

Consults Script

The first section of this script details the three steps for creating a Consult:

- Create a Team
- Create a Consult Service
- Create a Note Title
- Create a Consult Quick Order
- Attach a Progress Note Template to the Consult Request
- Add a default Progress Note Template to the Consult Note Title.

The second section of this script will step through various Consult Tracking Reports and management issues.

Create a Consult

Create a Team

1. Navigate to the Team Menu (see Figure 1).

```
Select IHS Core Option: EHR  EHR SETUP MENU
BEHO  RPMS-EHR Configuration Master Menu ...      <- This one.
CON   Consult Management ...
CPRS  CPRS Manager Menu ...
HS    Health Summary Maintenance ...
REM   Reminder Managers Menu ...
TIU   TIU Menu for Medical Records ...
TIU1  TIU Menu for Clinicians ...
VAHS  Health Summary Overall Menu ...
VUE   VueCentric Framework Configuration ...
XX    General Parameter Tools ...

Select EHR SETUP MENU Option: BEH  RPMS-EHR Configuration Master Menu
ART   Adverse Reaction Tracking Configuration ...
CCX   Chief Complaint Configuration ...
CON   Consult Tracking Configuration ...
EDU   Patient Education Configuration ...
ENC   Encounter Context Configuration ...
EXM   Exam Configuration ...
FRM   VueCentric Framework Configuration ...
HFA   Health Factor Configuration ...
IMM   Immunization Configuration ...
LAB   Lab Configuration ...
MED   Medication Management Configuration ...
NOT   Notification Configuration ...
ORD   Order Entry Configuration ...
PAT   Patient Context Configuration ...      <-This one.
PHX   Personal Health Hx Configuration ...
PLS   Problem List Configuration ...
POV   POV Configuration ...
PRC   Procedure Configuration ...
REM   Reminder Configuration ...
RPT   Report Configuration ...
SPL   Spellchecking Configuration ...
TIU   TIU Configuration ...
```

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```
VIT      Vital Measurement Configuration ...

Select RPMS-EHR Configuration Master Menu Option: PAT Patient Context Configuration

DMO      Allow Viewing of Demo Patients Only
DTL      Set Logic for Patient Detail View
LST      Recall Last Selected Patient
RNG      Default Date Ranges for Patient Selection Dialog
TEA      Team List Management Menu ...                               <-This one.

Select Patient Context Configuration Option: TEA Team List Management Menu

CRE      Create/Add to Team List
DEL      Delete Existing List(s)
DPT      Display Patients Linked to a User via Teams
DUS      Display User's Teams
EXA      Examine/Print Existing List(s)
RAL      Remove Autolinks
REN      Rename Existing List(s)
RPA      Remove Patients from a List
RPR      Remove Providers from a List

Select Team List Management Menu Option:
```

Figure 1: Navigation to the Team List Management Menu (TEA)

2. Create a Team: Starting from the Team List Management Menu, Figure 2 shows how to create a simple, working, and effective team of two users.

```
CRE      Create/Add to Team List                                     <- This one.
DEL      Delete Existing List(s)
DPT      Display Patients Linked to a User via Teams
DUS      Display User's Teams
EXA      Examine/Print Existing List(s)
RAL      Remove Autolinks
REN      Rename Existing List(s)
RPA      Remove Patients from a List
RPR      Remove Providers from a List

Select Team List Management Menu Option: CRE Create/Add to Team List

Create/Add to Team List

A team list is a list containing patients related to several providers. These
providers are the list's users. You may now create a new team list or add
autolinks, users and/or patients to an existing team list. Autolinks automatically
add or remove patients with ADT movements. Users on the list may receive
notifications regarding patients on the same list. Please prefix
your list name with 'TEAM' or 'SERVICE' (e.g. TEAM7B, SERVICECARDIOLOGY.)

Enter team list name: TEAM NUTRITION
Are you adding 'TEAM NUTRITION' as a new OE/RR LIST (the 7TH)? No// Y(Yes)
Enter type: MRAL MANUAL REMOVAL AUTOLINKED

Enter team autolink:

Enter team provider/user: ASU USER,ASTUDENT ASU
Enter team provider/user: BSU USER,BSTUDENT BSU
Enter team provider/user:
```

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```
Enter device:

Enter subscription status: ?
  YES means users can add or remove themselves as team members (providers).
  Choose from:
    Y          YES
    N          NO
Enter subscription status: N NO
```

Figure 2: Creation of a Team List of Two Users

Create a Consult Service

3. Navigate to the Consults Tracking Configuration menu (see Figure 3).

```
Select IHS Core Option: EHR  EHR SETUP MENU

  BEHO  RPMS-EHR Configuration Master Menu ...      <- This one.
  CON   Consult Management ...
  CPRS  CPRS Manager Menu ...
  HS    Health Summary Maintenance ...
  REM   Reminder Managers Menu ...
  TIU   TIU Menu for Medical Records ...
  TIU1  TIU Menu for Clinicians ...
  VAHS  Health Summary Overall Menu ...
  VUE   VueCentric Framework Configuration ...
  XX    General Parameter Tools ...

Select EHR SETUP MENU Option: BEH  RPMS-EHR Configuration Master Menu

  ART  Adverse Reaction Tracking Configuration ...
  CCX  Chief Complaint Configuration ...
  CON  Consult Tracking Configuration ...          <- This one.
  EDU  Patient Education Configuration ...
  ENC  Encounter Context Configuration ...
  EXM  Exam Configuration ...
  FRM  VueCentric Framework Configuration ...
  HFA  Health Factor Configuration ...
  IMM  Immunization Configuration ...
  LAB  Lab Configuration ...
  MED  Medication Management Configuration ...
  NOT  Notification Configuration ...
  ORD  Order Entry Configuration ...
  PAT  Patient Context Configuration ...
  PHX  Personal Health Hx Configuration ...
  PLS  Problem List Configuration ...
  POV  POV Configuration ...
  PRC  Procedure Configuration ...
  REM  Reminder Configuration ...
  RPT  Report Configuration ...
  SPL  Spellchecking Configuration ...
  TIU  TIU Configuration ...
  VIT  Vital Measurement Configuration ...

Select RPMS-EHR Configuration Master Menu Option: CON  Consult Tracking configuration

  CP   Copy Prosthetics Services
  CS   Consult Service Tracking
  DS   Duplicate Sub-Service
  GU   Group Update of Consult/Procedure Requests
  IFC  IFC Management Menu ...
```

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```
LH      List Consult Service Hierarchy
NR      Determine Notification Recipients for a Service
PR      Setup Procedures
RPT     Consult Tracking Reports ...
RX      Pharmacy TPN Consults
SS      Setup Consult Services
SU      Service User Management
TD      Test Default Reason for Request
TP      Print Test Page
UA      Determine User's Update Authority
UN      Determine If User Is a Notification Recipient

Select Consult Tracking Configuration Option:
```

Figure 3: Navigation to the Consult Tracking Configuration Menu (CON)

4. Create a Consult Service: Figure 4 starts at the Consult Tracking Configuration menu where the Consult Service is created. Following this, add the new Consult Service to the ALL SERVICES Consult Grouper.

```
CP      Copy Prosthetics Services
CS      Consult Service Tracking
DS      Duplicate Sub-Service
GU      Group Update of Consult/Procedure Requests
IFC     IFC Management Menu ...
LH      List Consult Service Hierarchy
NR      Determine Notification Recipients for a Service
PR      Setup Procedures
RPT     Consult Tracking Reports ...
RX      Pharmacy TPN Consults
SS      Setup Consult Services
SU      Service User Management
TD      Test Default Reason for Request
TP      Print Test Page
UA      Determine User's Update Authority
UN      Determine If User Is a Notification Recipient

Select Consult Tracking Configuration Option: SS Setup Consult Services

                Setup Consult Services

Select Service/Specialty: NUTRITION
Are you adding 'NUTRITION' as a new REQUEST SERVICES (the 11TH)? No// Y (Yes)

SERVICE NAME: NUTRITION//
ABBREVIATED PRINT NAME (Optional):
INTERNAL NAME:
Select SYNONYM:
SERVICE USAGE:
SERVICE PRINTER:
NOTIFY SERVICE ON DC:
REPRINT 513 ON DC:
PREREQUISITE:
  No existing text
  Edit? NO//
PROVISIONAL DX PROMPT: ?
  Enter a code to determine the restraints placed on the provisional
  diagnosis prompt when ordering via CPRS.
  Choose from:
    0      OPTIONAL
```

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```
R          REQUIRE
S          SUPPRESS
PROVISIONAL DX PROMPT: R    REQUIRE
PROVISIONAL DX INPUT: ?
    Enter a code to indicate the type of input allowed by CPRS when entering a
    provisional diagnosis
    Choose from:
        F          FREE TEXT
        L          LEXICON
PROVISIONAL DX INPUT: F    FREE TEXT
DEFAULT REASON FOR REQUEST:
    No existing text
    Edit? NO//
RESTRICT DEFAULT REASON EDIT:

Inter-facility information
IFC ROUTING SITE:
IFC REMOTE NAME:
Select IFC SENDING FACILITY:

SERVICE INDIVIDUAL TO NOTIFY:
Select SERVICE TEAM TO NOTIFY: TEAM NUTRITION
    Are you adding 'TEAM NUTRITION' as
    a new SERVICE TEAM(S) TO NOTIFY (the 1ST for this REQUEST SERVICES)? No// Y(Yes)
Select SERVICE TEAM TO NOTIFY:
Select NOTIFICATION BY PT LOCATION:
PROCESS PARENTS FOR NOTIFS:
Select UPDATE USERS W/O NOTIFICATIONS:
Select UPDATE TEAMS W/O NOTIFICATIONS: TEAM NUTRITION
Select UPDATE TEAMS W/O NOTIFICATIONS:
Select UPDATE USER CLASS W/O NOTIFS: NUTRITION
Select ADMINISTRATIVE UPDATE USER:
Select ADMINISTRATIVE UPDATE TEAM: TEAM NUTRITION
PROCESS PARENTS FOR UPDATES:

SPECIAL UPDATES INDIVIDUAL: COORDINATOR,CARL
RESULT MGMT USER CLASS:
UNRESTRICTED ACCESS:
Select SUB-SERVICE/SPECIALTY:

Add/Edit Another Service? NO// YES ←This part begins the section where the Consult
Service is added to the ALL SERVICES Consult Grouper.

Select Service/Specialty: ALL SERVICES          GROUPER ONLY

SERVICE NAME: ALL SERVICES//
ABBREVIATED PRINT NAME (Optional):
INTERNAL NAME:
Select SYNONYM:
SERVICE USAGE: GROUPER ONLY//
SERVICE PRINTER:
NOTIFY SERVICE ON DC:
REPRINT 513 ON DC:
PREREQUISITE:
    No existing text
    Edit? NO// PROVISIONAL DX
PROMPT: PROVISIONAL DX
INPUT: DEFAULT REASON FOR
REQUEST:
    No existing text
    Edit? NO//
RESTRICT DEFAULT REASON EDIT:
```

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```
Inter-facility information
IFC ROUTING SITE:
IFC REMOTE NAME:
Select IFC SENDING FACILITY:

SERVICE INDIVIDUAL TO NOTIFY:
Select SERVICE TEAM TO NOTIFY:
Select NOTIFICATION BY PT LOCATION:
PROCESS PARENTS FOR NOTIFS:
Select UPDATE USERS W/O NOTIFICATIONS:
Select UPDATE TEAMS W/O NOTIFICATIONS:
Select UPDATE USER CLASS W/O NOTIFS:
Select ADMINISTRATIVE UPDATE USER:
Select ADMINISTRATIVE UPDATE TEAM:
PROCESS PARENTS FOR UPDATES:

SPECIAL UPDATES INDIVIDUAL:
RESULT MGMT USER CLASS:
UNRESTRICTED ACCESS:
Select SUB-SERVICE/SPECIALTY: DIETETICS// NUTRITION
  Are you adding 'NUTRITION' as a new SUB-SERVICE (the 9TH for this REQUEST
SERVICES)? No// Y (Yes)
  MNEMONIC:
Select SUB-SERVICE/SPECIALTY:

Add/Edit Another Service? NO// NO
```

Figure 4: Creating a new Consult Service

Create a Consult Note Title that will create a Consult Team.

1. Navigate to the Document Definitions Menu (see Figure 5).

```
Select IHS Core Option: EHR  EHR SETUP MENU

  BEHO  RPMS-EHR Configuration Master Menu ...           <- This one.
  CON   Consult Management ...
  CPRS  CPRS Manager Menu ...
  HS    Health Summary Maintenance ...
  REM   Reminder Managers Menu ...
  TIU   TIU Menu for Medical Records ...
  TIU1  TIU Menu for Clinicians ...
  VAHS  Health Summary Overall Menu ...
  VUE   VueCentric Framework Configuration ...
  XX    General Parameter Tools ...

Select EHR SETUP MENU Option: BEH  RPMS-EHR Configuration Master Menu

  ART  Adverse Reaction Tracking Configuration ...
  CCX  Chief Complaint Configuration ...
  CON  Consult Tracking Configuration ...
  EDU  Patient Education Configuration ...
  ENC  Encounter Context Configuration ...
  EXM  Exam Configuration ...
  FRM  VueCentric Framework Configuration ...
  HFA  Health Factor Configuration ...
  IMM  Immunization Configuration ...
  LAB  Lab Configuration ...
  MED  Medication Management Configuration ...
  NOT  Notification Configuration ...
  ORD  Order Entry Configuration ...
```

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```
PAT Patient Context Configuration ...
PHX Personal Health Hx Configuration ...
PLS Problem List Configuration ...
POV POV Configuration ...
PRC Procedure Configuration ...
REM Reminder Configuration ...
RPT Report Configuration ...
SPL Spellchecking Configuration ...
TIU TIU Configuration ... <- This one.
VIT Vital Measurement Configuration ...

Select RPMS-EHR Configuration Master Menu Option: TIU TIU Configuration

CLN TIU Menu for Clinicians ...
HIS TIU Menu for Medical Records ... <- This one.
PAR TIU Parameters ...

Select TIU Configuration Option: HIS TIU Menu for Medical Records

IPD Individual Patient Document
LAD List of Active Document Titles
MPD Multiple Patient Documents
PDM Print Documents Menu ...
SIG Awaiting Signature Listing
SSD Search for Selected Documents
STR Statistical Reports ...
TMM TIU Maintenance Menu ... <- This one.
UPL TIU Upload Menu ...
VUA View a User's Alerts

Select TIU Menu for Medical Records Option: TMM TIU Maintenance Menu

DDM Document Definitions (Manager) ... <- This one.
TAT TIU Alert Tools
TPM TIU Parameters Menu ...
TTM TIU Template Mgmt Functions ...
UCM User Class Management Menu ...

Select TIU Maintenance Menu Option: DDM Document Definitions (Manager)

DDM1 Edit Document Definitions
DDM2 Sort Document Definitions
DDM3 Create Document Definitions
DDM4 Create Objects
DDM5 List Object Descriptions
DDM6 Create TIU/Health Summary Objects

Select Document Definitions (Manager) Option:
```

Figure 5: Navigation to the Document Definitions (Manager) Menu (DDM)

2. Create the Consult Note Title starting from the Document Definitions (Manager) Menu (Figure 6).

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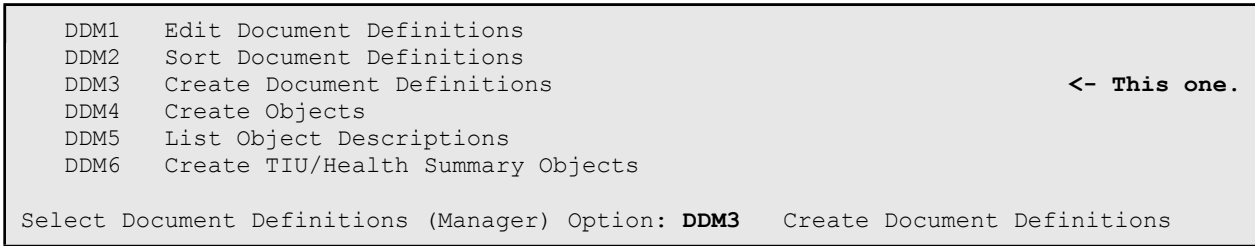


Figure 6: Create Document Definitions Menu Option

3. Select Option: **DDM3** Create Document Definitions. This will open a scrollable screen (Figure 7).

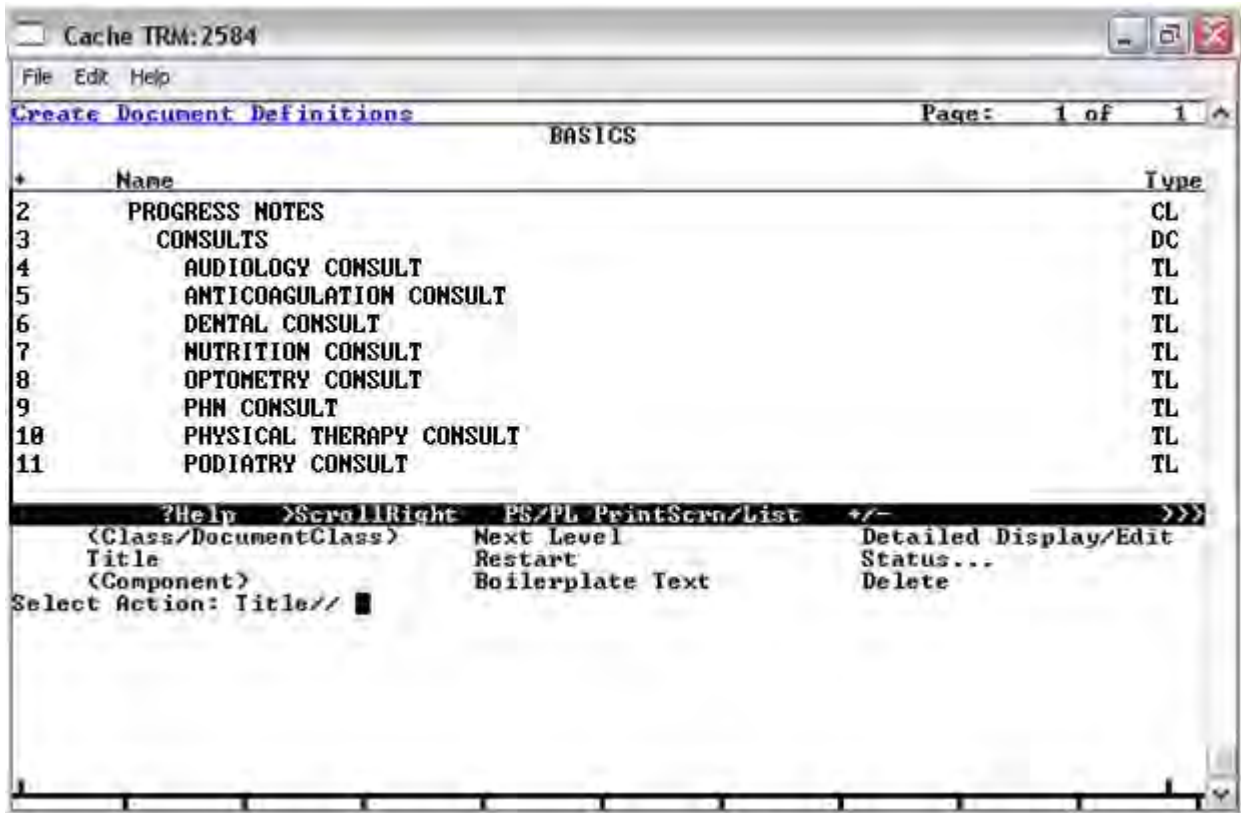


Figure 7: Create Document Definitions window

4. Type **N** for Next Level
5. Type number for Progress Notes.
6. Type **N** for Next Level
7. Type number for Consults.
8. Select Title// to add new Consult Note Title.

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```
Select Action: Title//      Title
Enter the Name of a new CONSULTS: NUTRITION CONSULT
CLASS OWNER: CLINICAL COORDINATOR  Replace
STATUS: (A/I/T): INACTIVE// A ACTIVE
MENU TEXT: NUTRITION Consult//

Entry Created
```

Figure 8: Screen Showing Creation of Consult Note Titles

Other Consults may be entered at this time. This will add the new title to the menu, and produces a screen similar to Figure 9.

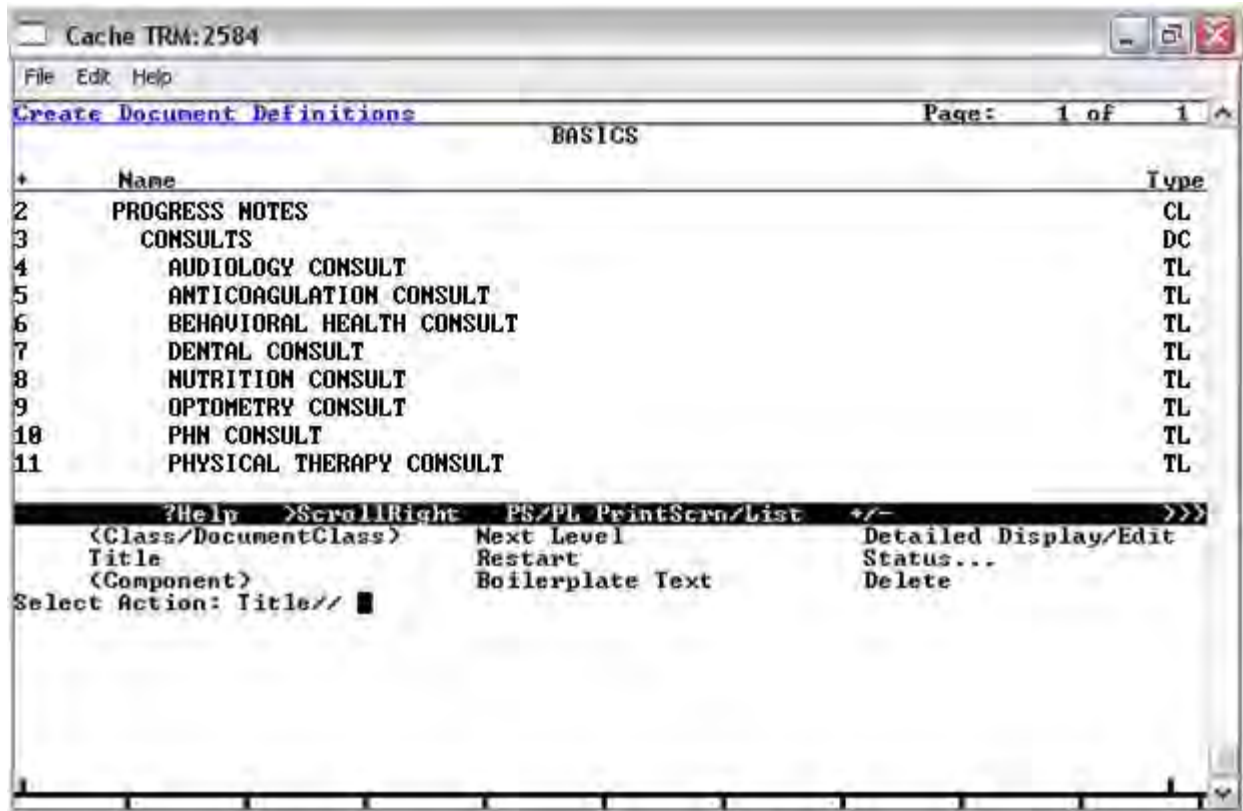


Figure 9: Create Document Definitions window with NUTRITION Consult Note title

Create a Consult Quick Order

1. Navigate to Order Management Menu (Figure 10).

```
Select IHS Core Option: EHR  EHR SETUP MENU

BEHO  RPMS-EHR Configuration Master Menu ...      <- This one.
CON   Consult Management ...
CPRS  CPRS Manager Menu ...
HS    Health Summary Maintenance ...
REM   Reminder Managers Menu ...
TIU   TIU Menu for Medical Records ...
TIU1  TIU Menu for Clinicians ...
VAHS  Health Summary Overall Menu ...
```

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```
VUE    VueCentric Framework Configuration ...
XX     General Parameter Tools ...

Select EHR SETUP MENU Option: BEH  RPMS-EHR Configuration Master Menu

ART    Adverse Reaction Tracking Configuration ...
CCX    Chief Complaint Configuration ...
CON    Consult Tracking Configuration ...
EDU    Patient Education Configuration ...
ENC    Encounter Context Configuration ...
EXM    Exam Configuration ...
FRM    VueCentric Framework Configuration ...
HFA    Health Factor Configuration ...
IMM    Immunization Configuration ...
LAB    Lab Configuration ...
MED    Medication Management Configuration ...
NOT    Notification Configuration ...
ORD    Order Entry Configuration ...           <- This one.
PAT    Patient Context Configuration ...
PHX    Personal Health Hx Configuration ...
PLS    Problem List Configuration ...
POV    POV Configuration ...
PRC    Procedure Configuration ...
REM    Reminder Configuration ...
RPT    Report Configuration ...
SPL    Spellchecking Configuration ...
TIU    TIU Configuration ...
VIT    Vital Measurement Configuration ...

Select RPMS-EHR Configuration Master Menu Option: ORD  Order Entry Configuration

DOC    Delayed Orders Configuration ...
KEY    Key Management ...
MNU    Order Menu Management ...           <- This one.
OCX    Order Check Configuration ...
PAR    Order Parameters ...
PRN    Print/Report Parameters ...
RPT    Order Reports ...

Select Order Entry Configuration Option: MNU  Order Menu Management

ACT    Create/Modify Actions
DIS    Enable/Disable Order Dialogs
GEN    Create/Modify Generic Orders
LST    List Primary Order Menus
MNU    Create/Modify Order Menus
OIC    Create/Modify Orderable Items
PAR    Menu Parameters ...
PMT    Create/Modify Prompts
PRI    Assign Primary Order Menu
PRT    Convert Protocols
QOC    Create/Modify Quick Orders
QOR    Create/Modify QO Restrictions
SET    Create/Modify Order Sets
SRC    Search/Replace Components
SRO    Search/Replace Orderables

Select Order Menu Management Option:
```

Figure 10: Navigation to the Order Menu Management Option

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2. Create the Consult Quick Order. Beginning from the Order Menu Management menu, Figure 11 shows how to create a Quick Order for an existing Consult Service.

```
ACT      Create/Modify Actions
DIS      Enable/Disable Order Dialogs
GEN      Create/Modify Generic Orders
LST      List Primary Order Menus
MNU      Create/Modify Order Menus
OIC      Create/Modify Orderable Items
PAR      Menu Parameters ...
PMT      Create/Modify Prompts
PRI      Assign Primary Order Menu
PRT      Convert Protocols
QOC      Create/Modify Quick Orders          <- This one.
QOR      Create/Modify QO Restrictions
SET      Create/Modify Order Sets
SRC      Search/Replace Components
SRO      Search/Replace Orderables

Select Order Menu Management Option: QOC      Create/Modify Quick Orders

Select QUICK ORDER NAME: GMRCZ NUTRITION
  Are you adding 'GMRCZ NUTRITION' as a new ORDER DIALOG? No// Y (Yes)

TYPE OF QUICK ORDER: CONSULT
NAME: GMRCZ NUTRITION  Replace
DISPLAY TEXT: NUTRITION
VERIFY ORDER: Y YES
DESCRIPTION:
  No existing text
  Edit? NO//
ENTRY ACTION:

Consult to Service/Specialty: NUTRITION

Consult Type:
Reason for Request:
  No existing text
  Edit? No// (No)
Category: ??
Choose from:
  I      INPATIENT
  O      OUTPATIENT
Enter if the service rendered will be on an inpatient or outpatient basis.

Category: O      OUTPATIENT
Urgency: ROUTINE//
Place of Consultation: ??
Choose from:
  1      Emergency Room
  2      Consultant's Choice
Select the preferred place to see the patient for this consult.

Place of Consultation: 2  Consultant's Choice
Attention:
Provisional Diagnosis:

-----
Consult to Service/Specialty: NUTRITION
                          Category: OUTPATIENT
                          Urgency: ROUTINE
                          Place of Consultation: Consultant's Choice
-----
```


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```
DISPLAY TEXT:
MNEMONIC:

ITEM:

-----
Menu Editor          Jan 15, 2013 18:19:36          Page: 1 of 3
Menu: GMRCZM CONSULT ORDERS          Column Width: 30
  1          2          3
| Audiology
| Anticoagulation
| Behavioral Health
| Dental
+ Nutrition
| Optometry
| PHN
| Podiatry
|
1
|
|
|<<<          + Next Screen  - Prev Screen  ?? More Actions          >>>
  Add ...          Edit ...          Assign to User(s)  Select New Menu
  Remove ...          Toggle Display  Order Dialogs ...
Select Action: Next Screen//
```

Figure 12: Addition of the Consult Quick Order to the Consult Quick Order Menu

New Consult Service Quick Order will now be available on the Consult Quick Order Menu (Figure 13) on the EHR Orders Tab for computerized provider order entry (CPOE).



Figure 13: EHR Orders tab Consult Quick Order menu

Attach a Progress Note Template to the Consult Request

To add an existing Progress Note TIU Template to be used by the provider when ordering a consult:

1. Open EHR.

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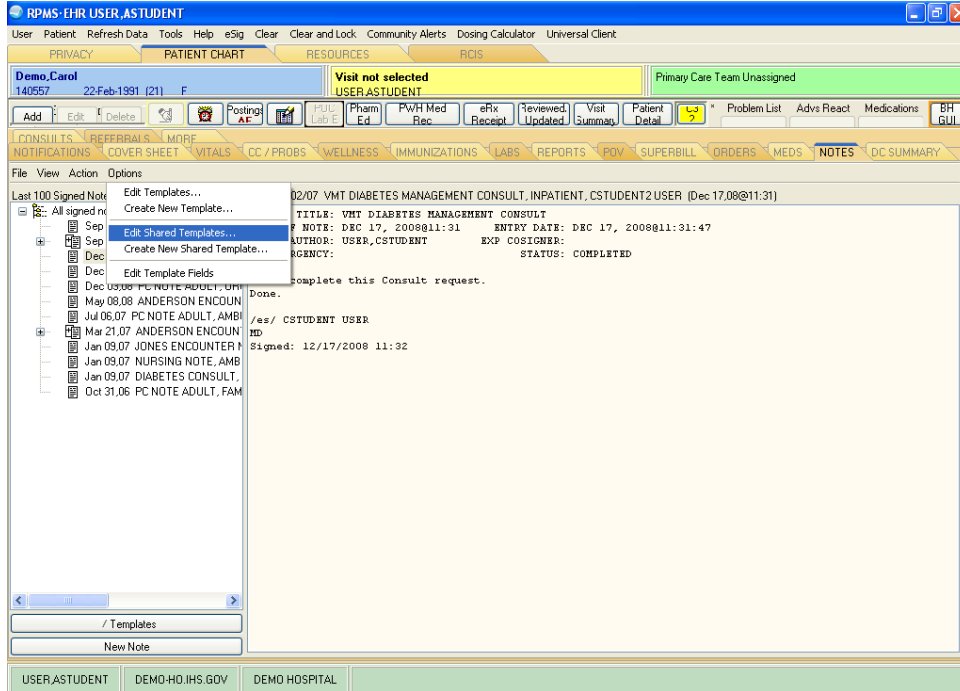
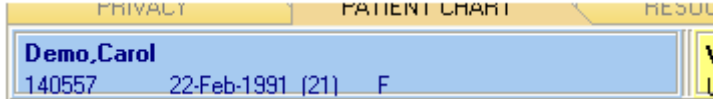


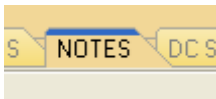
Figure 14: Opening the Template Editor

2. Open the Template Editor:

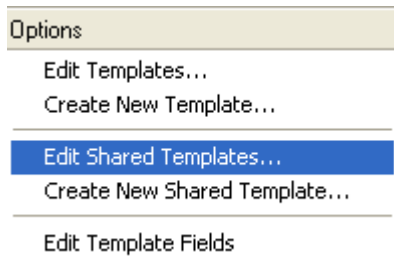
- a. Select a **Patient**



- b. Select the **Notes** tab



- c. Select **Options**



- d. Select **Edit Shared Templates**

Follow the previous session Progress Note Script to create a progress note to add to the provider order entry for a Consult Order.

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To move an existing progress note template from the **My Templates** file cabinet in the **Personal Templates** pane to the **Consult Reasons for Request** file cabinet in the **Shared Templates** pane:

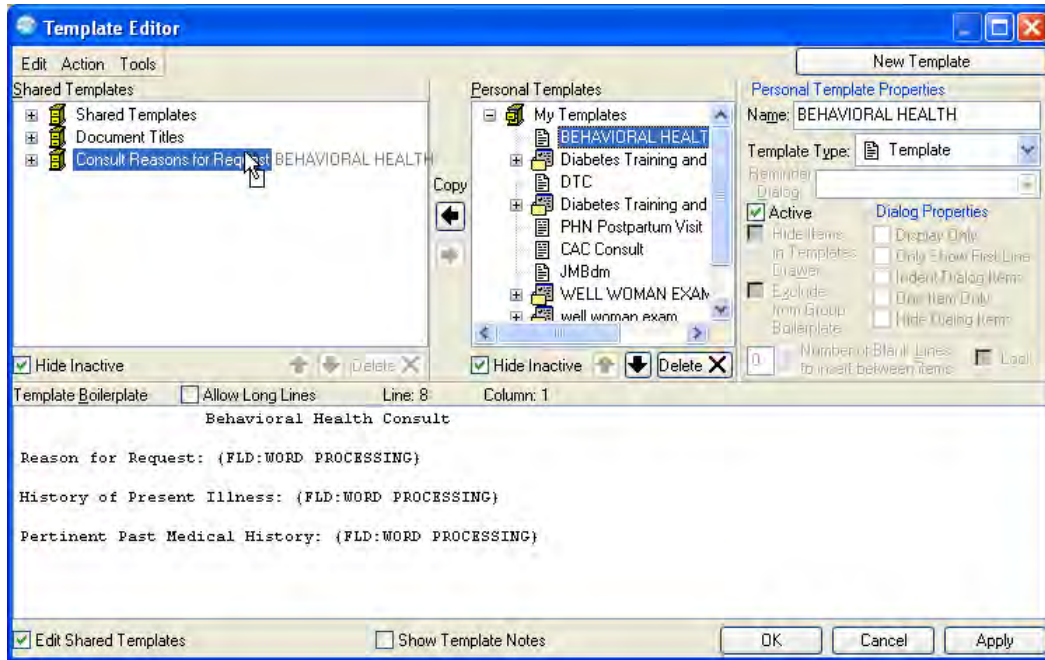
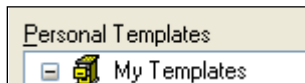
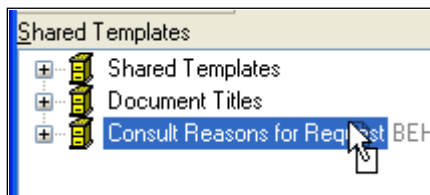


Figure 15: Template Editor dialog

1. Click the plus sign by the file cabinet to open the **My Templates** cabinet in the **Personal Templates** pane (open cabinets and folders are preceded by a negative sign).



2. Click the **Consult Order Progress Note** template in the **My Templates** cabinet.
3. Drag and drop the file into the **Consult Reasons for Request** file cabinet in the **Shared Templates** pane.



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To attach a progress note to the consult order by selecting the corresponding **Associated Consult Service**:

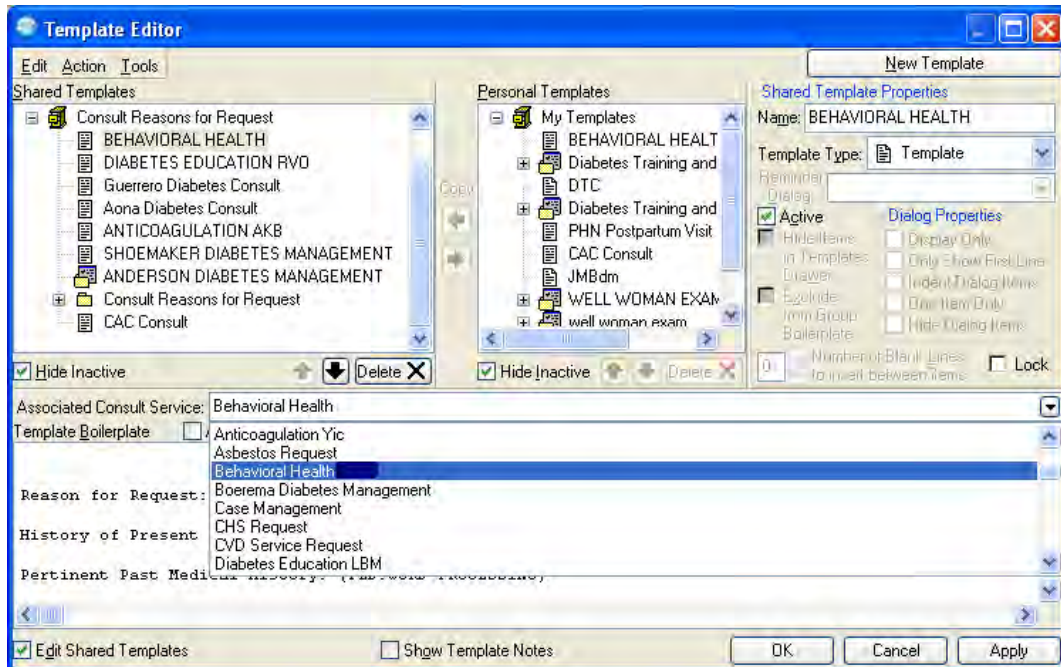
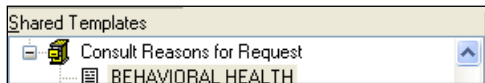
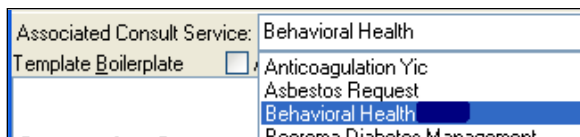


Figure 16: Template Editor dialog

1. Open the **Consult Reasons for Request** file cabinet in the **Shared Templates** pane.



2. Click to highlight the **Consult Order Progress Note** template.
3. From the **Associated Consult Service** list select the consult service to associate with the progress note template.



4. Click **Apply**.



Add a default Progress Note Template to the Consult Note Title

This will add an existing Progress Note Template to automatically open when the Consult Service Provider results the consult with the Consult Note Title.

1. Open EHR
2. Access the **Template Editor**

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To move an existing progress note template from the **My Templates** file cabinet in the **Personal Templates** pane to the **Document Titles** file cabinet in the **Shared Templates** pane:

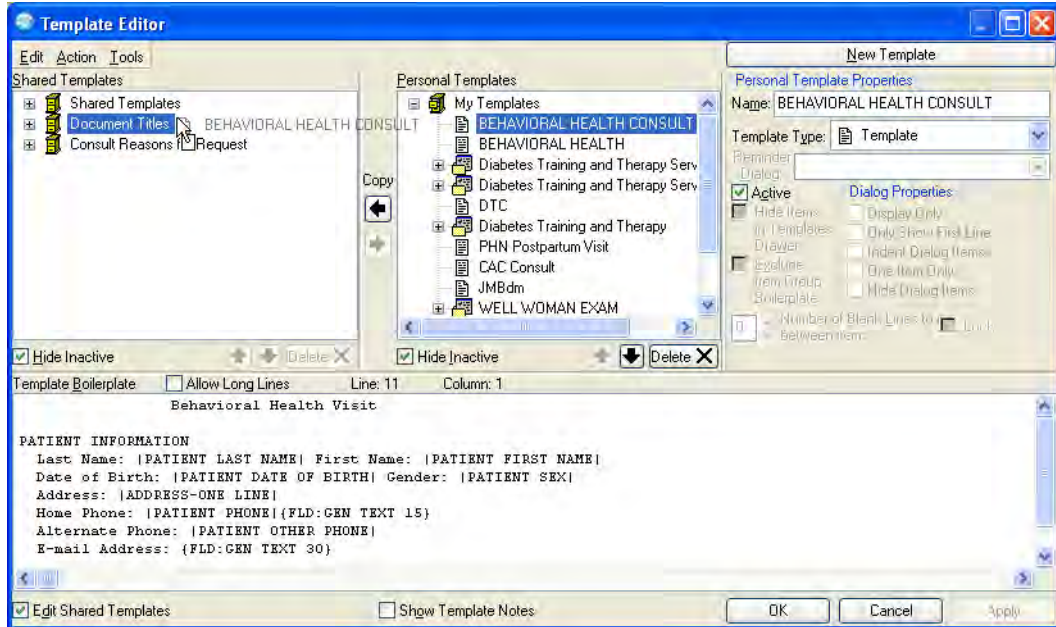
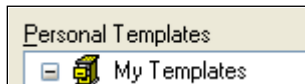
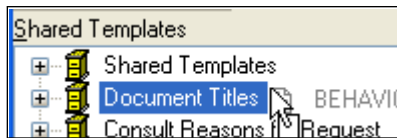


Figure 17: Template Editor dialog

1. Open the **My Templates** file cabinet.



2. Click the **Consult Completion Note** template in the **My Templates** cabinet.
3. Drag and drop the file into the **Document Titles** file cabinet in the **Shared Templates** pane.



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To attach a Progress Note Template to the Consult Completion Documentation by selecting the corresponding Associated Consult Note Title:

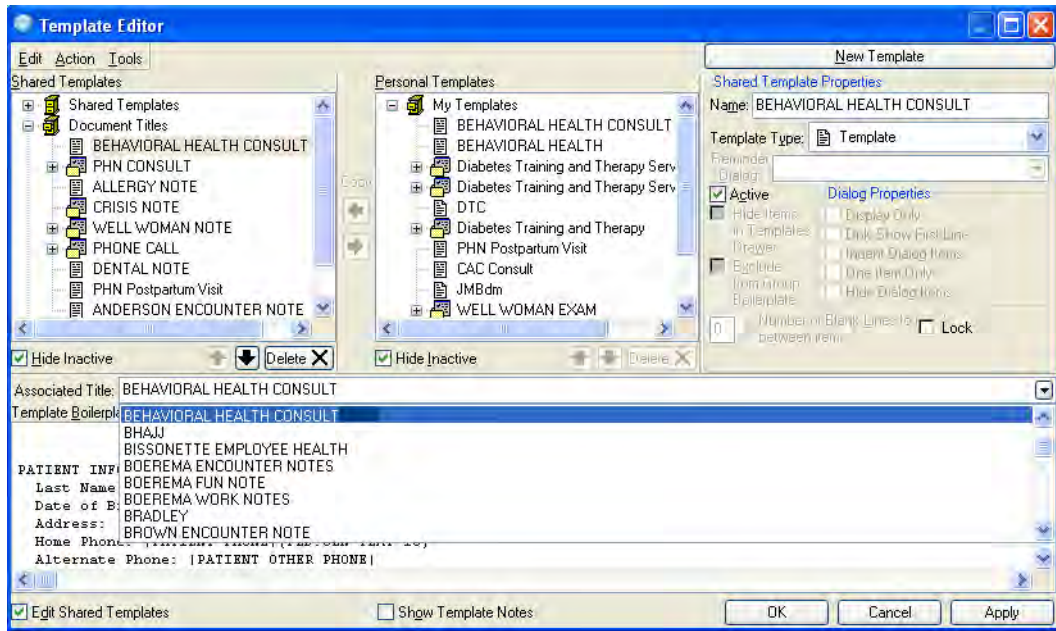
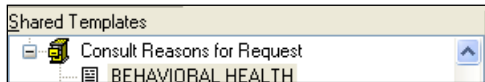
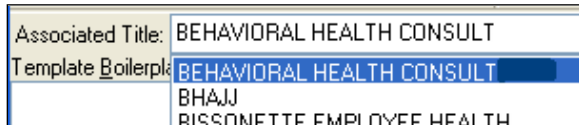


Figure 18: Template Editor dialog

1. Open the **Document Titles** file cabinet in the **Shared Templates** pane.



2. Click to highlight the **Consult Completion Progress Note** template.
3. From the **Associated Title** list select the title to associate with the progress note template.



4. Click **Apply**.



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Consult Tracking Reports

Figure 19 shows how to navigate to the Consult Tracking Reports Menu.

```
Select IHS Core Option: EHR  EHR SETUP MENU

BEHO  RPMS-EHR Configuration Master Menu ...          <- This one.
CON   Consult Management ...
CPRS  CPRS Manager Menu ...
HS    Health Summary Maintenance ...
REM   Reminder Managers Menu ...
TIU   TIU Menu for Medical Records ...
TIU1  TIU Menu for Clinicians ...
VAHS  Health Summary Overall Menu ...
VUE   VueCentric Framework Configuration ...
XX    General Parameter Tools ...

Select EHR SETUP MENU Option: BEH  RPMS-EHR Configuration Master Menu

ART   Adverse Reaction Tracking Configuration ...
CCX   Chief Complaint Configuration ...
CON   Consult Tracking Configuration ...          <- This one.
EDU   Patient Education Configuration ...
ENC   Encounter Context Configuration ...
EXM   Exam Configuration ...
FRM   VueCentric Framework Configuration ...
HFA   Health Factor Configuration ...
IMM   Immunization Configuration ...
LAB   Lab Configuration ...
MED   Medication Management Configuration ...
NOT   Notification Configuration ...
ORD   Order Entry Configuration ...
PAT   Patient Context Configuration ...
PHX   Personal Health Hx Configuration ...
PLS   Problem List Configuration ...
POV   POV Configuration ...
PRC   Procedure Configuration ...
REM   Reminder Configuration ...
RPT   Report Configuration ...
SPL   Spellchecking Configuration ...
TIU   TIU Configuration ...
VIT   Vital Measurement Configuration ...

Select RPMS-EHR Configuration Master Menu Option: CON  Consult Tracking configuration

CP    Copy Prosthetics Services
CS    Consult Service Tracking
DS    Duplicate Sub-Service
GU    Group Update of Consult/Procedure Requests
IFC   IFC Management Menu ...
LH    List Consult Service Hierarchy
NR    Determine Notification Recipients for a Service
PR    Setup Procedures
RPT   Consult Tracking Reports ...          <- This one.
RX    Pharmacy TPN Consults
SS    Setup Consult Services
SU    Service User Management
TD    Test Default Reason for Request
TP    Print Test Page
UA    Determine User's Update Authority
UN    Determine If User Is a Notification Recipient
```

Consults Script

```
Select Consult Tracking Configuration Option: RPT      Consult Tracking Reports ...

CC      Service Consults Completed
CP      Service Consults Completed or Pending Resolution
IFC     IFC Requests
IP      IFC Requests By Patient
IR      IFC Requests by Remote Ordering Provider
NU      Service Consults with Consults Numbers
PC      Service Consults Pending Resolution
PI      Print IFC Requests
PL      Print Consults by Provider, Location, or Procedure
PR      Print Service Consults by Status
SC      Service Consults By Status

ST      Completion Time Statistics
TS      Print Completion Time Statistics Report

Select Consult Tracking Reports Option:
```

Figure 19: Navigation to the Consult Tracking Reports Menu Option (RPT)

Figure 20 shows how to generate a Consult Tracking Report for Service Consults Completed or Pending Resolution.

```
CC      Service Consults Completed
CP      Service Consults Completed or Pending Resolution      <- This one.
IFC     IFC Requests
IP      IFC Requests By Patient
IR      IFC Requests by Remote Ordering Provider
NU      Service Consults with Consults Numbers
PC      Service Consults Pending Resolution
PI      Print IFC Requests
PL      Print Consults by Provider, Location, or Procedure
PR      Print Service Consults by Status
SC      Service Consults By Status
ST      Completion Time Statistics
TS      Print Completion Time Statistics Report

Select Consult Tracking Reports Option: CP      Service Consults Completed or
                                           Pending Resolution

                                           Service Consults Completed or Pending Resolution

Select Service/Specialty: NUTRITION
List From Starting Date: ALL DATES// 12-1-12 (DEC 01, 2012)
List To This Ending Date: 12-31-12 (DEC 31, 2012)

Select one of the following:
    E      Exclude DEMO Pts
    D      Include ONLY DEMO Pts
    A      Include ALL pts

Demo Pts, Real pts, or both?: E//      Exclude DEMO Pts
```

Consults Script

```
Service Consults by Status      Jan 3, 2013 19:10:23      Page:    1 of    1
To Service:  NUTRITION
From: Dec 01, 2012   To: Dec 31, 2012
  Status      Last Action      Request Date  Patient Name      Pt Location
                Consult/Request By Status
                FROM: Dec 01, 2012   TO: Dec 31, 2012

SERVICE: NUTRITION RAB
Completed  COMPLETE/UPDATE      12/18/12 DEMO,PATIENT R. (144239)      A CLINIC
Pending    CPRS RELEASED ORDER 12/20/12 DEMO,PATIENT A. (120652)      A CLINIC
To Service NUTRITION RAB Total Requests Completed      1
To Service NUTRITION RAB Total Requests Pending      1
Total Requests Pending Resolution To Service NUTRITION RAB:      1

      Enter ?? for more actions
      Service      Status      Number on/off      Print List
Select Item(s): Quit//      >>>
```

Figure 20: Consult Tracking Report for Service Consults Completed or Pending Resolution