

- Hep A – Hep B
- Influenza
- MMR
- Anthrax

Ensure the following vaccines are in stock and contain the following information:

Vaccine	Mfg Code	Lot Nbr	Dosage	Route
Anthrax	Ortho Diagnostic	OD13579	0.25 ml	IM
Hep A – Hep B	Abbott	4444444	0.1 ml	IM

Influenza	Baxter	BA 12345	0.1 ml	IM
MMR	Merck	ME67890	0.5 ml	IM

1. Click the Immunizations Admin folder in the in the Folder List. The Immunization Admin screen will display with the Admin tab selected:

2. Click on ***User Defined Groups*** in the 'Please select the area you wish to Administer' area. The User Defined Groups window will display:

3. Click the Add button to add a new group. The Add User Defined Groups window will display:

4. Type your first and last name in the entry area and click OK. The User Defined Groups window will re-display showing the newly defined group:

5. Click to select the name of your end user group in the User Defined Groups window and select the following from the Generic Vaccine Names list:
    a. Click on ***Anthrax*** and click
    b. Click on ***Hep A - Hep B*** and click
    c. Click on ***Influenza*** and click
    d. Click on ***MMR*** and click

The resulting screen will display as follows:

You have now successfully added the list of immunizations to your group.

6. To ensure these medications are in stock, click ***Vaccine Management*** in the 'Please select the area you wish to administer' section if not already selected. In the Available Vaccines area, do the following:
    a. Click on ***Anthrax*** and click
    b. Click on ***Hep A - Hep B*** and click
    c. Click on ***Influenza*** and click
    d. Click on ***MMR*** and click

The screen will appear as follows:

7. Click on the Mfg/Lot Nbr button. The Vaccinations In Stock Information screen will display.
8. Complete the Vaccines In Stock Information with the following data (click in the table cell to get a drop-down for data entry):

Vaccine	**Mfg Code**	**Lot Nbr**	**Dosage**	**Route**
Anthrax	Ortho Diagnostic	OD13579	0.25 ml	IM

Hep A – Hep B	Abbott	4444444	0.1 ml	IM
Influenza	Baxter	BA 12345	0.1 ml	IM
MMR	Merck	ME67890	0.5 ml	IM

The completed Vaccines In Stock Information will appear as follows:

9. Click the 

button to complete the Vaccines In Stock Information and close the window.

10. Click the 

icon on the Action Bar to close the module.

Scenario 2

Next, you need to ensure these vaccines are in stock and have the correct information. To do this, you need to move some available vaccines into stock.

1. In the **Please select the area you wish to Administer** field, select **Vaccine Management**.
2. In the **Available Vaccines** box, select each one of the following vaccines, one by one, and click the **Right arrow** (>>) button to move it to the **Vaccines in Stock** box:

Data
Anthrax
Hep A – Hep B
Influenza
MMR

3. Click the **MFG/LOT NBR** button to open the *Vaccines in Stock Information* window.
4. To enter the information in the table below, click in a field and use the drop-down arrow buttons to make selections. (For example, click the **Mfg Code** field in the line for **Anthrax**. The *Manufacture List* window opens. Highlight **Ortho Diagnostic Systems, Inc.** and click the **Select** button.)

Note: This data is representational only.

Vaccine	Mfg Code	Lot Nbr	Dosage	Route
Anthrax	Ortho Diagnostics	OD13579	0.25 ml	IM
Hep A – Hep B	Abbott	44444	0.1 ml	IM
Influenza	Baxter	VA 12345	0.1 ml	IM

MMR	Merck	ME67890	0.5 ml	IM

5. Click the **Close** button to close the *Vaccines in Stock Information* window.
6. Close the Immunizations Admin module and return to the *Appointments* screen.

Immunizations

Lesson Goal:
The goal of this lesson is to enable you to view and maintain immunization and vaccine information in CHCS II for specific patients.

Learning Objectives:

Upon completion of this lesson, you will be able to:

- Review vaccinations
- Document vaccinations
- Changing an immunization group

Next, open the CHCS II Training System and complete the scenario exercises below.
Exercises — CHCS II Training System

Scenario 1

You are documenting the influenza and anthrax immunizations given to **Col Violet Alexander (a5743)**.

1. Select Col Alexander's patient record and, in the *Folder List,* click the **Immunizations** icon.
2. Verify that you are on the *Individual Immunizations* tab.
3. Click the **Edit Groups** button.
4. In **User Defined Groups** field, select **GROUP A**.
5. Click the **Right arrow (>>)** button to add **GROUP A** to the **Groups Selected** field box.
6. Click the **Close** button.

   Note that in the *Immunizations* column, the list of immunizations has been expanded with the immunizations that were defined for Group A and that have been added in stock.

   Note that allergy information is available on this tab.

7. Click the **Give Vacc** button to open the *Select Immunization* window.

   The four vaccines you put into stock in the Immunizations Administration module are in the list.

8. In the **Immunizations Recommended** box, select **Influenza**.
9. Click the **Right arrow (>>)** button to move **Influenza** to the **Immunizations Selected** field.
10. Do the same for the **Anthrax** vaccine.
11. Click the **OK** button. The *Vaccine Select* window opens where you can add or change the vaccine information.

12. Click the **OK** button.

    The vaccines given show up in green in the *Individual Immunizations* box.

13. Do <u>not</u> close the Immunizations module.

Scenario 2

Col Alexander is still in the office and tells you about a recent trip to a nephew's farm. Her civilian doctor recommended she have a tetanus shot two months ago, prior to the trip. You want to record this in the medical records while you have the Immunizations module open.

1. Click the *Vaccine History* tab in the Immunizations module.
2. Click the **Add** button to open the *Vaccines* window.
3. Select the **List All Immunizations** check box.
4. Find and select **Tetanus toxoid** in the listing.
5. Click the **Select** button to open the *ADD: ALEXANDER VIOLET Col 20245574320* window.
6. Complete the **Vacc Date** field.
7. Review the other fields and click the **Update** button.
8. On the *Vaccine History* tab, review the record added.
9. Close the Immunizations module and return to the *Appointments* screen.

Scenario 3

Rose Cloud (c0058) is your next patient. You want to review the immunizations that she was given already and those for which she is scheduled.

1. Search for and select Rose Cloud.
2. Open the Immunizations module (Health History folder). The *Individual Immunizations* tab appears with a list of vaccinations.
3. Review the list.
4. Click the *Vaccine History* tab. It appears that she has no record of previous vaccinations.
5. Close the module.