



Definitive Homecare Solutions

CPR+ Palm User Guide

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For a complete list of **CPR+** documentation, please refer to the software's F1 Help.

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| | | | | |

PRINTING NOTE FOR TWO-SIDED DOCUMENTS:

This document is designed for two-sided printing. If you are printing the PDF version of this document on a printer that only supports one-sided printing, some blank pages will appear in the final print job. This is normal for two-sided documents and no information is missing with your printed version. For additional printed manuals, please contact D.H.S.

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TABLE OF CONTENTS

| | | |
|------------------|-----------------------------------------------------------------------|-----------|
| CHAPTER 1 | GETTING STARTED & CONFIGURING CPR+ PALM | 9 |
| | ASSIGNING USERS TO THE MODULE | 10 |
| | USING THE SYNC INTERFACES | 11 |
| | INSTALLING CPR+ PALM ON A PDA | 14 |
| | <i>Using ActiveSync & a Windows Mobile PDA</i> | 14 |
| | <i>Using HotSync & a Palm OS PDA</i> | 16 |
| | CLONING CPR+ PALM ONTO OTHER PDAS | 18 |
| | | |
| CHAPTER 2 | NAVIGATING MENUS & ACCESSING DATA WITH CPR+ PALM | 21 |
| | STARTING CPR+ PALM & LOGGING IN | 22 |
| | ACCESSING THE PATIENT MENU | 23 |
| | <i>Accessing the Patient's Demographics</i> | 24 |
| | <i>Accessing the Patient's Medical Information</i> | 27 |
| | <i>Accessing the Patient's Medication Profile</i> | 28 |
| | <i>Accessing the Patient's Delivery/Pickup Tickets</i> | 29 |
| | <i>Capturing a Signature</i> | 30 |
| | <i>Accessing the Patient's Directions to Home</i> | 31 |
| | <i>Viewing the Patient's Progress Notes</i> | 32 |
| | <i>Creating a New Progress Note</i> | 33 |
| | <i>Accessing the Patient's Physician Orders</i> | 34 |
| | ACCESSING THE LIST OF PHYSICIANS | 35 |
| | ACCESSING THE LIST OF ANCILLARY PROVIDERS | 37 |
| | ACCESSING THE LIST OF CONTACTS | 38 |
| | SYNCING CPR+ PALM DATA BACK TO CPR+ | 39 |
| | <i>Ticket Confirmation with Signatures</i> | 39 |





How to Use this Document

This document is designed to provide you with information that is easy to understand and quickly accessible. However, there are several items to keep in mind when reading and using this document.

| Items to Look For: | Description |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Button Names and Keyboard Shortcuts / Commands | <p>All buttons mentioned in this document have an associated keyboard shortcut. These shortcuts appear in parenthesis next to the button name and appear in bold (identical to the onscreen counterpart).</p> <p>For example: Click the Select (Enter) button.</p> <p>You can either click the button with the mouse or press the key mentioned in parenthesis.</p> |
| Keyboard Commands | <p>There may be instances when you need to press a key that does not have an associated button. These keys appear between brackets (<>) and are bold.</p> <p>For example: Press the <F10> key.</p> |

| Items to Look For: | Description |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Field names | <p>If the sentence mentions entering information in a field, the field name is italicized and in a contrasting font.</p> <p>For example: Enter the last name of the Patient in the <i>Last Name</i> field.</p> <p>The only time this is not true is if the field is followed by a definition. Then the field name is bolded and preceded by a bullet.</p> |
| Typing Data in a Field | <p>If the sentence mentions entering specific data in a field, the data appears in a different font compared to a field name.</p> <p>For example: Type Yes in the <i>Question</i> field.</p> |
| Specific Screen Action | <p>If an action occurs after doing something within the application, it is described in italics within parenthesis.</p> <p>For example: Click the Next button. (<i>The Ready to Install screen appears.</i>)</p> |
| Popup Windows | <p>Many fields within CPR+ have an associated drop-down arrow icon. This icon displays a popup window of related data that can be selected and entered into the identified field.</p> <p>When this option is available, you will see the following text: "Use the associated popup window to..."</p> <p>When you see this text, you can access this popup window in two ways:</p> <ul style="list-style-type: none"> • Click the drop-down arrow icon or • Press the <F10> key while the cursor is in that field. <p>It is important to use these popup windows for consistent data entry throughout the program.</p> |

In addition to the above information, there are several note related icons used in this document.

| Icon | Explanation |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|  | This icon represents a relevant note regarding the information being discussed. |
|  | This icon represents an important note that relates to required knowledge for a particular task. |
|  | This icon represents information that can save you time during a particular task. |
|  | This icon represents a warning regarding information that must be understood before continuing. |

Chapter 1

Getting Started & Configuring CPR+ Palm

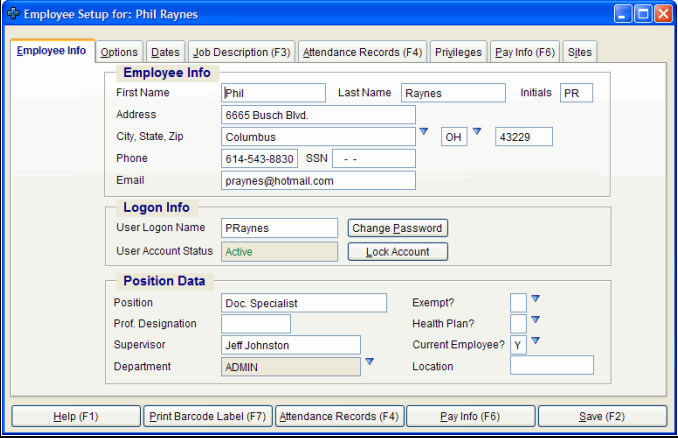
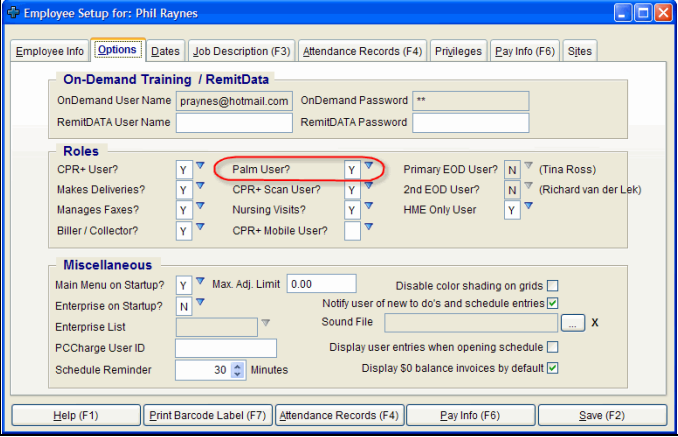
Congratulations and thank you for your purchase of the **CPR+ Palm** module. With **CPR+ Palm**, you have access to accurate and timely information essential for safe, effective delivery and cost efficient care of your patients. This user guide explains some of the basic operations and functionality of this add-on module. For more detailed instructions and training, please contact the **CPR+** Training & Implementation Department or log on to the **CPR+** On-Demand Training System from the **CPR+** Main Menu.

Before using **CPR+ Palm**, the module must be installed and the application must be configured. After reading this chapter, you will be able to:

- Identify how to assign users to use this module.
- Describe the settings contained in the HotSync and ActiveSync interfaces.
- Identify how to install **CPR+ Palm** on your handheld device and sync **CPR+** data.

Assigning Users to the Module

Once the **CPR+ Palm** module is activated by a **CPR+** representative in either support or sales, the next step is to assign users the ability (or privilege) to use this module on a handheld device (a.k.a. PDA).

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Access an employee's record from the Database Menu by clicking the Employee Data / Security Setup (8) button. <i>(A screen with a list of users appears.)</i> |
| 2 | Select the user name in the list and then click the Select (Enter) button. <i>(The Employee Setup screen for that user appears.)</i>  |
| 3 | Click the Options tab on the Employee Setup screen. |
| 4 | In the <i>Palm User</i> field, select Yes by clicking the drop-down arrow icon.  |
| 5 | Click the Save (F2) button for this change to take affect for this user. |

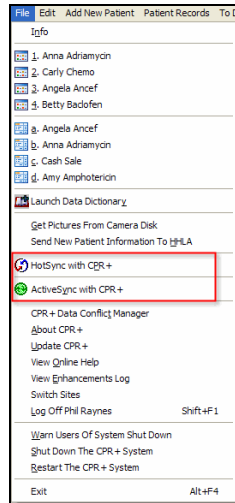
Repeat the above steps for each user that will need access to this module.

Using the Sync Interfaces

With the user(s) assigned, the next step is to configure the sync interface and determine the amount of data that will be uploaded to the PDA.

Depending on the device, the user will either select **HotSync with CPR+** (for Palm OS devices) or **ActiveSync with CPR+** (for Pocket PC or Windows Mobile devices) from the File drop-down menu.

Figure 1-1)
File Drop-Down PDA
Sync Options



The corresponding software for Palm OS (Palm Desktop) and Windows Mobile OS (ActiveSync) must be installed on your workstation before proceeding. **CPR+** will use this software to load the module and upload data.

Please refer to your PDA documentation for more information on this software and how to install.

Depending on the PDA being used, a screen similar to one of the ones shown on the next page is displayed after installing the Palm Desktop or ActiveSync software

Figure 1-2)
ActiveSync Settings
Screen

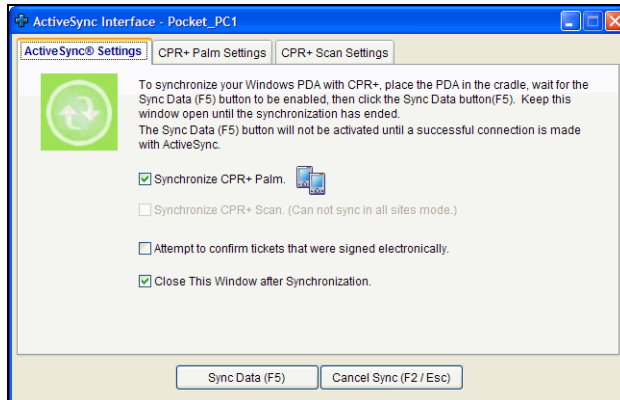
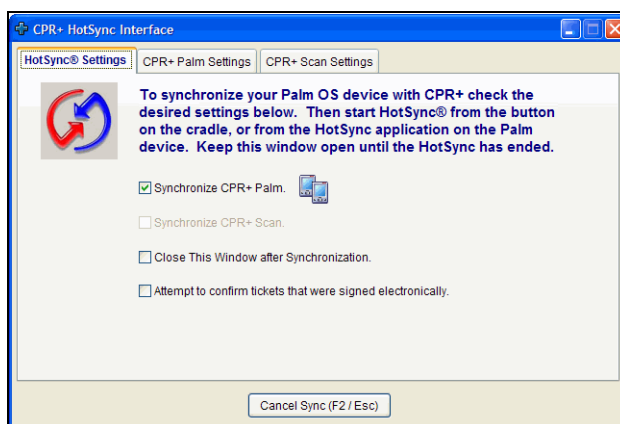
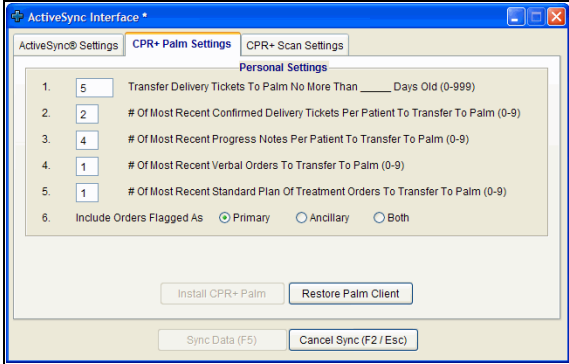


Figure 1-3)
HotSync Settings
Screen



You must have install privileges on your workstation to install the client software. Please refer to your Windows OS documentation or your IT/IS department on how to configure your user settings to include install privileges.

Follow the steps below to configure the amount of data that will be synced with **CPR+ Palm** and the PDA.

| Step | Action |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1</p> | <p>Click the CPR+ Palm Settings tab. (<i>The Personal Settings section appears.</i>)</p>  |
| <p>2</p> | <p>While on this screen, configure the following six settings:</p> <ul style="list-style-type: none"> • In the first field, enter the number of Delivery Tickets that will be transferred to the PDA that are no more than XXX days old (up to 999 days). • In the second field, enter the number of the most recent confirmed Delivery Tickets per patient that will be transferred (up to 9). • In the third field, enter the number of the most recent Progress Notes per Patient that will be transferred (up to 9). • In the fourth field, enter the number of Verbal Orders per patient that will be transferred (up to 9). • In the fifth field, enter the number of Standard Plan of Treatment Orders per patient that will be transferred (up to 9). • Sync the type of orders to the PDA that are flagged as Primary, Ancillary, or Both. |

With the **CPR+ Palm** Settings configured, the next step is to install the **CPR+ Palm** module onto the PDA and then upload the **CPR+** data that was just configured.

Installing CPR+ Palm on a PDA

This section details how to install **CPR+ Palm** to a Windows Mobile PDA and a Palm OS PDA. For the Palm OS version, refer to the "Using HotSync & a Palm OS PDA" section on page 16.

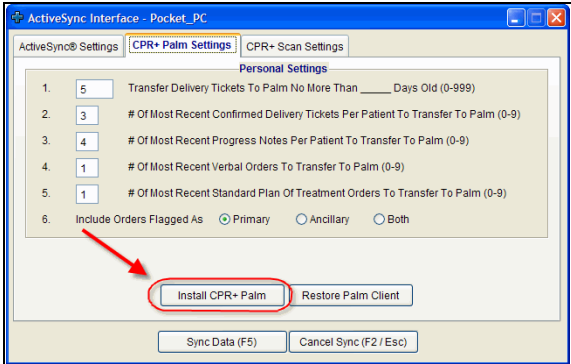
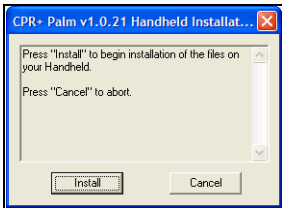
Using ActiveSync & a Windows Mobile PDA

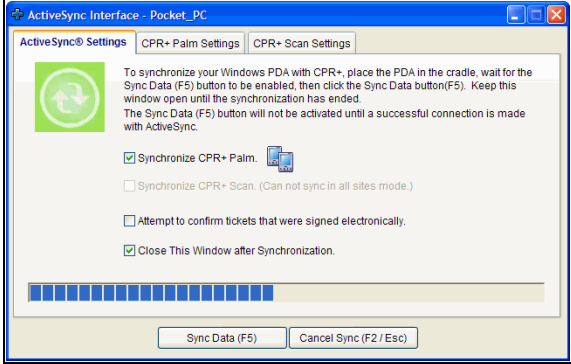
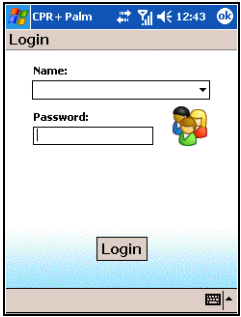
Before starting the ActiveSync client, make sure that the ActiveSync software is installed and the PocketPC or Windows Mobile PDA is linked to the workstation with a cable or cradle. Before syncing with **CPR+**, initiate a test sync with the default ActiveSync software settings and the PDA to make sure that everything is working properly.



ActiveSync Icon

Once ActiveSync is working correctly and connected to the PDA, the next step is to install **CPR+ Palm** and sync the data.

| Step | Action |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Select the ActiveSync with CPR+ option from the File drop-down menu. (<i>CPR+ will search for the handheld device.</i>) |
| 2 | <p>Once the PDA is located and the install button is enabled, click the CPR+ Palm Settings tab on the ActiveSync Interface screen and then click the Install CPR+ Palm button.</p>  |
| 3 | <p>CPR+ displays a prompt about installing the module on the PDA.</p>  |

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | <p>Click the Install button on the prompt screen. (<i>CPR+ begins to install the software to the PDA and displays a progress bar in CPR+.</i>) The sync time will vary based on a number of factors:</p> <ul style="list-style-type: none"> • How the settings are configured. • How much data is in CPR+. • The speed of the PDA's processor. <p>If this is a first time install, the runtime software will be installed on the PDA and a message box will appear in CPR+. Click OK if the runtimes installed successfully.</p>  |
| 5 | <p>Once the module is installed, CPR+. begins to sync the data stored in the database based on the configured settings. This may take several minutes based on the amount of data being transferred to the device.</p> |
| 6 | <p>When the sync is finished, the CPR+ Palm login screen appears on the PDA.</p> <p>During the sync, CPR+ Palm receives only active, pending, and on-hold patient data. Sync times can be reduced by keeping these statuses updated in CPR+.</p>  |

CPR+ Palm and the associated **CPR+** data is now installed successfully on the Windows Mobile PDA. You are now ready to move on to "Cloning CPR+ Palm onto Other PDAs" section on page 18.

Using HotSync & a Palm OS PDA

Before starting the HotSync client, make sure that the HotSync software is installed and the Palm OS PDA is linked to the workstation with a cable or cradle.

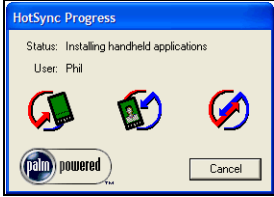
Before syncing with **CPR+**, initiate a test sync with the HotSync software. Correct any sync problems with HotSync before installing the **CPR+ Palm** module. A successful sync without errors would qualify.

Once HotSync is working correctly, follow the steps below to install **CPR+ Palm**.

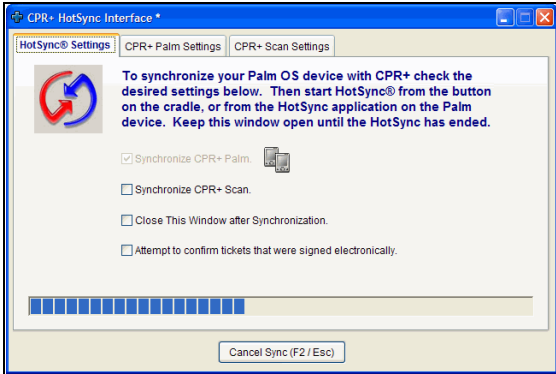



HotSync Icon

| Step | Action |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Select the HotSync with CPR+ option from the File drop-down menu. |
| 2 | With the device connected, click the CPR+ Palm Settings tab on the HotSync Interface screen and then click the Install CPR+ Palm button. <div data-bbox="574 877 1127 1251" data-label="Image"> </div> |
| 3 | CPR+ displays a prompt about installing the module on the PDA. <div data-bbox="574 1335 854 1570" data-label="Image"> </div> |
| 4 | Click the Install button on the prompt screen. (<i>CPR+ displays another prompt about waiting for HotSync.</i>) <div data-bbox="574 1688 854 1860" data-label="Image"> </div> |

| Step | Action |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>Press the HotSync button on the handheld's cradle or from the HotSync application on the device to begin the installation of CPR+ Palm. (A <i>HotSync Progress</i> screen appears with a status of the installation.)</p>  |
| 6 | <p>With a successful sync, the Palm OS device will show the "HotSync operation complete" at the top of the HotSync screen.</p> |

With the **CPR+ Palm** application successfully installed, the next step is to sync the data.

| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Open the CPR+ HotSync Interface from the File drop-down menu (if it's not already open). |
| 2 | Click the HotSync Settings tab. |
| 3 | With the HotSync Settings tab selected and the device connected to the workstation, click the HotSync button on the cradle or from the HotSync application on the device. |
| 4 | <p>CPR+ will transfer the data to the PDA. (<i>CPR+ displays a progress bar in the HotSync Interface screen.</i>) The sync time will vary based on a number of factors:</p> <ul style="list-style-type: none"> • How the settings are configured. • How much data is in CPR+. • The speed of the PDA's processor.  |

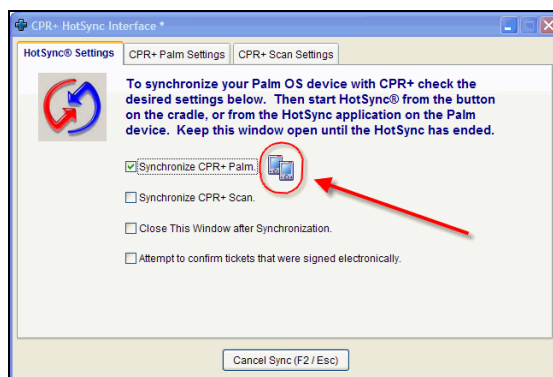
| Step | Action |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 5 | <p>With a successful data sync, the Palm OS device will show the "HotSync operation complete" at the top of the HotSync screen.</p> <p>During the sync, CPR+ Palm receives only active, pending, and on-hold patient data. Sync times can be reduced by keeping these statuses updated in CPR+.</p> |
| 6 | <p>On the Palm OS device, locate CPR+ Palm on the PDA Desktop and then tap the CPR+ Palm icon to start the application. (<i>The Login screen is displayed.</i>)</p>  |

CPR+ Palm and the associated **CPR+** data is now installed successfully on the Palm OS PDA.

Cloning CPR+ Palm onto Other PDAs

After **CPR+** has synced once for the day, **CPR+** display an icon next to the *Synchronize CPR+ Palm* checkbox. This is the **CPR+ Palm** Cloning feature.

Figure 1-4)
CPR+ Palm Cloning
Icon



By clicking this icon, a copy of the same data from the first sync can be made to additional **CPR+ Palm** devices of the same OS. This may be slightly faster than a full sync and will allow every **CPR+ Palm** user the ability to work with the same data.

In order for this feature to work, a full sync must be created so that it can be cloned to other PDAs. **This is *not* an alternate way to install CPR+ Palm.**

Remember that a valid license and previous installation of **CPR+ Palm** is required for each PDA to be cloned.

Chapter 2

*Navigating Menus & Accessing Data with **CPR+ Palm***

Now that the **CPR+ Palm** application is installed on the PDA and synced with the **CPR+** data, it's now time to see how to access this information.

Remember that this is the perfect tool for the on-call staff because they'll be carrying the latest patient, physician, ancillary provider, and contact data in their pocket. No need to "whip-out" a laptop and log into the organization's network to access this data.

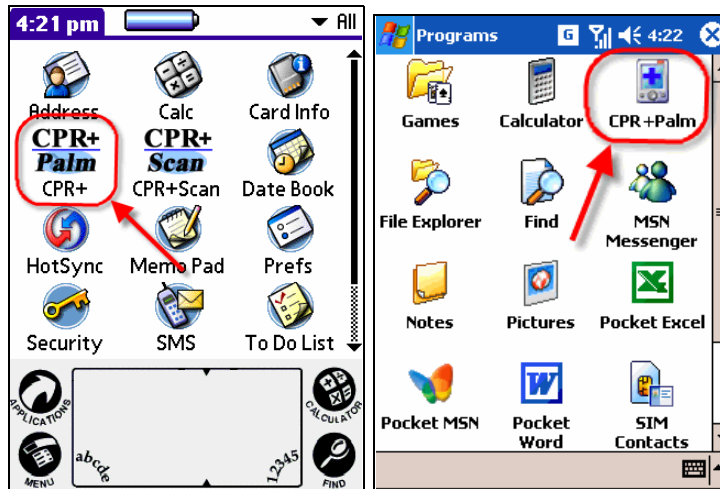
After reading this chapter, you will be able to:

- Describe how to log into **CPR+ Palm**.
- Identify how to access patient information, physicians, ancillary providers and contacts.
- Describe how to enter Progress Notes.
- Describe how to resync **CPR+ Palm** for signatures, confirmed tickets, and new Progress Notes.

Starting CPR+ Palm & Logging In

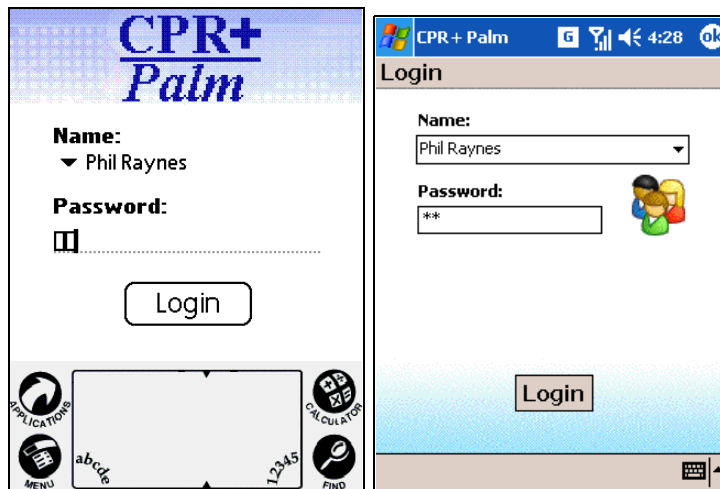
From either your Palm OS or Windows Mobile PDA, launch the **CPR+ Palm** application by tapping the icon.

Figure 2-1)
CPR+ Palm Icons



Once the application is loaded, you are presented with a login screen where you will need to select your name from the *Name* drop-down field and then type or write your password in the *Password* field. When done, tap the **Login** button.

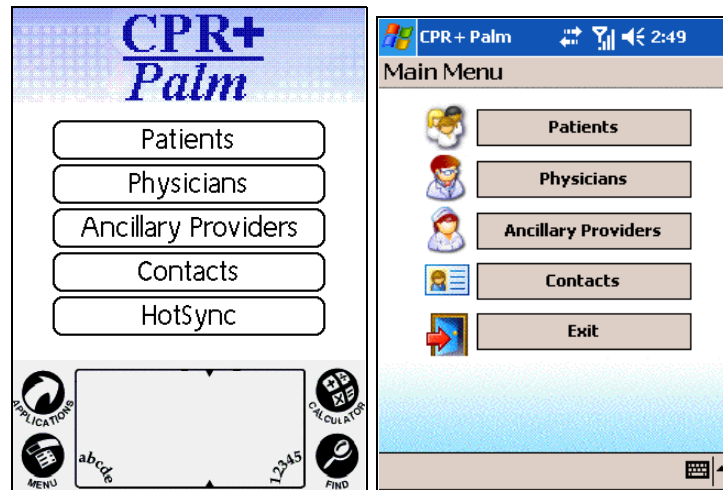
Figure 2-2)
CPR+ Palm Login Screens



After logging in, you'll see the **CPR+ Palm** Main Menu. From here, you can access patients (active, pending, and on-hold), as well as physicians, ancillary providers, and contacts stored in the **CPR+ Palm** database.

Accessing the Patient Menu

Figure 2-3)
CPR+ Palm Main Menu



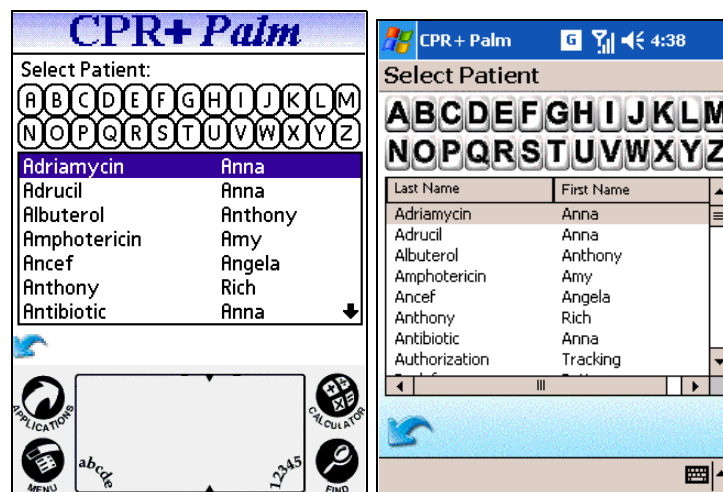
Accessing the Patient Menu

To access patients stored in **CPR+ Palm**, tap the **Patient** button on the Main Menu. A list of patients synced from the **CPR+** database is displayed.



During the sync, **CPR+ Palm** receives only active, pending and on-hold patient data.

Figure 2-4)
Select Patient Screen



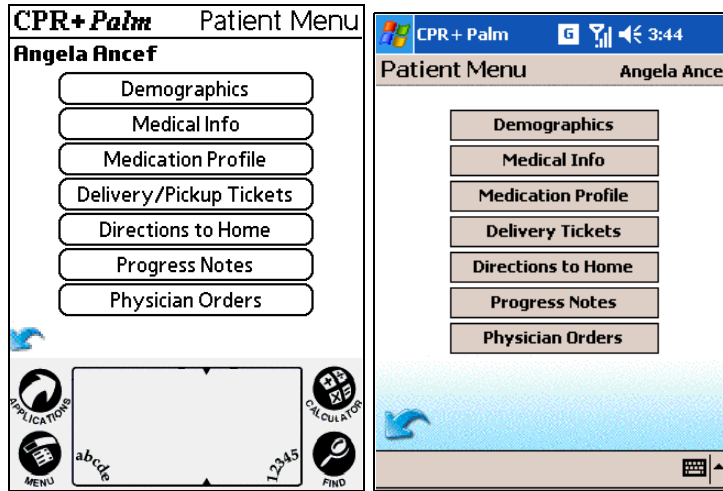
There are several ways to access the patient's information:

- Tap a letter at the top of the list to jump to the first person in the list with a last name that begins with the selected letter.
- Scroll through the list manually.

- Type and write a letter to jump to that part of the list.

Once a patient is found, simply tap the patient's name and the Patient's Menu appears.

Figure 2-5)
Patient Menu

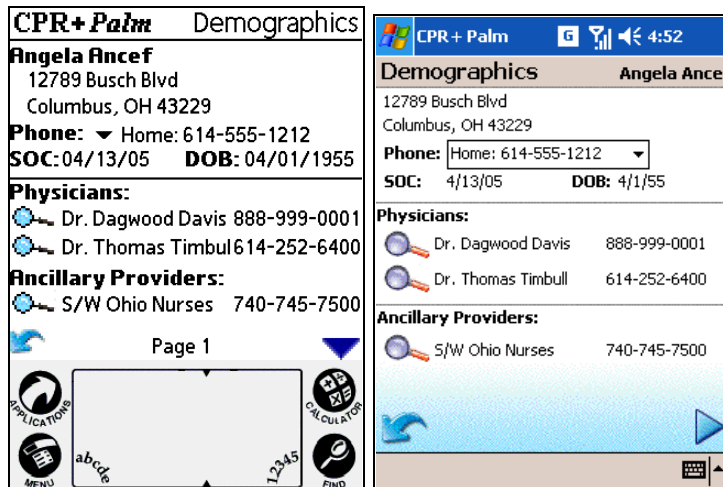


The next part of this guide reviews each of these menu options, examples of the data shown on the screens, and how to add new Progress Notes (that would be uploaded back to **CPR+** in a later sync).

Accessing the Patient's Demographics

While on the Patient Menu, tap the **Demographics** button. (*The first page of the Demographics screen appears.*)

Figure 2-6)
Patient Demographics (Screen 1)



The first screen contains the Patient's Address, Phone Numbers, Start of Care (SOC), DOB, Physicians (up to 2), and the Ancillary Providers.

Tap the magnifying glass icon next to a specific Physician or Provider to view additional information.



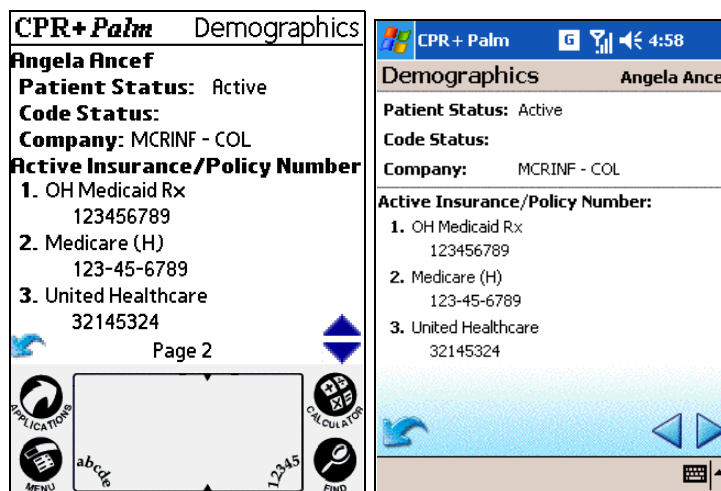
As a reminder when accessing information in **CPR+ Palm**, tap the back arrow icon on the lower left side of a screen to return to the previous screen.

Figure 2-7)
Physician Information



To view more patient demographic information tap the **down arrow** (on the Palm OS) or the **right arrow** (on the Windows Mobile OS) while on the patient's Demographics screen.

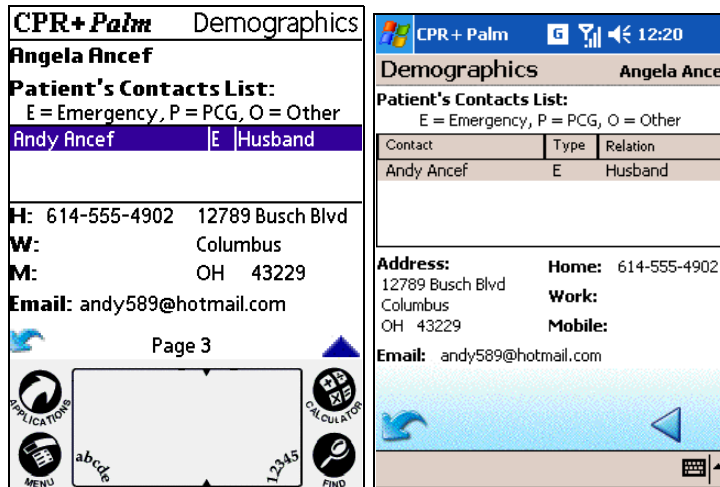
Figure 2-8)
Patient Demographics
(Screen 2)



The second screen contains the Patient's Status, Code Status, Assigned Company, and the first 3 active Insurance Providers with policy numbers.

To view additional patient demographic information tap the **down arrow** (on the Palm OS) or the **right arrow** (on the Windows Mobile OS).

Figure 2-9)
Patient Demographics
(Screen 3)



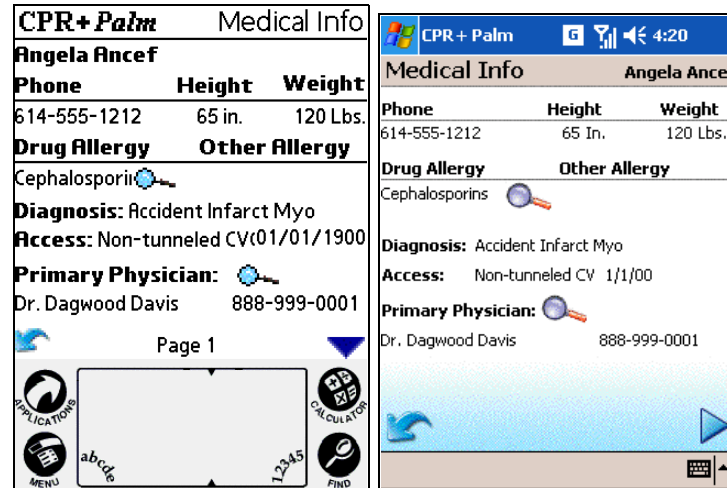
This screen displays a list of contacts associated with the selected patient. By tapping on a contact in the list at the top of the screen, more detailed information is displayed in the lower half of the screen.

To return back to the Patient Menu, tap the **curved arrow** icon in the lower left corner of the screen, or click the **left arrow** or **up arrow** icon to return to the previous screen.

Accessing the Patient's Medical Information

While on the Patient Menu, tap the **Medical Information** button. (*The first page of the Medical Information screen appears.*)

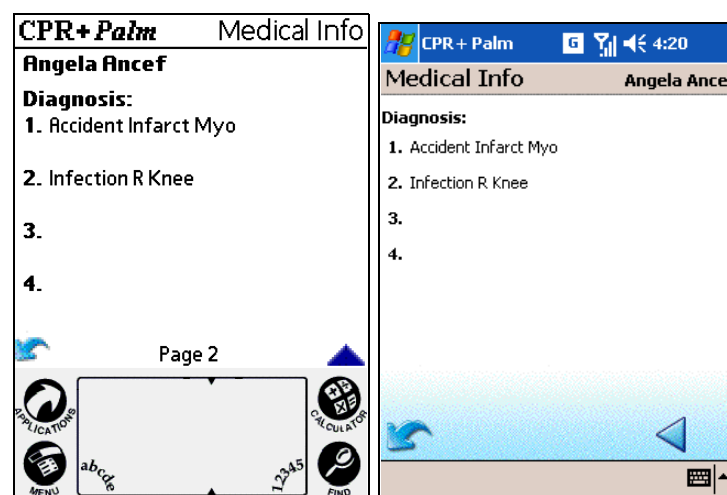
Figure 2-10)
Medical Info (Screen 1)



The first screen of the patient's Medical Info displays the patient's Phone Number, Height, Weight, Drug Allergy (with additional info by tapping the **magnifying glass** icon), Diagnosis, Access, and Primary Physician (with additional info by tapping the **magnifying glass** icon).

To view more medical information tap the **down arrow** (on the Palm OS) or the **right arrow** (on the Windows Mobile OS) while on the patient's Medical Info screen.

Figure 2-11)
Medical Info (Screen 2)



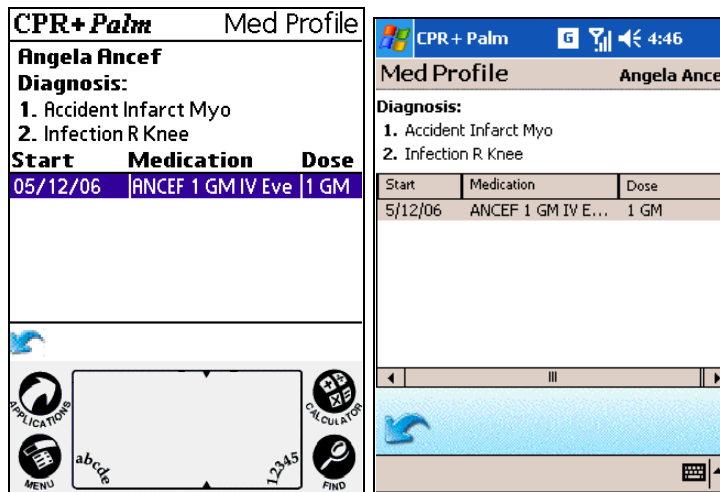
The second screen of Medical Info displays up to 4 diagnoses.

To return back to the Patient Menu, tap the **curved arrow** icon in the lower left corner of the screen.

Accessing the Patient's Medication Profile

While on the Patient Menu, tap the **Medication Profile** button. (*The Med Profile screen appears.*)

Figure 2-12)
Medication Profile Screen



This screen displays a list of the patient's medications which includes the Medication Name, Start Date and Dose. All Active Medications in the patient's **CPR+** Medication Profile are synced to **CPR+ Palm**. Tapping a particular medication in the Med Profile displays that medication in full screen.

Figure 2-13)
Med Detail Screen



The Med Details screen displays the Name, Medication, Start and Stop Dates, Rx

Type, Dose, Route, Frequency, Drug Class, Duration, Comments and if this medication is dispensed by your organization.



Use the PDA navigation buttons to scroll to the next Med Detail record if available.

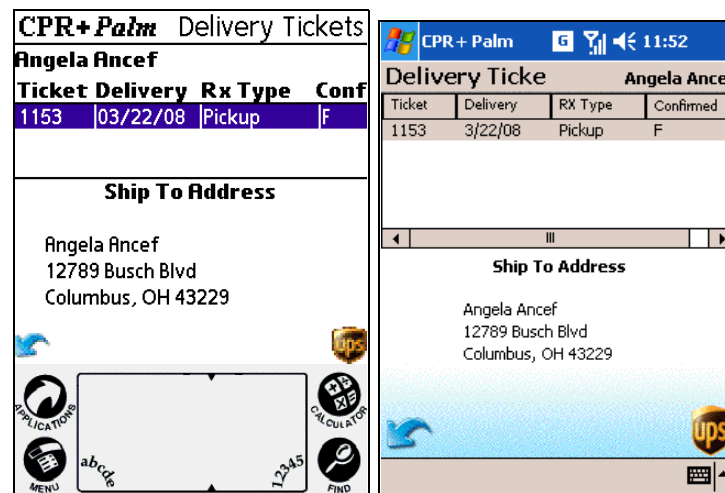
To return to the Patient Menu, tap the **curved arrow** icon twice in the lower left corner of the Med Detail screen.

Accessing the Patient's Delivery/Pickup Tickets

Up to nine of the most recent Delivery/Pickup Tickets in a patient's record can be viewed in **CPR+ Palm**. In addition, patient signatures can be captured on Delivery Tickets or Pickup Tickets. (These tickets can be auto-confirmed upon synchronization with **CPR+**.)

From the Patient Menu, tap the **Delivery/Pickup Tickets** button on a Palm OS device or tap the **Delivery Tickets** button on a Windows Mobile device. (*The Delivery Tickets screen appears.*)

Figure 2-14)
Delivery Ticket Screen



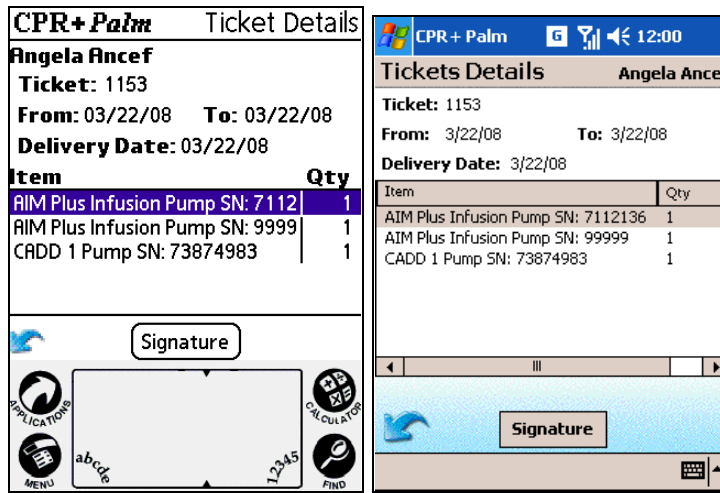
This screen shows the Ship to Address, the Ticket Number, the Delivery Date, the Rx Type and if the ticket has been confirmed. In the *Conf* (Confirmed) column,

- A **T** shows that the ticket is set to be confirmed.
- An **F** shows the ticket is in the **CPR+** Delivery Ticket Confirmation File waiting to be confirmed. If a ticket is waiting for a confirmation, then a signature can be collected.

If the delivery was shipped via the UPS interface in **CPR+**, the UPS tracking number would be viewable by tapping on the **UPS** icon.

When selecting a ticket in the list, the Ticket Details screen is displayed.

Figure 2-15)
Ticket Detail Screen

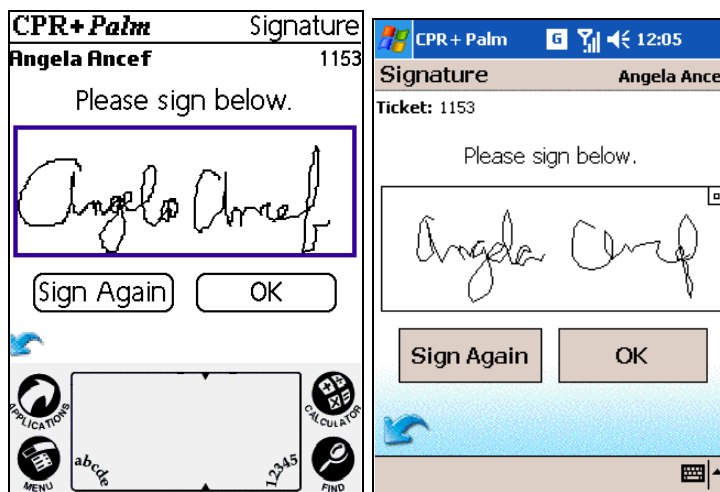


This screen displays the Ticket Number, Date, and each of the items listed on the ticket along with the quantities.

Capturing a Signature

When a ticket has the confirmation status of **F** and a delivery or pickup is made, a signature can be collected for later confirmation by tapping the **Signature** button on the Ticket Details screen. (*The Signature screen appears.*)

Figure 2-16)
Signature Screen



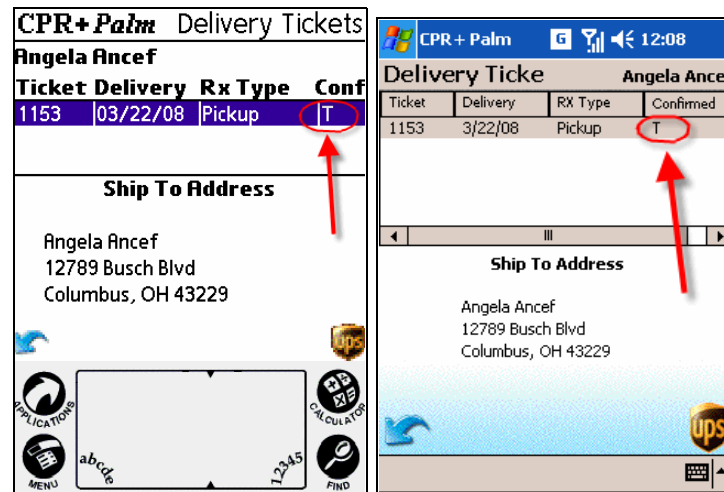
The electronic signature will be linked to this ticket for viewing purposes. Once the signature is collected and the **OK** button is tapped, the ticket can not be signed for

again and appears with a **T** in the ticket list.



For more information on syncing signatures and confirmed tickets, refer to “Ticket Confirmation with Signatures” section on page 39.

Figure 2-17)
Confirmed Ticket After
Signature

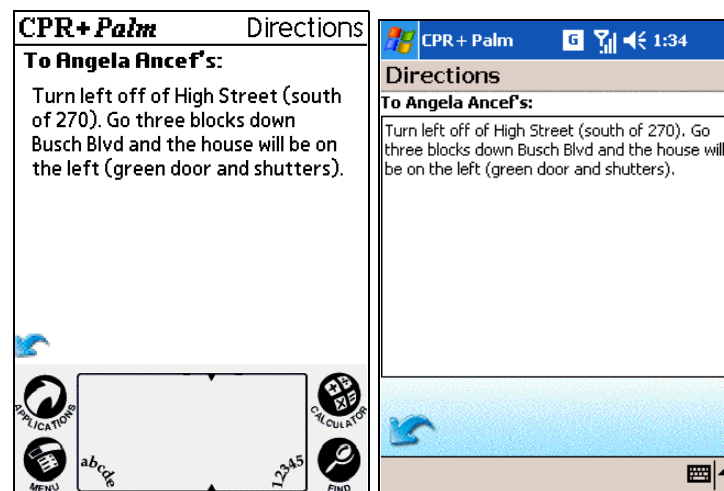


To return to the Patient Menu, tap the **curved arrow** icon in the lower left corner of the Delivery Tickets screen.

Accessing the Patient's Directions to Home

From the Patient Menu, tap the **Directions to Home** button to access the information on how to get to the patient's place of residence.

Figure 2-18)
Directions Screen



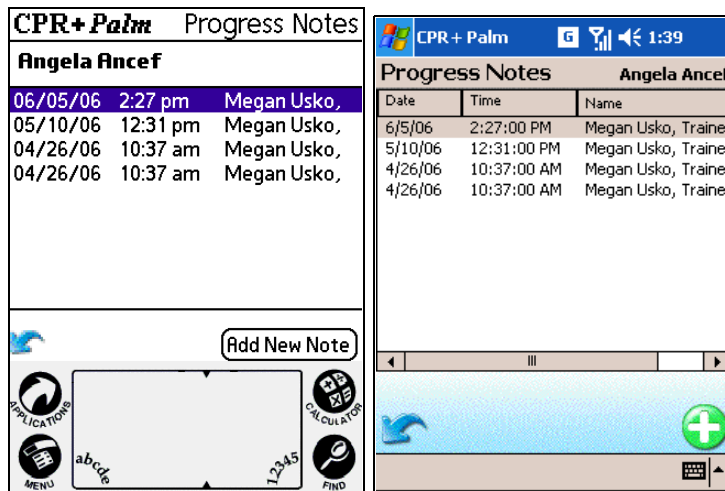
This **CPR+ Palm** feature is ideal for field nurses or delivery drivers so that they have turn-by-turn directions to the patient's home or place of service.

To return to the Patient Menu, tap the **curved arrow** icon in the lower left corner of the Directions screen.

Viewing the Patient's Progress Notes

Up to nine of the most recent Progress Notes will sync to **CPR+ Palm**. From the Patient Menu, tap the **Progress Notes** button. (*The Progress Notes screen appears.*)

Figure 2-19)
Progress Notes Screen



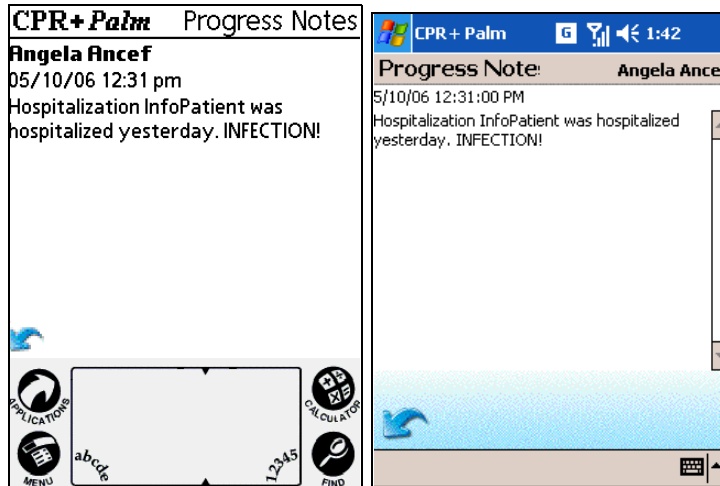
The Progress Notes are listed in order by date with the most recent note appearing at the top of the list. The individual's name that logged the original note in **CPR+** is also displayed. By tapping on a note in the list, the full progress note on that patient appears on the screen.



Use the PDA navigation buttons to scroll to the next Progress Note in the list if available.

Accessing the Patient Menu

Figure 2-20)
Individual Progress Note

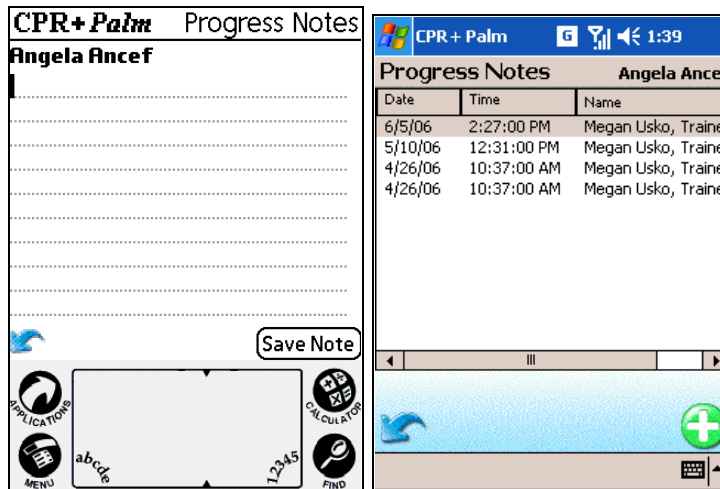


To return to the Progress Note screen, tap the **curved arrow** icon in the lower left corner.

Creating a New Progress Note

While on the Progress Notes screen, users have the ability to add an unlimited number of New Notes and upon return to the office they can sync the new note(s) back to **CPR+**. To add a new note for the selected patient, tap the **Add New Note** button on Palm OS devices or tap the **Plus Sign in the Green Circle** icon on Windows Mobile devices.

Figure 2-21)
New Progress Note Screen



After entering the new note, tap the **Save Note** button to return to the Progress Notes list.

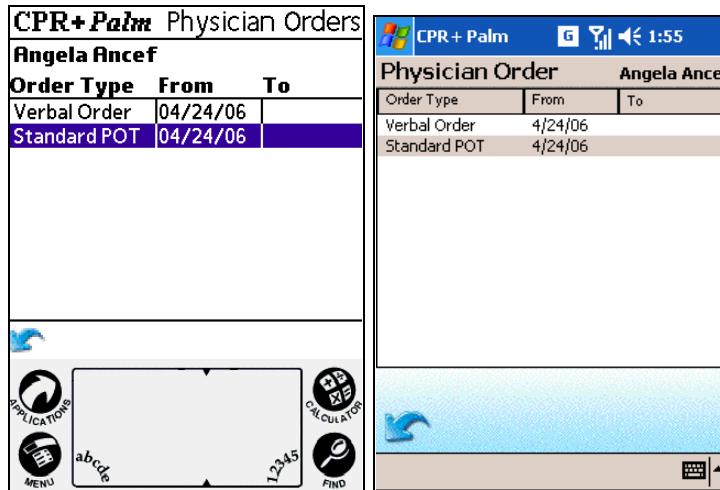
To return to the Patient Menu screen, tap the **curved arrow** icon in the lower left

corner of the Progress Note screen.

Accessing the Patient's Physician Orders

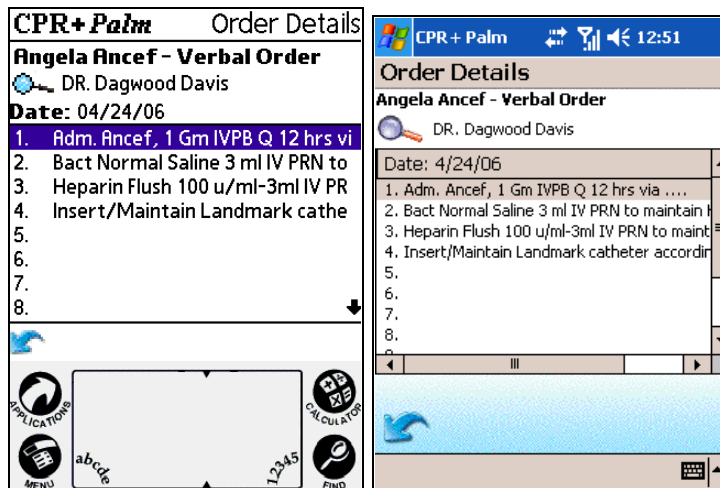
Up to nine Standard Plan of Treatments and up to nine Verbal Orders will sync to **CPR+ Palm**. This screen displays the Order Type, and From and To dates for each order. From the Patient Menu, tap the **Physician Orders** button. (*The Physician Orders screen appears.*)

Figure 2-22)
Physician Orders Screen



From this screen, you can view the individual orders by tapping one in the list. (*The Order Details screen appears.*)

Figure 2-23)
Order Details Screen



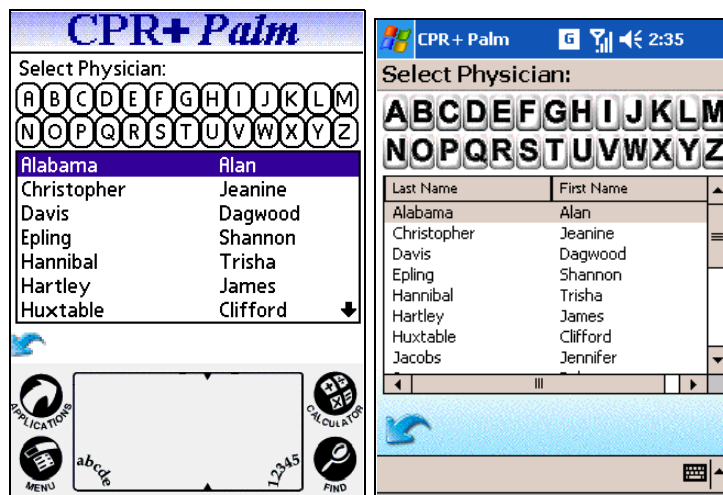
Tap one of the lines on the screen to view more information for that specific Plan of Treatment or Verbal Order.

To return to the Patient Menu screen, tap the **curved arrow** icon in the lower left corner of the Physician Orders screen.

Accessing the List of Physicians

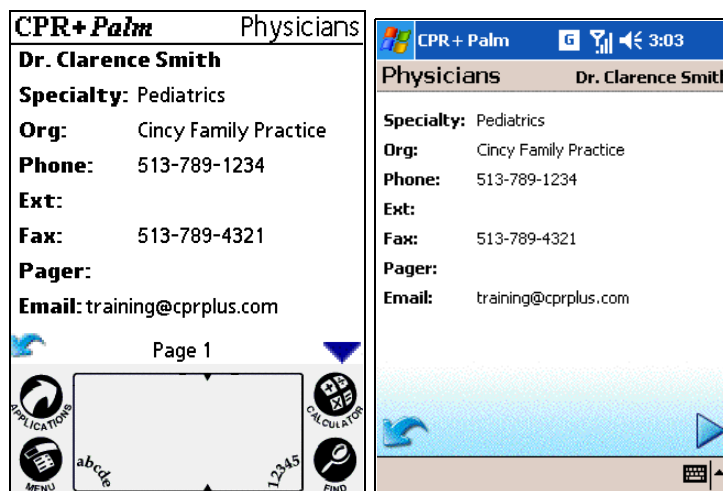
This information is valuable for a field nurse or on-call pharmacist when they need to contact a physician regarding a patient. From the Main Menu, tap the **Physicians** button. (*The Select Physician screen appears.*)

Figure 2-24)
Select Physician Screen



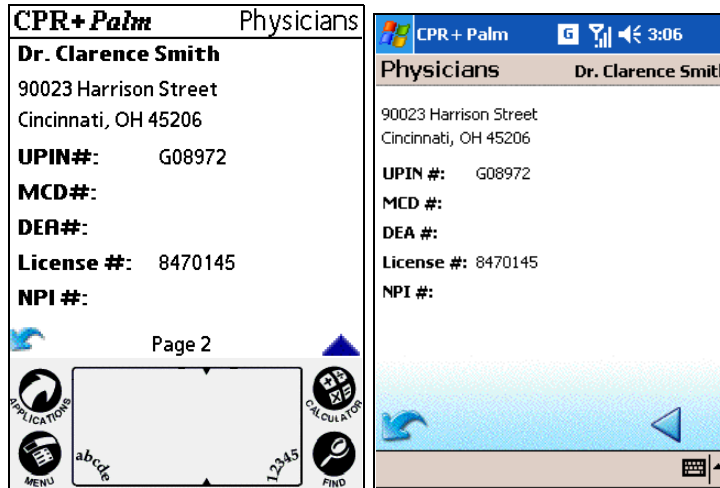
Simply tap the desired physician to go to the first screen of the Physician's record.

Figure 2-25)
Physician Information
(Page 1)



CPR+ Palm displays the Name, Specialty, Organization, various phone numbers, and email. To view additional Physician information, tap the **down arrow** or **right arrow** icons.

Figure 2-26)
Physician Information
(Page 2)



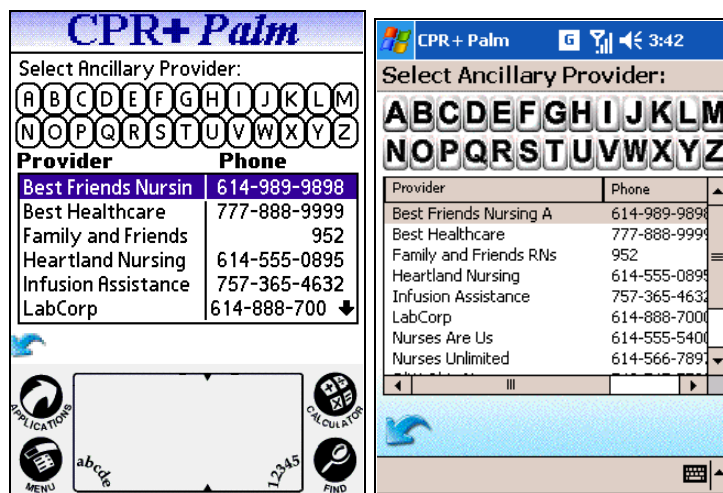
A second page of information consists of the Physician's Address, UPIN #, Medicaid #, DEA #, and License #.

To return to the Main Menu, tap the **curved arrow** icon in the lower left corner of the Physicians screen.

Accessing the List of Ancillary Providers

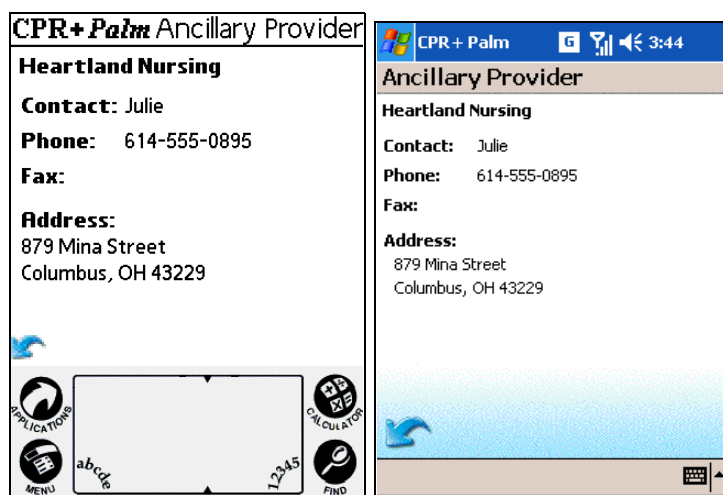
This information is valuable for a field nurse or on-call pharmacist when they need to contact a previous provider regarding a patient. From the Main Menu, tap the **Ancillary Providers** button. (*The Select Ancillary Provider screen appears.*)

Figure 2-27)
Select Ancillary
Provider Screen



Simply tap the desired provider to go to the Ancillary Provider record.

Figure 2-28)
Ancillary Provider
Screen



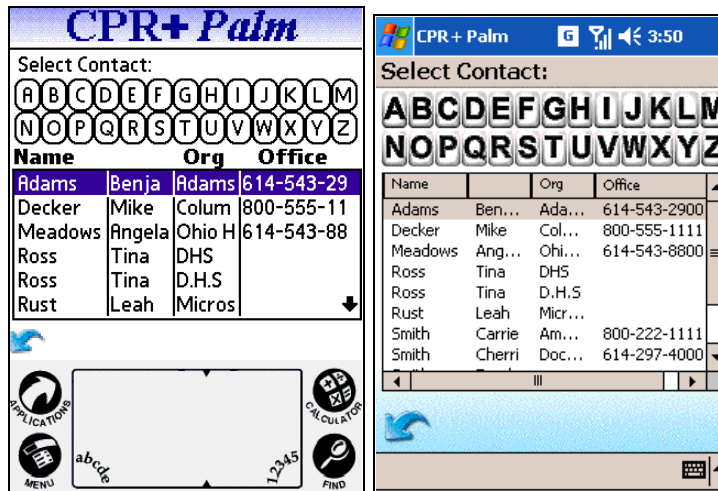
The Ancillary Provider screen shows the Organization Name, Contact, Phone and Fax Numbers, and Address.

To return to the Main Menu, tap the **curved arrow** icon in the lower left corner of the Ancillary Provider screen.

Accessing the List of Contacts

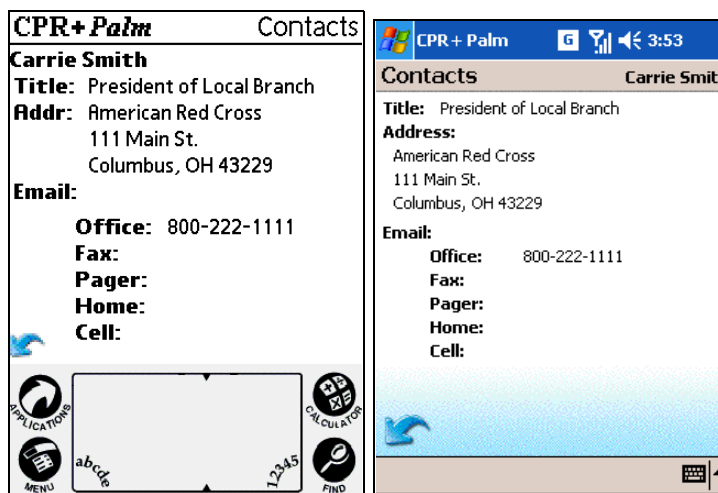
This information is valuable for a field nurse or on-call pharmacist when they need to contact an employee/co-worker after hours. From the Main Menu, tap the **Contacts** button. (*The Select Contact screen appears.*)

Figure 2-29)
Select Contact Screen



Simply tap the desired contact to go to the Contact's record.

Figure 2-30)
Contacts Screen



The Contacts screen displays the Name, Title, Address, email, and various phone numbers.

To return to the Main Menu, tap the **curved arrow** icon in the lower left corner of the Contacts screen.

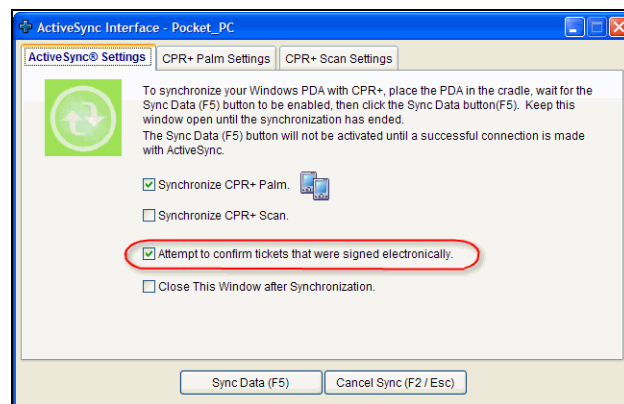
Syncing CPR+ Palm Data Back to CPR+

The next time the user syncs using either ActiveSync or HotSync, the following will happen:

- Any confirmed tickets with a signature are transferred back to **CPR+**
- Any new progress notes entered are transferred back to **CPR+**
- Any new information added to **CPR+** since the last sync is uploaded to **CPR+ Palm**.

From the File drop-down menu, select either the ActiveSync or HotSync option (related to the PDA used). When the screen is displayed, make sure that the *Attempt to confirm tickets that were signed electronically* checkbox is marked.

Figure 2-31)
ActiveSync Screen



After the sync occurs, **CPR+** and **CPR+ Palm** are updated with the latest information.

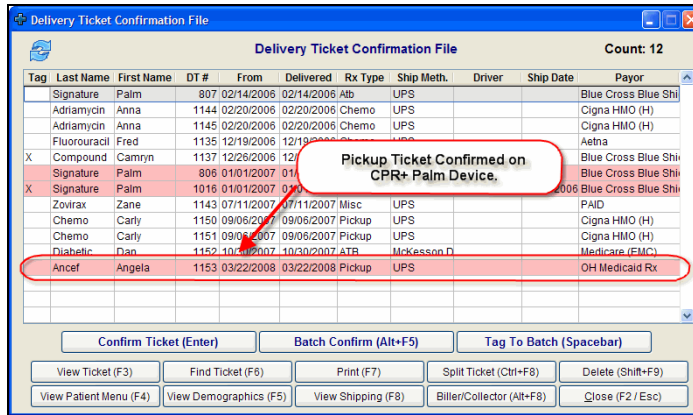
Ticket Confirmation with Signatures

When a ticket marked for confirmation is synced back to **CPR+**, the ticket will automatically confirm. If **CPR+** encountered any change to the ticket or other problem, the ticket will not be confirmed and will remain in the confirmation list highlighted in **red**. These tickets must be fixed and confirmed manually.



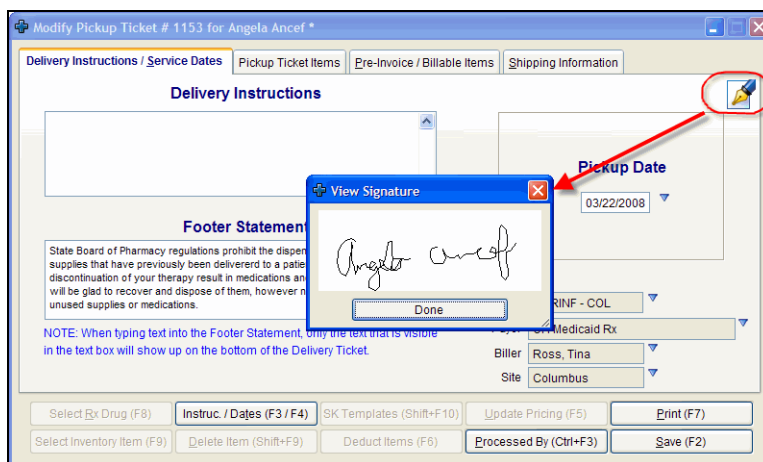
The Delivery Ticket Confirmation File is located under the Things To Do Menu in **CPR+**.

Figure 2-32)
Delivery Ticket
Confirmation Screen



Select the highlighted ticket and click the **View Ticket (F3)** button. (*The Modify Delivery Ticket or Pickup Ticket screen appears.*)

Figure 2-33)
View Signature
Window



To view the signature, click the **Pen on Paper** icon in the upper-right corner of the screen. (*The View Signature screen appears.*)

Review the ticket for any issues that need to be corrected manually. When corrected, click the **Save (F2)** button to return to the Delivery Ticket Confirmation screen. You can then:

- Confirm the ticket by clicking the **Confirmation (Enter)** button.
- Press the **<Spacebar>** key to confirm the ticket later in a batch confirmation.

Index

A

Active Medications 28
ActiveSync 11
Ancillary Providers 37

C

confirmed tickets 31
Contacts 38

D

Delivery Ticket
 confirmation 39
Delivery Tickets 13
 confirmed 13

F

flagged orders 13

H

HotSync 11

I

important note 7

K

Keyboard Commands 5
Keyboard Shortcuts 5

M

Main Menu 22

N

New Progress Notes 33

P

Patient Menu
 Delivery/Pickup Tickets 29
 Directions to Home 31
 Medication Profile 28
 Physician Orders 34
 Progress Notes 32

Physicians 35
Popup Windows 6
Progress Notes 13

R

relevant note 7

S

save time note 7
signature 30
Standard Plan of Treatment 13, 34

V

Verbal Orders 13, 34

W

warning note 7