



Virtual Care Manager

Version 2.22

User Guide

December 2023

User Guide

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1. Overview

Virtual Care Manager (VCM) integrates telehealth and digital health solutions into the care of our Veterans. Capabilities in VCM include:

My Workspace:

- **Schedule:**
 - View all appointments (video, phone, in-person) by:
 - Authenticated user (default)
 - Other healthcare professional
 - VistA clinic(s)
 - Create, edit, and join video visits.
- **Image/Video Requests:** Request photos or videos from patients for review.
- **My VCM Notes:** Draft notes in VCM (which can be sent to CPRS).
- **Facility Contact Information:** View clinic-based telehealth emergency handoff procedure and contacts at all VHA healthcare facilities.
- **e911:** Enter patient location address to obtain a phone number to the local 911 services at the patient location.

Patient Care:

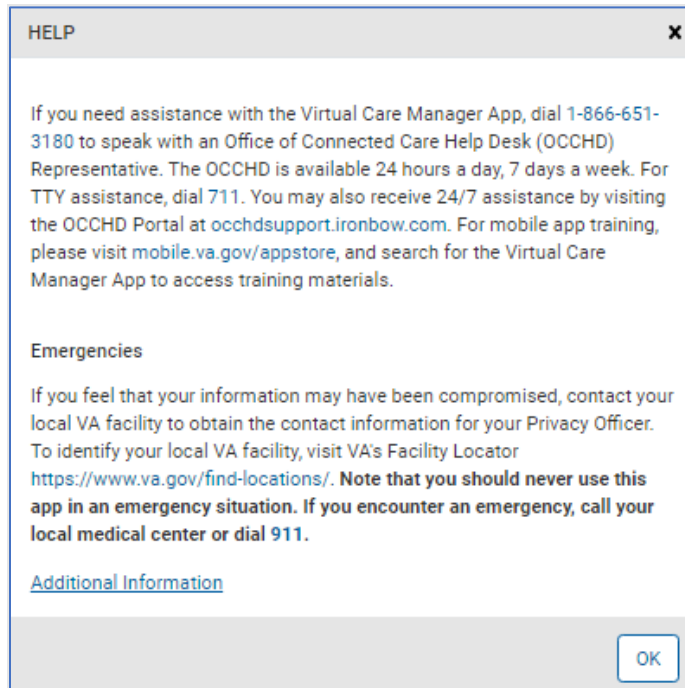
- **Appointments:** View all of a patient's appointments (video, phone, in-person). Create, edit, and join video visits.
- **Image/Video Requests:** Request patients submit photo or videos to providers.
- **Documents:** Progress Notes, Discharge Summaries, Radiology notes, and Surgery notes
- **Patient Data:** View vitals and labs, including any data submitted by patients from connected devices (Apple Watch, Fitbit) and apps.
- **Condition Graphs:** View patient data for weight and BMI, daily calorie balance, activity, sleep metrics, and daily heart rate.

Clinical Dashboards:

- Condition-specific dashboards utilize patient data from the VA's data warehouse and from patient-generated health data (PGHD) to offer insights, trends, and opportunities for intervention.

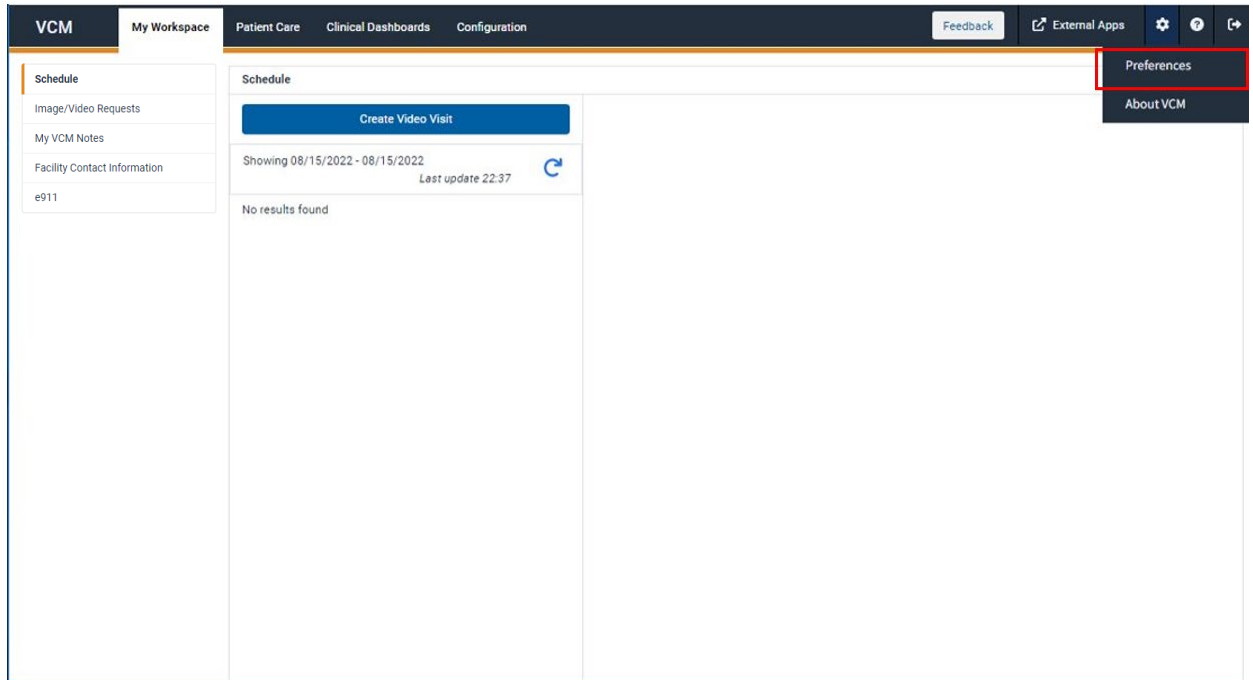
2. Settings and Help

Select the **Settings** button with the gear icon on the right side of the toolbar, to see the drop-down menu for Preferences and information About VCM. Select the **Help** button with the question mark on the right side of the toolbar for options for assistance, what to do in case of an emergency and for additional information. All items in the toolbar are available across My Workspace, Patient Care, Clinical Dashboard and Configuration tabs. (See images of **Help** and the toolbar below.)



2.1 Preferences

Customize your user experience by selecting **Preferences** from the Settings drop-down menu.



2.1.1 Contact Info & Colleagues

The information on the Contact Info & Colleagues tab is used for creating and managing virtual video appointments.

1. New users will need to enter contact information for the first time. Returning or existing users will have some information already included, which should be verified to ensure it is up to date to take full advantage of new capabilities being added to VCM.
2. Add or verify your contact information in the **Contact Info** section. The cell phone number entered will be used for Text Notifications.

Select the **Add Colleague** button to easily add up to five other healthcare providers with whom you most frequently collaborate to easily include them in Video Visits.

PREFERENCES

Contact Info & Colleagues

Notifications

Clinics for Schedules

Navigation

* Required Field

MY CONTACT INFO

Your contact information will be used to allow you to participate in virtual video appointments.

* Primary Email Address (VA):

provider1@email.ooo

Additional Email Address:

provider1alt@email.ooo

* Cell Phone for Text Notifications:

(000) 000-0000

Work Phone:

(999) 999-9999

Ext:

9999

COLLEAGUES

Select up to 5 colleagues you most often include on patient interactions.

Add Colleague

Cancel

Save & Close

8 | Page

2.1.1.1 Join Another Provider's Video Visit

1. In Preferences, an **additional provider** that needs to join another provider's video session goes to Settings -> Preferences -> Contact Info & Colleagues and then enters provider's VA email address in "Additional Email Address", selects "Save & Close".

PREFERENCES [X]

Contact Info & Colleagues | Notifications | Clinics for Schedules | Navigation

MY CONTACT INFO * Required Field

Your contact information will be used to allow you to participate in virtual video appointments.

* **Primary Email Address (VA):** **Additional Email Address:**

* **Cell Phone for Text Notifications:** **Work Phone:** **Ext:**

COLLEAGUES

Select up to 5 colleagues you most often include on patient interactions.

[Add Colleague](#)

[Cancel](#) [Save & Close](#)

2. Now, the **additional provider** should be able to see all of the other provider's video visits in "My Workspace". They will be interspersed with the additional provider's own visits but in the details, the **additional provider** will see the provider's name for the particular one scheduled.
3. As long as the **additional provider** is viewing the appointment during the time of the visit, the **additional provider** should be able to select "Start Video Visit" and join the visit.

2.1.2 Notifications

Use the Notifications tab to set preferences for how you are notified or reminded about upcoming video appointments.

You must select to receive either an email or a text notification when the appointment is created. For day of appointment reminders, you may select to receive email, text, both, or neither.

PREFERENCES

Contact Info & Colleagues **Notifications** Clinics for Schedules Navigation

NOTIFICATIONS FOR VIDEO APPOINTMENTS

I want to receive the following notifications about Video Appointments.
Note: At least one is required for When Created

* When Created:

☒ Email

☒ Text

On Day of Appointment:

☒ Email

☒ Text - 5 minutes before

Email will be sent to your Primary Email Address (VA):

* Primary Email Address (VA):

provider1@email.ooo

* Cell Phone for Text Notifications:

(000) 000-0000

* Time Zone:

Cancel Save & Close

2.1.3 Clinics for Schedules

The Clinics for Schedules tab allows you to link your user information profile with the profiles of up to ten of the healthcare provider clinics you communicate with most frequently.

PREFERENCES

Contact Info & Colleagues Notifications **Clinics for Schedules** Navigation

CLINICS FOR SCHEDULES

Select up to 20 clinics you most often include on patient interactions.

Add Clinic

Select --

Clir

- BECKMAN GI CLINIC
- BEVHEARING AID CLINIC FTC
- BMS DISCHARGE CLINIC
- BONDE CLINIC
- BROOMFIELD REMINDER CLINIC
- BROOMFIELD WOMENS CLINIC
- BRUSH CLINIC
- BUSTER BROWN CLINIC

Cancel Save & Close

1. Select the **Add Clinic** button to reveal the search field. Begin typing and a drop-down selection list will populate using that criteria.
2. Scroll to search through the results and make a choice or enter more characters to refine the options available. Choose the healthcare clinic from the list to add it to the tab.

PREFERENCES

Contact Info & Colleagues Notifications **Clinics for Schedules** Navigation

CLINICS FOR SCHEDULES * Required Field

Select up to 20 clinics you most often include on patient interactions.

[Add Clinic](#)

Clinic List:

CLINICAL PHARMACIST	X
BECKMAN GI CLINIC	X

[Cancel](#) [Save & Close](#)

3. Choose additional clinics if needed.
4. Quickly revise the list of added clinics by selecting the “X” on the right side of the clinic name to remove it.

2.1.4 Navigation

From Preferences, a VCM user can select where to start in the application when they launch it. The Navigation tab offers the option to open VCM in My Workspace, Patient Care, Clinical Dashboards, or Configuration. Using the dropdown fields, the user can also select the default display once they are in My Workspace or Patient Care (regardless of whether either of these are their navigation default at sign-in). The defaults are My Workspace for sign-in navigation and for Schedule to display within My Workspace.

PREFERENCES

Contact Info & Colleagues Notifications Clinics for Schedules **Navigation**

NAVIGATION PREFERENCES * Required Field

When I sign in to VCM, I want to start on the following Tab:

☒ My Workspace
 ☐ Patient Care
 ☐ Clinical Dashboards
 ☐ Configuration

When I open My Workspace, start on:

Schedule

When I open Patient Care, start on:

(After putting patient in context) Appointments

[Cancel](#) [Save & Close](#)

After selecting a VCM tab, the user can select the menu option from that tab. They can then set their menu preference for the unselected tab. After closing and re-starting VCM, the selected tab and menu options will become the defaults for the user.

The image shows two screenshots of the 'PREFERENCES' dialog box, 'Navigation' tab. The left screenshot shows the 'When I open My Workspace, start on:' dropdown set to 'Schedule'. The right screenshot shows the 'When I open Patient Care, start on:' dropdown set to 'Appointments'.

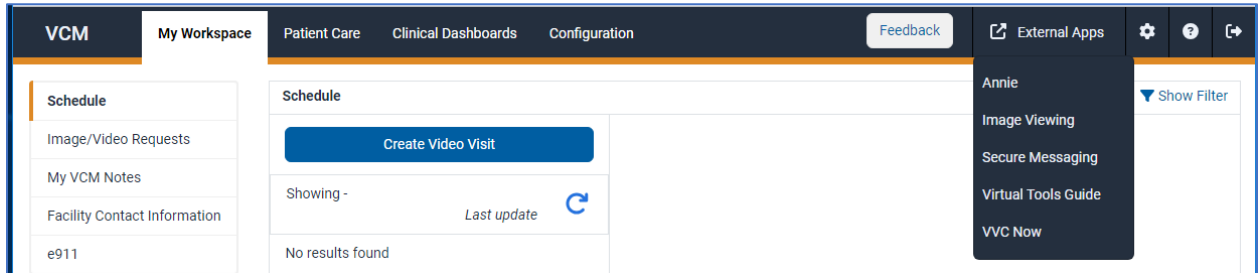
2.2 About VCM

The image shows the 'ABOUT' dialog box. It contains the following information:

- Title:** Virtual Care Manager
- Version:** 2.22.4
- Virtual Care Manager (VCM) integrates telehealth and digital health solutions into the care of our Veterans. Capabilities in VCM include:**
 - My Workspace:**
 - Schedule:**
 - View all appointments (video, phone, in-person) by:
 - Authenticated user (default)
 - Other healthcare professional
 - Vista clinic(s)
 - Create, edit and join video visits.
 - Image/Video Requests:** Review status of photo or video requests to patients.
 - My VCM Notes:** Review draft notes in VCM (which can be sent to CPRS).
 - Facility Contact Information:** View clinic-based telehealth emergency handoff procedures, contacts, and facility operating status at all VHA healthcare facilities.
 - e911:** Enter patient location address to obtain a phone number to the local 911 services at the patient location.
 - Patient Care:**
 - Appointments:** View all of a patient's appointments (video, phone, in-person). Create, edit, and join video visits.
 - Patient Data:** View vitals and labs, including any data submitted by patients from connected devices (Apple Watch, FitBit) and apps.
 - Condition Graphs:** View patient data for weight and BMI, daily calorie balance, activity, sleep metrics, and daily heart rate.
 - Image/Video Requests:** Request patients submit photo or videos to providers.
 - Clinical Dashboards:**
 - Condition-specific dashboards utilize patient data from the VA's data warehouse and from patient-generated health data (PGHD) to offer insights, trends, and opportunities for intervention.
 - Selection can be either condition or patient specific.
- More information and step-by-step instructions are available in the [Virtual Care Manager User Manual](#).

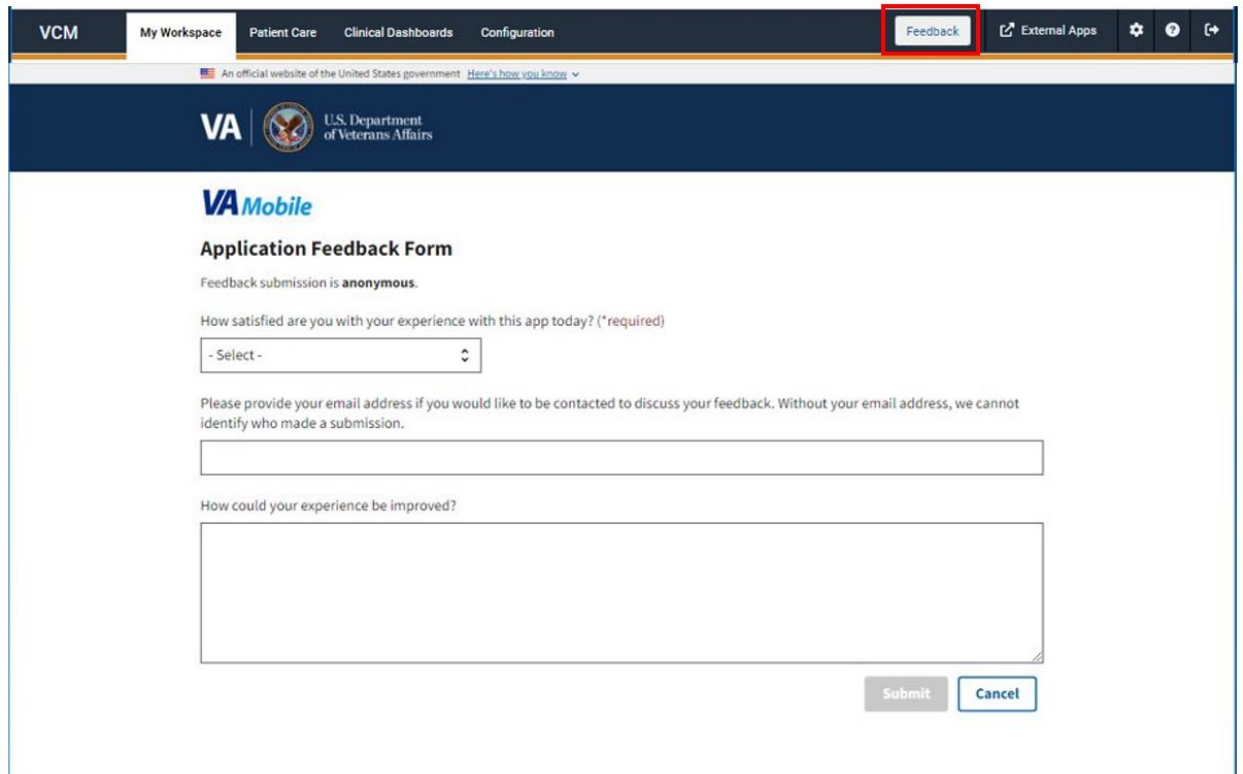
3. External Apps

Select External Apps to launch other VA applications from Virtual Care Manager. These applications will open in a separate browser tab or window. The external applications available are Annie, Image Viewing, Secure Messaging, Virtual Tools Guide, and VVC Now.



4. Feedback UI

Feedback UI button is available in the header bar in VCM. The link to the Feedback UI application gives users an opportunity to provide comments about VCM. Selecting the Feedback UI button causes the Feedback UI application to open in a new tab or window.



The screenshot shows the VA Mobile Application Feedback Form. At the top, there is a navigation bar with tabs: VCM, My Workspace, Patient Care, Clinical Dashboards, Configuration, and Feedback (highlighted with a red box). To the right of the Feedback tab are icons for External Apps, settings, help, and a share icon. Below the navigation bar is a header section with the VA logo and the text "U.S. Department of Veterans Affairs". The main content area is titled "VA Mobile Application Feedback Form". It states "Feedback submission is anonymous." and asks "How satisfied are you with your experience with this app today? (*required)". Below this is a dropdown menu with the text "- Select -". A note follows: "Please provide your email address if you would like to be contacted to discuss your feedback. Without your email address, we cannot identify who made a submission." Below this is a text input field. Another question asks "How could your experience be improved?" followed by a larger text area. At the bottom right, there are two buttons: "Submit" and "Cancel".

5. Patient Care Tab

This tab is the Patient Care area of VCM, which provides information related to the selected patient.

Note: To create an appointment for a patient, they must be in the current Veterans Health Information System and Technology Architecture (Vista). Otherwise, refer to Section 6.1.3 *Create New Video Visit for a Single Veteran (Email Only)*.

VA.gov profile is the source for the patient address, email, and phone number options. Information on how patients can update their address and other contact information can be found at:

<https://www.va.gov/change-address/>

5.1 Patient Search – Select Patient

Patient searches are supported by three categories, or filters, for focusing the search criteria:

- **Name**
- **Clinic**
- **Ward**

5.1.1 Patient Name Search

The default view on the Name search screen displays the most recent patients in a list on the right.

For patients who are sensitive will be noted as **Sensitive** and the SSN does not display. For non-sensitive patients, the last 4 of the SSN displays.

Select Patient

SELECT BY

Name Clinic Ward

Search patient by name or SSN (e.g. Smith, John or S1234)

RECENT PATIENTS (LAST 50)

Showing 1-27 of 27 results

Patient Name	Last 4 SSN
VETERAN, ONE	***-**-0000
VETERAN, TWO	***-**-0000
VETERAN, THREE	***-**-0000
VETERAN, FOUR	***-**-0000
VETERAN, FIVE	***-**-0000
VETERAN, SIX	***-**-0000

1

My Workspace **Patient Care** Feedback

Select Patient

SELECT BY

Name Clinic Ward

vet

Search patient by name or SSN (e.g. Smith, John or S1234)

Clear Search

SEARCH RESULTS

Filter results by keyword

Filters only applied to displayed results.

Showing 1-16 of 16 results

Patient Name

VETERAN, TWO +

VETERAN, THREE +

VETERAN, ONE -

Last Name: VETERAN Gender: M
 First Name: ONE Location: Not Currently Admitted
 Date of Birth: 01/01/1900 SSN: 000-00-0000
 Age: 48

Select VETERAN, ONE

My Workspace **Patient Care** Clinical Dashboard Configuration

To search for a patient by name:

1. Begin typing all or part of the **patient's last name** or **Social Security Number (SSN)** (SSN search with or without dashes, OR the "Last Init + SSN Last 4" (e.g., S1234)) in the search field. Results will appear on the right side of the screen, generated by the characters typed in the search field. Enter more characters to narrow the search results.
2. Scroll through the results to find the name, expand the record to confirm the identified patient by selecting the "+", or "**plus-sign**" to the right of their name.
3. Confirm by using the **Select** button with their name.

If the patient selected is sensitive, the SSN and Date of Birth (DoB) will display as *Sensitive*.

Select Patient

SELECT BY

Name

Clinic

Ward

Search patient by name or SSN (e.g. Smith, John or S1234)

RECENT PATIENTS (LAST 50)

Filter results by keyword

Filters only applied to displayed results.

Showing 1-21 of 21 results

VETERAN, ONE	*SENSITIVE*	-
<div> <div>Last Name: VETERAN</div> <div>First Name: ONE</div> <div>Date of Birth: *Sensitive*</div> <div>Age: 95</div> </div> <div> <div>Gender: F</div> <div>Location: Not Currently Admitted</div> <div>SSN: *Sensitive*</div> </div>		
<input type="button" value="Select VETERAN, ONE"/>		
VETERAN, TWO	*SENSITIVE*	+
VETERAN, THREE	***-**-0000	+

When the Patient is selected, a modal displays to confirm selection of the patient.

SENSITIVE/RESTRICTED RECORD

X

WARNING: This patient's record is **Sensitive**.

To proceed you need to have a medical record need to know to access the data. Accessing this record will be tracked.

Do you want to continue opening this patient's record?

5.1.2 Clinic Search

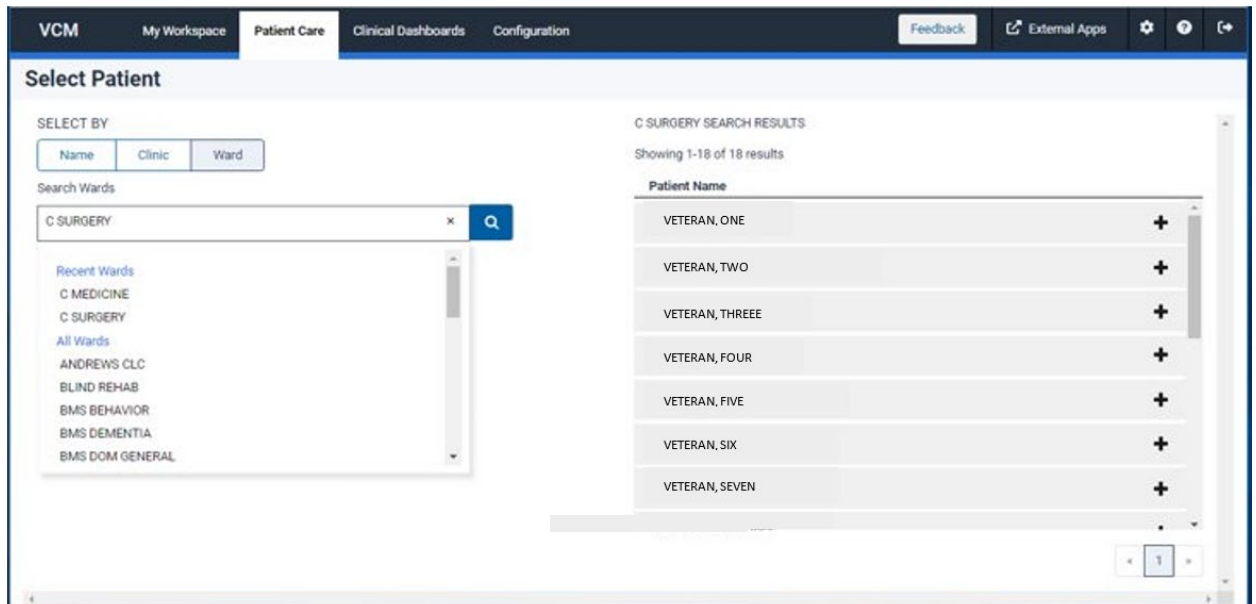
The default view on the Clinic search screen displays the most recent clinics in a list on the left. Clinic Search is not available for future dates. To search for a patient in Clinic, the date range must be on or earlier than the current date.

To search for a patient by Clinic:

1. Begin typing the **clinic name**. Results will appear on the right side of the screen, generated by your search criteria.
2. Search by Clinic does not support future dates.
3. Scroll through the results to find the patient name, expand the record to confirm the identified patient by selecting the “+”, or “**plus-sign**” to the right of their name.
4. Confirm by using the **Select** button with their name.

5.1.3 Ward Search

The default view on the Ward search screen displays the most recent Wards in a list on the left.



To search for a patient by Ward:

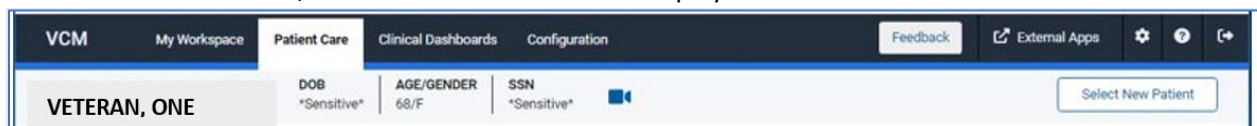
1. Begin typing the **ward name**. Results will appear on the right side of the screen, generated by your search criteria.
2. Scroll through the results to find the patient name, expand the record to confirm the identified patient by selecting the “+”, or “**plus-sign**” to the right of their name.
3. Confirm by using the **Select** button with their name.

Once a patient is found in the search results and they are selected, details for the patient in context will display in a banner at the top of the screen, with quick-access buttons for additional information and messaging.



4. Revert to the Patient Search screen by choosing the **Select New Patient** button on the right side of the details banner.

If the Patient is Sensitive, the DOB and SSN areas will display *Sensitive*.



The area over patient information is selectable and will display a border when the mouse moves over it.

When a user selects the Patient information area, the Patient Details modal displays. The Date of Birth and SSN are fully displayed in this modal for all patients.

If a patient has had a Video Visit within the past 2 years, a badge displays with the patient information at the top of the page. If the patient has any GFE (government-furnished equipment), corresponding badges will appear in the Patient Details modal display. A **tablet badge** will display if the patient has a GFE tablet and a **medical bag** badge will display if the patient has any GFE peripheral devices. (See images above.)

PATIENT INFORMATION DETAILS

VETERAN, ONE

DOB: 00/00/1900 | AGE/GENDER: 95/F | SSN: 000-00-0000

Postings

CWAD: CWAD

Service Connected:

% Service Connected: 0

Sensitive: Yes

Demographics

Home Address: 123 Main Street
Anywhere, VA 0000

Telephone:

Home Phone: (000) 000-0000

Work Phone: (000) 000-0000

Cell Phone:

Next of Kin:

Name:

Relationship:

Phone:

Close

If a patient has had an ATLAS Appointment within the past 2 years, a badge displays with the patient information at the top of the page.

VCM | My Workspace | **Patient Care** | Clinical Dashboards | Configuration

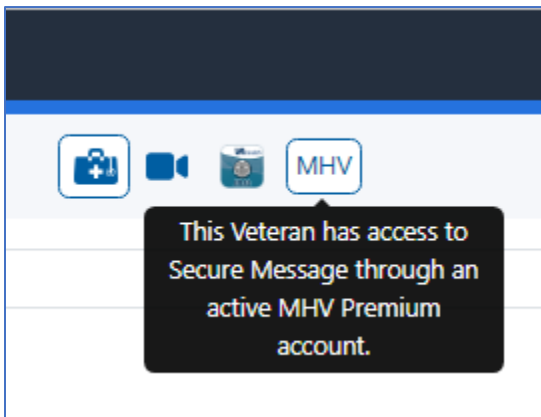
VETERAN, ONE

DOB: 01/01/1900 | AGE/GENDER: 40/M | SSN: ***-**-0000

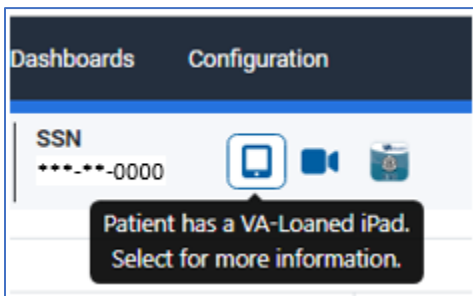
Hovering over the badge will provide more context to the user.



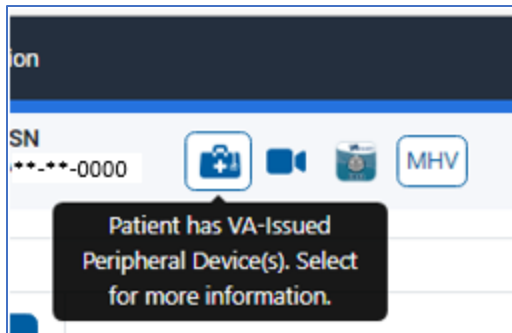
If the user has an active Secure Messaging account in My HealtheVet an MHV icon displays. Hovering over the icon displays MHV icon usage. Selecting the icon opens a modal with further information about Secure Messaging.



If the user has a VA-loaned iPad an icon displays in the header bar. Hovering over the icon displays text that the user has a VA-loaned iPad. Selecting the icon opens a modal with details about the iPad issued to the Patient.



If the user has VA-issued peripheral devices an icon displays in the header bar. Hovering over the icon displays that information. Selecting the icon opens a modal that lists all VA-issued peripheral devices for that Patient.



5.2 Appointments

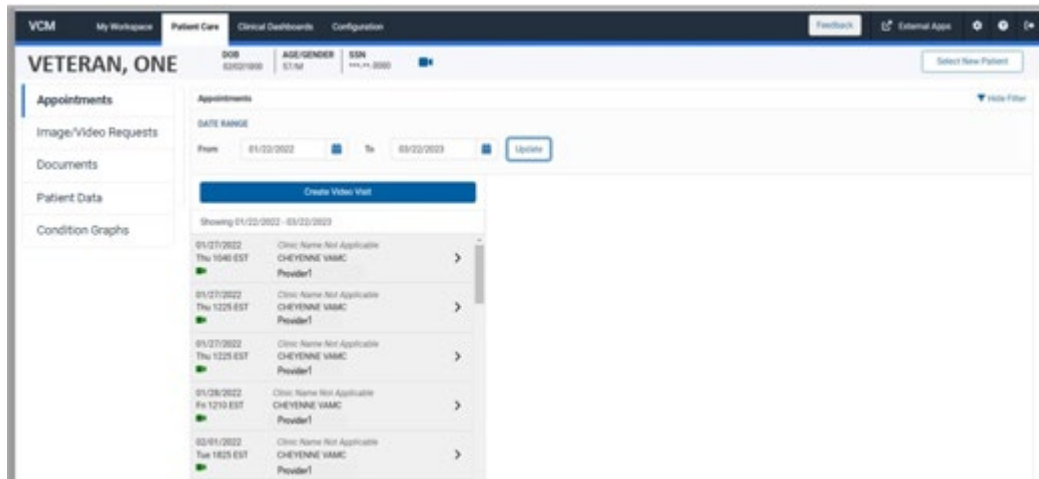
5.2.1 Upcoming Appointments

Scheduled appointments for a patient can be viewed within their Appointments tab. Appointments displayed include Telehealth, Traditional (In Person), and Telephone.

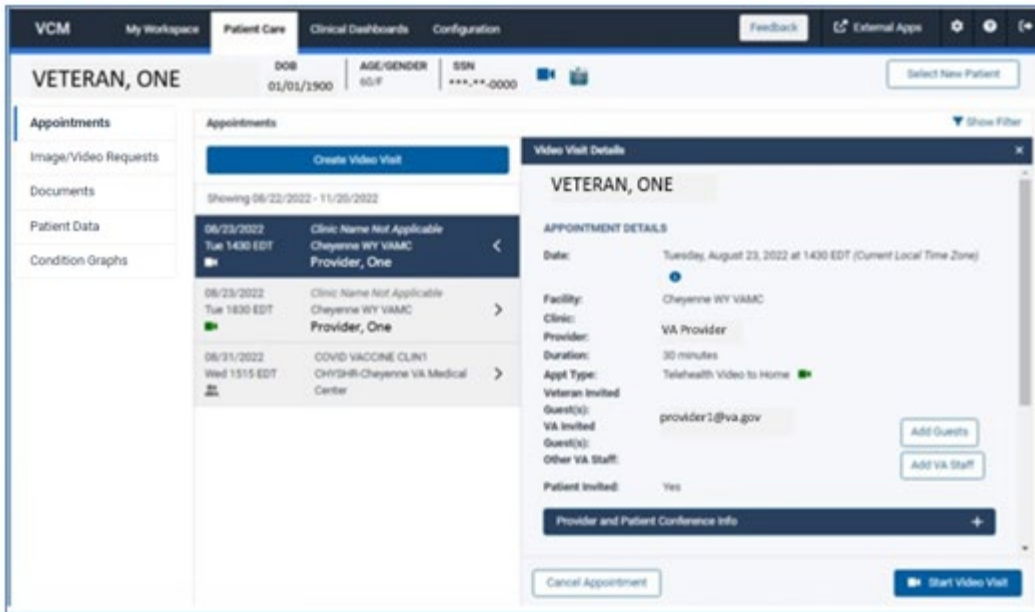
If the appointment is Telehealth, a video camera icon displays in the list view. If the Clinic name contains “Phone” or “Telephone”, a telephone icon displays. Traditional (In Person) appointments do not have an icon.

5.2.1.1 Appointment Filter

1. Expand or minimize the date range Filter using the **From** and **To** fields, and then select the **Update** button for the modified results to appear. A three-month default range will appear automatically.
2. Select an **appointment** from the results to view the Appointment Details.



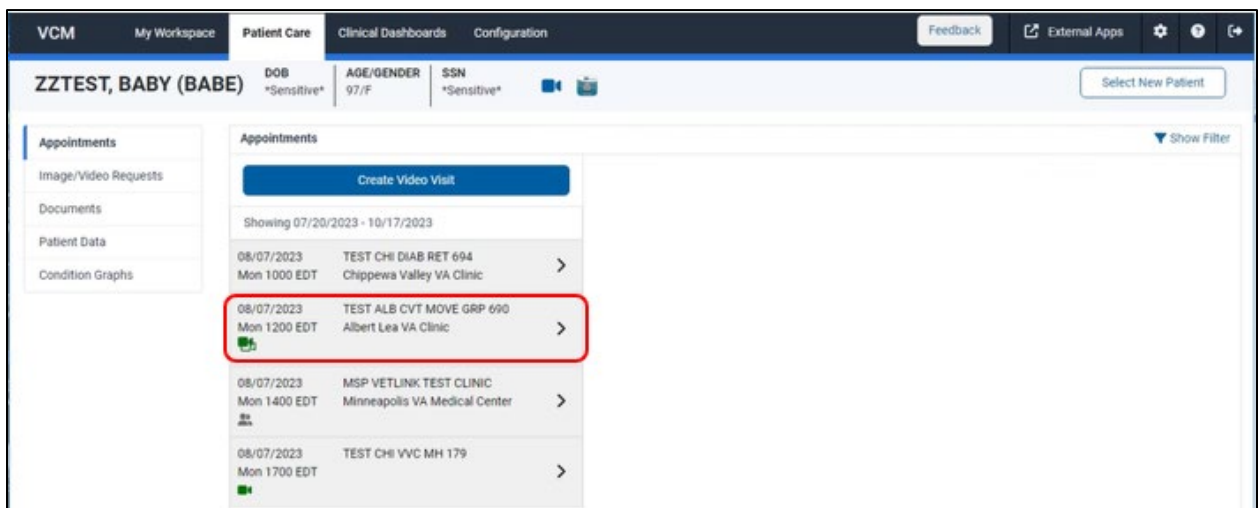
A single Camera icon indicates a Video Visit. If the Camera icon is an outline that indicates that no VMR has been created for that Video Visit.



A double camera icon in List View indicates that the appointment type is Telehealth Video to VA Location. The full appointment information can be viewed in Details View.

If both the double cameras are outline (not filled in) this indicates that no Video Visit has been created for that appointment.

Full appointment information can be viewed in Details View.



5.2.1.2 Appointment Details View

In the Appointment Details, there are appointment management buttons for Telehealth appointments, such as a Resend Notification button for updates to appointments, a Start button for Video Visits, and a Cancel Appointment button.

To assist the VCM user and patient with joining the Video Visit manually, the **plus sign (+)** next to the **Provider and Patient Conference Info** within Video Visit details may be selected to expand the field and display any Audio Dial-In information, as well as the Meeting Alias and Patient PIN. The Provider PIN is also included, but with a warning that this information cannot be shared with the patient, as it would allow the patient to have host privileges during the Video Visit. (See images below.)

Note: Traditional and Telephone appointments cannot be managed from VCM.

Video Visit Details

VETERAN, ONE

APPOINTMENT DETAILS

Date: Tuesday, August 23, 2022 at 1430 EDT (Current Local Time Zone) ⓘ

Facility: Cheyenne WY VAMC

Clinic:

Provider: Provider One

Duration: 30 minutes

Appt Type: Telehealth Video to Home 🟢

Veteran Invited

Guest(s):

VA Invited Guest(s): Provider1@email.ooo

Other VA Staff:

Patient Invited: Yes

Buttons: Add Guests, Add VA Staff

Provider and Patient Conference Info +

PATIENT CONTACT INFORMATION

Phone Number: None

Email: veteran1@email.ooo

Buttons: Resend Invite, Cancel Appointment, Start Video Visit

If the appointment KIND (or Appt Type) was an ATLAS appointment, then the ATLAS Site POC information will be included within the Appointment Details View.

Video Visit Details

VETERAN, ONE

APPOINTMENT DETAILS

Date: Thursday, January 01, 2020 at 1100

Facility: ENLOW Recheck

Clinic: Blue Jetstream

Provider: Provider1@email.ooo

Duration: 60 Minutes

Appt Type: VA ATLAS App

ATLAS Site POC Info

Name: ATLAS POC

Email: ATLASpoc@email.ooo

Phone Number: (000) 000-0000

Provider and Patient Conference Info

To join manually or through video conference device:

Audio Dial-In:

n/a

Meeting Alias:

vac000000000@care.000

Patient PIN:

000000#

Provider's alias and PIN cannot be shared to patient.

Provider PIN:

999999#

PATIENT CONTACT INFORMATION

A double camera icon in Details View indicates that the appointment type is Telehealth Video to VA Location and both the Provider and Patient Clinics are listed.

VCM
My Workspace
Patient Care
Clinical Dashboards
Configuration
Feedback
External Apps

ZZTEST, BABY (BABE)
DOB *Sensitive*
AGE/GENDER 97/F
SSN *Sensitive*
Select New Patient

Appointments
Image/Video Requests
Documents
Patient Data
Condition Graphs

Appointments
Create Video Visit
Showing 07/20/2023 - 10/17/2023

08/07/2023 Mon 1000 EDT	TEST CHI DIAB RET 694 Chippewa Valley VA Clinic	>
08/07/2023 Mon 1200 EDT	TEST ALB CVT MOVE GRP 690 Albert Lea VA Clinic	<
08/07/2023 Mon 1400 EDT	MSP VETLINK TEST CLINIC Minneapolis VA Medical Center	>
08/07/2023 Mon 1700 EDT	TEST CHI VVC MH 179	>

Video Visit Details
ZZTEST, BABY

APPOINTMENT DETAILS

Date: Monday, August 7, 2023 at 1200 EDT (Current Local Time Zone)

Facility: Albert Lea VA Clinic

Provider Clinic: TEST MSP CVT MOVE PROV 692

Patient Clinic: TEST ALB CVT MOVE GRP 690

Duration: 30 minutes

Appt Type: Telehealth Video to VA Location

PATIENT CONTACT INFORMATION

Phone Number: (703) 346-1099

Email: pamea.barbour@va.gov

COMMENT

5.2.1.3 Add Guests

To add up to five guests, select the **Add Guests** button on the Video Visit Details view. The Add Guests modal will appear, with entry fields for guest Email address and Name, with a default of two guests. To add up to three more guests, select the **Add Additional Guest** button to reveal additional guest information entry fields.

The screenshot shows a modal window titled "ADD GUESTS" with a close button (X) in the top right corner. The modal contains two sections for adding guests. The first section, labeled "Guest #1", includes an "Email:" field with the text "veteran.two@email.ooo", a "First Name:" field with the text "Veteran", and a "Last Name:" field with the text "Two". The second section, labeled "Guest #2", includes an "Email:" field with the text "veteran.three@email.ooo", a "First Name:" field with the text "Veteran", and a "Last Name:" field with the text "Three". Below these sections is a button labeled "Add Additional Guest". At the bottom of the modal are two buttons: "Cancel" on the left and "Add Guests" on the right.

Once all guest details have been added, select the **Add Guests** button again, to save their information in the appointment.

5.2.1.4 Add VA Staff

To add up to five VA Staff, select the **Add VA Staff** button on the Video Visit Details view. The Add VA Staff modal will appear, with entry fields for VA staff Email address and Name, with a default of two VA staff members. To add up to three more VA staff members, select the **Add Additional VA Staff** button to reveal additional staff information entry fields.

The screenshot shows a modal window titled "ADD VA STAFF" with a close button (X) in the top right corner. The modal contains a section labeled "VA Staff" with a button labeled "Add Additional VA Staff". At the bottom of the modal are two buttons: "Cancel" on the left and "Add VA Staff" on the right.

Once all VA Staff details have been added, select the **Add VA Staff** button again, to save their information in the appointment.

5.2.1.5 Start a Video Visit

To initiate a video visit, select the **Start Video Visit** button. This will direct you to the VVC application (Web or iOS, depending on your device type).

5.2.1.6 Cancel Appointment

Note: Cancellation is not available for clinic-based and store-and-forward appointments

1. While on the details screen for an appointment, select the **Cancel Appointment** button at the bottom of the screen.
2. A confirmation modal will appear, giving you the opportunity to stop the cancellation before proceeding. Select the **Yes, Continue** button to proceed.

5.2.2 Create New Video Visit

1. On the Patient information screen, select the **Create Video Visit** button to schedule a new Video Visit.

2. Indicate who is creating the appointment. The visit information form will default to the **Yes** radio-button, meaning the appointment is for you, the provider.
3. To update your preferences, check the “Save my contact information in Preferences” box.

Note: If you are not the provider, choose **No** to create the appointment for someone else. Follow **Steps a-d** in this section to create an appointment for a single participant, on behalf of someone else.

Create a New Video Visit for Others

The screenshot shows a web form titled "Create Video Visit". It has a close button (X) in the top right corner. The form is divided into two main sections: "VIDEO VISIT INFORMATION" and "PROVIDER'S INFORMATION (VA staff appointment is scheduled for)".

VIDEO VISIT INFORMATION

- A required field (marked with a red asterisk) asks: "I, **VA Provider,** will be leading this video visit:". There are two radio buttons: "Yes" (unselected) and "No" (selected).

PROVIDER'S INFORMATION (VA staff appointment is scheduled for)

- A "Search:" label is above a text input field. A blue search button with a magnifying glass icon is to the right of the input field.
- Below the search field, there are two required fields (marked with red asterisks):
 - "* First Name:" with a text input field containing "Provider".
 - "* Last Name:" with a text input field containing "1".
- Below these, there is a required field (marked with a red asterisk) for "Provider's Email for Appointment Notifications:" with a text input field containing "Provider1@email.ooo".
- At the bottom, there is a label "Provider's Cell Phone for Appointment Text Notifications:" above a text input field containing "(000) 000-0000".

- a. Type in the search field and a drop-down will populate based on the characters entered. After selecting a Provider, if that Provider has preferences set in VCM, a button will display to the right of their name. When the button is selected a modal displays information about the Provider to help ensure that the correct name was selected.

This screenshot shows the same form as the previous one, but with the search field populated with "Provider Two". The "No" radio button is still selected under "VIDEO VISIT INFORMATION".

PROVIDER'S INFORMATION (VA staff appointment is scheduled for)

- The "Search:" field now contains "Provider Two" and has a clear button (X) and a search button (magnifying glass icon).
- The "First Name:" field contains "One" and the "Last Name:" field contains "Provider".
- A new blue button labeled "Provider Detail" has appeared to the right of the "Last Name:" field.

The screenshot shows a window titled "PROVIDER DETAIL" with a close button (X) in the top right corner. The window contains the following information:

- Provider:** Provider One
- Role:** Bay Pines Test Lab
- Clinics:**
 - Chy Anticoag
- Alternate Responsible Party:** ARP Provider
- Colleagues:**
 - Provider Two

A "Close" button is located in the bottom right corner of the window.

- b. If the characters entered include a typo or for any other reason do not match a name in the system, an error note will appear in the drop-down; adjust as needed to find the correct name.
- c. Choose the name from the list and it will be added to the appointment as the care provider.
- d. If the name is not found, enter the First Name, Last Name and Email address for the care provider manually.
- e. At this time, continue to one of the following sections to complete creation of the new appointment:

- If you are creating a Video Visit for one participant, continue to **Step 3** and the following steps in this section, to complete creation of the appointment.
- If you are creating a Video Visit for a Single Veteran (Email Only), return to **Step 5** in *Section 6.1.3 Create New Video Visit for a Single Veteran (Email Only)*, to complete creation of the appointment.
- If you are creating a Group Video Visit, return to **Step 5** in *Section 6.1.4 Create New Group Video Visit*, to complete creation of the appointment.

The screenshot shows the 'VETERAN, ONE' header with fields for DOB (01/01/1900), AGE/GENDER (54/M), and SSN (000-00-0000). A 'Select New Patient' button is in the top right. The left sidebar contains links for 'Appointments', 'Image/Video Requests', 'Documents', 'Patient Data', and 'Condition Graphs'. The main area displays a list of appointments for the date range 03/30/2020 - 04/28/2020. Two appointments are listed: one on 03/31/2020 at 12:15 (Type: Telehealth Video to Home, Facility: CHEYENNE VAMC, Clinic:) and another on 04/01/2020 at 13:00 (Type: Telehealth Group Video, Facility: CHEYENNE VAMC, Clinic:). A 'Create Video Visit' button is visible. The right panel shows the 'Create Video Visit' form with sections for 'VIDEO VISIT INFORMATION' (including 'I VA Provider' and 'will be leading this video visit'), 'MY INFORMATION' (including 'Email for Appointment Notifications' and 'Provider's Cell Phone'), and 'ATLAS INFORMATION' (including 'Patient prefers an ATLAS appointment'). A 'Cancel' button is at the bottom left and a 'Create Video Visit' button is at the bottom right.

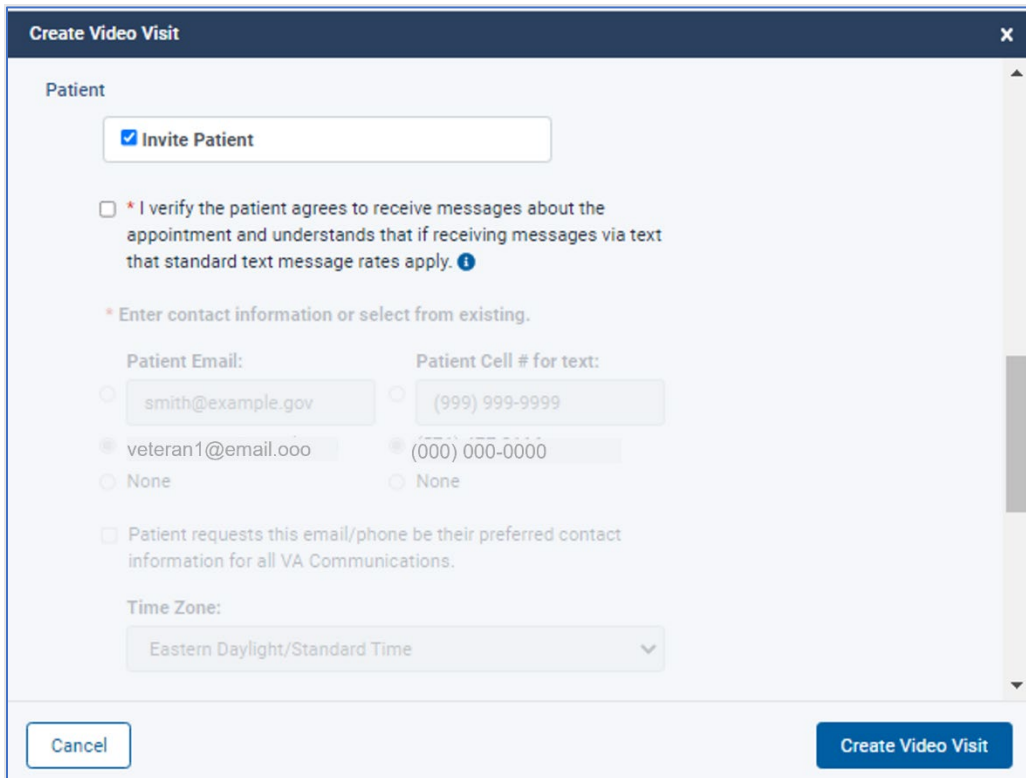
4. Add or verify your contact information.
5. Indicate whether it will be an ATLAS appointment. The option will default to **No**.
6. Set the date, time, and duration of the appointment.
7. Create Multiple Video Visits

VCM users may create multiple Video Visits for a Single Veteran or Group in the same instance without the need to confirm and create each Video Visit one at a time. When creating multiple Video Visits in one instance, the Video Visits must be for the same Single Veteran or Group, but the days, times and duration of the Video Visits may vary.

Rather than confirm and create the Video Visit, the user instead selects **Add Another Date** to create up to ten Video Visits for the same Single Veteran or Group within the same instance. The date, time and duration must be entered for each unique Video Visit. The user can select the 'X' at the right of each appointment time to remove any Video Visit appointments that contain errors before confirming and creating multiple Video Visits.

The screenshot shows the 'APPOINTMENT DATE & TIME' form. It contains three rows of appointment slots. Each row has fields for '* Date:', '* Time (EST):', and '* Duration:'. The first row has values: 02/03/2023, 15:05, and 20 minutes. The second row has values: 02/10/2023, 15:05, and 20 minutes, with a close button (X) to the right. The third row has values: mm/dd/yyyy, 15:05, and 20 minutes, with a close button (X) to the right. An 'Add Another Date' button is at the bottom left.

8. Verify that the patient has agreed to receive messages about appointments by checking the box.

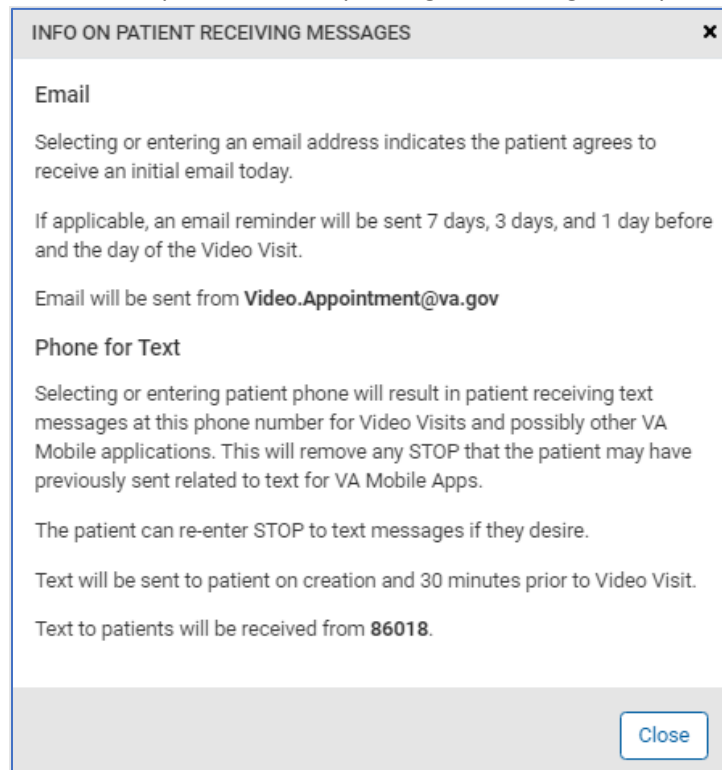


The "Create Video Visit" form includes a "Patient" section with the following elements:

- ☒ **Invite Patient**
- ☐ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. ⓘ
- * Enter contact information or select from existing.
- Patient Email:**
 - ☐ smith@example.gov
 - ☒ veteran1@email.ooo
 - ☐ None
- Patient Cell # for text:**
 - ☐ (999) 999-9999
 - ☒ (000) 000-0000
 - ☐ None
- ☐ Patient requests this email/phone be their preferred contact information for all VA Communications.
- Time Zone:**
 - Eastern Daylight/Standard Time

Buttons at the bottom: **Cancel** and **Create Video Visit**.

9. Selecting the "i" icon will open a modal explaining the messages the patient will receive.



The modal titled "INFO ON PATIENT RECEIVING MESSAGES" contains the following information:

Email

Selecting or entering an email address indicates the patient agrees to receive an initial email today.

If applicable, an email reminder will be sent 7 days, 3 days, and 1 day before and the day of the Video Visit.

Email will be sent from **Video.Appointment@va.gov**

Phone for Text

Selecting or entering patient phone will result in patient receiving text messages at this phone number for Video Visits and possibly other VA Mobile applications. This will remove any STOP that the patient may have previously sent related to text for VA Mobile Apps.

The patient can re-enter STOP to text messages if they desire.

Text will be sent to patient on creation and 30 minutes prior to Video Visit.

Text to patients will be received from **86018**.

Close

10. Select the email and/or phone number for the patient. Patient contact information from the VA.gov profile and from previous VCM appointments will be displayed. If neither is accurate, a new email and or phone number can be entered. If the patient does not wish to receive text notifications and reminders for this appointment, select None. Information on how patients can update their contact information can be found at: <https://www.va.gov/change-address/>

Note: An Email OR Phone number must be included for an appointment.

To update the patient's contact information, check the box "Patient Requests this email/phone be their preferred contact information for all VA Communications."

The screenshot shows a 'Create Video Visit' modal window. At the top, there's a title bar with a close button. Below it, the 'Patient' section contains a checked 'Invite Patient' checkbox. A message states: '* I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply.' with an information icon. Below this, a red asterisk indicates to 'Enter contact information or select from existing.' There are two columns: 'Patient Email:' and 'Patient Cell # for text:'. Under 'Patient Email:', there are three radio button options: 'veteran@email.ooo', 'veteran1@email.ooo' (which is selected), and 'None'. Under 'Patient Cell # for text:', there are three radio button options: '(999) 999-9999', '(000) 000-0000' (which is selected), and 'None'. Below these, there is an unchecked checkbox: 'Patient requests this email/phone be their preferred contact information for all VA Communications.' At the bottom of the form is a 'Time Zone:' dropdown menu currently set to 'Eastern Daylight/Standard Time'. At the very bottom of the modal are two buttons: 'Cancel' and 'Create Video Visit'.

Note: The Patient is invited by default. If the appointment is to be held with a Caregiver or other VA Staff, the Patient may not be included. At least one participant beside the Provider must be included to create the video visit.

11. Once all required appointment details have been added, select the **Create Video Visit** button to complete scheduling.

A confirmation modal will appear, displaying the appointment details.

CONFIRM TO CREATE VIDEO VISIT(S)

Date	Time (EST)	Duration
02/03/2023	1505	20 minutes
02/10/2023	1505	20 minutes
02/17/2023	1505	20 minutes

Please confirm your choice or cancel and return to the page.

Cancel

Confirm

The image below shows the **Appointment Scheduled** confirmation that displays once the user has selected **Confirm** and the Video Visits are created.

APPOINTMENT SCHEDULED
×

The following Video Visit(s) have been booked.

Date	Time (EST)	Duration
02/03/2023	1505	20 minutes
02/10/2023	1505	20 minutes
02/17/2023	1505	20 minutes

Facility / Clinic:
Cheyenne WY VAMC

A confirmation email and/or text has been sent to the following:

Provider:
✓ provider1@email.ooo

Patient(s):
✓ veteran1@email.ooo
✓ (000) 000-0000

VA Invited Guest(s):

✓ guest1@email.ooo
✓ guest2@email.ooo

✓ guest3@email.ooo
✓ guest4@email.ooo

VA Staff:

✓ provider2@email.ooo
✓ provider3@email.ooo

Video Visit Instructions:
The Video Visit can be started from the email or from the patients' appointment list.

OK

Note: Create Multiple supports the VCM user in creating multiple, unique Video Visits for Single Veterans or for Groups in one instance. Create Multiple does NOT create a series of recurring Video Visits for a Single Veteran or Group.

5.2.3 Create New ATLAS Appointment

- On the Patient information screen, select the **Create New Appointment** button to schedule a new Video Visit.
- Indicate who is creating the appointment. The visit information form will default to the **Yes** radio-button, meaning the appointment is for you, the provider. If you are not the provider, you will choose the **No** radio button to create the appointment for someone else.

3. Indicate it will be an ATLAS appointment by choosing the **Yes** radio button. The system will default to the **No** radio-button.
4. If the patient has had an ATLAS appt in the past, then instructional text will display above the radio buttons: Veteran has used ATLAS appointments. Patient's home address is <total # of miles > miles from ATLAS site.
5. If the patient has NOT had an ATLAS appt in the past, then instructional text will display above the radio buttons: Patient's home address is <total # of miles> miles from ATLAS site.

Note: The maximum distance to search for an ATLAS site from the Veteran's home address is 50 miles. In addition, the calculation of miles will ONLY occur if EITHER of the following are true:

- Veteran has used an ATLAS appointment in the last 24 months
- Veteran's home address zip code is available in Mobile Profile Service
- Sites must be Active as of current date to be considered

ATLAS INFORMATION

Patient prefers an ATLAS appointment

Veteran has used ATLAS appointments. Patient's home address is 2.09 miles from ATLAS site.

- ☒ No
☐ Yes

ATLAS INFORMATION

Patient prefers an ATLAS appointment

Patient's home address is 2.09 miles from ATLAS site.

- ☒ No
☐ Yes

ATLAS INFORMATION

Patient prefers an ATLAS appointment

Patient's home address is 2.09 miles from ATLAS site.

- ☐ No
☒ Yes

* Veteran Zip Code:

Distance (mi)

99999

25



Search

Create Video Visit

ATLAS INFORMATION

Patient prefers an ATLAS appointment

No

Yes

* Veteran Zip Code:

99999

Distance (mi)

25

Search

Showing 1-7 of 7 results

Location Name	Distance	Actions
ATLAS Site 1 123 Main Street, Anywhere VA 22222	0.37 mi	Select
ATLAS Site2 456 Main Street, Anywhere NC 33333	3.23 mi	Select
ATLAS Site 3 789 Main Street, Anywhere VT 44444	6.16 mi	Select

- Identify the zip code and desired mileage range, to generate a list of providers available in the surrounding area. Select the desired location for the appointment.
- Select a date to generate a list of ATLAS Site appointment start-times for available half-hour timeslots.

Create Video Visit

Selected Location:

ATLAS Site 1
000 Maple Lane, Anywhere, XX 00000

ATLAS site time zone is: **Eastern**

Date:
03/30/2020 [Update Availability](#)

* Select ATLAS Site Time/Duration or Select Another Date from Calendar.

▶ March

▼ April

▶ 04/01/2020 (2)

▼ 04/02/2020 (2)

08:30 (30 min)

08:30 (30 min)

▶ 04/04/2020 (2)

▶ 04/05/2020 (2)

▶ 04/06/2020 (2)

▶ 04/07/2020 (2)

▶ 04/08/2020 (2)

▶ 04/09/2020 (2)

[Cancel](#) [Create Video Visit](#)

Note: If the timeslots shown for a specific date do not meet the requirements of the patient or provider, simply choose a different date, and select the **Update Availability** button to generate a fresh list of timeslot choices.

8. Choose the desired date, and verify it appears as intended.

Create Video Visit

20151

25

Search

Selected Location:

ATLAS Site 1

000 Maple Lane, Anywhere, XX 00000

ATLAS site time zone is: Eastern

Date:

03/30/2020

Update Availability

Select Appointment Date & Time:

Date: 04/02/2020

Time: 08:30

Duration: 30 min

- Select the Create Video Visit button, then confirm creation of the appointment when prompted by selecting the Yes, Create button. The appointment confirmation modal will appear.

CREATE APPOINTMENT - ATLAS

Do you want to create an ATLAS appointment for:

Date: Thursday 04/02/2020

Time: 0830 EST

Duration: 30 min

Site Name: ATLAS Site 1

Site Address: 000 Maple Lane, Anywhere, XX 00000

No

Yes, Create

APPOINTMENT SCHEDULED

The following Video Visit has been booked.

Date:

04/02/2020 at 0630 MST

Facility / Clinic:

CHEYENNE VAMC

Duration of Appointment:

30 minutes

A confirmation email has been sent to the following:

Provider:

✓ Provider1@email.ooo

Patient(s):

✓ veteran1@email.ooo

Video Visit Instructions:

The Video Visit can be started from the email or from the patients' appointment list.

OK

5.2.4 Resend Video Appointment Information

To resend an invitation or to adjust the email associated with a video visit appointment:

1. Access the Appointment Details view for a patient. (see Section 5.2.1 *Upcoming Appointments* for more information about navigating to the screen)

Video Visit Details

VETERAN, ONE

APPOINTMENT DETAILS

Date: Tuesday, March 31, 2020 at 1215 EST
 Facility: CHEYENNE VAMC
 Clinic:
 Provider: VA Provider
 Duration: 20 minutes
 Appt Type: Telehealth Video to Home

Veteran Invited
 Guest(s):
 VA Invited Guest(s): guest1@email.ooo
 Other VA Staff: Provider1@email.ooo
 Patient Invited: Yes

PATIENT CONTACT INFORMATION

Phone Number: (888) 888-8888
 Email: veteran1@email.ooo Resend Notification

COMMENT

This is a test comment.

INSTRUCTIONS TO PATIENT

None

Cancel Appointment Start Video Visit

2. Select the **Resend Invite/Edit Email** button for the Resend Video Appointment Information modal to appear.

RESEND VIDEO APPOINTMENT INFORMATION

SELECTED PARTICIPANT TO RESEND NOTIFICATION

VETERAN, ONE
 veteran1@email.ooo Edit Email

Cancel Send

3. Verify the email shown, and revise it as needed by selecting the **Edit Email** button. When changing contact information for a participant, you must verify that the patient has agreed to receive messages at the updated email and/or phone.

RESEND VIDEO APPOINTMENT INFORMATION

SELECTED PARTICIPANT TO RESEND NOTIFICATION

VETERAN ONE

veteran1@email.ooo

(000) 000-0000

Eastern Daylight/Standard Time

☐ I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply.

* Enter contact information or select from existing.

Email:

Cell # for text:

☒ veteran1@email.ooo

☒ (000) 000-0000

☐ veteran2@email.ooo

☐ (000) 000-0000

☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:

Eastern Daylight/Standard Time

Cancel

Send

Note: Any saved modifications to the email or phone will result in the generation of a new video visit access link. The new link ensures only the intended recipient has access to the appointment.

- On the email editing screen, verify whether the updated email should become the default record for all future Video Visits.
- Select the **Send** button once the contact information is complete.

5.2.5 Guests

When creating a Video Visit for a single Veteran, Guests can be invited to participate. The Guest email is required. First and Last Name are optional. Invited Guests will receive an email Notification of the Video Visit Notification and will join the Video Visit in a Guest role. Up to 5 Guests can be invited.

Guest(s)

Add Guest

Guest(s)

Guest #1

Email:

Guest1@email.ooo

First Name:

Last Name:

Add Additional Guest

5.2.6 VA Staff

When creating a Video Visit for a single Veteran or a Group, additional VA Staff can be invited to participate. Additional VA Staff will receive an email Notification and will join the Video Visit in a Host role. Up to 5 Additional VA Staff can be invited.

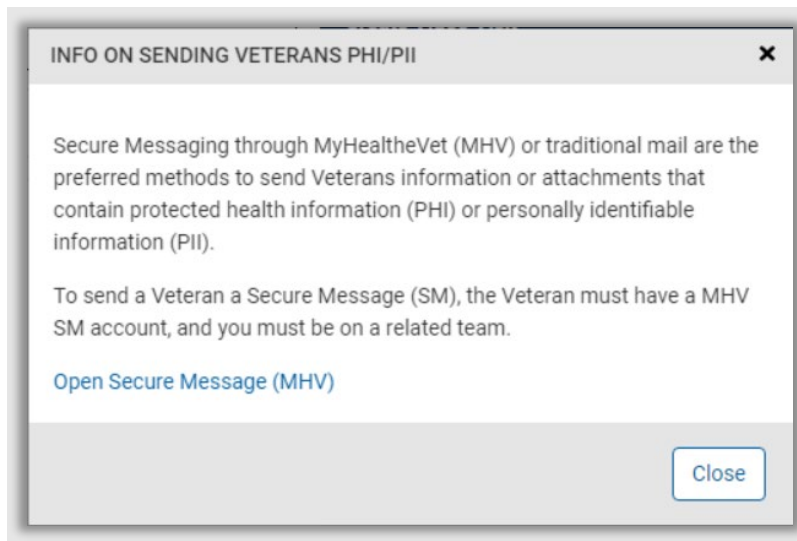
The screenshot shows a 'VA Staff' section. At the top is a search bar with the text 'provider2' and a magnifying glass icon. Below the search bar, it says 'VA Staff #1' followed by a red asterisk and the label 'Email:'. Below this is a text input field containing 'provider2@email.ooo' and a close button (X). At the bottom of this section is a button labeled 'Add Additional VA Staff'.

5.2.7 Additional Instructions

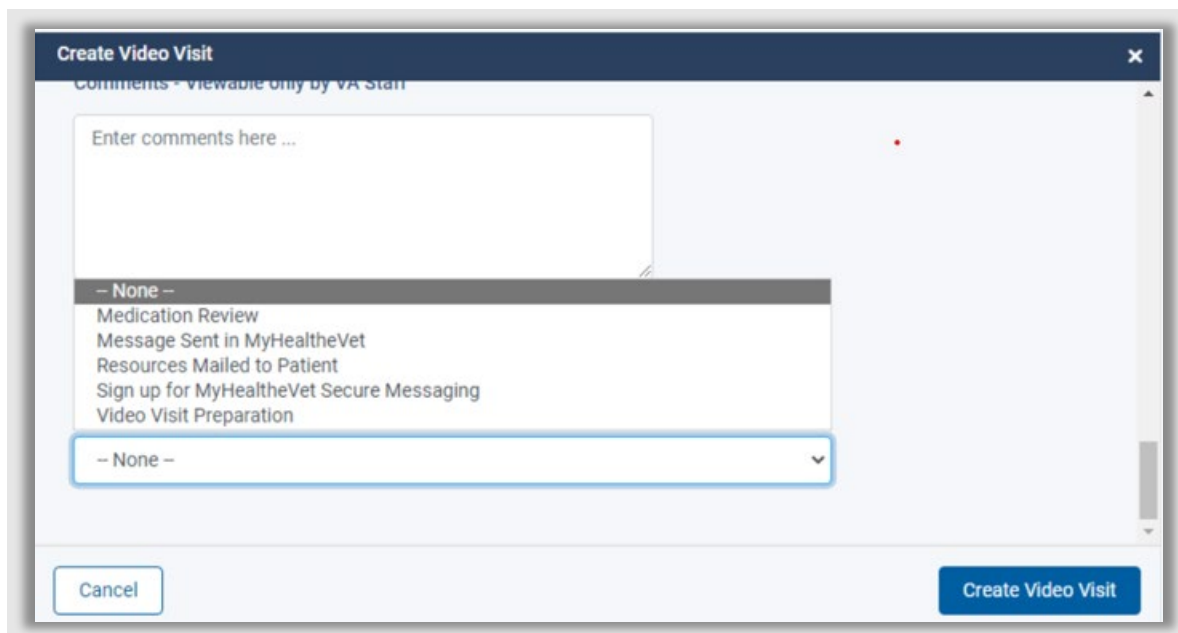
Additional Instructions are optional and will be included in the email Notification and Reminders to the Veteran if the Veteran has an email address selected in the appointment. If the Veteran does not have an email address selected for appointment notifications and reminders, the Additional Instructions field will not be displayed to the VCM user at the time of Video Visit Creation. If a VCM user selects that Additional Instructions be sent to the Veteran, these instructions will be sent to the Veteran at the point of Video Visit Creation and in their reminder emails.

The screenshot shows a 'Create Video Visit' dialog box. At the top, it says 'Comments - viewable only by VA Staff'. Below this is a text area with the placeholder 'Enter comments here ...' and a character count '250 characters remaining'. Below the text area is a section titled 'Optional Additional Instructions in Veteran Email Notification and Reminders' with a link '(Info on sending PHI/PII)'. Below this is a dropdown menu currently set to 'None'. At the bottom are two buttons: 'Cancel' and 'Create Video Visit'.

Additional Instructions have been pre-screened for PII/PHI. Free text is not enabled in Additional Instructions. This is to prevent information containing PHI/PII from being sent to the Veteran's email address. To support Virtual Care Manager users who need to send additional information to Veterans that is not included in the five Additional Instructions templates above, the VCM user will find a link to My HealtheVet secure messaging by hovering over "(Info on Sending Veterans PHI/PII)" and opening the modal below and clicking on "Open Secure Message (MHV)", or by accessing the link to My HealtheVet secure messaging from "External Links" in the top navigation bar of VCM (see Section 3 of this User Guide, "External Apps"). From both locations, My HealtheVet Secure Messaging will then open in another browser.



Options for Additional Instructions include "Medication Review", "Message Sent in My HealtheVet", "Resources Mailed to Patient", "Sign up for My HealtheVet Secure Messaging" and "Video Visit Preparation".



Below is an example of the information included in the “Video Visit Preparation” Additional Instructions template that the VCM user can review before selecting to send this information to the Veteran upon Video Visit Creation.

Create Video Visit

Instructions to Patient

Include Additional Instructions for Patient?

☐ No

☒ Yes

*** Select Instructions:**

Video Visit Preparation

Instructions That Will Be Sent to Patient

The VA is excited to offer you this upcoming appointment using video telehealth. The Virtual Medical Room platform is simple to use and will only require an application download for iPad and iPhone products. All other home devices will NOT require any software/application download. Because we want you to have the best possible video experience, we suggest the following:

Connect to your video appointment from a location that is quiet, private, and well lit.

5.3 Patient Data

Patient data- both self-entered and from VA Electronic Health Records, can be viewed from the Patient Data tab. Among the data source(s) of self-entered patient data are: Annie, Sync My Health Data, My HealtheVet, and Mobile Kidney.

The following capability was developed in Virtual Care Manager to help ensure data accuracy: For any self-entered patient blood pressure data that does not include both diastolic and systolic data, the information is not reported in VCM; only blood pressure data including both diastolic and systolic values is reported in VCM.

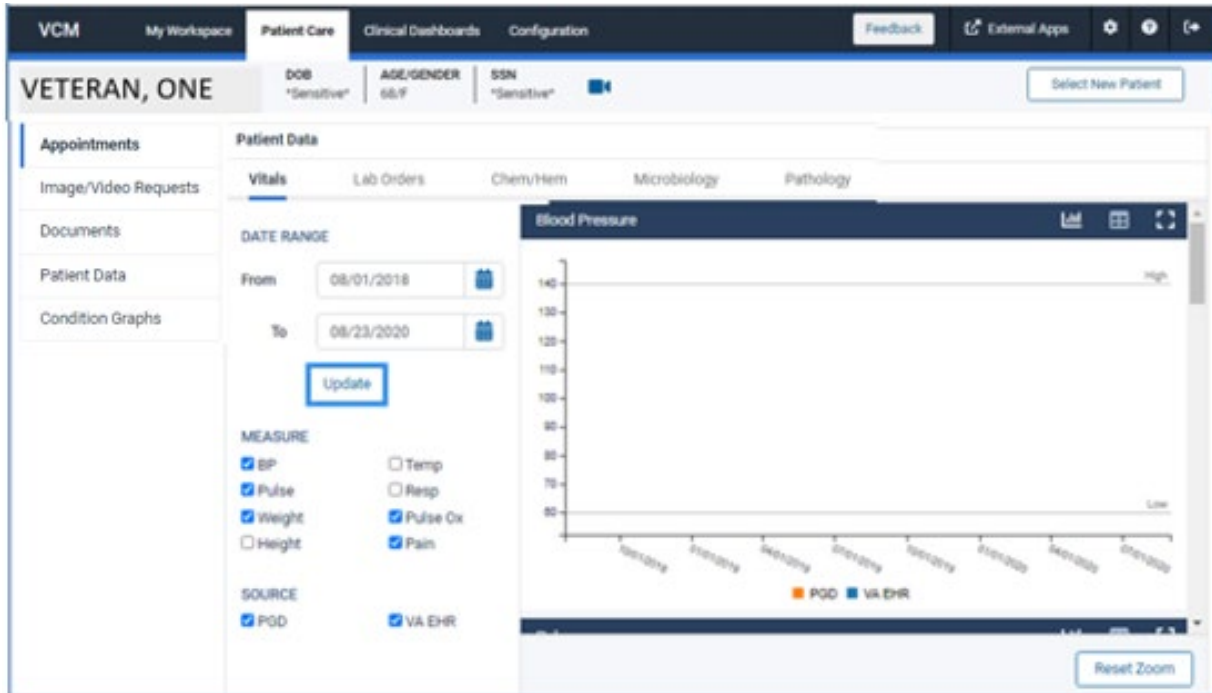
5.3.1 Vitals

The default tab for Patient Data is Vitals. When the Vitals tab is selected the data displays in the right panel if there is data to be shown. The default data view is graph.

5.3.1.1 Vitals Filters

The default date range is from two weeks prior to the current date, through the current date. Vitals Measures are selectable from the filter on the left panel. The default measures are Blood Pressure, Pulse, Weight, Pulse Oximetry, and Pain. There are two potential sources of Vitals data; PGD (Patient Generated Data) and EHR. Both are selected by default.

The date and time for each set of Patient Data displays in the user’s browser time zone.

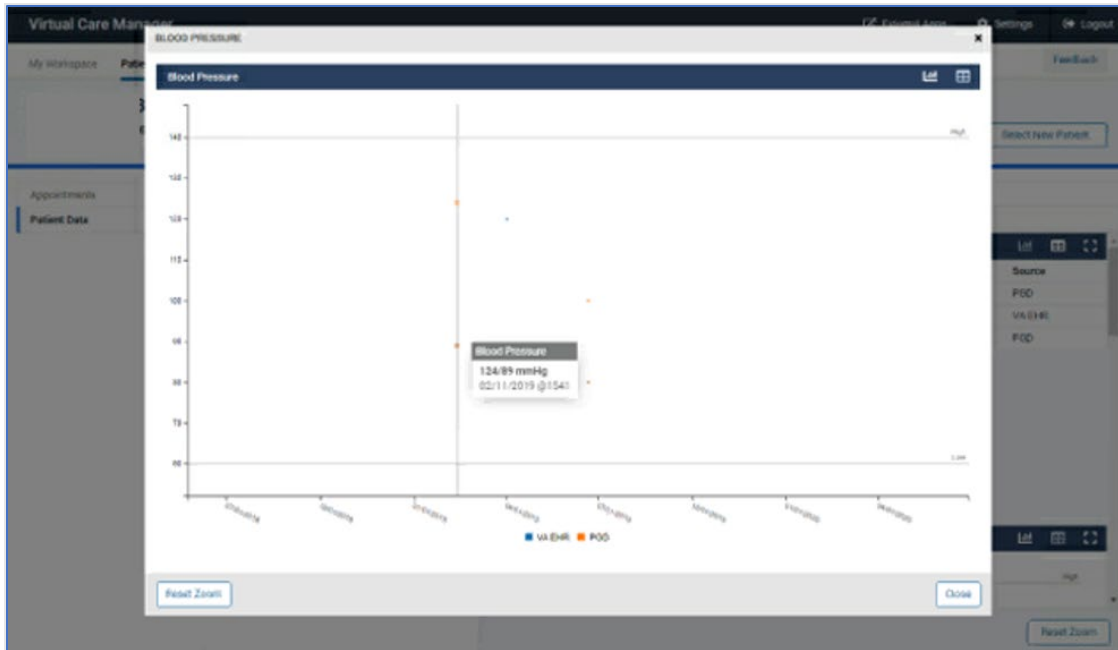


There is an option on each graph header to change the display to a table view.

The screenshot shows the VCM interface with the 'Patient Care' tab selected. The patient's name is 'VETERAN, ONE'. The 'Vitals' tab is active, and the 'Blood Pressure' table is displayed. The table shows data points for PGD (orange) and VA EHR (blue) sources. The columns are Date & Time, Flag, Result, Facility, and Source. The table is currently in a table view, and there is an option to switch to a graph view.

Date & Time	Flag	Result	Facility	Source
06/20/2019 - 1813				PGD
04/02/2019 - 0642				VA EHR
02/11/2019 - 1541				PGD

There is also an option on each graph header to change the display to a full screen view.



5.3.2 Lab Orders

There is an option in Patient Data to view Lab Order information. When the Lab Orders tab is selected the data displays in the right panel if there is data. The default data view is graph.

5.3.2.1 Lab Orders Filters

The default date range is from one month prior to the current date, through the current date. Lab Order titles are selectable from the filter section by keyword. The Lab Orders list view displays all lab order results by title with the date of the last result listed below. Selecting a row from the list view opens a display of the details of that lab order.

Patient Data ▼ Hide Filter

Vitals **Lab Orders** Chem/Hem Microbiology Pathology

DATE RANGE From 10/01/2019 To 10/30/2022 Update **KEYWORD FILTER**

STATUS Completed/Expired ×

Showing 10/01/2019 - 10/30/2022

Lab Order Details
GLUCOSE BLOOD SERUM SP LB #109058 12/28/2021
CBC BLOOD SP LB #109057 12/28/2021
GLUCOSE BLOOD SERUM SP LB #109054 12/27/2021
CHEM 7 BLOOD SERUM SP LB #108974 11/20/2020
GLUCOSE BLOOD SERUM WC ~tstin LB #108952 10/02/2020
COVID-19 (CEPHEID) SWAB NASAL PORTION OF NASOPHARYNX WC ~TESTING LB #108948 10/02/2020

GLUCOSE BLOOD SERUM SP LB #109058

Date:
12/28/2021

Details:
GLUCOSE BLOOD SERUM SP LB #109058

(* Results for this order)
Previous 5 sets of related results within 5 years...

Collection Time Test Name Result Units Range

*Dec 28, 2021@11:36 GLUCOSE 160H mg/dL 70 - 110

Comments:

5.3.3 Chem/Hem

There is an option in Patient Data to view Chem/Hem data. When Chem/Hem is selected, Chem/Hem results display in the list view. The list view is sorted alphabetically, with the date and time of the latest result displayed.

5.3.3.1 Chem/Hem Filters

The default date range is from one month prior to the current date, through the current date. Chem/Hem test titles are selectable from the filter section by keyword. The Lab Orders list view displays all lab order results by title with the date of the last result listed below. Selecting a row from the list view opens a display of the details of that lab order.

Patient Data ▼ Hide Filter

Vitals Lab Orders **Chem/Hem** Microbiology Pathology

DATE RANGE From 10/01/2019 To 10/30/2022 Update **KEYWORD FILTER**

SOURCE
☒ PGHD ☒ VA EHR

Showing 10/01/2019 - 10/30/2022

Chem/Hem Results
11/19/2020 1900 CHLORIDE
11/19/2020 1900 CO2
09/28/2020 2000 COVID-19 (CEPHEID)
11/19/2020 1900 CREATININE
12/27/2021 1900 EOSINOPHILS ABSOLUTE
12/27/2021 1900 Glucose (Blood)

CHLORIDE

Zoom in/out with mouse wheel Reset Zoom

There is an option on each graph header to change the display to a table view. There is also an option to make the graph or table full screen.

5.3.4 Microbiology

There is an option in Patient Data to view Microbiology information. When the Microbiology tab is selected the data displays in the right panel if there is data. The default data view is graph.

5.3.4.1 Microbiology Filters

The default date range is from one month prior to the current date, through the current date.

Microbiology titles are selectable from the filter section by keyword. The Microbiology list view displays all Microbiology results by title with the date of the last result listed below. Selecting a row from the list view opens a display of the details of that lab order.

The screenshot shows the 'Patient Data' interface with the 'Microbiology' tab selected. At the top, there are tabs for 'Vitals', 'Lab Orders', 'Chem/Hem', 'Microbiology', and 'Pathology'. Below these, there are filters for 'DATE RANGE' (From 10/01/2017 to 10/31/2022) and 'KEYWORD FILTER' (Filter by keyword). A list of results is shown, with one result selected: '09/02/2022 CULTURE & SUSCEPTIBILITY'. The details for this result are displayed on the right, including 'Lab Type: TISSUE', 'Date: 09/02/2022', and 'Details: --- MICROBIOLOGY ---'. The details section also includes 'Accession [UID]: MISC M 22 7 [4222000007]', 'Received: Sep 02, 2022@10:24', 'Collection sample: TISSUE Collection date: Sep 02, 2022 10:24', 'Site/Specimen: NOSE', 'Provider: Provider, One', and 'Comment on specimen: ~Another ml lab'. At the bottom, it says 'Test(s) ordered: CULTURE & SUSCEPTIBILITY'.

5.3.5 Pathology

There is an option in Patient Data to view Pathology information. When the Pathology tab is selected the data displays in the right panel if there is data. The default data view is graph.

5.3.5.1 Pathology Filters

The default date range is from one month prior to the current date, through the current date. Pathology titles are selectable from the filter section by keyword. The Pathology list view displays all Pathology results by title with the date of the last result listed below. Selecting a row from the list view opens a display of the details of that lab order.

The screenshot shows the 'Pathology' tab selected under 'Patient Data'. The interface includes a 'DATE RANGE' filter set from 10/02/2017 to 10/30/2022, and a 'KEYWORD FILTER' with the text 'Filter by keyword'. Below the filters, a list of 'Surgical Pathology Report' entries for 02/03/2020 is shown. The 'Pathology Details' panel on the right displays the following information:

- Date:** 02/03/2020
- Specimen:**
 - Name:** blood
 - Collection Date:**
 - Accession Number:** SP 20 1
- Exam:**
 - SURGICAL PATHOLOGY ---
 - Date Spec taken: Feb 03, 2020 18:14 Pathologist: Provider, Two
 - Date Spec rec'd: Feb 03, 2020 18:14 Resident: Provider, Two
 - REPORT INCOMPLETE Accession #: SP 20 1
 - Submitted by: Provider, One

5.4 Documents

From the Documents tab in Patient Care, the following information can be accessed for a specific Veteran: Progress Notes, Discharge Summaries, Radiology reports, Surgery reports.

The screenshot shows a sidebar menu with the following items: Appointments, Subscriptions, Patient Data, Documents (highlighted with a red border), Condition Graphs, and Image/Video Requests.

The screenshot shows the 'Documents' tab selected. The interface includes a 'DATE RANGE' filter set from 08/01/2019 to 10/31/2022, and a 'KEYWORD FILTER' with the text 'Filter Documents by keyword'. Below the filters, the following document counts are displayed:

- Progress Notes (8)
- Discharge Summaries (1)
- Radiology (1)
- Surgery (1)**

The information found in Documents is from VA Electronic Health Records. The number in parentheses after each label in Documents indicates the number of reports available for the Veteran in context for the specific date range selected in the filter. In the example above, there are eight Progress Notes available for the Veteran for the selected period of time.

Once a specific type of Document is selected, a list of reports available appears in List View (see examples below). Clicking the carrot/arrow for any report in List View will open the Document Details for the selected report. To close Document Details, click on the carrot/arrow once more in List View or select and open Document Details for another report in List View. Search for a specific report by using the Keyword Filter to display reports in List View that contain a particular word or term. Once a word

has been searched for using the Keyword Filter, only reports containing that particular word or term will display in List View for the selected timeframe. See examples below for Progress Notes, Discharge Summaries, Radiology reports and Surgery reports.

5.4.1 Progress Notes

Select the Progress Notes label within Documents to view Progress Reports from VA Electronic Health Records for a specific Veteran.

Documents ▼ Hide Filter

Progress Notes (8) Discharge Summaries (1) Radiology (1) Surgery (1)

DATE RANGE

From 08/01/2019 To 10/31/2022 Update

KEYWORD FILTER

Filter Documents by keyword

Showing 08/01/2019 - 10/31/2022

Document Details

HISTORY AND PHYSICAL

Date:

11/24/2020 05:14:00

Note:

LOCAL TITLE: HISTORY AND PHYSICAL
STANDARD TITLE: PRIMARY CARE H & P NOTE
DATE OF NOTE: NOV 24, 2020@15:14 ENTRY DATE: NOV 24, 2020@15:15:25
AUTHOR: PROVIDER, ONE
URGENCY: STATUS: COMPLETED

this just a test

/es/ PROVIDER, ONE

Signed: 11/24/2020 15:15

5.4.2 Discharge Summaries

Select the Discharge Summaries label within Documents to view Discharge Summaries from VA Electronic Health Records for a specific Veteran.

Documents ▼ Hide Filter

Progress Notes (8) **Discharge Summaries (1)** Radiology (1) Surgery (1)

DATE RANGE **KEYWORD FILTER**

From 08/01/2019 To 10/31/2022 Update Filter Documents by keyword

Showing 08/01/2019 - 10/31/2022

Document Details ×

DISCHARGE SUMMARY
02/03/2020
PROVIDER, ONE

Discharge Summary

Date:
02/03/2020 02:54:00

Note:
LOCAL TITLE: Discharge Summary
STANDARD TITLE: DISCHARGE SUMMARY
DICT DATE: FEB 03, 2020@16:56 ENTRY DATE: FEB 03, 2020@16:56:40
DICTATED BY: PROVIDER, TWO ATTENDING: PROVIDER, TWO
URGENCY: routine STATUS: COMPLETED

The patient's admission laboratory data was notable for his initial blood gas, which showed a pH of 7.02 with a pCO2 of 118 and a pO2 of 103. The patient's electrocardiogram showed nonspecific ST-T wave changes. The patient's CBC showed a white count of 24,000, with 56% neutrophils and 3% bands.

5.4.3 Radiology

Select the Radiology label within Documents to view Radiology reports from VA Electronic Health Records for a specific Veteran.

Documents ▼ Hide Filter

Progress Notes (8) Discharge Summaries (1) **Radiology (1)** Surgery (1)

DATE RANGE **KEYWORD FILTER**

From 08/01/2019 To 10/31/2022 Update Filter Documents by keyword

Showing 08/01/2019 - 10/31/2022

Document Details ×

ANGIO ADRENAL BILAT SELECT S&I
02/03/2020

ANGIO ADRENAL BILAT SELECT S&I

Date:
02/03/2020 02:06:00

Note:
REPORT:
ANGIO ADRENAL BILAT SELECT S&I

Proc Ord: CHEST 2 VIEWS PA&LAT
Exm Date: FEB 03, 2020@12:06
Req Phys: PROVIDER, TWO Pat Loc: SURGERY OP REPORT NON-COUNT (R
Img Loc: RADIOLOGY DIV 442 OOS ID 105
Service: Unknown

(Case 16 COMPLETE) ANGIO ADRENAL BILAT SELECT S&I (RAD Detailed) CPT:75733
Contrast Media : unspecified contrast media

5.4.4 Surgery

Select the Surgery label within Documents to view Surgery reports from VA Electronic Health Records for a specific Veteran.

Documents Hide Filter

Progress Notes (8)
Discharge Summaries (1)
Radiology (1)
Surgery (1)

DATE RANGE

From 08/01/2019 To 10/31/2022 Update

KEYWORD FILTER

Filter Documents by keyword

Showing 08/01/2019 - 10/31/2022

CARDIAC SURGERY
02/03/2020
PROVIDER, TWO

Document Details

CARDIAC SURGERY

Date:
02/03/2020 09:45:00

Note:
LOCAL TITLE: OPERATION REPORT
STANDARD TITLE: SURGERY OPERATIVE REPORT
DATE OF NOTE: FEB 03, 2020@07:45 ENTRY DATE: FEB 03, 2020@10:56:25
SURGEON: PROVIDER, TWO ATTENDING: PROVIDER, TWO
URGENCY: STATUS: COMPLETED
SUBJECT: Case #: 30991

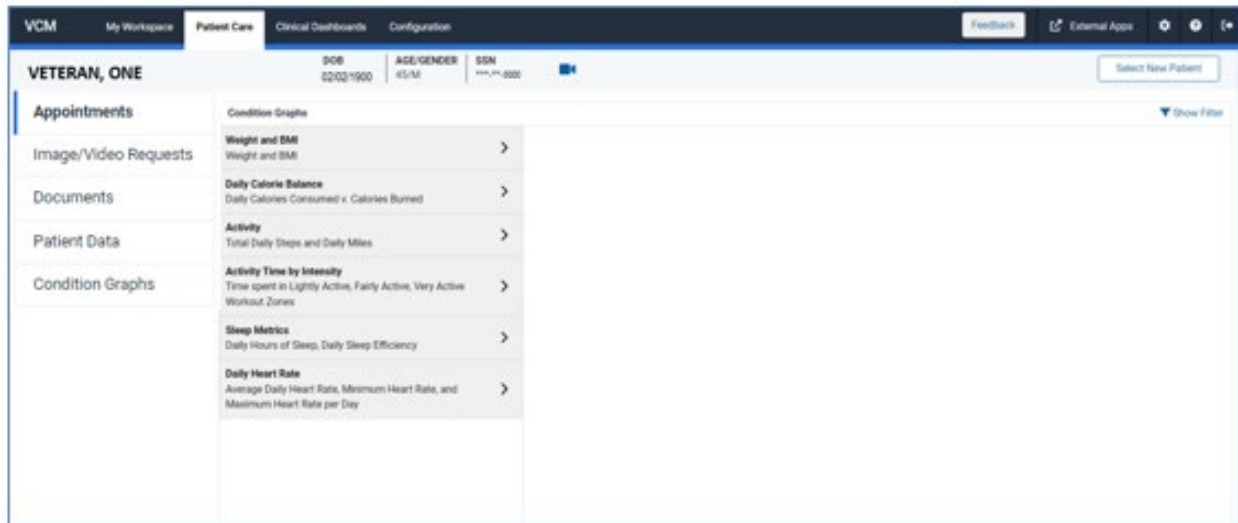
DESCRIPTION OF PROCEDURE: The patient was given 1 g of Ancef in the preop area.
The patient was brought to the operating room and placed in the supine position.
The left lower extremity was then prepped and draped in regular sterile routine fashion.

/es/PROVIDER, TWO

5.5 Condition Graphs

Condition Graphs from Patient Care offer views specific to patient conditions based on data submitted via other VA Applications like Sync My Health Data.

When Condition Graphs is selected, the Condition Graphs options display in the List View. The default view for Condition Graphs is from two weeks before the current date to the current date. The filter can be hidden by selecting the Hide Filter text or icon.



5.5.1 Weight and BMI

The Weight and BMI graph provides a view of the patient's daily weigh-ins. Body mass index (BMI) calculation is available from hover and in the table view.



The Weight and BMI data table provides a detailed view of the patient's daily weigh-ins and body mass index (BMI) calculation data.

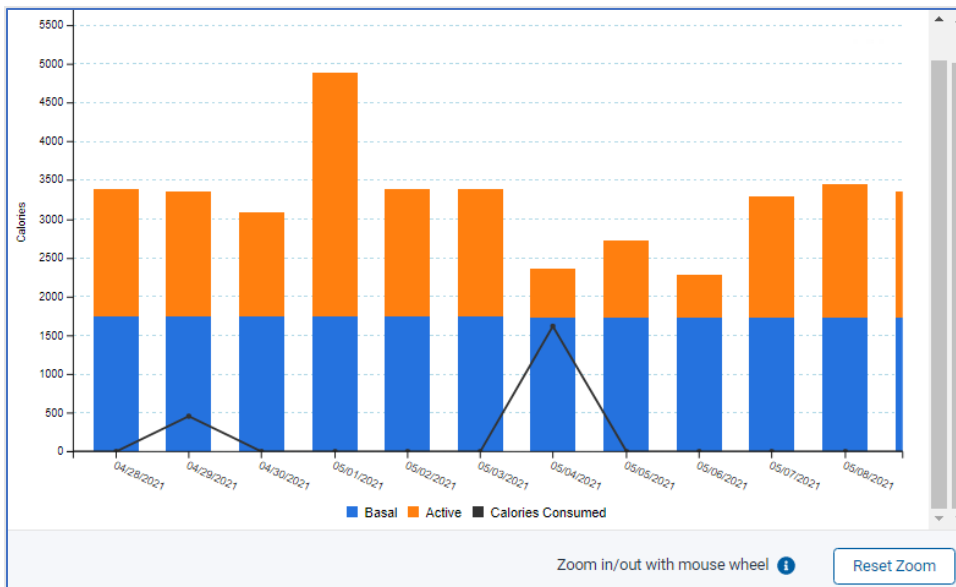
Date	BMI	Weight (lbs)	Height (inches)	App/Device
02/22/2021	NA	183	NA	MobileKidney
02/11/2021	28.1	185	NA	Sync My Health Data
01/30/2021	NA	229	NA	Sync My Health Data
01/18/2021	NA	200	69	Sync My Health Data
01/12/2021	NA	90	NA	MobileKidney
01/08/2021	28.9	190	NA	Sync My Health Data
11/09/2020	30.7	250	1	Sync My Health Data
10/19/2020	NA	167	NA	Annie
10/16/2020	NA	187	NA	Annie

Consistent with the Patient Data graphs, there is an option on each graph to view the data in a table by selecting the table icon. Graph views can be zoomed in using the mouse roller. The button at the bottom right of the graph resets the zoom.

Graph legends can be selected to display or hide data displayed in the graph.

5.5.2 Daily Calorie Balance

The Daily Calorie Balance graph provides a view of the patient's daily caloric balance.



The Daily Calorie Balance data table provides a detailed view of the patient's daily caloric balance data.

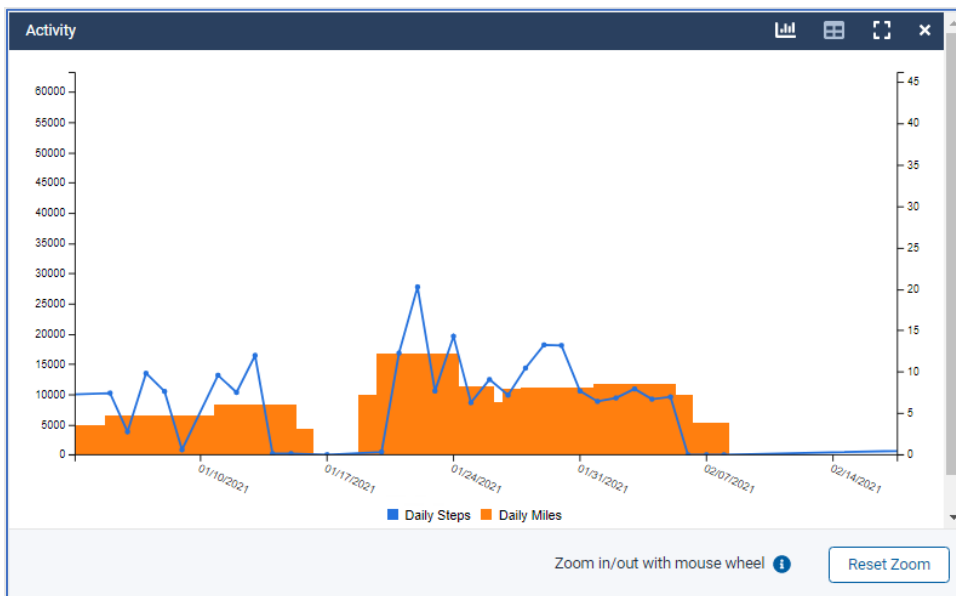
Date	Calories Balance	Calories Consumed	Calories Burned	Basal Calories	Active Calories	App/Device
02/16/2021	-439	0	439	0	0	Sync My Health Data 2
02/15/2021	-633	0	633	0	0	Sync My Health Data 2
02/14/2021	-590	0	590	0	0	Sync My Health Data 2
02/13/2021	-552	140	692	0	0	Sync My Health Data 2
02/12/2021	-485	206	691	0	0	Sync My Health Data 2
02/11/2021	-1753	0	1753	0	0	Sync My Health Data 2
02/10/2021	-1738	0	1738	0	0	Sync My Health Data 2
02/09/2021	-1248	0	1248	0	0	Sync My Health Data 2
02/08/2021	-780	0	780	0	0	Sync My Health Data 2
02/07/2021	-1753	0	1753	0	0	Sync My Health Data 2
02/06/2021	-1753	0	1753	0	0	Sync My Health Data 2
02/05/2021	-760	0	760	0	0	Sync My Health Data 2

Consistent with the Patient Data graphs, there is an option on each graph to view the data in a table by selecting the table icon. Graph views can be zoomed in using the mouse roller. The button at the bottom right of the graph resets the zoom.

Graph legends can be selected to display or hide data displayed in the graph.

5.5.3 Activity

The Activity graph provides a view of the patient's daily total steps and distance. Daily Miles is displayed as a bar with the Daily Steps displayed as a line graph.



The Activity data table provides a detailed view of the patient's daily activity data.

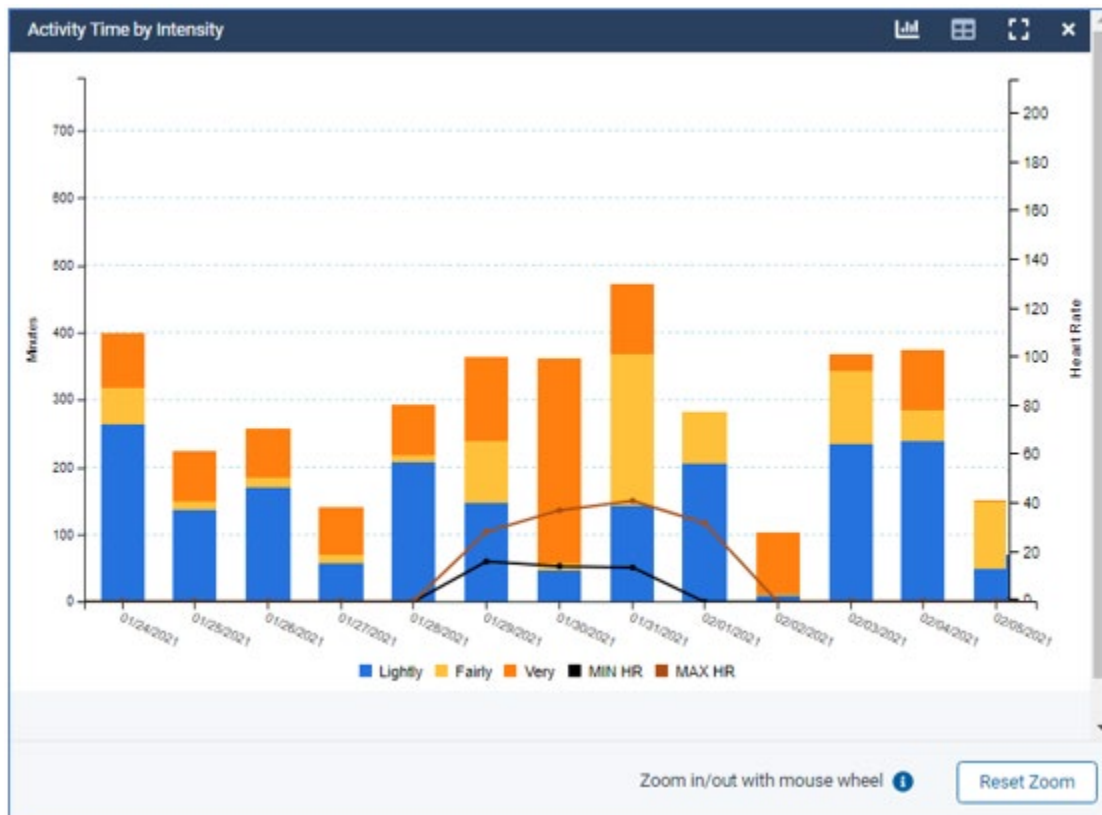
Activity			
Date	Daily Steps	Daily Miles	App/Device
08/01/2021	0	2.3	Sync My Health Data 2
07/31/2021	0	0.2	Sync My Health Data 2
07/30/2021	0	0	Sync My Health Data 2
07/30/2021	0	2.5	Sync My Health Data 2
07/29/2021	0	0	Sync My Health Data 2
07/29/2021	0	2	Sync My Health Data 2
07/29/2021	0	0	Sync My Health Data 2
07/28/2021	0	2.5	Sync My Health Data 2
07/28/2021	0	0	Sync My Health Data 2
07/28/2021	0	3.7	Sync My Health Data 2
07/27/2021	0	0	Sync My Health Data 2
07/27/2021	0	2.1	Sync My Health Data 2

Consistent with the Patient Data graphs, there is an option on each graph to view the data in a table by selecting the table icon. Graph views can be zoomed in using the mouse roller. The button at the bottom right of the graph resets the zoom.

Graph legends can be selected to display or hide data displayed in the graph.

5.5.4 Activity Time by Intensity

The Activity Time by Intensity graph provides a view of the patient's daily activity intensity and the length of time that intensity was maintained.



The Activity Time by Intensity data table provides a detailed view of the patient's daily activity intensity data, and the length of time that intensity was maintained. The y-axis on the left measures activity in minutes, while the y-axis on the right measures heart rate in beats per minute.

Date	Total (min)	Lightly (min)	Fairly (min)	Very (min)	Min HR	Max HR	App/Device
05/15/2021	70	6	30	34	0	0	Sync My Health Data 2
05/15/2021	74	10	30	34	0	0	Sync My Health Data 2
05/11/2021	28	2	4	22	0	0	Sync My Health Data 2
05/11/2021	34	7	5	22	0	0	Sync My Health Data 2
04/09/2021	36	3	8	25	0	0	Sync My Health Data 2
03/28/2021	22	7	12	3	0	0	Sync My Health Data 2
03/28/2021	45	4	19	22	0	0	Sync My Health Data 2
03/27/2021	26	5	6	15	0	0	Sync My Health Data 2
03/16/2021	92	0	92	0	0	0	Sync My Health Data 2
03/15/2021	90	0	90	0	0	0	Sync My Health Data 2
03/14/2021	82	0	82	0	0	0	Sync My Health Data 2
03/13/2021	45	0	45	0	0	0	Sync My Health Data 2

5.5.5 Daily Heart Rate

The Daily Heart Rate graph provides a view of the patient's daily Maximum, Average, and Minimum Heart Rate as a line graph.

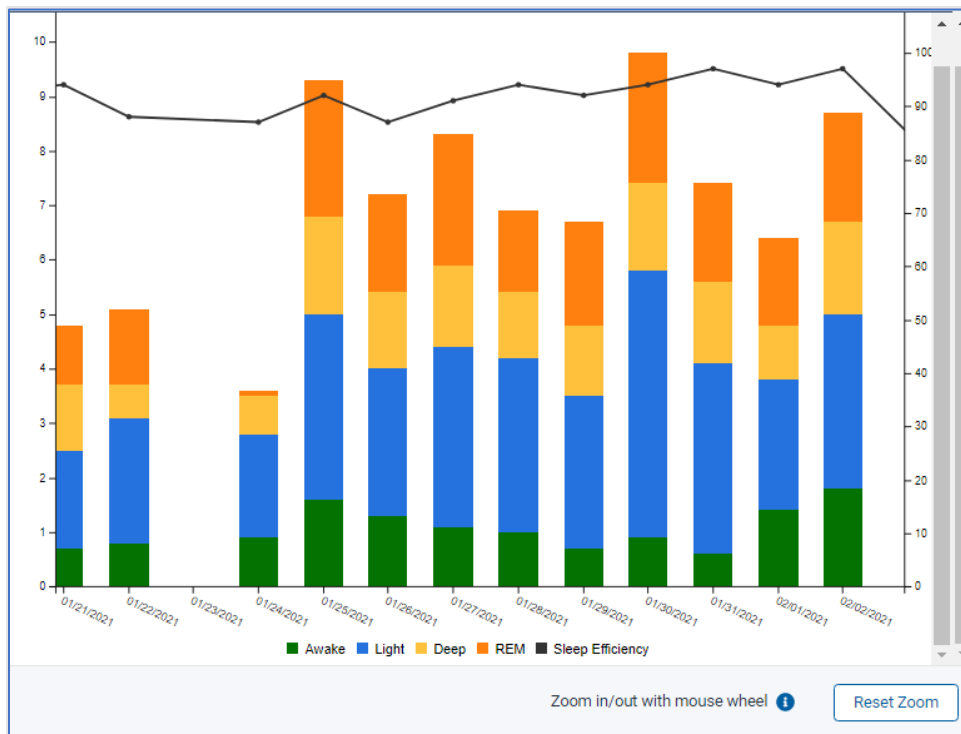


The Daily Heart Rate data table provides a detailed view of the patient's daily Maximum, Average, and Minimum Heart Rate data.

Date	Maximum Heart Rate	Average Heart Rate	Minimum Heart Rate	App/Device
05/15/2021	0	112	0	Sync My Health Data 2
05/11/2021	0	127	0	Sync My Health Data 2
04/09/2021	0	119	0	Sync My Health Data 2
03/28/2021	0	115	0	Sync My Health Data 2
03/28/2021	0	113	0	Sync My Health Data 2
03/27/2021	0	117	0	Sync My Health Data 2
02/16/2021	64	64	64	Sync My Health Data 2
02/11/2021	104	65	47	Sync My Health Data 2
02/11/2021	125	111	0	Sync My Health Data 2
02/11/2021	71	69	0	Sync My Health Data 2
02/10/2021	122	73	54	Sync My Health Data 2
02/10/2021	0	103	0	Sync My Health Data 2

5.5.6 Sleep Metrics

The Sleep Metrics graph provides a view of the patient's daily sleep pattern. Sleep metrics of Awake, Light, Deep, and REM are displayed as a stacked bar, with the sleep score displayed as a line graph.



The Sleep Metrics data table provides a detailed view of the patient's daily sleep pattern data.

Sleep Metrics							
Date	Total Sleep (hrs)	Sleep Efficiency	Awake (hrs)	REM (hrs)	Deep (hrs)	Light (hrs)	App/Device
08/24/2022	5.4	95	1.1	1.8	0.6	3	Sync My Health Data 2
08/24/2022	2.7	95	0	0	0	0	Sync My Health Data 2
08/23/2022	3.3	87	0.7	0.4	0.6	2.3	Sync My Health Data 2
08/22/2022	5	88	0.8	1.5	1	2.6	Sync My Health Data 2
08/18/2022	2.8	95	0	0	0	0	Sync My Health Data 2
08/17/2022	2.9	90	0.4	0.9	0.8	1.2	Sync My Health Data 2
08/17/2022	2.8	95	0	0	0	0	Sync My Health Data 2
08/16/2022	4.9	86	0.7	1.4	0.6	2.9	Sync My Health Data 2
08/15/2022	3	93	0.5	0.5	0.3	2.2	Sync My Health Data 2
08/15/2022	2.1	0	0	0	0	0	Sync My Health Data 2
08/15/2022	0.2	0	0	0	0	0	Sync My Health Data 2
08/15/2022	0	0	0	0	0	0	Sync My Health Data 2

Consistent with the Patient Data graphs, there is an option on each graph to view the data in a table by selecting the table icon. Graph views can be zoomed in using the mouse roller. The button at the bottom right of the graph resets the zoom.

Graph legends can be selected to display or hide data displayed in the graph.

5.6 Requests to Patients

Requests to Patients allows the creation of a new single or recurring Photo, Video or Telederm Request from the VCM user to a Veteran and allows the VCM user to search for Requests that have already been submitted to Veterans.

Select “Create New Request” to create a new request for the Veteran/patient in context. Options include Photo and Video Requests. If not restricted, the user has the option to create a Telederm Request (image further below shows Telederm option). Submitting a Photo Request will be used as an example. Note: The Telederm Request is a different workflow from Photo and Video Requests and is provided in detail in section **5.6.1 Telederm Requests to Patients**.



Selecting “Show/Hide Filter” allows the user to display filters to support the search for a previously submitted Request. Filters include date range of the Request, as well as Status, Type (Photo, Video or Telederm), the option to display “Created by Me”, Service/Specialty, as well as the option to filter by keyword to further narrow the search. All filters are optional, but selecting a number of filters may help narrow the search.

To customize a filter set to see preferred requests by default, select the Status, Type(s), Display and Service/Specialty, then select “Save As My Default”. These filters will be saved as default for the user and when they return to Image and Video Requests in Patient Care, the image requests in the list view will be based on these saved filter selections.

MVAI Image and Video Requests
Hide Filter

DATE RANGE
KEYWORD FILTER

From 02/02/2023 To 08/31/2023 Update
Filter requests by keyword

STATUS
TYPE
DISPLAY
SERVICE

☒ Upcoming
☒ Completed
☒ Photo
☐ Created by Me
Allergy and Immunology

☒ Pending Patient Reply
☒ Discontinued
☒ Video
☐ Comments Unread

☒ Received
☒ Expired
☒ Telederm
☒ New Problem

☒ Established Problem
Save As My Default

MVAI Image and Video Requests	
Create New Request	
Showing 06/12/2022 - 01/08/2023	
Date	Request Summary
	Video Received from Patient
12/07/2022 - 12/14/2022	Telederm Provider: Provider One Pending Patient Reply
12/06/2022 - 12/13/2022	Photo Provider: Provider One Discontinued
12/06/2022 - 12/13/2022	Photo Provider: Provider Two Image Received from Patient
12/06/2022 - 12/13/2022	Photo Provider: Provider Two Image Received from Patient
12/06/2022 - 12/13/2022	Video Provider: Provider One Video Received from Patient
12/06/2022 - 12/13/2022	Telederm Provider: Provider Two

Select “Create New Request” to create a new Photo, Video or Telederm Request for a Veteran. Indicate the type of Request by selecting “Photo”, “Video” or “Teledermatology”. The example shown below is for a **Photo Request**.

Select Type of Request:






Photo
Request Veteran submit one or more photos for your review



Video
Request Veteran submit a video for your review



Teledermatology
Restricted: Check with local Dermatology first

Users must enter the required fields below for new Photo, Video and Telederm Requests, as indicated by a red star.

Create New Photo Request

REQUEST DETAILS

Requesting Provider: Provider One *** My Service/Specialty:**

Status: Pending Reply

*** Start Date:** 02/03/2023 *** Response Window:** 1 week (7 days) *** Recurring:** None

PATIENT CONTACT INFORMATION
(Used to notify Veteran about the request)

*** Patient Email:** veteran1@email.ooo

Patient Cell: (000) 000-0000
(For patient calling - not for SMS use)

The user has the option to select a Request that recurs daily, weekly, biweekly or monthly using the dropdown option under “Recurring”. Selecting none will result in a single Request submission to the Veteran.

Create New Photo Request

REQUEST DETAILS

Requesting Provider: Provider One *** My Service/Specialty:**

Status: Pending Reply

*** Start Date:** 05/31/2022 *** Response Window:** 1 week (7 days) *** Recurring:**

- None
- Daily
- Weekly
- Every 2 weeks
- Monthly

PATIENT CONTACT INFORMATION
(Used to notify Veteran about the request)

*** Patient Email:** patient@sample.email

The user may enter multiple providers’ contact information.

Create New Photo Request ✕

(For patient calling - not for SMS use)

PROVIDER(S) CONTACT INFORMATION
(Veteran cannot see this information. Used to provide request status.)

* **My Email:**

provider1@email.ooo

Add Another Provider

ALTERNATE RESPONSIBLE PARTY
(Notified if received images is not completed)

* **Alternate Responsible Party Email:**

ARP@email.ooo

REQUEST IMAGE
(Info provided to Veteran)

* **Photo(s) Requested and/or Instructions:**

Enter photo(s) requested and/or instructions ...

2000 characters remaining

Cancel Submit

It is required to enter an email address for an Alternate Responsible Party (ARP) when completing a submission. This ARP is a colleague of the user who will receive notifications if the Requesting user does not respond to the Veteran's submitted Request. "My Email" cannot be the same email address as the email address of the ARP.

After entering the ARP email there are required options to select a Category and Subject for the Image Request. The options for Subject are determined by the Category. The user can select "Other" for Category and Subject and enter custom information. This information will be visible to the Veteran.

After selecting a Category and Subject, it is required to complete Instructions to Patient. This will also be displayed to the Veteran to assist them in completing the Image Request.

Create New Photo Request

* Alternate Responsible Party Email:

AltProvider@email.ooo

REQUEST IMAGE

(Info provided to Veteran)

* Category:

– Select –

Body

Equipment

Food/Meal

Home Environment

Medical

Movement / Mobility

Recreation/Creative Arts

Other

* Subject:

– Select –

2500 characters remaining

REQUEST IMAGE

(Info provided to Veteran)

* Category:

Food/Meal

×

▼

* Instructions to Patient:

Enter instructions to patient...

* Subject:

– Select –

Foods/Liquids Consumed

Food Serving

Food Supplies/Storage

Utensil(s)/Serveware

Other

2500 characters remaining

Once the required information has been completed, the user is prompted with a confirmation modal to clear or create the Request.

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CREATE PHOTO REQUEST

Do you want to create a Photo Request:

Start Date: 05/31/2022

Response Window: 1 week

Recurring: none

No

Yes, Create

The following confirmation and details will display once the Request has been created.

Photo Request Details

PATIENT, ONE

REQUEST DETAILS

Created on:

04/11/2023

Timeframe:

04/11/2023 to 04/18/2023

Status:

Pending Patient Reply

Requesting Provider:

PROVIDER, ONE

Alternate Responsible Party:

ARP@email.ooo

Specialty:

Anesthesiology

Facility:

Cheyenne WY VAMC

ADDITIONAL DETAILS

Category:

Photo

Photo(s) Requested and/or Instructions:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

See Less

PATIENT RESPONSES

Open Patient Record

Once the Request is created, Actions are available, including the option to Complete the Request by Creating a Note to CPRS, or Complete the Request without a Note.

Health Photo Request Details

REQUEST DETAILS

Created on:

10/07/2022

Timeframe:

10/07/2022 to 10/14/2022

Requesting Provider:

Alternate Responsible Party:

Facility:

Cheyenne WY VAMC

Status:

Image Received from Patient

Specialty:

Colon & Rectal Surgery

ADDITIONAL DETAILS

Category:

Photo

Photo(s) Requested and/or Instructions:


Please send photo

Date Submitted:

10/07/2022

PATIENT RESPONSES

Image Submitted on 10/07/2022 @ 1930

Name	Image	Comments from Patient
General		:)

PROVIDER COMMENTS TO PATIENT

To comment back to patient, Create a Note to CPRS.

Complete by Creating a Note to CPRS

Complete without Note


Actions

Once “Complete by Creating a Note to CPRS” is selected, the user can review images and send a note to CPRS by completing the following required and optional fields (required fields are designated with a red asterisk).

REVIEW IMAGES AND SEND NOTE TO CPRS

1. Select Images and Write Note 2. Complete Encounter Form 3. Review Before Signing

*** Required field**

Name	Image	Comments from Patient	Attach to Note ⓘ
General		swwww	<input type="checkbox"/>

Comment back to patient: No Prior Comments

Comment will be sent to patient when this note is signed and sent to CPRS. 2000 characters remaining

*** Note Title:**

*** Encounter Location:** [Select Encounter Location](#)

*** Progress Note (Editable):**


PROVIDER DOCUMENTATION

REQUEST DETAILS
Request Details for My VA Images Photo request
Create Date: 05/05/2022 @ 16:52 PM
Time frame for Photo request: 05/06/2022 to 05/13/2022
Requesting Provider: Lalzare, Manoj

REVIEW IMAGES AND SEND NOTE TO CPRS

1. Select Images and Write Note 2. Complete Encounter Form 3. Review Before Signing

*** Required field**

Name	Image	Comments from Patient	Attach to Note ⓘ
General		swwww	<input type="checkbox"/>

Comment back to patient: No Prior Comments

Comment will be sent to patient when this note is signed and sent to CPRS. 1994 characters remaining

*** Note Title:**

*** Encounter Location:** [Select Encounter Location](#)

*** Progress Note (Editable):**

PROVIDER DOCUMENTATION

REQUEST DETAILS
Request Details for My VA Images Photo request
Create Date: 05/05/2022 @ 16:52 PM
Time frame for Photo request: 05/06/2022 to 05/13/2022
Requesting Provider: Lalzare, Manoj

An error message will display if the user attempts to move through the note without completing required fields before moving to the next step.

REVIEW IMAGES AND SEND NOTE TO CPRS

1. Select Images and Write Note

2. Complete Encounter Form

3. Review Before Signing

Error

Note Title is required.

Encounter Location is required.

* Required field

Name	Image	Comments from Patient	Attach to Note
General		SWWW	<input type="checkbox"/>

Comment back to patient:

No Prior Comments

Thanks

Comment will be sent to patient when this note is signed and sent to CPRS.

1994 characters remaining

* Note Title:

Photo Request for you

x

Q

* Encounter Location:

Clinic Appointment

MHC FRIEDT

12/22/2021 11:00 AM

Change

* Progress Note (Editable):

PROVIDER DOCUMENTATION

Save Draft in VCM

Next

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

2. Complete Encounter Form

3. Review Before Signing

VISIT TYPE

Type of Visit:

Clinic has not provided Visit Types

PROVIDERS

* Providers:

Q

Available

Primary

Provider2

Remove

RELATED TO

Service Connected Condition	Yes	No	Agent Orange Exposure	Yes	No
Ionizing Radiation Exposure	Yes	No	Southwest Asia Conditions	Yes	No
Military Sexual Trauma	Yes	No	Head and/or Neck Cancer	Yes	No

Back

Save Draft in VCM

Next

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

2. Complete Encounter Form

3. Review Before Signing

	YES	NO		YES	NO
Military Sexual Trauma	Yes	No	Head and/or Neck Cancer	Yes	No
Combat Vet (Combat Related)	Yes	No	Shipboard Hazard and Defense	Yes	No

DIAGNOSIS

Add Diagnosis...

Problem List

There were no existing problems found.

* Selected Diagnosis

Primary

There are no selected diagnoses.

PROCEDURES

Add Procedure...

There are no selected procedures.

🗑️

Back

Save Draft in VCM

Next

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

✓ Complete Encounter Form

✓ Review Before Signing

NOTE TITLE

PHYSICAL <AMB CARE ANNUAL PHYSICAL EXAM FORM (TEMPLATE)>

NOTE TO BE SENT TO CPRS

PROVIDER DOCUMENTATION - this is my documentation

REQUEST DETAILS

Request Details for My VA Images Photo request

Create Date: 10/07/2022 @ 19:26 PM

Time frame for Photo request: 10/07/2022 to 10/14/2022

Requesting Provider:

Facility Name: Cheyenne WY VAMC

Status: Image Received from Patient

Request#: 6340b5af9c6ff59cb571eeb

Photo(s) Requested and/or Instructions: Please send photo

PATIENT SUBMITTED IMAGES AND COMMENTS

Date Submitted by patient: 10/07/2022 @ 19:30 PM

General - :)

Back

Save Draft in VCM

Sign and Save to CPRS

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

✓ Complete Encounter Form

✓ Review Before Signing

ENCOUNTER LOCATION

Appointment
MHC FRIEDT
02/01/2022 10:00 AM

LINKED IMAGES

No Images Selected

RELATED TO

Service Connected Condition	No
Agent Orange Exposure	No
Ionizing Radiation Exposure	No
Southwest Asia Conditions	No
Military Sexual Trauma	No
Head and/or Neck Cancer	No
Combat Vet (Combat Related)	No
Shipboard Hazard and Defense	No

VISIT TYPE

No Visit Type Selected

PROVIDERS

Primary

DIAGNOSIS

A18.14 - Tuberculosis of Prostate (ICD-10-CM A18.14)

Primary

PROCEDURES

3100F - Carotid Imaging Study Report (Includes Direct or Indirect Reference to Measurements of Distal Internal Carotid Diameter as the Denominator for Stenosis Measurement) (STR, Rad) (CPT-4 3100F)

No Modifiers Selected

Back

Save Draft in VCM

Sign and Save to CPRS

The user must electronically sign the note to submit the note to CPRS.

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

✓ Complete Encounter Form

✓ Review Before Signing

ENCOUNTER LOCATION

Appointment
MHC FRIEDT
02/01/2022 10:00 AM

LINKED IMAGES

No Images Selected

RELATED TO

Service Connected Condition	No
Agent Orange Exposure	No
Ionizing Radiation Exposure	No
Southwest Asia Conditions	No
Military Sexual Trauma	No
Head and/or Neck Cancer	No
Combat Vet (Combat Related)	No
Shipboard Hazard and Defense	No

VISIT TYPE

No Visit Type Selected

PROVIDERS

Primary

DIAGNOSIS

A18.14 - Tuberculosis of Prostate (ICD-10-CM A18.14)

Primary

PROCEDURES

3100F - Carotid Imaging Study Report (Includes Direct or Indirect Reference to Measurements of Distal Internal Carotid Diameter as the Denominator for Stenosis Measurement) (STR, Rad) (CPT-4 3100F)

No Modifiers Selected

SAVE NOTE TO CPRS

Please sign note

Cancel

Submit

Back

Save Draft in VCM

Sign and Save to CPRS

5.6.1 Telederm Requests for Patients

Users selecting **Create New Telederm Request** have the option to select if the Request is for an **Established Problem** or a **New Problem**. The selection of **Established** or **New Problem** determines the questions that the user will be prompted to answer before submitting the Request. Specifically, selecting **New Problem** will prompt the user to add any known medical history for the dermatologist to review (it is not visible to the patient). Fields with a red asterisk indicate required fields.

Established Problem:

Create New Telederm Request

REQUEST DETAILS

Requesting Provider:

PROVIDER ONE

* My Service/Specialty:

Dermatology

Status:

Pending Reply

* Request is for:

☐ New Problem
 ☒ Established Problem

* Start Date:

12/09/2022

* Response Window:

1 week (7 days)

* Recurring:

None

PATIENT CONTACT INFORMATION

(Used to notify Veteran about the request)

* Patient Email:

veteran1@email.ooo

Patient Cell:

(000) 000-0000

(For patient calling - not for SMS use)

PROVIDER(S) CONTACT INFORMATION

(Veteran cannot see this information. Used to provide request status.)

* My Email:

provider1@email.ooo

Add Another Provider

Create New Teleterm Request

PROVIDER(S) CONTACT INFORMATION
(Veteran cannot see this information. Used to provide request status.)

* My Email:

[Add Another Provider](#)

ALTERNATE RESPONSIBLE PARTY
(Notified if received images is not completed)

* Alternate Responsible Party Email:

REQUEST IMAGE
(Info provided to Veteran)

* Patient should submit photos of:

* Reason for Request/Special Instructions (visible to patient):

 2000 characters remaining

[Cancel](#) [Submit](#)

New Problem:

Create New Teleterm Request

REQUEST DETAILS

Requesting Provider: PROVIDER ONE * My Service/Specialty: Dermatology

Status: Pending Reply

* Request is for: ☒ New Problem ☐ Established Problem

* Start Date: 12/09/2022

* Response Window: 1 week (7 days)

* Recurring: None

PATIENT CONTACT INFORMATION
(Used to notify Veteran about the request)

* Patient Email:

Patient Cell:
(For patient calling - not for SMS use)

PROVIDER(S) CONTACT INFORMATION
(Veteran cannot see this information. Used to provide request status.)

* My Email:

[Add Another Provider](#)

Create New Telederm Request

Provider.One@email.com

Add Another Provider

ALTERNATE RESPONSIBLE PARTY
(Notified if received images is not completed)

* Alternate Responsible Party Email:
provider2@email.ooo

REQUEST IMAGE
(Info provided to Veteran)

* Patient should submit photos of:
▼

Add any medical history for dermatologist (not visible to patient):
Enter medical history ...
5000 characters remaining

* Reason for Request/Special Instructions (visible to patient):
Enter reason for request ...
2000 characters remaining

Cancel Submit

For Telederm only, the user must select one or multiple body parts for the Telederm Photo Request. This occurs for both **New** and **Established Problem**.

Create New Telederm Request

Add Another Provider

ALTERNATE RESPONSIBLE PARTY
(Notified if received images is not completed)

*** Alternate Responsible Party Email:**

ARP@email.ooo

REQUEST IMAGE
(Info provided to Veteran)

*** Patient should submit photos of:**

x Face, Left Side x

☐ Head and Face

☒ Face, Left Side

☐ Face, Right Side

☐ Head, Rear

☐ Head, Top

☐ Neck, Front

☐ Neck, Left Side

2000 characters remaining

Cancel

Once the required information has been completed, the user is prompted with a confirmation modal to clear or create the Request.

CREATE TELEDERM REQUEST x

Do you want to create a Telederm Request:

Start Date: 02/08/2023

Response Window: 1 week

Recurring: 2 Occurrences

No

Yes, Create

The following confirmation and details will display once the Request has been created.

Telederm Request Details

PATIENT, ONE

REQUEST DETAILS

Created on:

04/11/2023

Timeframe:

04/11/2023 to 04/18/2023

Status:

Pending Patient Reply

Requesting Provider:

PROVIDER, ONE

Alternate Responsible Party:

ARP@va.gov

Specialty:

Dermatology

Facility:

Cheyenne WY VAMC

Request is for:

New Problem

ADDITIONAL DETAILS

Category:

Telederm

Type:

Head and Face

Reason for Request/ Special Instructions:

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore ...
[See More](#)

Medical History from Requesting Provider (not visible to patient):

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

PATIENT RESPONSES

PROVIDER COMMENTS TO PATIENT

Open Patient Record

Telederm Request Details

PATIENT RESPONSES

Images Submitted on 12/08/2022 @ 1021

What bothers you most about your skin now?:

test

How long have you had your skin problem?:

test

Does anything you do make it better or worse?:

No

Has your current skin problem been biopsied?:

No

Have you had treatment for your skin problem?:

No

Do you have allergies?:

No

Patient reports these symptoms:

Painful Urination

Symptom details:

Patient did not elaborate

Have you ever had a skin cancer?:

No

Is there a history of melanoma in your family?:

No

Do you have an organ transplant, HIV, diabetes, or HCV?:



Have you ever had a skin cancer?:
No

Is there a history of melanoma in your family?:
No

Do you have an organ transplant, HIV, diabetes, or HCV?:
Organ Transplant

Other Medications
None

Additional Comments
No

Name	Image	Comments from Patient
Face, Left Side		
Head Closeup1		test

PROVIDER COMMENTS TO PATIENT
To comment back to patient, Create a Note to CPRS.

PATIENT CONTACT INFORMATION
Phone Number: (000) 000-0000
Email: provider1@email.ooo

Open Patient Record

As with Photo Request, above, once the Request is created, Actions are available, including the option to Complete the Request by Creating a Note to CPRS, or Complete the Request without a Note.

If you are logged into a VistA Integrated Facility, you will receive a prompt to enter your Facility location from a dropdown list. The selected Facility will populate in the Details View of the Request.

Create New Photo Request

REQUEST DETAILS

Requesting Provider:

Test01 Staff01

My Service/Specialty:

What facility are you working from today?

St. Petersburg VA Clinic

Sarasota VA Clinic

Bradenton VA Clinic

North Pinellas VA Clinic

Naples VA Clinic

Port Charlotte VA Clinic

Sebring VA Clinic

Lee County VA Clinic

(000) 000-0000

(For patient calling - not for SMS use)

PROVIDER(S) CONTACT INFORMATION

(Veteran cannot see this information. Used to provide request status.)

My Email:

provider1@email.ooo

Add Another Provider

ALTERNATE RESPONSIBLE PARTY

Cancel

Submit

Photo Request Details

PATIENT, ONE

REQUEST DETAILS

Created on:

12/13/2022

Timeframe:

12/13/2022 to 12/20/2022

Status:

Pending Patient Reply

Requesting Provider:

Staff01, Test01

Alternate Responsible Party:

alt@test.com

Specialty:

Audiology

Facility:

Sarasota VA Clinic

ADDITIONAL DETAILS

Category:

Photo

Photo(s) Requested and/or Instructions:

test photo

PATIENT RESPONSES

PROVIDER COMMENTS TO PATIENT

To comment back to patient, Create a Note to CPRS.

PATIENT CONTACT INFORMATION

Phone Number:

(000) 000-0000

Email:

patient1@email.ooo

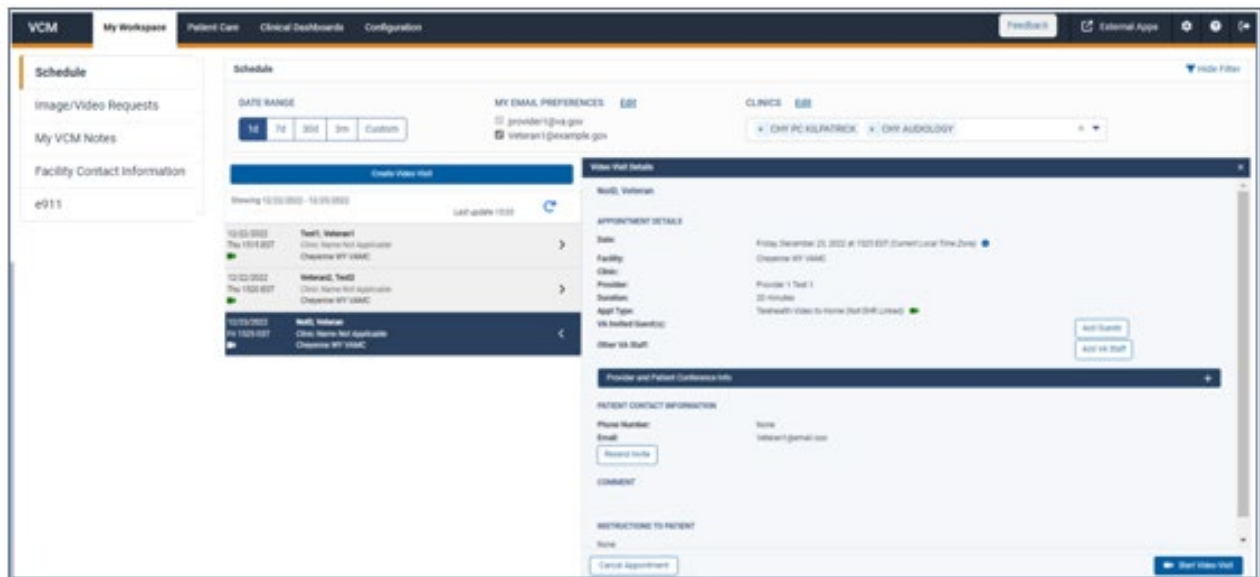
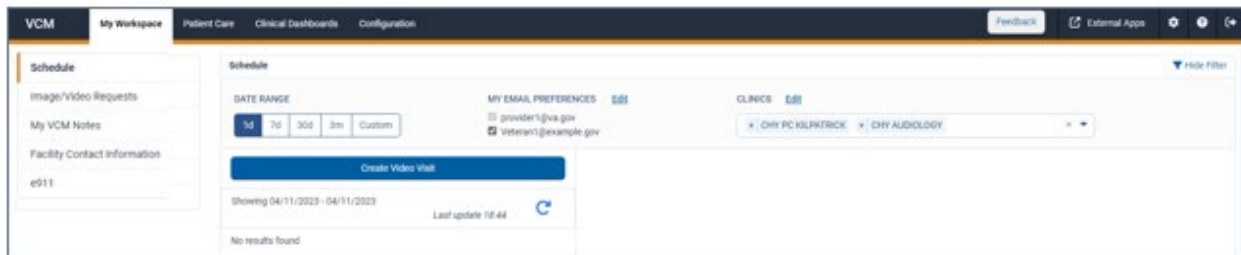
6. My Workspace Tab

The My Workspace area of the system provides the full schedule of upcoming appointments for the authenticated user.

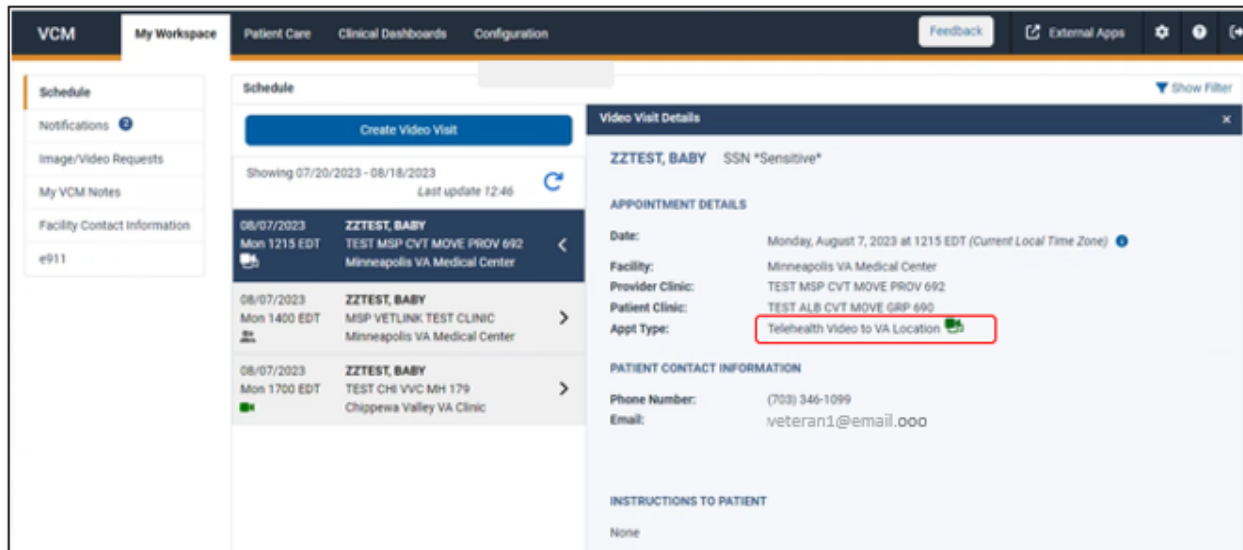
6.1 Schedule

This menu option allows the creation and management of appointments for patients not in the current facility's Veterans Information Systems and Technology Architecture (Vista), a single patient in the current Vista facility, as well as group appointments for healthcare treatment of multiple patients at the same time.

6.1.1 Upcoming Schedule

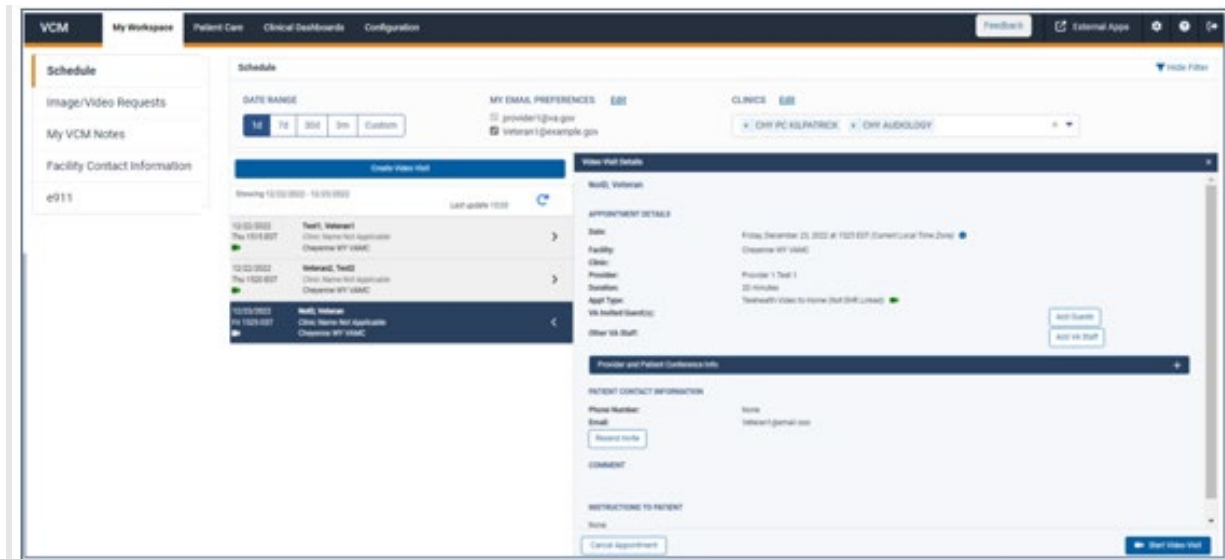


A double camera icon in List and Details View indicates that the appointment type is Telehealth Video to VA Location and both the Provider and Patient Clinics are listed. If one of the double cameras is filled in there is a VMR associated with that Visit. If both of the double cameras are outlines only there is no associated VMR.



6.1.1.1 Schedule Filters

1. Set the date range Filter using the From and To fields, and then select the **Update** button for upcoming scheduled appointments to appear.
2. Narrow the results down further by using My Email Preferences or Clinics filters, by checking or unchecking the checkboxes for each choice, and selecting the **Update** button again to modify the scheduled appointments shown.
3. Select an appointment from the results listed below the search filters, to view the Scheduled Appointment Details modal.



6.1.2 Schedule List View

Scheduled appointments for the Provider can be viewed within their Schedule tab. Appointments displayed include Telehealth, Traditional (In Person), and Telephone.

If the appointment is Telehealth, a video camera icon displays in the list view. If the Clinic name contains “Phone” or “Telephone”, a telephone icon displays. Traditional non-telephone appointments do not have an icon.

For video visits, fifteen (15) minutes prior to the appointment time until the end of the appointment duration time, an icon displays in the list view to “Start”. Selecting this icon launches VVC for the video visit.

If a Patient has joined the video visit on the current date, an icon displays “Online” in the list view below the date and time. When the Patient exits the application using “Leave”, the online icon is cleared.

In the Appointment Details, there are appointment management buttons for Telehealth appointments, such as a Resend Notification button for updates to appointments, a Start button for Video Visits, and a Cancel Appointment button. Traditional and Telephone appointments cannot be managed from VCM.

6.1.3 Create New Video Visit for a Single Veteran (Email Only)

Patients not in the current VistA cannot be located via Patient Search on the Patient Care tab. This means that to make an appointment for them, you will go to the My Workspace tab instead.

To create a new appointment for a Single Veteran (Email Only):

1. On the My Workspace tab, select **Schedule** from the menu on the left.

2. Select the **Create Video Visit** button.

3. Maintain the default selection of **Single Veteran (Email Only)** in the Type of Video Visit field.
4. Indicate who is creating the appointment. The visit information form will default to the **Yes** radio-button, meaning the appointment is for you, the provider.

Note: If you are not the provider, you will choose the **No** radio-button in this step, to create the appointment for someone else. Follow the **Steps 2a-d** in *Section 5.2.2 Create New Video Visit*, for images and instructions for creating a video visit on behalf of another healthcare provider.

5. Set the date, time, and duration of the appointment. As with a single Veteran appointment in Appointments, you can create more than one appointment at a time by Selecting Add Another Date. The time and duration will be copied from the previous appointment. You must enter a date and can change the time and duration.
6. To add a patient to the appointment, you can either search for the patient, or add their information manually. If the patient is in the VistA facility patient list, you can Search for the

Patient by name or SSN. The patient's name will pre-fill. If the patient has preferences from a previous appointment, the email and phone will also pre-fill.

The screenshot shows the 'Create Video Visit' dialog box. At the top, there is a 'Duration' dropdown menu set to '20 minutes'. Below this, the section 'VETERAN MEETING PARTICIPANT' has two radio buttons: 'Search' (selected) and 'Add Manually'. Under the 'Search' section, there is a search input field containing 'zztest, p' and a magnifying glass icon. A dropdown list of search results is visible, including 'ZZTEST, TEMPLINK', 'ZZTESTTWOCCT, MPITWO', 'ZZTESTTWOJMH, MPITWO', 'ZZTESTTWORJM, MPITWO', 'ZZTESTTWOSJT, MPITWO', and 'ADD VETERAN MANUALLY...'. Below the search results is a text area labeled 'Enter comments here ...'. At the bottom of the dialog, there are 'Cancel' and 'Create Video Visit' buttons.

7. If the patient is not found in the search, you can select Add Veteran Manually.

The screenshot shows the 'Create Video Visit' dialog box with the 'Add Manually' radio button selected. The 'Search' section has a placeholder text 'Search Patient by Name or SSN...'. Below this, there is an 'Email' field with the text 'Veteran@email.ooo'. Underneath, there are 'First Name' and 'Last Name' fields. At the bottom, there is a 'Veteran's Cell Phone' field with the placeholder '(999) 999-9999'.

8. When the patient is selected, verify that they have agreed to accept messages, then select the correct email and or phone, or enter a new email and/or phone. If the patient has not agreed to receive text messages, select "None" for phone.

☐ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. [i](#)

* Enter contact information or select from existing.

Email: ☐ Veteran@email.ooo ☐ (999) 999-9999
☐ veteran1@email.ooo ☐ (000) 000-0000
☐ veteran2@email.ooo ☐ None
☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:

9. Select the email and/or phone number for the patient. Patient contact information displays from the VA.gov profile and from previous VCM appointments. If neither is accurate, a new email and or phone number can be entered. If the patient does not wish to receive text notifications and reminders for this appointment, select None. Information on how patients can update their contact information can be found at: <https://www.va.gov/change-address/>

☒ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. [i](#)

* Enter contact information or select from existing.

Email: ☐ Veteran@email.ooo ☐ (999) 999-9999
☒ veteran1@email.ooo ☒ (000) 000-0000
☐ veteran2@email.ooo ☐ None
☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:

10. If you know the patient is not in the VistA facility, select Add Manually directly by selecting the radio button, verify that the patient has agreed to receive email and/or phone messages for the appointment, and then enter the patient information.

Create Video Visit

VETERAN MEETING PARTICIPANT

Search

Add Manually

* I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply.

* Enter contact information.

Email:

Veteran@email.ooo

Cell # for text:

(999) 999-9999

First Name:

Last Name:

Time Zone:

Mountain Daylight/Standard Time

Guest(s)

Add Guest

VA Staff

Add Additional VA Staff

Cancel

Create Video Visit

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Create Video Visit

VETERAN MEETING PARTICIPANT

☐ Search ☒ Add Manually

☒ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. ⓘ

* Enter contact information.

Email:

Cell # for text:

First Name:

Last Name:

Time Zone:

Guest(s)

VA Staff

11. Once all required appointment details have been added, select the **Create Video Visit** button to complete scheduling.

6.1.4 Create New Group Video Visit

To create a new Group Video Visit appointment:

1. On the My Workspace tab, select **Schedule** from the menu on the left. The default viewing pane will display a single-day range for scheduled appointments.

2. Select the **Create Video Visit** button, and the entry form modal will appear.

3. Select the **Group Video** radio-button in the Type of Video Visit field.
4. Indicate who is creating the appointment. The visit information form will default to the **Yes** radio-button, meaning the appointment is for you, the provider.

Note: If you are not the provider, you will choose the **No** radio-button in this step, to create the appointment for someone else. Follow the **Steps 2a-d** in *Section 5.2.2 Create New Video Visit*, for images and instructions for creating a group video visit on behalf of another healthcare provider.

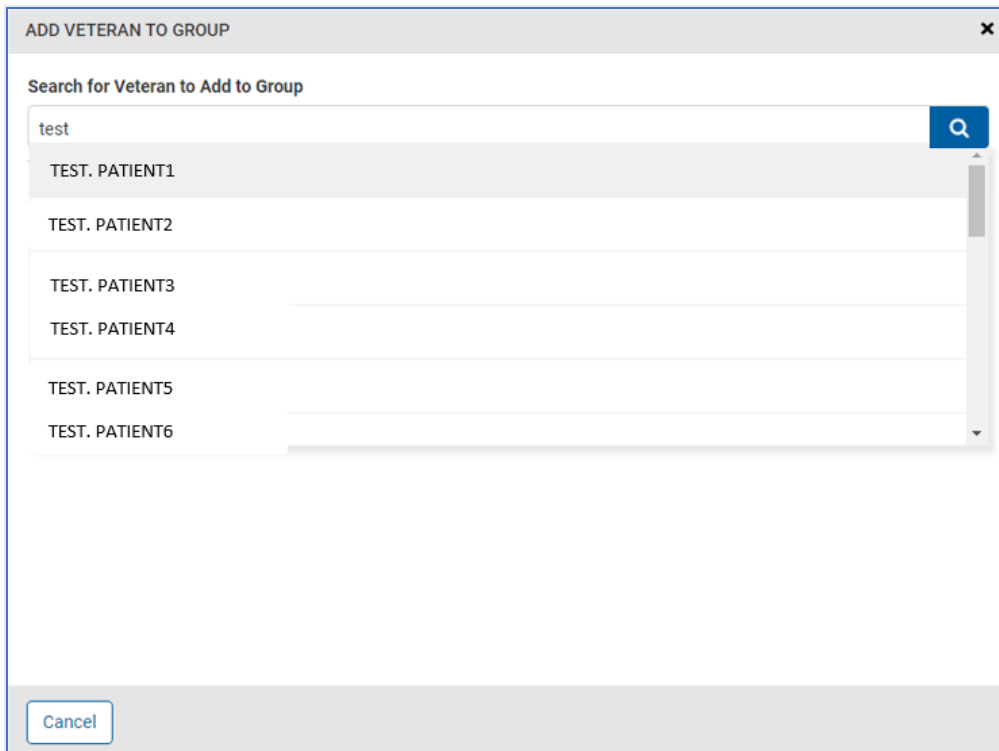
5. Add or verify your contact information.

The screenshot shows two sections of a form. The top section, titled 'APPOINTMENT DATE & TIME', contains fields for Date (03/29/2020 with a calendar icon), Time (MST) (22:30), and Duration (20 minutes). The bottom section, titled 'GROUP INFORMATION AND PARTICIPANTS', contains a 'Group Name' text input field.

6. Set the date, time, and duration of the appointment. As with a single Veteran appointment you can create more than one appointment at a time by Selecting Add Another Date. The time and duration will be copied from the previous appointment. You must enter a date and can change the time and duration.
7. Create a group by adding the Group Name.

The screenshot shows the 'Create Video Visit' window. The 'GROUP INFORMATION AND PARTICIPANTS' section is active, showing a 'Group Name' text input field. Below it, the 'Veterans' section is visible, featuring a note: '* Each Veteran must have an email for appointment notification - at least one is required.' There is a table with two columns: 'Veteran Name' and 'Contact Info'. At the bottom left of the table is an 'Add Veteran' button.

8. Establish the group membership by selecting the **Add Veteran** button to reveal the search field.
9. Begin typing all or part of the **patient's last name** or **Social Security Number (SSN)** (SSN search with or without dashes, OR the "Last Init + SSN Last 4" (e.g., S1234)) in the search field. A drop-down selection list will populate using that criteria.



ADD VETERAN TO GROUP

Search for Veteran to Add to Group

test

TEST. PATIENT1

TEST. PATIENT2

TEST. PATIENT3

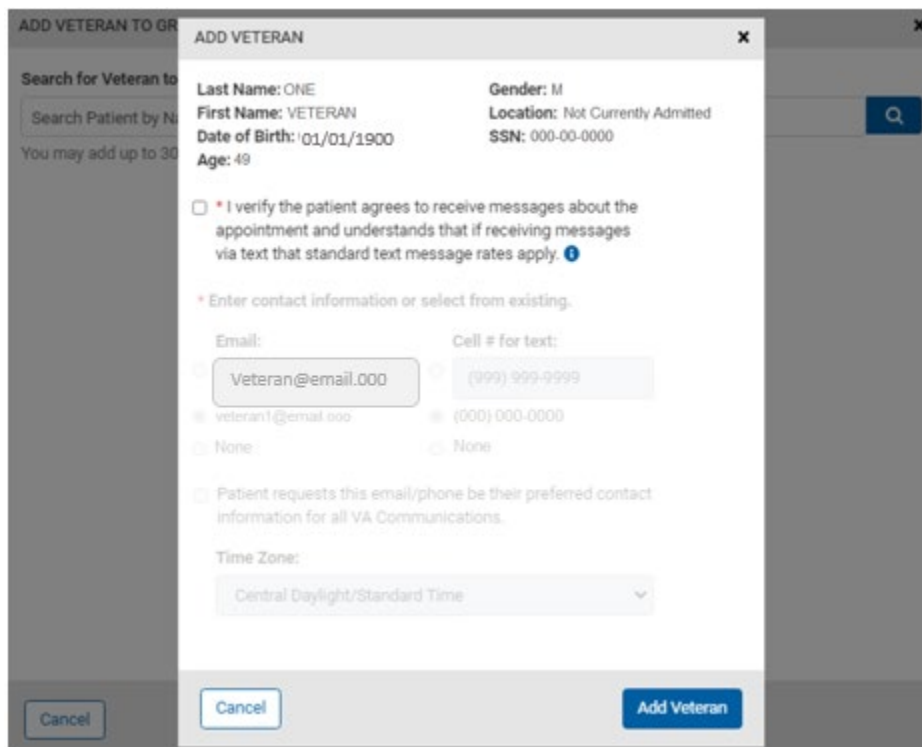
TEST. PATIENT4

TEST. PATIENT5

TEST. PATIENT6

Cancel

10. Scroll to search through the results and make a choice or enter more characters to refine the options available. Choose the patient from the list to add them to the group. When the patient is selected, verify that this is the correct patient, verify that they have agreed to receive messages.



ADD VETERAN

Search for Veteran to Add to Group

Search Patient by Name

You may add up to 30

TEST. PATIENT1

TEST. PATIENT2

TEST. PATIENT3

TEST. PATIENT4

TEST. PATIENT5

TEST. PATIENT6

Cancel

ADD VETERAN

Last Name: ONE

First Name: VETERAN

Date of Birth: 01/01/1900

Age: 49

Gender: M

Location: Not Currently Admitted

SSN: 000-00-0000

☐ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. [i](#)

* Enter contact information or select from existing.

Email:

Cell # for text:

☐ veteran1@email.000 ☐ (000) 000-0000

☐ None ☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:

Cancel

Add Veteran

11. Check the box to verify that the patient has agreed to receive communications (messages) about this appointment. Messages can be either email or text. Patients must receive either an email, or an SMS text message, or can elect to receive both.
12. When the box is checked, options for the patient display. Patient contact information from the VA.gov profile will display first. If they have preferences set from previous Video Visits in VCM, that will display next. There is an option to enter a new/different email above these options:
 - Select the appropriate email, or enter a new email
 - If the user has agreed to receive SMS, select the correct phone number
 - If the user has NOT agreed to receive SMS, select None
13. To update the Patient's preferred email and/or phone number, check the box to indicate that the Patient requests this email/phone be their preferred contact information for all VA Communications. When the "Patient requests this email/phone be their preferred contact information for all VA Communications" box is checked, and the appointment is created:
 - The selected email will be updated and only that email will display the next time an appointment is created
 - If a phone number was selected, only that phone will display the next time an appointment is created
 - If "None" is selected for the phone number, the phone numbers will not be updated. The patient will NOT receive a text message for the appointment.

ADD VETERAN

Last Name: ONE Gender: M
 First Name: VETERAN Location: Not Currently Admitted
 Date of Birth: 01/01/1900 SSN: 000-00-0000
 Age: 49

☒ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. ⓘ

* Enter contact information or select from existing.

Email: Cell # for text:

☐ smith@example.gov ☐ (999) 999-9999
☒ veteran1@email.ooo ☒ (000) 000-0000
☐ None ☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:
 Central Daylight/Standard Time ▼

Cancel Add Veteran

Note: Information on how patients can update their contact information can be found at: <https://www.va.gov/change-address/>

14. Add the Veteran to the group by selecting the **Add Veteran** button.

The 'Create Video Visit' modal window displays a list of veterans under the heading 'Veterans'. A note states: '* Each Veteran must have an email for appointment notification - at least one is required.' The list contains three entries:

Veteran Name	Contact Info
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000

Below the list is an 'Add Veteran' button. Under the heading 'VA Staff #1', there is an 'Email:' label and a text input field containing 'smith@example.com'. An 'Add Another VA Staff' button is located below the email field. At the bottom of the modal are 'Cancel' and 'Create Video Visit' buttons.

15. Select the **Create Video Visit** button to create a new appointment for the group displayed.

The 'CONFIRM TO CREATE VIDEO VISIT(S)' modal window shows the following details:

Group Name: Test Group

Date	Time (EST)	Duration
02/16/2023	0915	20 minutes

Please confirm your choice or cancel and return to the page.

At the bottom are 'Cancel' and 'Confirm' buttons.

16. In the Create Appointment modal, confirm by selecting the **Confirm** button. The appointment confirmation modal will display.

APPOINTMENT SCHEDULED

The following Group Video Visit(s) have been booked.

Date	Time (EST)	Duration
02/16/2023	0915	20 minutes

Facility / Clinic:
Cheyenne WY VAMC

Group Name:
Test Group

A confirmation email and/or text has been sent to the following:

Provider:
✓ provider1@email.ooo

Patient(s):
✓ veteran1@email.ooo ✓ veteran1@email.ooo

Video Visit Instructions:
The Video Visit can be started from the email or the scheduled appointment list.

OK

If the date of the Video Visit just created is outside the currently filtered Date Range, a growler displays at the top right of the page.

VCM
My Workspace
Patient Care
Clinical Dashboards
Configuration

Schedule
Notifications
Image/Video Requests
My VCM Notes

Schedule
DATE RANGE
1d 7d 30d 3m Custom

MY EMAIL PREFERENCES
provider1@va.gov
Veteran1@example.gov

CLINICS
CHY PC KOLPATRICK
CHY AUDIOLOGY

Alert
Your new appointment will not display based on current filter selection.


6.2 Managing Group Participant List

The group appointment video visit summary view provides the choices to Add Veterans to the group appointment, or to Resend Appointment Invitations to attendees.




Video Visit Details

Group Appointment - Test Group

APPOINTMENT DETAILS

Date: Wednesday, April 01, 2020 at 1130 EST
Facility: CHEYENNE VAMC
Clinic:
Provider: VA PROVIDER
Duration: 20 minutes
Appt Type: Telehealth Group Video 
Other VA Staff:

VETERAN CONTACT INFORMATION
 3 Veterans are invited in this appointment.

Veteran Name	Contact Info	
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo	
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo	
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000	

Add Veteran **Resend Invite/Edit Email**

COMMENT

Create Additional Appointment for this Group?

Create Additional Appointment

Cancel Appointment **Start Video Visit**

1. Select the **Add Veteran** button to access the patient search form.
2. Begin typing all or part of the **patient's last name** or **Social Security Number (SSN)** (SSN search with or without dashes, OR the "Last Init + SSN Last 4" (e.g., S1234)) in the search field.

ADD VETERAN TO GROUP

Search for Veteran to Add to Group

Search Patient by Name or SSN...

. One veteran is required.

Cancel

3. A drop-down menu will appear, generated by the characters typed in the search field. Enter more characters to narrow the search.

ADD VETERAN TO GROUP

Search for Veteran to Add to Group

test

TEST. PATIENT1

TEST. PATIENT2

TEST. PATIENT3

TEST. PATIENT4

TEST. PATIENT5

TEST. PATIENT6

Cancel

4. Scroll through the results to find the name, select it, and then select the **Update Group** button to view the Add Veteran contact information modal.

The screenshot shows a modal window titled "ADD VETERAN" with a close button (X) in the top right corner. The window contains the following fields and options:

- Last Name:** ONE
- First Name:** VETERAN
- Gender:** M
- Location:** Not Currently Admitted
- Date of Birth:** 01/01/1900
- SSN:** 000-00-0000
- Age:** 49
- ☐ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. (i)
- * Enter contact information or select from existing.
- Email:** A dropdown menu showing "Veteran@email.000" as the selected option, with other options being "veteran1@email.000" and "None".
- Cell # for text:** A dropdown menu showing "(999) 999-9999" as the selected option, with other options being "(000) 000-0000" and "None".
- ☐ Patient requests this email/phone be their preferred contact information for all VA Communications.
- Time Zone:** A dropdown menu showing "Central Daylight/Standard Time" as the selected option.
- At the bottom, there are three buttons: "Cancel" (left), "Cancel" (middle), and "Add Veteran" (right, highlighted in blue).

5. Add, verify, or adjust contact information as needed, then select the **Add Veteran** button to add the Veteran to the appointment. The name will be added to the list on the appointment details screen.

Video Visit Details

Group Appointment - Test Group

APPOINTMENT DETAILS

Date: Wednesday, April 01, 2020 at 1130 EST
 Facility: CHEYENNE VAMC
 Clinic:
 Provider: VA PROVIDER
 Duration: 20 minutes
 Appt Type: Telehealth Group Video ■
 Other VA Staff:

VETERAN CONTACT INFORMATION

3 Veterans are invited in this appointment.

Veteran Name ↕	Contact Info	
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo	✕
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo	✕
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000	✕

COMMENT

Create Additional Appointment for this Group?

The sort arrows next to the Veteran Name label can be used to sort the Veterans invited to the group Video Visit by descending or ascending alphabetical order.

6.3 Guests

When creating a Video Visit for an email-only Veteran, Guests can be invited to participate. Guests are not supported for Group Video Visits. The Guest email is required. First and Last Name are optional. Invited Guests will receive an email Notification of the Video Visit Notification and will join the Video Visit in a Guest role. Up to 5 Guests can be invited.

Guest(s)

The screenshot shows a form titled "Guest(s)" with a scroll bar on the right. Inside the form, there is a section for "Guest #1". Under this section, there is an "Email:" label followed by a text input field containing "Veteran@email.com". To the right of the input field is a circular button with an "x" icon. Below the email field, there are two input fields labeled "First Name:" and "Last Name:". At the bottom of the form is a button labeled "Add Additional Guest".

6.4 VA Staff

When creating a Video Visit for an email-only Veteran or a Group, additional VA Staff can be invited to participate. Additional VA Staff will receive an email Notification and will join the Video Visit in a Host role. Up to 5 Additional VA Staff can be invited.

The screenshot shows a form titled "VA Staff". Inside the form, there is a button labeled "Add Additional VA Staff".

The screenshot shows a form titled "VA Staff". Inside the form, there is a "Search:" label followed by a search input field containing "provider2". To the right of the input field is a circular button with an "x" icon and a magnifying glass icon. Below the search field, there is a section for "VA Staff #1". Under this section, there is an "* Email:" label followed by a text input field containing "provider2@email.ooo". To the right of the input field is a circular button with an "x" icon. At the bottom of the form is a button labeled "Add Additional VA Staff".


6.4.1 Details View

On the group appointment details view, multiple group visit management choices are available, which allow you to manage appointment attendance, notifications for attendees, future appointments with the same group, and the ability to start the video visit appointment.




Video Visit Details

Group Appointment - Test Group

APPOINTMENT DETAILS

Date: Wednesday, April 01, 2020 at 1130 EST
Facility: CHEYENNE VAMC
Clinic:
Provider: VA PROVIDER
Duration: 20 minutes
Appt Type: Telehealth Group Video 
Other VA Staff:

VETERAN CONTACT INFORMATION
 3 Veterans are invited in this appointment.

Veteran Name	Contact Info	
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo	
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo	
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000	

[Add Veteran](#) [Resend Invite/Edit Email](#)

COMMENT

Create Additional Appointment for this Group?
[Create Additional Appointment](#)


[Cancel Appointment](#) [Start Video Visit](#)

There is a bar below the attendee table “Provider and Patient Conference Info”. When selected, conference information displays. The Meeting Alias and Patient PIN can be shared to a Patient in the group visit so that they can manually enter the visit. To invite another VA Staff/Provider, the Meeting Alias and Provider PIN should be shared. The Provider PIN should not be shared with a Patient.

Provider and Patient Conference Info

To join manually or through video conference device:

Audio Dial-In: n/a
Meeting Alias: vac0000000000@care.ooo
Patient PIN: 0000000#

 Provider's alias and PIN cannot be shared to patient.

Provider PIN: 9999999#

PATIENT CONTACT INFORMATION

6.4.2 Copy Appointment (Create Additional Appointment)

To create a new appointment based on an existing group:

The screenshot shows a light blue interface with several buttons and text elements. At the top left is a button labeled 'Add Veteran'. At the top right is a button labeled 'Resend Invite/Edit Email'. Below these is a section labeled 'COMMENT'. Further down is the text 'Create Additional Appointment for this Group?' followed by a button labeled 'Create Additional Appointment'. At the bottom left is a button labeled 'Cancel Appointment'. At the bottom right is a dark blue button with a camera icon and the text 'Start Video Visit'.

1. While on an appointment details screen for the group, select the **Create Additional Appointment** button toward the bottom of the screen, to copy the attendance of the meeting into a new appointment.
2. Follow the steps in Section 6.1.4 *Create New Group Video Visit*.

6.4.3 Cancel Appointment

To cancel a group appointment:

1. While on the details screen for the appointment, select the **Cancel** button at the bottom of the screen.
2. A confirmation modal will appear, giving you the opportunity to stop the cancelation before proceeding. Select the **Yes, Cancel** button to proceed.

The screenshot shows a modal window titled 'CANCEL APPOINTMENT' with a close button (X) in the top right corner. The text inside the modal reads: 'Confirm Cancel will cancel this appointment and a notification will be sent to all participants.' followed by 'Do you want to cancel this appointment?'. At the bottom, there are two buttons: 'No, Return' on the left and 'Yes, Cancel' on the right.

6.4.4 Resend Video Appointment Information


To resend an invitation for a group appointment, or to adjust the attendee contact information:

1. Access the Appointment Details view for a group appointment. (see Section 6.4.1 *Details View* for more information)

Video Visit Details




Group Appointment - Test Group

APPOINTMENT DETAILS

Date: Wednesday, April 01, 2020 at 1130 EST
Facility: CHEYENNE VAMC
Clinic:
Provider: VA PROVIDER
Duration: 20 minutes
Appt Type: Telehealth Group Video 
Other VA Staff:

VETERAN CONTACT INFORMATION

3 Veterans are invited in this appointment.

Veteran Name	Contact info	
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo	
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo	
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000	

COMMENT

Create Additional Appointment for this Group?

2. Select the **Resend Invite/Update Email** button below the participant list, for the Resend Video Appointment Information modal to appear.

RESEND VIDEO APPOINTMENT INFORMATION

SELECT PARTICIPANT(S) TO RESEND NOTIFICATION ☒ Select All

<input checked="" type="checkbox"/> ONE, VETERAN veteran1@email.ooo (000) 000-0000	<input type="button" value="Edit Email"/>
<input checked="" type="checkbox"/> TWO, VETERAN veteran2@email.ooo	<input type="button" value="Edit Email"/>
<input checked="" type="checkbox"/> THREE, VETERAN veteran3@email.ooo (000) 000-0000	<input type="button" value="Edit Email"/>

3. Verify the names and emails displayed. Revise the contact information as needed by selecting the **Edit Email** button for the participant that needs to be modified. An editable field will appear below their contact information, for you to modify the email address after the checkbox to verify that the patient agrees to receive messages has been checked.

Note: Any saved modifications to the email will automatically result in the generation of a new video visit access link going out to all attendees, regardless of whether their name has been checked. The new link ensures only the intended recipients have access to the appointment.

RESEND VIDEO APPOINTMENT INFORMATION

×

SELECTED PARTICIPANT TO RESEND NOTIFICATION

VETERAN ONE

veteran1@email.ooo

(000) 000-0000

Eastern Daylight/Standard Time

☐ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. ⓘ

* Enter contact information or select from existing.

Email:

Cell # for text:

☒ veteran1@email.ooo
 ☒ (000) 000-0000

☐ veteran2@email.ooo
 ☐ (000) 000-0000

☐ None

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:

Eastern Daylight/Standard Time

▼

Cancel

Send

- Below the email editing field, use the **Update email of record for future Video Visits** checkbox to verify whether the updated email should now become the default record for all future Video Visits for the participant.

RESEND VIDEO APPOINTMENT INFORMATION ✕

SELECTED PARTICIPANT TO RESEND NOTIFICATION

VETERAN ONE
veteran1@email.ooo
(000) 000-0000
Eastern Daylight/Standard Time

☒ * I verify the patient agrees to receive messages about the appointment and understands that if receiving messages via text that standard text message rates apply. ⓘ

* Enter contact information or select from existing.

Email: ☒ veteran1@email.ooo ☐ veteran2@email.ooo ☐ None

Cell # for text: ☒ (000) 000-0000 ☐ (000) 000-0000

☐ Patient requests this email/phone be their preferred contact information for all VA Communications.

Time Zone:
Eastern Daylight/Standard Time ▼

5. Verify and adjust emails of other participants, if needed.

Schedule Manage Video Visit. The user can select the check box to resend to all veterans in the group.

RESEND VIDEO APPOINTMENT INFORMATION ✕

SELECT PARTICIPANT(S) TO RESEND NOTIFICATION ☒ Select All

<input checked="" type="checkbox"/>	ONE, VETERAN veteran1@email.ooo (000) 000-0000	<input type="button" value="Edit Email"/>
<input checked="" type="checkbox"/>	TWO, VETERAN veteran2@email.ooo	<input type="button" value="Edit Email"/>
<input checked="" type="checkbox"/>	THREE, VETERAN veteran3@email.ooo (000) 000-0000	<input type="button" value="Edit Email"/>

6. Select the **Send** button once changes are complete, and all participants will receive a new, unique link to the group video visit appointment.

Note: If no changes were made to the contact information, only those participants with a selected checkbox will receive a resent notification, and it will include the same URL that originally went to the group.

6.4.5 Remove Group Video Visit Attendees

1. Revise the attendee list for a group video visit, by selecting the “✕” on the right side of the name to remove it.

Video Visit Details

Group Appointment - Test Group

APPOINTMENT DETAILS

Date: Wednesday, April 01, 2020 at 1130 EST
 Facility: CHEYENNE VAMC
 Clinic:
 Provider: VA PROVIDER
 Duration: 20 minutes
 Appt Type: Telehealth Group Video ■
 Other VA Staff:

VETERAN CONTACT INFORMATION

3 Veterans are invited in this appointment.

Veteran Name	Contact Info
ONE, VETERAN 01/01/1900 (45 yo)	veteran1@email.ooo
TWO, VETERAN 01/01/1900 (56 yo)	veteran2@email.ooo
THREE, VETERAN 01/01/1900 (67 yo)	veteran3@email.ooo (000) 000-0000

COMMENT

Create Additional Appointment for this Group?

- A confirmation modal will appear. Select the **Yes, Continue** button to complete removal of the participant. The participant will receive a cancellation email and/or text message.

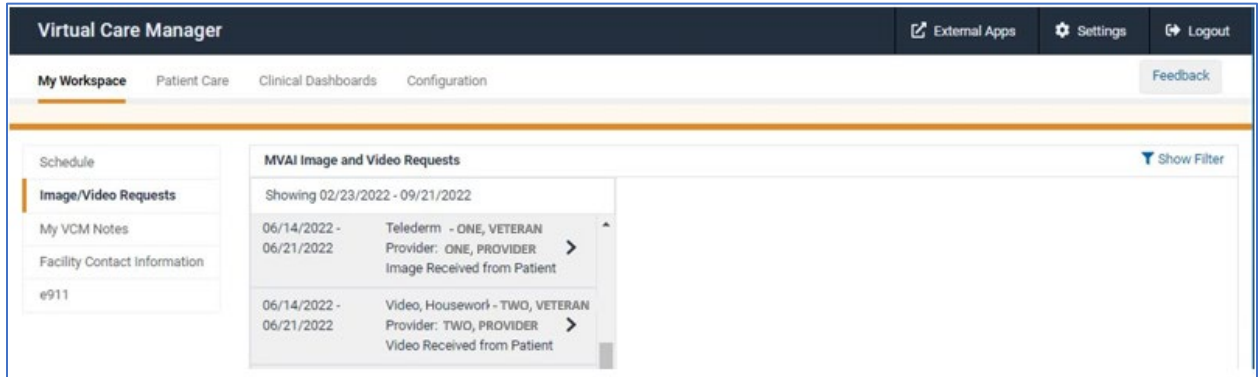
REMOVE VETERAN FROM GROUP

Do you want to remove VETERAN, ONETWO from this group?

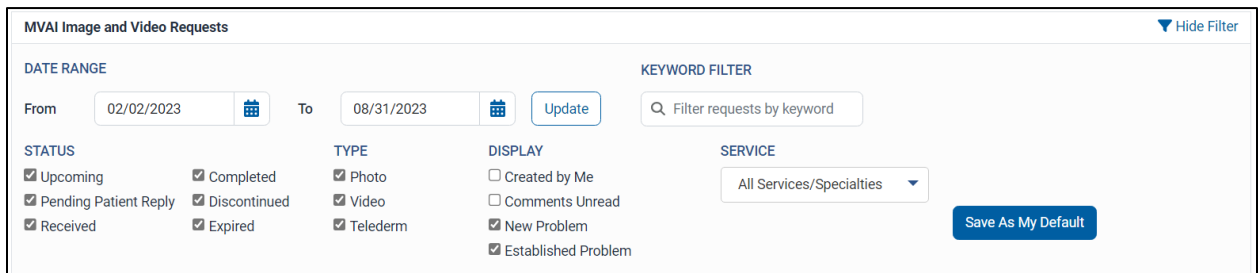
Due to the removal of this Veteran, a notification with an updated VMR link will be sent to all remaining participants in this Group Video appointment.

6.5 Requests

Requests allows the VCM user to search for Photo, Video or Telederm Requests that have already been created and submitted to Veterans.



Selecting “Show/Hide Filter” allows the user to display filters to support the search for a previously submitted Request. Filters include date range of the Request, as well as Status, Type (Photo, Video or Telederm), the option to display “Created by Me”, Service/Specialty, as well as the option to filter by keyword to further narrow the search. All filters are optional, but selecting a number of filters may help narrow the search.



Once the filters have been selected, the user is presented with options that meet the specific search criteria. The results display in List View, where the user may select one of the submitted Requests for review.

To customize a filter set to see preferred requests by default, select the Status, Type(s), Display and Service/Specialty, then select “Save As My Default”. These filters will be saved as default for the user and when they return to Image and Video Requests in My Workspace, the image requests in the list view will be based on these saved filter selections.

MVAI Image and Video Requests Hide Filter

DATE RANGE
 From: 12/02/2023 To: 06/30/2022 Update

KEYWORD FILTER
 Filter requests by keyword

STATUS
☒ Upcoming ☒ Completed
☒ Pending Patient Reply ☒ Discontinued
☒ Received ☒ Expired

TYPE
☒ Photo
☒ Video
☒ Telederm

DISPLAY
☒ Created by Me
☐ Comments Unread
☒ New Problem
☒ Established Problem

SERVICE
 All Services/Specialties Save As My Default

Showing 12/02/2021 - 06/30/2022

Health Photo Request Details
<p>05/31/2022 - 06/07/2022 Photo Provider: PROVIDER, ONE Pending Patient Reply</p> <p>05/31/2022 - 06/07/2022 Photo Provider: PROVIDER, ONE Pending Patient Reply</p>

ONE, VETERAN

REQUEST DETAILS

Created on: 04/11/2023
 Timeframe: 04/11/2023 to 04/18/2023
 Status: Pending Patient Reply
 Requesting Provider: PROVIDER, ONE
 Alternate Responsible Party: ARP@va.gov
 Specialty: Anesthesiology
 Facility: Cheyenne WY VAMC

ADDITIONAL DETAILS

Category: Photo
 Photo(s) Requested and/or Instructions: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute inure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.
[See Less](#)

PATIENT RESPONSES

Open Patient Record

Once the desired Request has been found, the user may opt to “Open Patient Record” and “Select Patient” to navigate to the Patient’s record in Patient Care, where other patient-specific options are available, such as “Appointments”, “Patient Data” and “Conditions Graphs”.

PATIENT RECORD ×

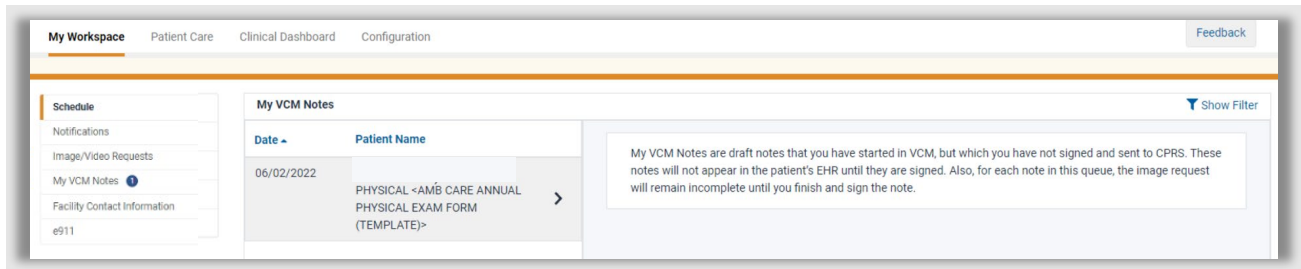
Last Name: ONE
 First Name: VETERAN
 Date of Birth: 01/01/1900
 Age: 57

Gender: M
 Location: Not Currently Admitted
 SS: 0000

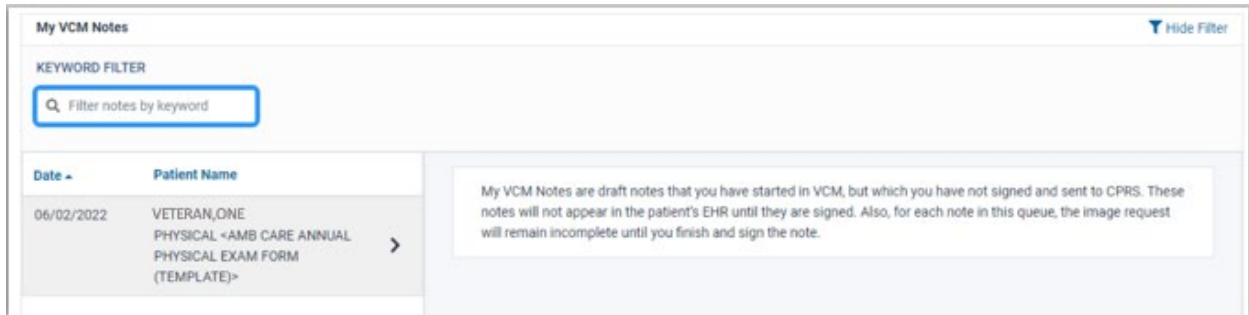
Cancel Select Patient

6.6 My VCM Notes

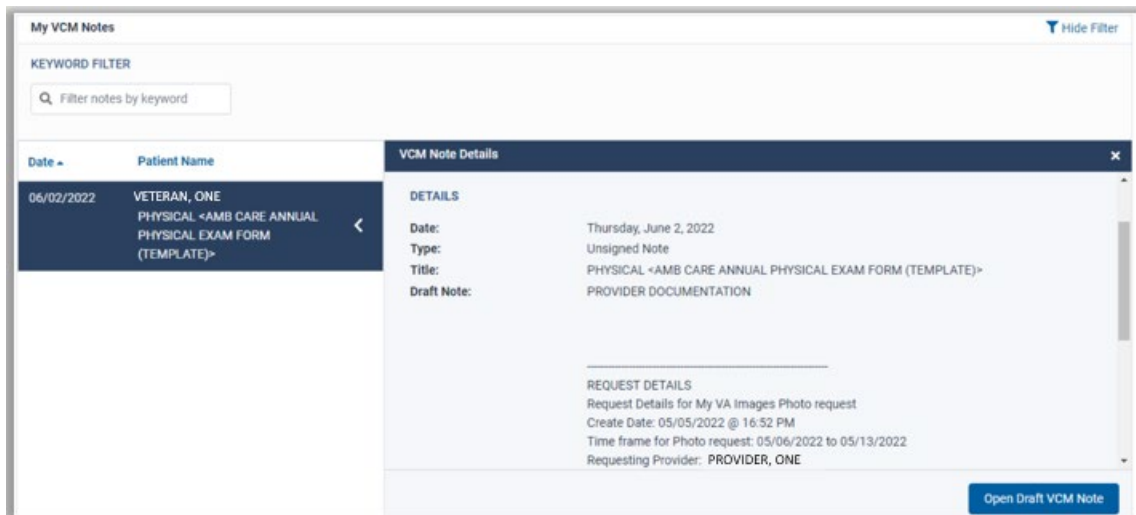
My VCM Notes are draft notes that have been started in VCM but have not been signed and sent to CPRS. These notes will not appear in the patient’s EHR until they are signed. For each note in queue, the image request will remain incomplete until the note is finished and signed. A notification will populate in the left navigation bar next to “My VCM Notes”, indicating the number of draft notes that are available for review.



Show/Hide Filter allows the user to access the Keyword Filter which can be used to search for the desired patient's draft note by name or other key word.



Once the patient's draft note has been found, the name patient can be selected in List View and the VCM Note Details will be displayed, so that the draft note can be easily reviewed. Select "Open Draft VCM Note" to make edits to the draft or take additional actions on the note, such as completing and signing the note.



Click "Select" in the Select Patient modal to make edits or take additional actions within the draft note or click "Cancel" to return to the List View for My VCM Notes.

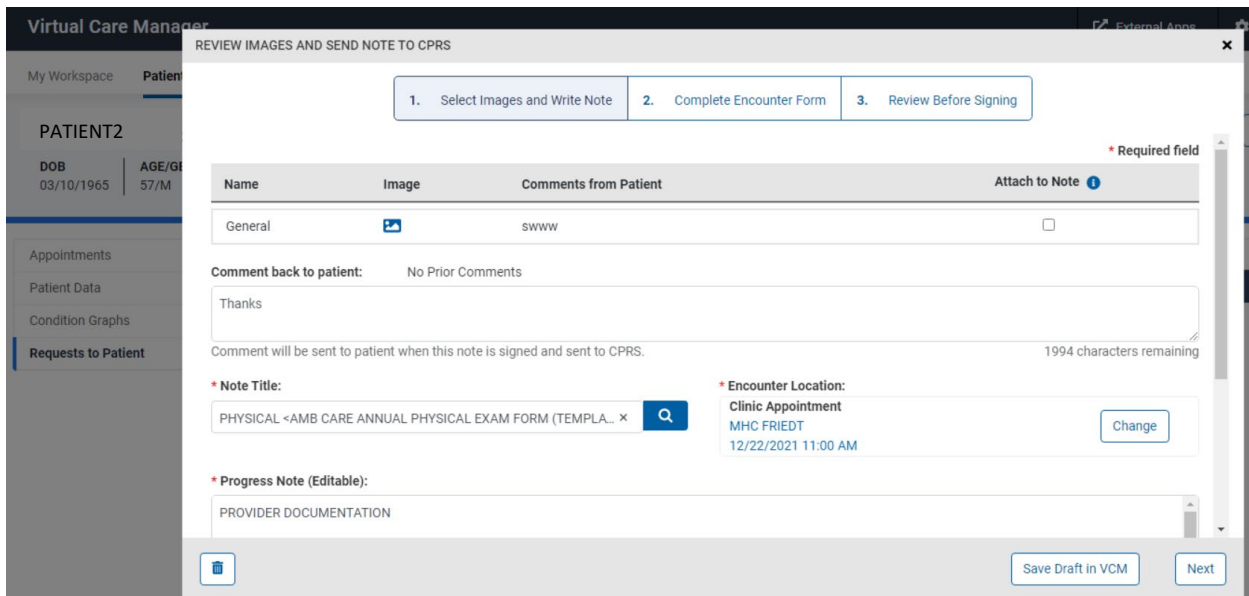


SELECT PATIENT [X]

Last Name: VETERAN Gender: M
 First Name: ONE Location: Not Currently Admitted
 Date of Birth: 01/01/1900 SSN: 000-00-0000
 Age: 57

[Cancel] [Select]

Clicking “Select” opens the draft note in Patient Care for the Patient in Context. Here, edits may be made as needed to each section of the note.



Virtual Care Manager


My Workspace Patient

PATIENT2
 DOB: 03/10/1965 AGE/G: 57/M

Appointments
 Patient Data
 Condition Graphs
Requests to Patient

REVIEW IMAGES AND SEND NOTE TO CPRS [X]

1. Select Images and Write Note 2. Complete Encounter Form 3. Review Before Signing

Name	Image	Comments from Patient	Attach to Note ⓘ
General		swww	<input type="checkbox"/>

Comment back to patient: No Prior Comments

Thanks

Comment will be sent to patient when this note is signed and sent to CPRS. 1994 characters remaining

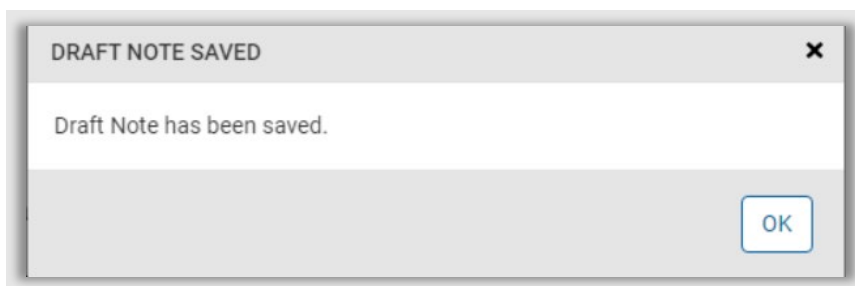
* Note Title:
 PHYSICAL <AMB CARE ANNUAL PHYSICAL EXAM FORM (TEMPLA... x [Search]

* Encounter Location:
 Clinic Appointment
 MHC FRIEDT
 12/22/2021 11:00 AM [Change]

* Progress Note (Editable):
 PROVIDER DOCUMENTATION

[Trash] [Save Draft in VCM] [Next]

The note may be saved by clicking “Save as Draft in VCM”. A modal will appear to confirm that the draft note has been saved.



DRAFT NOTE SAVED [X]

Draft Note has been saved.

[OK]

Click “Next” or “Back” to navigate to all sections of the draft note.

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note 2. Complete Encounter Form 3. Review Before Signing

VISIT TYPE * Required field

Type of Visit:

Clinic has not provided Visit Types

PROVIDERS

* Providers:

Available Primary

Provider1	<input checked="" type="radio"/>	Remove
Provider2	<input type="radio"/>	Remove

Back Save Draft in VCM Next

An error alert will occur if required fields are not populated. Required fields are indicated by a red asterisk.

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note 2. Complete Encounter Form 3. Review Before Signing

Error
Diagnoses are required.

VISIT TYPE * Required field

Type of Visit:

Clinic has not provided Visit Types

PROVIDERS

* Providers:

Available Primary

Back Save Draft in VCM Next

Within any section of the draft note, the trashcan icon may be selected to delete the draft note. A Delete Note modal will appear with the following considerations listed before deleting the draft note. The user may opt to “Keep Note” or “Delete Note”.

DELETE NOTE

By Deleting this Note the following will also be removed:

- Attachment of image(s) to note
- Current comment back to patient
- Draft note text
- Encounter form information

Keep Note

Delete Note

In the third tab of the draft note, “Review Before Signing”, the option to “Sign and Save to CPRS” is available. Selecting this option displays the “Save Note to CPRS” modal. Here, the note can be electronically signed and submitted. The note has been successfully submitted and will no longer appear as a draft note in “My VCM Notes” in My Workspace.

REVIEW IMAGES AND SEND NOTE TO CPRS

✓ Select Images and Write Note

✓ Complete Encounter Form

✓ Review Before Signing

NOTE TITLE

PHYSICAL <AMB CARE ANNUAL PHYSICAL EXAM FORM (TEMPLATE)>

NOTE TO BE SENT TO CPRS

PROVIDER DOCUMENTATION

REQUEST DETAILS

Request Details for My VA Images Photo request

Create Date: 05/05/2022 @ 16:52 PM

Time frame for Photo request: 05/06/2022 to 05/13/2022

Requesting Provider:

Facility Name: Cheyenne VA Medical Center

Status: Image Received from Patient

Request#: 6274391dd3e9120868cceff7

Photo(s) Requested and/or Instructions:

Back

Save Draft in VCM

Sign and Save to CPRS

SAVE NOTE TO CPRS

* Please sign note

Cancel

Submit

6.7 e911

The e911 feature in VCM provides a 24/7 service for:

- Pre-validating whether 911 service is available at a patient's location during the time of the video visit
- Obtaining a temporary phone number to dial, valid for 10 minutes for 911 at the pre-validated location
- In the continental United States, Hawaii, Alaska, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, Saipan, and the Northern Mariana Islands.

NOTE: Do not make test calls!

The screenshot displays the Virtual Care Manager (VCM) interface. The top navigation bar includes 'Virtual Care Manager', 'External Apps', 'Settings', and 'Logout'. Below this, a secondary navigation bar shows 'My Workspace', 'Patient Care', 'Clinical Dashboards', and 'Configuration'. The 'My Workspace' section is active, showing a sidebar with links to 'Schedule', 'Image/Video Requests', 'My VCM Notes', 'Facility Contact Information', and 'e911'. The main content area is titled 'e911' and contains a form titled 'Pre-Validate e911 Service'. The form includes a red asterisk indicating a 'Required field'. The instructions state: 'Enter address where veteran will be during the time of this video visit to pre-validate the Emergency Service is available for the address.' The form fields are: 'Name:' (text input), 'Location:' (dropdown menu with 'USA' selected), 'Street Number:' (text input), 'Street Name:' (text input), 'Additional Detail:' (text input), 'City:' (text input), 'State:' (dropdown menu with '-- Select --' selected), and 'Zip Code:' (text input). A 'Pre-Validate Address' button is located below the fields. At the bottom of the form, a disclaimer states: 'If unable to obtain an Emergency Contact Number call the Emergency Call Relay Center at 267-XXXX-XXXX to speak with an operator for manual relay to 911. Do not make test calls.'

6.7.1 Set Patient Location and Address Information

1. Enter the patient's name.
2. The default location is USA and other locations can be selected from the dropdown list, including American Samoa, Guam, Northern Mariana Islands, Saipan, and US Virgin Islands.
3. Enter Street Number, Street Name, Additional Detail, City, State, and Zip Code.
4. **Select Pre-validate Address** to validate if e911 is available.

e911

Pre-Validate e911 Service

Enter address where veteran will be during the time of this video visit to pre-validate the Emergency Service is available for the address.

Name:

Location:

* Street Number:

* Street Name:

Additional Detail:

* City:

* State:

* Zip Code:

If unable to obtain an Emergency Contact Number call the Emergency Call Relay Center at 267-XXX-XXXX to speak with an operator for manual relay to 911. Do not make test calls.

5. Verify the Address is Validated for e911. If the address entered has 911 service, then a green checkmark will appear at the bottom, stating:

“The address you entered has been validated for e911.”

To enter a different address after validation, select Enter Different Address.

If any changes are made to the validated address, the “address validated” text clears and the Pre-Validate Address button is available. To enter a different address, select Enter Different Address.

e911

Enter address where veteran will be during the time of this video visit to pre-validate the Emergency Service is available for the address.

Name:

Location:

* Street Number:

* Street Name:

Additional Detail:

* City:

* State:

* Zip Code:

[Enter Different Address](#)

✓ The address you entered has been validated for e911.

If unable to obtain an Emergency Contact Number call the Emergency Call Relay Center at 267-XXX-XXXX to speak with an operator for manual relay to 911. Do not make test calls.

6.7.2 Emergency Use of e911

1. In * **Callback Phone Number**: Type your own or a clinic emergency must-answer 10-digit callback phone number (no extension). The callback number should be a phone number that a 911 operator can use to reach you, the VCM user.

e911

Enter address where veteran will be during the time of this video visit to pre-validate the Emergency Service is available for the address.

Name:

Location:

* Street Number:

* Street Name:

Additional Detail:

* City:

* State:

* Zip Code:

[Enter Different Address](#)

✓ The address you entered has been validated for e911.

If unable to obtain an Emergency Contact Number call the Emergency Call Relay Center at 267-XXX-XXXX to speak with an operator for manual relay to 911. Do not make test calls.

Emergency Use Only

Do not use Request Emergency Contact Number unless there is an Emergency.

You must enter your callback number before requesting Emergency Contact Numbers!

* Callback Phone Number:

[Request Emergency Contact Number](#)

- 2.

3. Select **"Request Emergency Contact Number"** to receive a temporary phone number that is valid for 10 minutes to call 911 at the participant's location.

4. Using a landline telephone or mobile phone, call the phone number displayed to connect directly to 911 at the patient's location.
5. If address pre-validation is not available, when pre-validate is selected, a general emergency number displays. Call this number to reach 911 services that will contact 911 at the patient's location.

6.7.3 After Calling e911

After calling e911, submit the following information:

- Report use of the VCM e911 service by the Telehealth Emergency Handoff Procedures. Also, report use to your Facility Telehealth Coordinator.

- Provide feedback about the VCM e911 feature, or for administrative questions, contact the Office of Connected Care Technology Help Desk.

6.7.4 Technical Support

Call the Office of Connected Care Help Desk at 866-651-3180 or 703-234-4483, 24 hours a day, seven days a week, or email them at: VHA_OCCHD@va.gov

6.8 Facility Contact Information

This menu option allows the ability to view Facility Contact Information for a patient location (Veterans Health Administration (VHA) Facility) at the time of their video visit. The user can search for a location, view the location contact information.

6.8.1 Search by Facility Name and Search by City, State, and VISN

The user opens Facility Contact Information from the menu on the left and is prompted to enter search criteria for initial selection. The user can search by Facility Name, search/filter by any combination of City, State and VISN, or search by Station ID. The user must choose one of these methods to identify the desired Veterans Health Administration (VHA) Facility: “Search by Facility Name”, “Search by City, State or U.S. Territory or Philippines, and VISN”, or “Search by Station ID”. Only one search method can be used at a time.

The following example demonstrates “Search by Facility Name”. For “Search by Facility Name” to produce the desired result, the text typed in the search field must match at least three letters of the Facility Name. For example, typing in “P-I-Q” and selecting “Search” will produce the “Piquette Street VA Clinic” shown below.

Location Name	Address	Description	Favorites
Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRC) Detroit, MI	Other Outpatient Services (OOS)	☆ +

In the example below, the user identified the same VHA Facility as before, but used the “Search by City, State or U.S. Territory or Philippines, and VISN” option. This option can be helpful if the user isn’t sure of the exact name of the VHA facility, but knows the City, State and/or VISN in which it is located. Here, the user searched by City (Detroit) and filtered by State (Michigan) to produce the same facility that resulted above, “Piquette Street VA Clinic”, in the list of results.

VCM |
 My Workspace |
 Patient Care |
 Clinical Dashboards |
 Configuration |
 Feedback |
 External Apps |
 Settings |
 Help |
 Logout

Schedule

Notifications 1

Image/Video Requests

My VCM Notes 4

Facility Contact Information

e911

Facility Contact Information ▼ Hide Search

SEARCH BY FACILITY NAME

Facility Name

Search

- or -

CITY

State or U.S. Territory or Philippines
- Select -

VISN 10 Search

SEARCH BY STATION ID

Station Code

Search

Reset

Facility Name	Address	Service Type	Favorites	Actions
Wright-Patterson VA Clinic	4881 Sugar Maple Drive Wright Patterson AFB, OH	Other Outpatient Services (OOS)	☆	+ ▼
John D. Dingell Department of Veterans Affairs Medical Center	4646 John R Street Detroit, MI	VA Medical Center (VAMC)	☆	+ ▼
Detroit VA Domiciliary	4777 East Outer Drive Connor Creek Detroit, MI	Residential Care Site (MH RRTP/DRRTP) (Stand-Alone)	☆	+ ▼
Detroit VA Medical Center-Valor Center	3245 East Jefferson Avenue Detroit, MI	Other Outpatient Services (OOS)	☆	+ ▼
Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRC) Detroit, MI	Other Outpatient Services (OOS)	☆	+ ▼
Pontiac VA Clinic	44200 Woodward Avenue Suite 208 Pontiac, MI	Primary Care CBOC	☆	+ ▼
Yale VA Clinic	7470 Brockway Road Yale, MI	Primary Care CBOC	☆	+ ▼

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user can scroll to find the desired Piquette Street VA Clinic. However, if the user knew the specific Station Code for the Piquette Street Clinic, 553QA, the specific code may have been entered to produce a single result. Note: the entire Station Code must be known to conduct a search by Station Code.

The screenshot shows the VCM interface with the 'Facility Contact Information' section active. The search criteria are as follows:

- SEARCH BY FACILITY NAME: Facility Name (empty)
- SEARCH BY CITY, STATE, AND VISN (Enter one or more): City (empty), State or U.S. Territory or Philippines (dropdown menu), VISN (dropdown menu)
- SEARCH BY STATION ID: Station Code (553)

The search results show 1 - 6 of 6 results. The facilities listed are:

Location Name	Address	Description	Favorites
John D. Dingell Department of Veterans Affairs Medical Center	4646 John R Street Detroit, MI	VA Medical Center (VAMC)	☆ +
Detroit VA Domiciliary	4777 East Outer Drive Connor Creek Detroit, MI	Residential Care Site (MH RRTP/DRRTP) (Stand-Alone)	☆ +
Detroit VA Medical Center-Valor Center	3245 East Jefferson Avenue Detroit, MI	Other Outpatient Services (OOS)	☆ +
Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRIC) Detroit, MI	Other Outpatient Services (OOS)	☆ +
Pontiac VA Clinic	44200 Woodward Avenue Suite 208 Pontiac, MI	Primary Care CBOC	☆ +

To execute ANY search, the user must select the “Search” button to produce results.

Some features of note for search functions in Facility Contact Information in My Workspace include the “Reset” button which allows the user to clear all search and filter fields at once. Additionally, within the “State or U.S. Territory or Philippines” filter field, the user may type the first letter of the desired state to jump to any or all states beginning with that letter. This facilitates an easy way to filter by state.

The screenshot shows the VCM interface with the 'Facility Contact Information' section active. The search criteria are as follows:

- SEARCH BY FACILITY NAME: Facility Name (empty)
- SEARCH BY CITY, STATE, AND VISN (Enter one or more): City (empty), State or U.S. Territory or Philippines (dropdown menu), VISN (dropdown menu)
- SEARCH BY STATION ID: Station Code (empty)

The 'Reset' button is highlighted. The 'State or U.S. Territory or Philippines' dropdown menu is open, showing 'Delaware' and 'District Of Columbia'.

Once the user has identified the desired facility, they may click on the “+” next to the name of the desired facility (see examples from search results above) to expand the facility information and take necessary action, as well as view facility information, including the facility location and website via embedded hyperlinks. See the following steps for more information.

SEARCH BY FACILITY NAME

Facility Name

Search

SEARCH BY CITY, STATE, AND VISN (Enter one or more)

City

State or U.S. Territory or Philippines

VISN

Search

SEARCH BY STATION ID

Station Code

Search

Reset

Showing 1 - 1 of 1 results

Location Name

Address

Description

Favorites

Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRC) Detroit, MI	Other Outpatient Services (OOS)	
---------------------------	--	---------------------------------	--

Location Name:

Status Code:

Address:

Phone:

Description:

Facility Location (Map Link)

Facility Website

CLINIC-BASED TELEHEALTH EMERGENCY HANDOFF PROCEDURE

AT START OF VIDEO APPOINTMENT

Step 1: Obtain or verify Veteran Room/Location for the current Video Appointment.

* Room/Location (Needed in case of Emergency)

140 characters remaining

Step 2: Obtain and/or verify patient site Point of Contact (POC) and Contact number for this Appointment.

Patient Site POC:

POC Phone Number:

Step 3: For Providers, document in your progress note that the above information was obtained.

IN CASE OF EMERGENCY

Step 1: Try to contact POC by phone number above or by other communication modalities agreed upon with the Patient Site POC e.g. Teams.

Step 2: If Step 1 unsuccessful, use numbers below in the order listed to contact an alternative person on site.

* Facility Not Set-up

Additional Information

No Additional Information Added

6.8.2 Favorites

Users can identify one or multiple favorites or most often viewed locations by clicking on the star in the Favorites column for a location. The solid gold star indicates a Favorite. Locations selected as Favorites will display by default when a user selects Facility Contact Information from My Workspace.

To de-select a Favorite location, again clicking on a solid star. The outline star indicates that the location is not a Favorite.

SEARCH BY FACILITY NAME

Facility Name

Search

SEARCH BY CITY, STATE, AND VISN (Enter one or more)

City

State or U.S. Territory or Philippines

VISN

Search

SEARCH BY STATION ID

Station Code

Search

Reset

Showing 1 - 4 of 4 results

Location Name

Address

Description

Favorites

Atlanta VA Medical Center	1670 Clairmont Road Decatur, GA	VA Medical Center (VAMC)	★ +
Atlanta VA Clinic	250 North Arcadia Avenue Decatur, GA	Multi-Specialty CBOC	★ +
Detroit VA Domiciliary	4777 East Outer Drive Connor Creek Detroit, MI	Residential Care Site (MH RRTP/DRTP) (Stand-Alone)	★ +
Detroit VA Medical Center-Valor Center	3245 East Jefferson Avenue Detroit, MI	Other Outpatient Services (OOS)	★ +

6.8.3 Facility Not Set Up

If the location that is the subject of the search is not set up Facility Contact Information, basic address information will display at left (as below) with a note included in the detail to indicate “Facility Not Set-

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up”. Note that fields still display where the user can enter the room/location information, patient site POC name, and phone number.

Location Name	Address	Description	Favorites
Berks County VA Clinic	2762 Century Boulevard Ridgeview Professional Center Suite 120 Wyomissing, PA	Primary Care CBQC	

Location Name: Berks County VA Clinic Station Code: 59500 Address: 2762 Century Boulevard Ridgeview Professional Center Suite 120, Wyomissing, PA Phone: (484) 220-2572 Description: Primary Care CBQC Facility Location (Map Link) Facility Website	CLINIC-BASED TELEHEALTH EMERGENCY HANDOFF PROCEDURE <small>* Required to send emergency notification</small> AT START OF VIDEO APPOINTMENT Step 1: Obtain or Verify Veteran Room/Location for the current Video Appointment. * Room/Location (Needed in case of Emergency) <input type="text"/> <small>140 characters remaining</small> Step 2: Obtain and/or Verify patient site Point of Contact (POC) and Contact number for this Appointment. Patient Site POC: <input type="text"/> POC Phone Number: <input type="text"/> <small>(999) 999-9999</small> Step 3: For Providers, document in your progress note that the above information was obtained. IN CASE OF EMERGENCY Step 1: Try to contact POC by phone number above or by other communication modalities agreed upon with the Patient Site POC e.g., Teams. Step 2: If Step 1 unsuccessful, use numbers below in the order listed to contact an alternative person on site. *Facility Not Set-up*
---	--

6.8.4 Facility Is Set Up

When a facility is set up with Facility Contact Information, such as the example below, the user first sees fields at the top to collect Veteran room/location information, patient site POC name, and phone number. Below that, emergency contact information displays, followed by other contact information.

Location Name	Address	Description	Favorites
Aberdeen VA Clinic	3307 10th Avenue Southeast Aberdeen, SD	Primary Care CBQC	

Location Name: Aberdeen VA Clinic Station Code: 43800 Address: 3307 10th Avenue Southeast, Aberdeen, SD Phone: (605) 228-3500 Description: Primary Care CBQC Facility Location (Map Link) Facility Website	CLINIC-BASED TELEHEALTH EMERGENCY HANDOFF PROCEDURE <small>* Required to send emergency notification</small> AT START OF VIDEO APPOINTMENT Step 1: Obtain or Verify Veteran Room/Location for the current Video Appointment. * Room/Location (Needed in case of Emergency) <input type="text"/> <small>140 characters remaining</small> Step 2: Obtain and/or Verify patient site Point of Contact (POC) and Contact number for this Appointment. Patient Site POC: <input type="text"/> POC Phone Number: <input type="text"/> <small>(999) 999-9999</small> Step 3: For Providers, document in your progress note that the above information was obtained. IN CASE OF EMERGENCY Step 1: Try to contact POC by phone number above or by other communication modalities agreed upon with the Patient Site POC e.g., Teams. Step 2: If Step 1 unsuccessful, use numbers below in the order listed to contact an alternative person on site. <div> <div>Local number to call to initiate a code</div> <div>(999) 999-9999</div> </div> <div> <div>VA Police Emergency</div> <div>(999) 999-9999</div> </div> <div> <div>Local Facility ER 24/7</div> <div>(999) 999-9999</div> </div> <div> <div>Facility Telehealth Coordinator</div> <div>(999) 999-9999</div> </div> <div> <div>Primary Care Nurse Manager</div> <div>(999) 999-9999</div> </div>
---	---



Other Contact Numbers	
Safety Officer	(999) 999-9999
Radiology	(999) 999-9999
Laboratory	(999) 999-9999 ext: 127727
Outpatient Pharmacy	(999) 999-9999
Chief of Staff	(999) 999-9999

The “Other” contact numbers display below the emergency contact numbers.

Other Contact Numbers	
Laboratory	(999) 999-9999 ext: 127727
Safety Officer	(999) 999-9999 ext: 444
Radiology	(999) 999-9999 ext: 664
Outpatient Pharmacy	(999) 999-9999 ext: 4664
Chief of Staff	(999) 999-9999 ext: 1233

“Additional Information” is available, but optional. Additional information may include facility-related documents and web links.

Additional Information

Date	Title & Description	Web Link
12/14/2022	Emergency Contact Documentation Test Test Test	
12/14/2022	SOP Equipment & Software Failure Test Session	

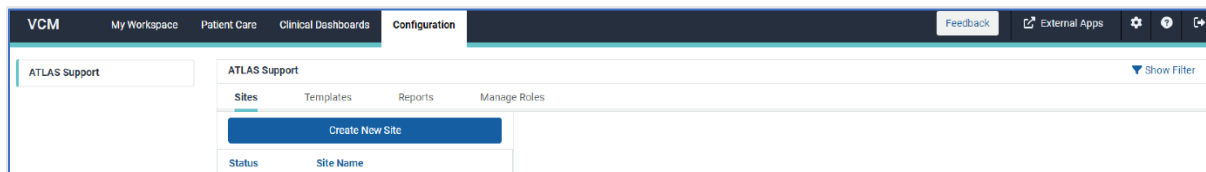
7. Configuration Tab

The Configuration area of the system will only be visible to VCM users who have access to an activity under Configuration (e.g.: ATLAS Support).



7.1 ATLAS Support

This menu option allows the ability to view a complete list of ATLAS sites as well as the creation and maintenance of sites. The user (ATLAS Support Admin) will see the option for Sites (selected by default), Templates, Reports, and Manage Roles. If the user is only a second level user, then they will only be able to view Sites and Templates under ATLAS Support (more info below).



7.1.1 Sites

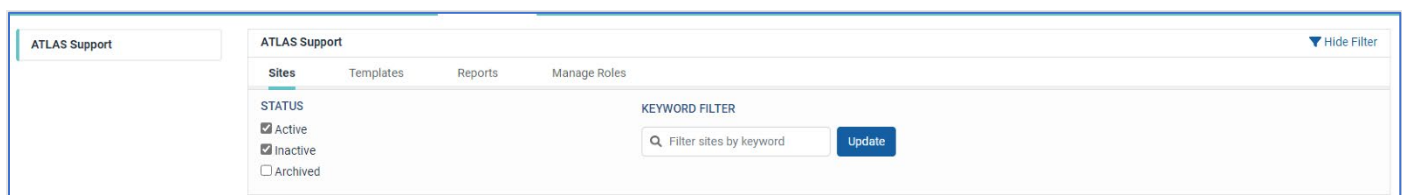
All ATLAS Sites will display within the Sites tab. The user can create and maintain meta-data for all ATLAS Sites. Slot availability can be determined and applied to each site as the user is creating or modifying site details.

7.1.1.1 ATLAS Site Filters

The filter will default to display all ATLAS Sites that include a status of 'Active', 'Inactive', and/or 'Archived'

1. Narrow the results down further by unchecking or checking the checkboxes for a given status or entering text within the Keyword Filter field and selecting the **Update** button.
2. Select a site from the results listed below the search filters, to view that specific site's detail view.

ATLAS Sites Filter:



7.1.1.2 Create New ATLAS Site

1. Select the **Create New Site** button in order to create a new site and enter meta-data for that site.
2. All required fields must be satisfied in order to create the site.

Note: Required fields - Site ID, Site Name, Time Zone, Map Coordinates (longitude/latitude), Physical Street Address (including State or U.S. Territory or Philippines) and others (see below)

Create New TAS Site

TAS SITE DETAILS

* Site ID:
(<Three Letter Prefix-State Abbreviation-Zip Code 5 digit- Sequence Number 2 digit>)

* Site Name:
(Common name to be shown to Veteran)

* Time Zone:

Physical Site Address

Street Number: * Street Name:

* City:

* State or U.S. Territory or Philippines:

* Zip Code: * Country: [Use Address to Populate Long/Lat](#)

* Ensure the address is correct before auto-populating longitude/latitude. Longitude and Latitude will not be precise if some address fields are not provided.

Map Coordinates:

* Longitude: * Latitude:

* VA Location (Station Code)

When the Physical Site Address is entered for a site, the 'Use Address to Populate Long/Lat' button will get enabled. User can select and the longitude and latitude mapping coordinates will automatically populate in their respective fields.

Create New TAS Site

Physical Site Address

Street Number: * Street Name:

* City:

* State or U.S. Territory or Philippines:

* Zip Code: * Country: [Use Address to Populate Long/Lat](#)

* Ensure the address is correct before auto-populating longitude/latitude. Longitude and Latitude will not be precise if some address fields are not provided.

Map Coordinates:

* Longitude: * Latitude:

* VA Location (Station Code)

Selection required. Use the Select button to open modal and choose a facility. [Select](#)

* VAMC site ID must be associated with an ATLAS site for the completion of the ATLAS visit survey.

The *VA Location (Station Code) section will then be enabled to **Select** a VAMC (default will be 100 miles from ATLAS site address) in order to associate it with the ATLAS Site.

SELECT VA LOCATION

Select a VA location that you want to associate with for the given ATLAS site

FILTER BY:

Distance from ATLAS Site: 100 mi - OR - State or U.S. Territory or Philippines: -- Select -- - OR - Facility Name: **Reset**

Facility Name
Fort Belvoir VA Clinic 9300 Dewitt Loop, Fort Belvoir, VA, 22060-5285
Montgomery County VA Clinic 15810 Gaither Drive, Shady Grove Development Park, Suite 130, Gaithersburg, MD, 20877-1429
Washington VA Medical Center 50 Irving Street, Northwest, Washington, DC, 20422-0001
Southeast Washington VA Clinic 820 Chesapeake Street, Southeast, Washington, DC, 20032-3428
Franklin Street VA Clinic 1500 Franklin Street Northeast, Community Resource & Referral Center (CRRC), Washington, DC, 20018-2000

Cancel

Selecting a VAMC or VA Facility will return details and user can **Save & Close** the modal.

SELECT VA LOCATION

Select a VA location that you want to associate with for the given ATLAS site

FILTER BY:

Distance from ATLAS Site: 100 mi - OR - State or U.S. Territory or Philippines: -- Select -- - OR - Facility Name: **Reset**

Facility Name	Facility Details
Fort Belvoir VA Clinic 9300 Dewitt Loop, Fort Belvoir, VA, 22060-5285	Washington VA Medical Center Station Code: 688 Physical Address: 50 Irving Street, Northwest, Washington, DC, 20422-0001 Longitude: -77.01119 Latitude: 38.9294 Time Zone: Eastern Daylight/Standard Time
Montgomery County VA Clinic 15810 Gaither Drive, Shady Grove Development Park, Suite 130, Gaithersburg, MD, 20877-1429	
Washington VA Medical Center 50 Irving Street, Northwest, Washington, DC, 20422-0001	
Southeast Washington VA Clinic 820 Chesapeake Street, Southeast, Washington, DC, 20032-3428	
Franklin Street VA Clinic 1500 Franklin Street Northeast, Community Resource & Referral Center (CRRC), Washington, DC, 20018-2000	

Cancel **Save & Close**

Upon **Save & Close**, the modal will close and the VAMC or VA Facility will then be listed as read-only text as the associated VA Location to that ATLAS site.

Selecting Edit, will then display the modal again (default 100 miles from ATLAS site address) for user to modify if necessary.

Upon Site creation **Save** the station code or SiteID will then automatically populate the ATLAS post session survey URL parameters to append the SiteID at the end of the URL. This will be used to accurately record Veteran feedback after they have completed their VVC session at an ATLAS Site and have provided feedback within the ATLAS post session survey form.

The remaining Site information includes Site Contact Information, Site Status, Dates the Site will be Closed, and Number of ATLAS Rooms at Site

Work Phone Number:

Telephone Extension:

Non-VA Primary POC (this should be a Non-VA POC)

*** Full Name:**

*** Work Email:**

*** Work Phone Number:**

Telephone Extension:

Non-VA Secondary POC (this should be a Non-VA POC)

Full Name:

Work Email:

Work Phone Number:

Telephone Extension:

Additional Information About This Site

Instructions for Patients:

250 characters remaining

Comments for VA Staff:

250 characters remaining

(Not shown to patients)

AVAILABILITY

Days Open and Availability

Site Status:
☐ Active
☒ Inactive

- a. For the section labeled: **AVAILABILITY – Days Open and Availability - The following dates that the site will be closed** by default it will display only the list of federal holidays with a checkbox next to each with the checkbox checked by default so user can uncheck/remove if necessary.
 - i. Upon unchecking the checkbox next to the holiday listed, then that will indicate that the site will be open for that date removed.
- b. There will be another section to add a custom date that the site will be closed and that is labeled: **Additional Date(s) the Site is Closed**.
 - i. Upon selecting the '+' icon next to the 'Select Date' label a calendar picker and date field display for the user to be able to enter a custom date that the site will be closed for that year (e.g.: the first Tuesday of a particular month).
 - ii. There will be a checkmark and trashcan icon to the right of the date field.

- iii. If a date is entered and the checkmark is selected, then the date is added with the following format MM/DD/YYYY; user can select the 'x' icon to remove the date added if desired.
- iv. If user selects the ' Select Date' and decides they didn't want to add a date, they can select the trashcan icon to remove the date entirely.
- v. Note: On Edit View – this section will display as **Exclusion Dates (Federal Holidays Included)** and will include a list of dates that the site will be closed.

Create New TAS Site

The following are dates the site is closed. This list includes all federal holidays. You can remove a specific date by unselecting the checkbox or add an additional date.

<input checked="" type="checkbox"/> Labor Day	09/04/2023
<input checked="" type="checkbox"/> Columbus Day	10/09/2023
<input checked="" type="checkbox"/> Veterans Day	11/10/2023
<input checked="" type="checkbox"/> Thanksgiving Day	11/23/2023
<input checked="" type="checkbox"/> Christmas Day	12/25/2023
<input checked="" type="checkbox"/> New Year's Day	01/01/2024
<input checked="" type="checkbox"/> Birthday of Martin Luther King, Jr.	01/15/2024
<input checked="" type="checkbox"/> Washington's Birthday	02/19/2024
<input checked="" type="checkbox"/> Memorial Day	05/27/2024
<input checked="" type="checkbox"/> Juneteenth	06/19/2024
<input checked="" type="checkbox"/> Independence Day	07/04/2024

Additional Date(s) the Site is Closed

+ Select Date

Additional Date(s) the Site is Closed

+ Select Date

Additional Date(s) the Site is Closed

MM/DD/YYYY

✓

Additional Date(s) the Site is Closed

✕ 08/18/2023

+ Select Date

Edit View – Exclusion Dates

AVAILABILITY

Exclusion Dates (Federal Holidays Included):

09/04/2023 Monday (Labor Day)
 10/09/2023 Monday (Columbus Day)
 11/10/2023 Friday (Veterans Day)
 11/23/2023 Thursday (Thanksgiving Day)
 12/25/2023 Monday (Christmas Day)
 01/01/2024 Monday (New Year's Day)
 01/15/2024 Monday (Birthday of Martin Luther King, Jr.)
 02/19/2024 Monday (Washington's Birthday)
 05/27/2024 Monday (Memorial Day)
 06/19/2024 Wednesday (Juneteenth)
 07/04/2024 Thursday (Independence Day)

*** Number of ATLAS Rooms at Site:**

Add Room

*** Number of ATLAS Rooms at Site:**

Room 1

Room Status:

☒ Active

☐ Inactive

Select Days Available:

☐ Monday
 ☐ Tuesday
 ☒ Wednesday
 ☐ Saturday

☐ Thursday
 ☐ Friday
 ☒ Sunday

Add Room

- c. Number of ATLAS Rooms at Site will include an **Add Room** button:
 - i. Selecting the **Add Room** button will display a card that includes checkboxes for each day of the week (unchecked by default).
 - ii. If the status of the room is inactive, then the days of the week checkboxes cannot be checked (disabled).
 - iii. If the status of the room is active, then the days of the week checkboxes can be checked (enabled) and upon selection a table displays for each day of the week checkbox that was checked.

*** Number of ATLAS Rooms at Site:**

Room 1

Room Status:

☒ Active
☐ Inactive

Select Days Available:

☐ Monday ☐ Tuesday ☒ Wednesday
☐ Thursday ☐ Friday ☐ Saturday
☒ Sunday

Wednesday		
Start Time	Duration	Status
<div>Edit Schedule</div>		

- iv. Each table will include columns for Start Time, Duration, and Status (all null by default).
- v. Selecting the **Edit Schedule** button for a given day of the week table will display a modal to provide the slot availability.
- vi. Default setting for slot availability will be to **Create Custom**, but the user can select the **Use Existing Template** option in order to add a table that includes pre-populated slots (referenced further down). Each table will include one row by default with the following columns:
 - Start Time for the slot will default to 08 00 and selections for hour/minute can be adjusted that would take up the 24-hour clock.
 - Duration will default to 30 (minutes) and selections can be modified to either 15, 20, 30, or 60.
 - Status will default to **Open**. User can select **Blocked** from the dropdown.
- vii. Selecting the **Add Slot** button will add more slot rows to the table. (Note: Slots cannot overlap, must be in sequential order, and cannot exceed 24 hours).
 - Slot rows can be removed by selecting the **x** icon to the right of each row (with exception to the first slot row).
- viii. The user can apply the created schedule for other days of the week in which the site is open by selecting the checkboxes below (if applicable), but slots that were already booked will not be changed. In addition, any changes made to the schedule will override changes made to the slot status report for that site on a given date (reference in slot status report section).

EDIT SCHEDULE

Slots Availability:

☒ Create Custom
☐ Use Existing Template

Start Time	Duration	Status
08 : 00	30	Open
08 : 30	30	Open
09 : 00	30	Open

Add Slot

Apply this schedule to the following days:
List only shows days the site is open and the slots which were already booked will not be changed. Slots that were updated for a given date through slot status report will be overwritten by these changes.

☒ Wednesday
☐ Sunday

Cancel
Apply

Sunday

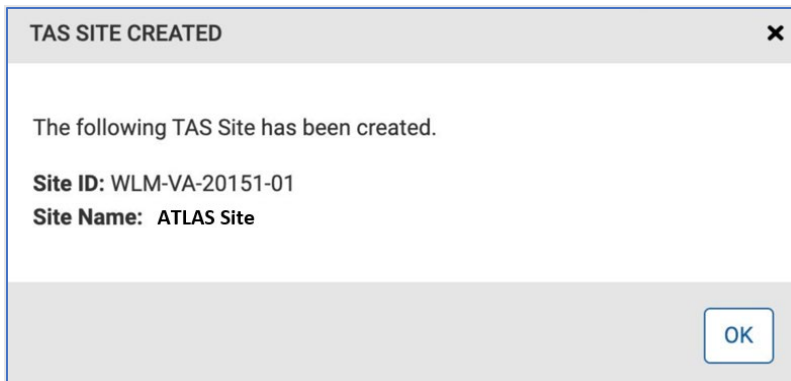
Start Time	Duration	Status
1200	30	OPEN
1230	30	OPEN
1300	30	OPEN

Edit Schedule

Add Room

Cancel
Create

- d. Completing ATLAS site creation (meta-data form):
 - i. Select the **Create** button when all required fields are satisfied and the site will be created. User will be redirected back to the Sites list view page upon confirming site creation. (Note: If, for any reason, the user wants to cancel out of the form, they can select the **Cancel** button which will not save their changes and direct them back to the Sites list view page).



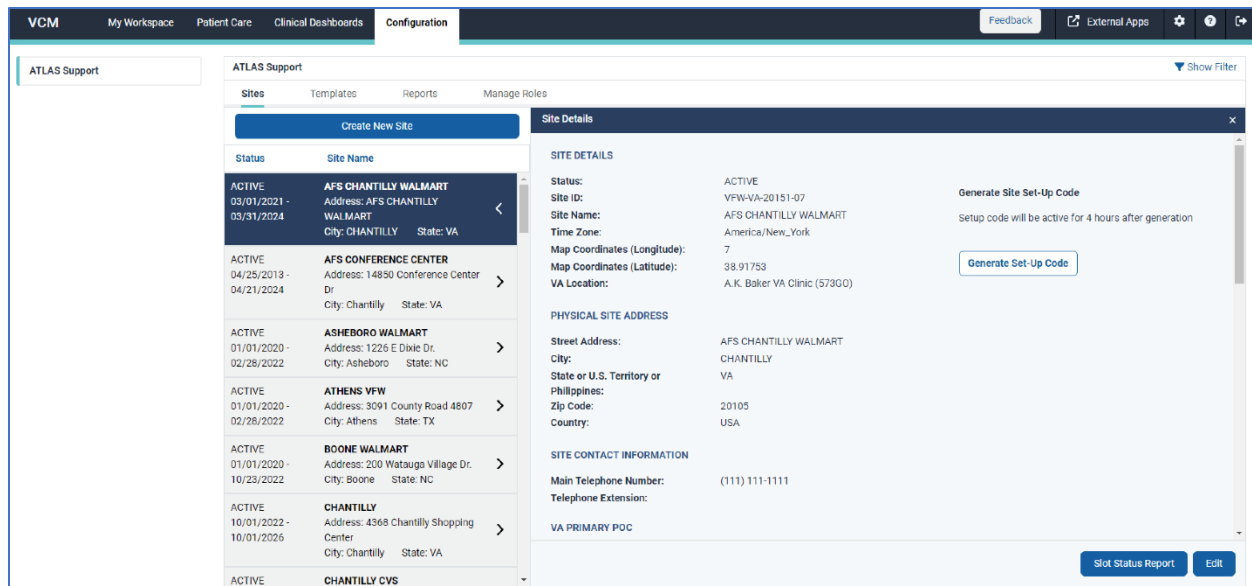
7.1.1.3 ATLAS Sites List View

The list view for ATLAS sites on the left-hand panel will display the status and date range from when that site will be active until (Note: Inactive sites will not include a date range). List view will also display the name and the physical address for a given site.

7.1.1.4 ATLAS Site Details View

The details view for an ATLAS site will be in view once the site on the list view panel is selected. It will display read-only data for that given site provided by the user upon creation.

- a. For Active ATLAS sites only, when the detail view is expanded on the right, there will be a button labeled 'Generate Set-Up Code' (Note: this button will be hidden for inactive sites)
- b. There will be instructional text that displays below the label as: 'Set up code will be active for 4 hours after generation'
- c. Upon selecting the **Generate Set-Up Code** button, the set-up code will be generated AND the window for that code use will be active for 4 hours; if after 4 hours timeframe, the button will be hidden.
- d. The generate site set-up code will appear on the screen, and replace the Generate Site Set-up button for the duration of 4 hours
- e. Along with the generated code, text will also be shown that states the date and time that the code will no longer be valid - '*Code is valid until MM/DD/YYYY @ HHMM*'
- f. After the valid period of the site set up code ends, the Generate Site Set-up Code button will appear (the previous site setup code will no longer be visible)



The screenshot shows the VCM Configuration page with the ATLAS Support Sites table and the Site Details modal for AFS CHANTILLY WALMART.

Status	Site Name
ACTIVE 03/01/2021 - 03/31/2024	AFS CHANTILLY WALMART Address: AFS CHANTILLY WALMART City: CHANTILLY State: VA
ACTIVE 04/25/2013 - 04/21/2024	AFS CONFERENCE CENTER Address: 14850 Conference Center Dr City: Chantilly State: VA
ACTIVE 01/01/2020 - 02/28/2022	ASHEBORO WALMART Address: 1226 E Dixie Dr. City: Asheboro State: NC
ACTIVE 01/01/2020 - 02/28/2022	ATHENS VFW Address: 3091 County Road 4807 City: Athens State: TX
ACTIVE 01/01/2020 - 10/23/2022	BOONE WALMART Address: 200 Watauga Village Dr. City: Boone State: NC
ACTIVE 10/01/2022 - 10/01/2026	CHANTILLY Address: 4368 Chantilly Shopping Center City: Chantilly State: VA
ACTIVE	CHANTILLY CVS

Site Details

SITE DETAILS

Status: ACTIVE
Site ID: VFW-VA-20151-07
Site Name: AFS CHANTILLY WALMART
Time Zone: America/New_York
Map Coordinates (Longitude): 7
Map Coordinates (Latitude): 38.91753
VA Location: A.K. Baker VA Clinic (573GO)

Generate Site Set-Up Code
Setup code will be active for 4 hours after generation

Generate Set-Up Code

PHYSICAL SITE ADDRESS

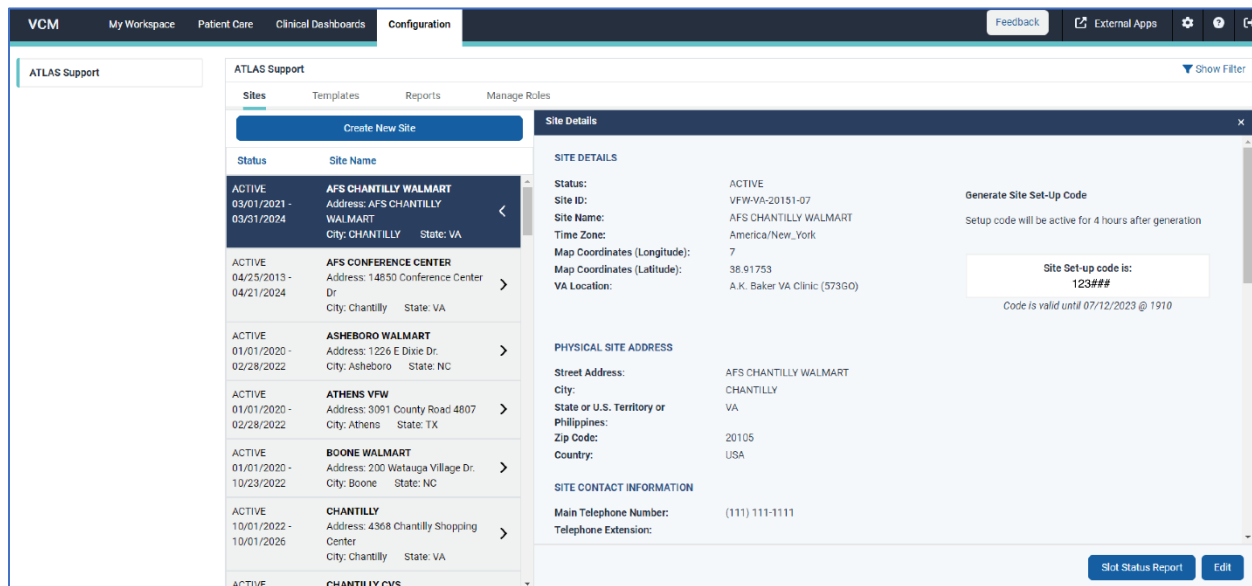
Street Address: AFS CHANTILLY WALMART
City: CHANTILLY
State or U.S. Territory or Philippines: VA
Zip Code: 20105
Country: USA

SITE CONTACT INFORMATION

Main Telephone Number: (111) 111-1111
Telephone Extension:

VA PRIMARY POC

Slot Status Report **Edit**



The screenshot shows the VCM Configuration page with the ATLAS Support Sites table and the Site Details modal for AFS CHANTILLY WALMART, with the Site Set-up code displayed.

Status	Site Name
ACTIVE 03/01/2021 - 03/31/2024	AFS CHANTILLY WALMART Address: AFS CHANTILLY WALMART City: CHANTILLY State: VA
ACTIVE 04/25/2013 - 04/21/2024	AFS CONFERENCE CENTER Address: 14850 Conference Center Dr City: Chantilly State: VA
ACTIVE 01/01/2020 - 02/28/2022	ASHEBORO WALMART Address: 1226 E Dixie Dr. City: Asheboro State: NC
ACTIVE 01/01/2020 - 02/28/2022	ATHENS VFW Address: 3091 County Road 4807 City: Athens State: TX
ACTIVE 01/01/2020 - 10/23/2022	BOONE WALMART Address: 200 Watauga Village Dr. City: Boone State: NC
ACTIVE 10/01/2022 - 10/01/2026	CHANTILLY Address: 4368 Chantilly Shopping Center City: Chantilly State: VA
ACTIVE	CHANTILLY CVS

Site Details

SITE DETAILS

Status: ACTIVE
Site ID: VFW-VA-20151-07
Site Name: AFS CHANTILLY WALMART
Time Zone: America/New_York
Map Coordinates (Longitude): 7
Map Coordinates (Latitude): 38.91753
VA Location: A.K. Baker VA Clinic (573GO)

Generate Site Set-Up Code
Setup code will be active for 4 hours after generation

Site Set-up code is:
123###
Code is valid until 07/12/2023 @ 1910

PHYSICAL SITE ADDRESS

Street Address: AFS CHANTILLY WALMART
City: CHANTILLY
State or U.S. Territory or Philippines: VA
Zip Code: 20105
Country: USA

SITE CONTACT INFORMATION

Main Telephone Number: (111) 111-1111
Telephone Extension:

Slot Status Report **Edit**

7.1.1.5 Edit ATLAS Site

An ATLAS Site can also be modified as the user deems necessary by selecting the **Edit** button located in the lower right corner of the site detail view.

Edit TAS Site

AFS CHANTILLY WALMART
(Common name to be shown to Veteran)

* Time Zone:
Eastern Daylight/Standard Time

Map Coordinates:

* Longitude: -77.46273 * Latitude: 38.87206

Physical Site Address

* Street Address:
5155 Parkston Dr 1

* City: Chantilly * State: VA

* Zip Code: * Country:

Cancel Save

Once in edit mode, the user will be able to view the site fields they can modify and **Save** (Note: Site ID cannot be modified once the site has been created).

7.1.1.6 Slot Status Report

Within a site's details view, there will be a **Slot Status Report** button. Upon selection, the slot status report will be generated to view details for that site's slot availability on a given date range. The generated date range will default to today, however the user can change the dates to find details for a site's slots in the past as well as in the future.

- For reports generated in the past, it will display read-only details for booked appointments and the user will not see info for slots that were not booked.
- For reports generated today or in the future, it will display details for open, blocked, and/or booked slots. For this type of report, the user can modify whether they want to change the slot availability to 'Open' from 'Blocked' or vice versa. (Note: any changes made to a site's slot status report for a given date will not be reflected in the schedule for slot availability within the ATLAS meta data form. In addition, when slot status report is updated for slots that were not booked, and afterwards that site's schedule was updated, then those changes will override the updates made to the slot status report (with exception to booked slots).

Site Details

AVAILABILITY

Exclusion Dates (Federal Holidays Included):

07/05/2021 Monday (Observed Independence Day)
12/31/2021 Friday (Observed New Year's Day)
01/01/2022 Saturday (New Year's Day)
01/17/2022 Monday (Birthday of Martin Luther King, Jr.)
02/21/2022 Monday (Washington's Birthday)
05/30/2022 Monday (Memorial Day)
07/04/2022 Monday (Independence Day)
10/10/2022 Monday (Columbus Day)
11/24/2022 Thursday (Thanksgiving Day)
12/25/2022 Sunday (Christmas Day)
12/26/2022 Monday (Observed Christmas Day)

ROOM 1

Status:

Active

Days of the Week:

Monday, Wednesday, Friday

ROOM 2

Status:

Active

Slot Status Report

Edit

SLOT STATUS REPORT

Site Name and Address:

AFS CHANTILLY WALMART
5155 Parkston Dr 1
Chantilly VA 20151

Date Range:

From

08/26/2022

To

08/26/2022

Generate

Current Site Status:

ACTIVE (from 03/01/2021 to 03/31/2024)

Room 1

Date	Start Time	Duration	Status
08/26/2022	1200	30	Open
08/26/2022	1130	30	Open
08/26/2022	1100	30	Open
08/26/2022	1030	30	Open
08/26/2022	1000	30	Open

Cancel

Print

Save

7.1.2 Templates

Templates provide convenience for ease of use across sites. Templates are schedules that can be created in advance in order to apply slot availability to sites for days of the week (for a given room). Any

changes to templates on this view will be available on the **Sites** tab when applying site slot availability for a room on specific days of the week.

7.1.2.1 Template Filters

- The filter will default to display all templates that were created by an ATLAS Support Admin
- Narrow the results down further by entering text within the Keyword Filter field and selecting the **Update** button.
- Select a template from the results listed below the search filters, to view that template's detail view.

The screenshot shows the ATLAS Support interface with the 'Templates' tab selected. On the left, there is a 'KEYWORD FILTER' section with a search input 'Filter templates by keyword' and an 'Update' button. Below this is a 'Create New Template' button and a list of templates: 'TEMPLATE 1 Test Template 1' and 'TEMPLATE 2 Test Template 2'. The 'TEMPLATE 2' is selected, and its details are shown in a modal window on the right. The modal has a title bar 'Template Details' with a close button. Inside, the 'TEMPLATE DETAILS' section shows 'Name: Template 2', 'Created By: Test01 Staff01', and 'Description: Test Template 2'. Below this is the 'AVAILABILITY' section, which contains a table with three columns: 'Start Time', 'Duration', and 'Status'. The table has three rows of data. At the bottom of the modal are 'Delete' and 'Edit' buttons.

Start Time	Duration	Status
1100	30	OPEN
1200	30	OPEN
1400	30	OPEN

7.1.2.2 Create New Template

- Select the **Create New Template** button in order to create a new template.
- Required fields – Template Name, Template Description, and Availability.
- By default one row will display within the Availability table for Start Time, Duration, and Status. User can add or remove slots.
 - Start Time for the slot will default to 08 00 and selections for hour/minute can be adjusted that would take up the 24-hour clock.
 - Duration will default to 30 (minutes) and selections can be modified to either 15, 20, 30, or 60.
 - Status will default to **Open**. User can select **Blocked** from the dropdown.
- Select the **Create** button when all required fields are satisfied and the template will be created.

Create New Template

TEMPLATE DETAILS

* Required field

* Template Name:

Name of Template

* Template Description:

Description of Template

AVAILABILITY

Start Time	Duration	Status
<div><div>08</div><div></div><div>:</div><div><div>00</div><div></div></div></div>	<div><div>30</div><div></div></div>	<div><div>Open</div><div></div></div>

Add Slot

Cancel

Create

TEMPLATE CREATED

The following template has been created.

Template Name: Template 2

Template Description: Template 2

OK

- e. The user will be redirected back to the Templates list view page upon confirming template creation.

The screenshot shows the ATLAS Support interface. At the top, there's a header with 'ATLAS Support' and a 'Show Filter' button. Below the header, there are two tabs: 'Sites' and 'Templates'. The 'Templates' tab is active. On the left side of the 'Templates' tab, there's a 'Create New Template' button and a list of templates. The list has two entries: 'TEMPLATE 1' with description 'Test Template 1' and 'TEMPLATE 2' with description 'Test Template 2'. 'TEMPLATE 2' is selected, indicated by a dark blue background and a left-pointing arrow. On the right side, the 'Template Details' modal is open. It has a title bar with 'Template Details' and a close button. The modal is divided into two sections: 'TEMPLATE DETAILS' and 'AVAILABILITY'. The 'TEMPLATE DETAILS' section shows fields for 'Name' (Template 2), 'Created By' (Test01 Staff01), and 'Description' (Test Template 2). The 'AVAILABILITY' section contains a table with three columns: 'Start Time', 'Duration', and 'Status'. The table has three rows of data.

Start Time	Duration	Status
1100	30	OPEN
1200	30	OPEN
1400	30	OPEN

At the bottom of the modal, there are two buttons: 'Delete' and 'Edit'.

7.1.2.3 Templates List View

The list view for templates on the left-hand panel will display the template name and description.

7.1.2.4 Template Details View

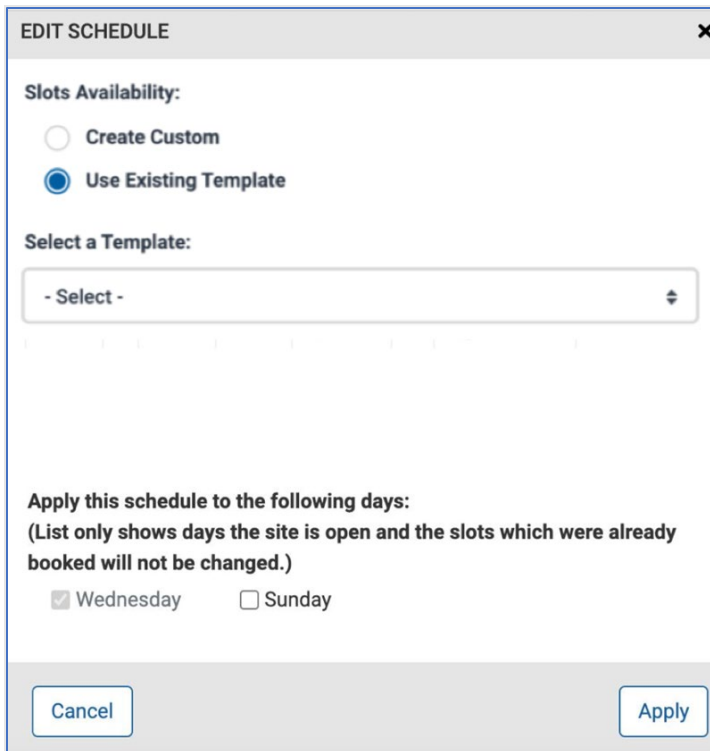
The details view for a given template will be in view once the template on the list view panel is selected. It will display read-only data for that given template provided by the user upon creation.

7.1.2.5 Edit or Delete Template

A template can also be modified or deleted as the user deems necessary by selecting either the **Edit** button or the **Delete** button within the template detail view. (Note: Deleted templates cannot be recovered)

7.1.2.6 Applying an Existing Template to an ATLAS Site's Slot Availability

- Navigate back to the **Sites** tab
- Select an existing or create a new site
- Add an active room under the Number of ATLAS Rooms at Site section (if not already added)
- Select a checkbox for any day of the week (if not already checked)
- Select the **Edit Schedule** button for a given day of the week table. A modal displays to provide the slot availability.
- In the previous steps, a custom schedule was applied to the site slot availability. However, now since the user has created a template (from the **Templates** tab) they can choose from existing templates that were created.



EDIT SCHEDULE ✕

Slots Availability:

☐ Create Custom

☒ Use Existing Template

Select a Template:

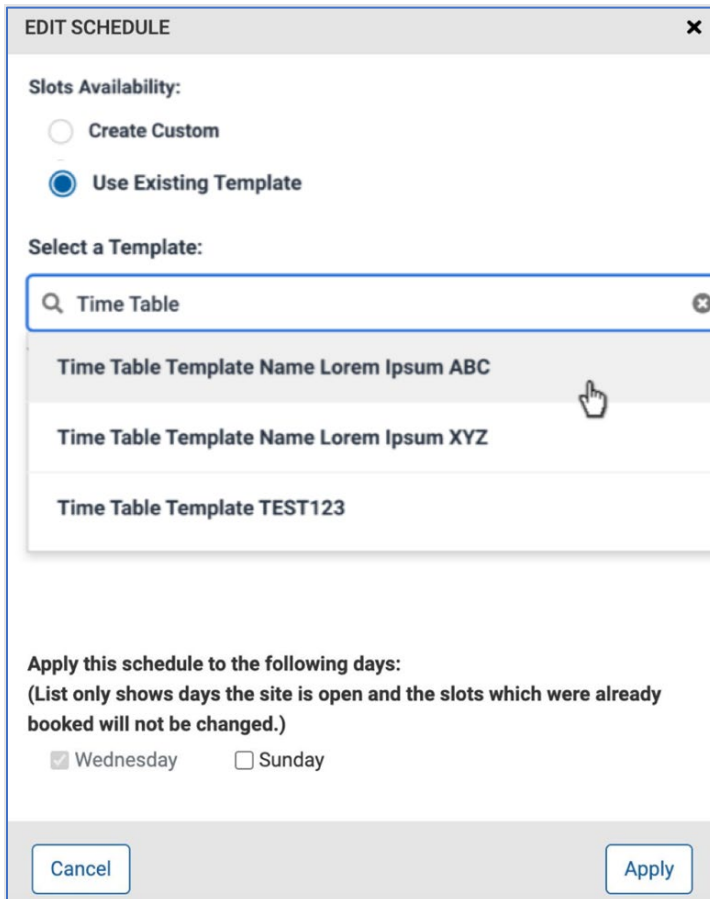
- Select -

Apply this schedule to the following days:
(List only shows days the site is open and the slots which were already booked will not be changed.)

☒ Wednesday ☐ Sunday

Cancel Apply

- g. Under Slot Availability, select the **Use Existing Template** option
- h. From the **Select a Template** dropdown field, a list of templates will display to select from



EDIT SCHEDULE ✕

Slots Availability:

☐ Create Custom

☒ Use Existing Template

Select a Template:

🔍 Time Table ✕

- Time Table Template Name Lorem Ipsum ABC
- Time Table Template Name Lorem Ipsum XYZ
- Time Table Template TEST123

Apply this schedule to the following days:
(List only shows days the site is open and the slots which were already booked will not be changed.)

☒ Wednesday ☐ Sunday

Cancel Apply

- i. Select a template from the list
- j. A table displays with pre-populated slot information at the time the template was created.
Note: Any changes to slot availability here does not change the original template. Template changes must be made in the **Templates** tab.

EDIT SCHEDULE

Slots Availability:

☐ Create Custom
 ☒ Use Existing Template

Select a Template:

Time Table Template Name Lorem Ipsum ABC

Start Time	Duration	Status	
0800	20	Open	✕
0830	30	Open	✕
0900	20	Open	✕
1100	30	Open	✕
1300	20	Open	✕

Add Slot

Apply this schedule to the following days:

(List only shows days the site is open and the slots which were already booked will not be changed.)

☒ Wednesday
 ☐ Sunday

Cancel

Apply

- k. Each table will include the following columns:
 - a. Start Time for the slot will pre-populate with what was given by the user at the time of template creation. Selections for hour/minute can be adjusted that would take up the 24-hour clock.
 - b. Duration will pre-populate with what was given by the user at the time of template creation. Selections can be modified to either 15, 20, 30, or 60.
 - c. Status will pre-populate with what was given by the user at the time of the template creation. User can change Status between **Open** and **Blocked** from the dropdown.
 - i. Selecting the **Add Slot** button will add more slot rows to the table. (Note: Slots cannot overlap, must be in sequential order, and cannot exceed 24 hours).
 - 1. Slot rows can be removed by selecting the **x** icon to the right of each row (with exception to the first slot row).
- l. The user can apply the created schedule for other days of the week in which the site is open by selecting the checkboxes below (if applicable), but slots that were already booked will not be changed.

7.1.3 Reports

Within the Configuration Tab there will be a new tab labeled **Reports** that exists for users who have first level access to the ATLAS Support capability in VCM. Reports allows the ATLAS Support user to be able to generate a slot status report for one or multiple sites at a time for a given date range to view. This helps the scheduler know what time slots are 'Open,' 'Booked,' or 'Blocked' for active ATLAS sites.

7.1.3.1 Reports Filters

a. A filter area displays and is expanded by default at the top. There will be an area for the user to enter site name(s) in a text field, to search by a date range, and slot status (by Open, Blocked, or Booked) to generate a report that they can view or edit the slot availability for (for one or multiple sites at a time). The default date range will be the current date for both the From and To date fields.

The screenshot shows the VCM Configuration page with the 'Reports' tab selected. The left sidebar has 'ATLAS Support' highlighted. The main content area is titled 'ATLAS Support' and has sub-tabs: 'Sites', 'Templates', 'Reports' (active), and 'Manage Roles'. Below the sub-tabs, the instruction 'Select one or more ATLAS Sites for your report' is followed by a text input field labeled 'Enter a site name'. Below this is a note: 'Type inside the box above to search for the ATLAS site. Use the up and down arrow keys on the keyboard to scroll to the desired site and select to add. You may select one or many sites.' The 'Date Range' section shows 'From' and 'To' date pickers, both set to 11/08/2022, with a 'Generate' button. The 'Slot Status' section has three radio buttons: 'Open' (selected), 'Blocked', and 'Booked'.

7.1.3.2 Reports Table

b. The generated report will display as a table and there will be columns to view from left to right: Site Name, Date, Room Number, Start Time, Duration (min), and Slot Status.

- i. All text within the table view is read-only except for the Slot Status column in which this will include a dropdown to be able to update the slot status to either 'Open' or 'Blocked' and the report can be saved in order to reflect the slot availability (for a given date/time) properly to the scheduler when scheduling an ATLAS appointment. (Note: Booked slots will include read-only text about the appointment information)

ATLAS Support

Sites Templates **Reports** Manage Roles

Select one or more ATLAS Sites for your report

✕ AFS CHANTILLY WALMART ✕ BOONE WALMART Enter a site name

Type inside the box above to search for the ATLAS site. Use the up and down arrow keys on the keyboard to scroll to the desired site and select to add. You may select one or many sites.

Date Range: From 11/01/2022 To 12/30/2022 Generate

Slot Status: ☒ Open ☒ Blocked ☒ Booked

Site Name	Date	Room Number	Start Time	Duration (min)	Slot Status
AFS CHANTILLY WALMART	12/30/2022	Room 2	1600	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 2	1530	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 2	1500	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 1	1200	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 1	1130	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 1	1100	30	Open
AFS CHANTILLY WALMART	12/30/2022	Room 1	1030	30	Open

Save

ATLAS Support

Sites Templates **Reports** Manage Roles

Select one or more ATLAS Sites for your report

✕ AFS CHANTILLY WALMART ✕ BOONE WALMART Enter a site name

Type inside the box above to search for the ATLAS site. Use the up and down arrow keys on the keyboard to scroll to the desired site and select to add. You may select one or many sites.

Date Range: From 10/01/2022 To 12/30/2022 Generate

Slot Status: ☒ Open ☒ Blocked ☒ Booked

Site Name	Date	Room Number	Start Time	Duration (min)	Slot Status
AFS CHANTILLY WALMART	11/02/2022	Room 1	1000	30	Open
BOONE WALMART	10/22/2022	Room 1	1900	30	Open

Save

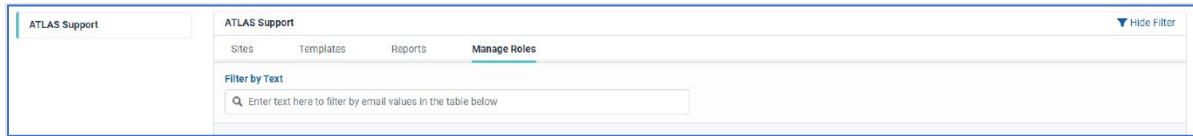
7.1.4. Manage Roles

Within the Configuration tab there will be a new tab labeled **Manage Roles** that exists for users who have full access to the ATLAS Support capability in VCM. Manage Roles allows the ATLAS Support user to be able to add individual(s) who they want to provide ATLAS Support capability to (whether it be a user who can have full access or a limited access). A full access user will be able to view all ATLAS Support tabs such as Sites, Templates, Reports, and Manage Roles. The full access user will have the ability to edit and modify any items within these specified tabs. A full access user can also add, edit, or remove users with full or limited access to ATLAS Support capabilities within VCM. A limited access user will only be able to view the Sites tab with limited access in which they can only access a read-only view for ATLAS Sites created and be able to edit

slot status report for an individual site from blocked to open or vice versa. (Note: This is the 'Slot Status Report' button for a given ATLAS site under the Sites section within ATLAS Support).

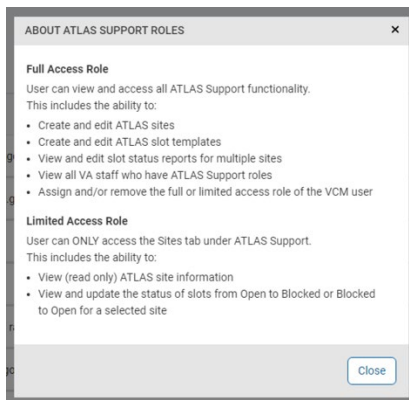
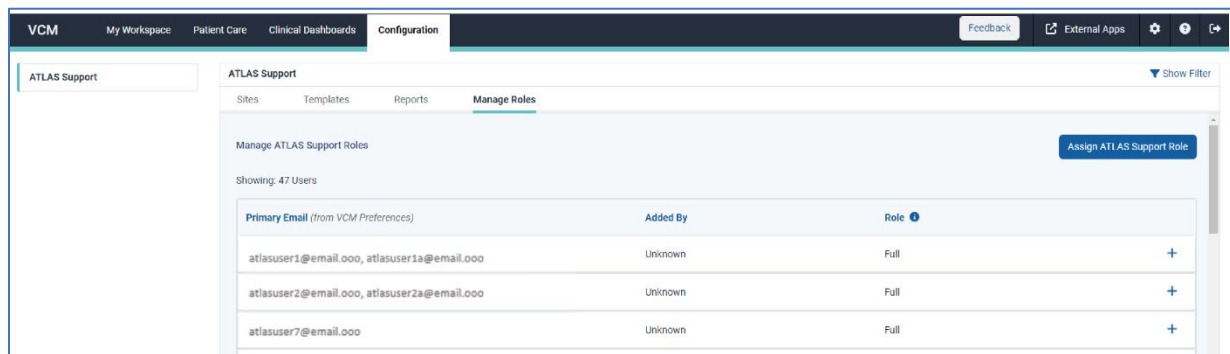
7.1.4.1 Manage Roles Filter View

a. A filter area displays and is collapsed by default at the top. Upon expanding the filter by selecting the 'Show Filter' link, a **Filter by Text** field displays for the first level access user to be able to enter text in order to find an individual if necessary.



7.1.4.2 Manage Roles Table View

- a. If users are already added to the listing, a table for **Manage ATLAS Support Roles** will display with the following columns from left to right: Primary Email (*from VCM Preferences*), Added By, and Role (i).
 - i. The **Primary Email (*from VCM Preferences*)** column will include only the primary email of the individual as read-only text that was provided from VCM Provider Preferences
 - ii. The **Added By** column will include the name of the user (Last Name, First Name) who added the second level access user as read-only text.
 - iii. The **Role** column will include the role that each individual was provided (e.g.: Full or Limited). The column header includes an information icon (i). When selected, a modal will display for more information on what each role means.



- b. There will be a '+' icon located to the far right of each row

- i. Upon expanding the row, the detail view will include the ATLAS Support user's SecID, Primary Email (only), Last Updated date (name of individual who had updated and date of when support user's role was updated), Added By (name of individual who had added the support user and date of when support user's role was added), and the ATLAS Support Role (Limited or Full).

The screenshot shows the 'ATLAS Support' section in the 'Configuration' tab. It includes a 'Manage Roles' table with columns for Sites, Templates, Reports, and Manage Roles. Below the table, a detailed view for a specific user is shown, including fields for Sec ID, Primary Email, Last Updated, Added By, and ATLAS Support Role.

Sites	Templates	Reports	Manage Roles
Atlas.testuser1@va.gov			Unknown Full +
Atlas.testuser2@va.gov			Unknown Full +

Sec ID: #####
Primary Email: Atlas.testuser3@va.gov
Last Updated: TESTUSER, ATLAS1 09/01/2022
Added By: TESTUSER, ATLAS1 09/01/2022
ATLAS Support Role: Limited

[Edit ATLAS Support Role](#)

7.1.4.3 Add ATLAS Support User

- a. In order to add an individual as an ATLAS Support user, there will be an Assign ATLAS Support Role button located in the upper right corner (above the table).
- b. Upon selecting the **Assign ATLAS Support Role** button, a modal displays in order to find the individual that needs to be added.

ASSIGN ATLAS SUPPORT ROLE [X]

*** Required field**

To Assign an ATLAS Support Role Select the Role and Search for Staff

(Note: Staff must have used VCM and created preferences)

ATLAS Support Role to Assign:

☒ Limited Access ☐ Full Access

Staff Search

*** Search by Text**

smith OR smith@example.gov [Search](#)

Filter by Facility

ALL [v]

[Cancel](#) [Assign](#)

- c. In order to search, text must be entered within the **Search by Text** field. Facility can also be selected in order to narrow the search further, but it is optional. Upon entering text and selecting the **Search** button, a list of individuals matching the text entered will display.
- d. The user must know which ATLAS Support role they want to assign to the individual. There will be radio buttons at the top (default will be **Limited Access**) in order to select to which role the user should be assigned.
- e. The **Select** button will be disabled if the user has already been assigned an ATLAS Support role.

ASSIGN ATLAS SUPPORT ROLE

×

* Required field

To Assign an ATLAS Support Role Select the Role and Search for Staff

(Note: Staff must have used VCM and created preferences)

ATLAS Support Role to Assign:

☒ Limited Access

☐ Full Access

Staff Search

* Search by Text

Atlas.testuser1@va.gov

Search

Filter by Facility

ALL

▼

1 Matching Results (select one)

If the 'Select' button is disabled, this means the user has already been assigned an ATLAS Support role.

Atlas.testuser1@va.gov

Facility: Cheyenne VA Medical Center

Role: Full

Select

Cancel

Assign

- f. If not already assigned a support role, the **Select** button will be enabled.

ASSIGN ATLAS SUPPORT ROLE

* Required field

To Assign an ATLAS Support Role Select the Role and Search for Staff

(Note: Staff must have used VCM and created preferences)

ATLAS Support Role to Assign:

☒ Limited Access
 ☐ Full Access

Staff Search

* Search by Text

Filter by Facility

4 Matching Results (select one)

If the 'Select' button is disabled, this means the user has already been assigned an ATLAS Support role.

Smith.testuser1@va.gov

Facility: Dayton VA Medical Center

Select

Smith.testuser2@va.gov

Facility: Cheyenne VA Medical Center

Role: Full

Select

smith@example.gov

Facility: Cheyenne VA Medical Center

Select

Smith.testuser3@va.gov

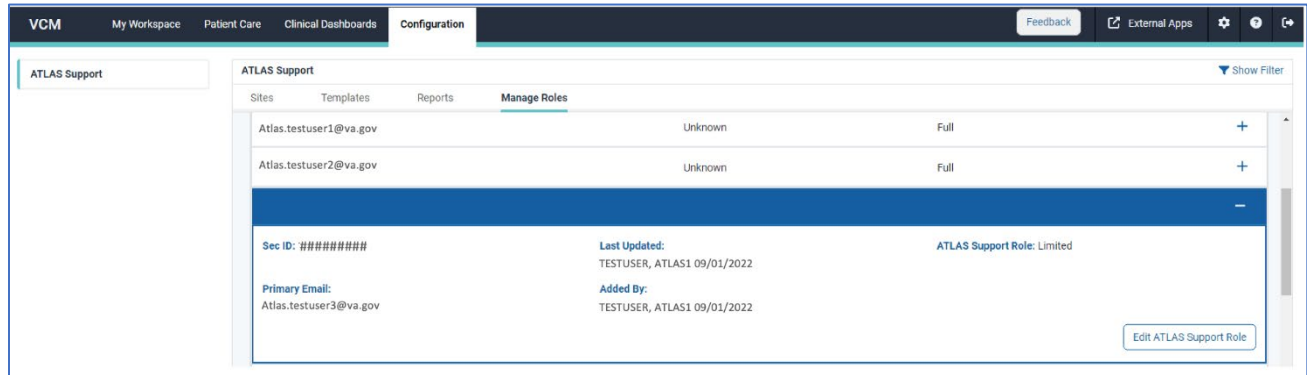
Facility: Mann Grandstaff Department of

- g. Selecting the Assign button will assign the individual the specified role and will display within the table view.

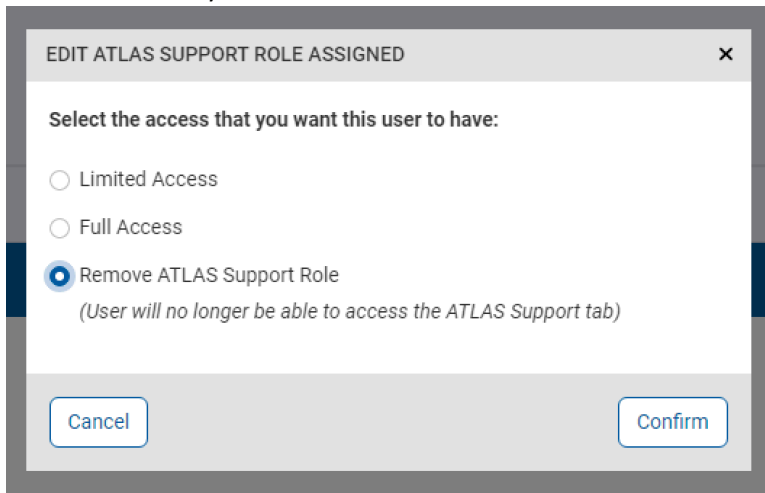
VCM	My Workspace	Patient Care	Clinical Dashboards	Configuration	Feedback	External Apps	Settings	Help	Logout
<div> <div>ATLAS Support</div> <div> <div>ATLAS Support</div> <div> <div>Sites</div> <div>Templates</div> <div>Reports</div> <div>Manage Roles</div> </div> </div> </div> <div> <div>Atlas.testuser1@va.gov</div> <div>Unknown</div> <div>Full</div> <div>+</div> </div> <div> <div>Atlas.testuser2@va.gov</div> <div>Unknown</div> <div>Full</div> <div>+</div> </div> <div> <div>Sec ID: #####</div> <div>Last Updated: TESTUSER, ATLAS1 09/01/2022</div> <div>ATLAS Support Role: Limited</div> </div> <div> <div>Primary Email: smith@example.gov</div> <div>Added By: TESTUSER, ATLAS1 09/01/2022</div> <div>Edit ATLAS Support Role</div> </div>									

13.1.4.4. Edit ATLAS Support User

- a. An individual from the table can also be edited or removed if necessary. To edit or remove an individual, they must be located within the table and upon expanding their row to view details there will be an **Edit ATLAS Support Role** button located in the lower right corner.



- b. Upon selecting the **Edit ATLAS Support Role** button, a modal displays to either update their current role from Full Access to Limited or Limited Access to Full. There is also an option to remove the individual from ATLAS Support Access altogether (Note: An individual cannot remove themselves from a role within this modal). There is also an option to **Cancel** if necessary.



- c. Upon selecting the **Confirm** button, the modal will close, and the individual will have their access updated. If removed, they will no longer display within the Manage Roles table. An individual can be added back by selecting the **Assign ATLAS Support Role** button and searching them through the database again.
- d. If selecting VCM Preferences and editing the **Primary Email Address (VA)** field, then upon **Save & Close**, the modal will close, and the page will automatically refresh to show the latest updates to the email under the Primary Email column header within the ATLAS Support Manage Roles table.

7.2 Facility Contact Information

Within the Configuration Tab of Virtual Care Manager (VCM), users will find one or two workflows within Facility Contact Information, depending on level of access: 1) **Location Emergency Contacts**, and 2) **Manage User Access**. In this User Guide, **Support Users** are those with access to manage Location Emergency Contacts, and **Administrators** are those with access to Manage User Access and Location Emergency Contacts.

Important note about User Access:

1. Access to **Location Emergency Contacts**: In order for VCM users to be granted access to Location Emergency Contact, the VCM user must have logged in and must have established Preferences in Settings
2. Access to **Manage User Access**: This access is assigned to a small number of Administrators who will manage Location Support users' access to manage Location Emergency Contacts. The Manager User Access tab will not be visible to those without access.

7.2.1 Location Emergency Contact

Support users can filter the list of all Veterans Health Administration (VHA) facilities regardless of the facility into which they authenticated. to identify and select a particular facility in order to update the facility's urgent contact information. Maintaining accurate Facility Contact Information is crucial to supporting VA healthcare providers during a clinic-based Telehealth appointment, in the event that an emergency notification needs to be initiated during an appointment. Keeping an accurate record of Facility Contact Information ensures the safety of Veterans.

In Location Emergency Contacts, VCM Support Users with access can complete the following tasks:

- Filter through the list of all VHA facilities to identify and select a particular facility
- Verify that the Facility Contact Information at the selected site is correct
- Edit the Facility Contact Information if it needs to be updated or corrected

7.2.1.1 Filter list of VHA facilities

Location Emergency Contacts displays a list of all VHA facilities when no filters have been applied to narrow the list results. To apply filters select "Show Filter" (see image below).

The screenshot displays the VCM Configuration interface. The top navigation bar includes 'VCM', 'My Workspace', 'Patient Care', 'Clinical Dashboards', and 'Configuration'. The 'Configuration' tab is selected, and the 'Facility Contact Information' section is active. The 'Location Emergency Contacts' sub-tab is chosen. The interface features a sidebar with 'ATLAS Support' and 'Facility Contact Information'. The main content area has a 'FILTER BY' section with checkboxes for 'Data Verified > 6 mo.' and 'No Site Urgent Contact Info'. Below this are input fields for 'City', 'State or U.S. Territory or Philippines', 'Zip Code', 'Facility Name', 'VISN', and 'Station Code'. A 'Reset Filters' button is also present. At the bottom, a table shows a list of facilities, with one entry highlighted: '12/02/2022' and '958 Loveland VA Clinic, Address: 5200 Hahns Peak Drive, Loveland, CO'.

When accessing the Location Emergency Contacts, five search filters are displayed, two status filters, and a populated list of all VHA facilities.

The image below displays all filters available to narrow your facility search. To identify a VHA facility in the list, use any combination of the five filters – City, State, Zip Code, Facility Name and/or VISN to narrow search the results in the Facility Name list view:

- **City:** If you know the name of the city where the facility is located, enter three or more letters in the spelling of the city's name. Examples include DET for Detroit, or CHI for Chicago.
- **State:** use the State dropdown list filter to select the state in which the facility is located. You may scroll or type the first letter of the state to jump to that state in the dropdown list and make your selection.
- **Zip code:** If you know the zip code where the facility is located, type in the full 5-digit numerical zip code to narrow the facility search.
- **Facility Name:** If you know the name of the facility, enter three or more letters in the spelling of the facility name to narrow your search. Entering as much of the facility name as possible will help further narrow the results.
- **VISN:** If you know the VISN where the facility is located, use the VISN dropdown list filter to select the VISN where the facility is located. You may scroll or type in the whole number of the VISN to jump to that VISN in the dropdown list to make your selection.
- **Station Code:** If you know the facility Station Code, enter the complete Station Code to produce the result for the desired facility.

Note: An info icon near the filters listed above offers suggestions to optimize the use of filters to identify the desired facility.

Status Filters: Note the Status filters in the image above. Selecting one of these filters will further narrow the list of filtered results to facilities that have not had the Facility Contact Information updated in the a past six months or to those facilities for which there is no Facility Contact Information. In addition to narrowing the filtered search results, selecting these filters also helps identify facilities that are in need of updates and maintenance of the Facility Contact Information.

Reset Filters: To remove selections from all filters and begin a new filtered search, select the “Reset Filters” button.

Below are several examples of a variety of filtered searches and their results:

Example of a filtered search by State only: This filtered search results in all VHA facilities within the selected state of Georgia, with the option to scroll through returned results. Applying more filters narrows the results.

The screenshot shows the VCM Configuration page with the 'Facility Contact Information' tab selected. The 'Location Emergency Contacts' section is active. The 'FILTER BY' dropdown is set to 'State or U.S. Territory or Philippines', and 'Georgia' is selected. The 'City' field is empty. The 'Facility Name' field is empty. The 'Zip Code' field is empty. The 'Station Code' field is empty. The 'Reset Filters' button is visible. The 'Verified' table shows the following results:

Verified	Facility Name
	Atlanta VA Medical Center Address: 1670 Clairmont Road Decatur, GA
	Atlanta VA Clinic Address: 250 North Arcadia Avenue Decatur, GA
	Blairsville VA Clinic Address: 1294 Highway 515, East Suite 100 Blairsville, GA

Example of a filtered search by State and City: This filtered search results in all VHA facilities within Atlanta, Georgia, and has significantly narrowed the search results compared to the State only filtered search above.

The screenshot shows the VCM Configuration page with the 'Facility Contact Information' tab selected. The 'Location Emergency Contacts' section is active. The 'FILTER BY' dropdown is set to 'State or U.S. Territory or Philippines', and 'Georgia' is selected. The 'City' field is set to 'Atlanta'. The 'Facility Name' field is empty. The 'Zip Code' field is empty. The 'Station Code' field is empty. The 'Reset Filters' button is visible. The 'Verified' table shows the following results:

Verified	Facility Name
	Fort McPherson VA Clinic Address: 1701 Hardee Avenue, Southwest Atlanta, GA
	Henderson Mill VA Clinic Address: 2296 Henderson Mill Road Suite 402 Atlanta, GA

Example of a filtered search by Facility Name: The Facility Name entered is "West", narrowed the filtered search results to only VHA facilities that have the word "West" anywhere in the Facility Name, even if it's part of another word, such as "Westside".

The screenshot shows the VCM Configuration page with the 'Facility Contact Information' tab selected. The 'Location Emergency Contacts' section is active. The search filters are set to 'VISN 12'. The search results are displayed in a table with columns 'Verified' and 'Facility Name'.

Verified	Facility Name
	Corpus Christi West Point VA Clinic Address: 925 South Padre Island Drive Corpus Christi, TX
	Downtown West VA Clinic Address: 1521 Downtown West Boulevard Knoxville, TN
	El Paso Westside VA Clinic Address: 1870 Northwestern Drive

Example of a filtered search by VISN only: This filtered search results in all VHA facilities within the selected VISN 12, with the option to scroll through returned results. Applying more filters narrows the results.

The screenshot shows the VCM Configuration page with the 'Facility Contact Information' tab selected. The 'Location Emergency Contacts' section is active. The search filters are set to 'Station Code 553'. The search results are displayed in a table with columns 'Verified' and 'Facility Name'.

Verified	Facility Name
	Captain James A. Lovell Federal Health Care Center Address: 3001 Greenbay Road North Chicago, IL
05/05/2022	Evanston VA Clinic Address: 1942 Dempster Street Evanston, IL
	Kenosha VA Clinic Address: 8207 22nd Avenue Kenosha, WI

Example of a filtered search by Station Code only: This filtered search results in all VHA facilities containing the three-digit Station Code. If a more specific Station Code is known, the search will produce only one result. See the example below of results for Station Code 553 resulting in all facilities associated with John D. Dingell VAMC versus a more specific search of Station Code 553QA resulting in only one facility associated with John D. Dingell VAMC.

Facility Contact Information

SEARCH BY FACILITY NAME

Facility Name

Search

SEARCH BY CITY, STATE, AND VISN (Enter one or more)

City

State or U.S. Territory or Philippines

VISN

Search

SEARCH BY STATION ID

Station Code

Search

Reset

Showing 1 - 6 of 6 results

List limited to VHA healthcare facilities only

Location Name	Address	Description	Favorites
John D. Dingell Department of Veterans Affairs Medical Center	4646 John R Street Detroit, MI	VA Medical Center (VAMC)	+
Detroit VA Domiciliary	4777 East Outer Drive Connor Creek Detroit, MI	Residential Care Site (MH RRT/DRTP) (Stand-Alone)	+
Detroit VA Medical Center-Valor Center	3245 East Jefferson Avenue Detroit, MI	Other Outpatient Services (OOS)	+
Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRC) Detroit, MI	Other Outpatient Services (OOS)	+
Pontiac VA Clinic	44200 Woodward Avenue Suite 208 Pontiac, MI	Primary Care CBOC	+
Yale VA Clinic	7470 Brockway Road Yale, MI	Primary Care CBOC	+

Facility Contact Information

SEARCH BY FACILITY NAME

Facility Name

Search

SEARCH BY CITY, STATE, AND VISN (Enter one or more)

City

State or U.S. Territory or Philippines

VISN

Search

SEARCH BY STATION ID

Station Code

Search

Reset

Showing 1 - 1 of 1 results

List limited to VHA healthcare facilities only

Location Name	Address	Description	Favorites
Piquette Street VA Clinic	301 Piquette Street Community Resource & Referral Center (CRRC) Detroit, MI	Other Outpatient Services (OOS)	+

Making a Facility Selection: Once the desired facility result is returned in the Facility Name list, click the arrow icon to the right of the Facility Name. The facility result will turn from gray to blue, and Facility Details will display at right (see image below) so that action may be taken for the selected facility.

VCM

My Workspace

Patient Care

Clinical Dashboards

Configuration

Feedback

External Apps

Settings

Help

Logout

ATLAS Support

Facility Contact Information

Facility Contact Information

Location Emergency Contacts

STATUS

☐ Data Verified > 6 mo.
☐ No Site Urgent Contact Info

FILTER BY (List limited to VHA healthcare facilities only)

City

State or U.S. Territory or Philippines

Zip Code

Reset Filters

Facility Name

VISN

Station Code

Verified	Facility Name
	San Antonio, TX
	Southwest Las Vegas VA Clinic Address: 7235 South Buffalo Drive Las Vegas, NV
	Southwest VA Clinic Address: 9250 West Thomas Road Suite 400 Phoenix, AZ
	West Cheyenne VA Clinic Address: 3525 West Cheyenne Avenue North Las Vegas, NV
	West Cobb County VA Clinic Address: 333 Midway Road Marietta, GA
	West Haven VA Medical Center Address: 950 Campbell Avenue West Haven, CT
	West Lakeland VA Clinic Address: 4231 South Pigskin Road Lakeland, FL

Facility Details

WEST COBB COUNTY VA CLINIC

Station Code:

5080F

Physical Address:

333 Midway Road, Marietta, GA

Longitude:

-84.68583

Latitude:

33.946304

Time Zone:

Contact Information To Maintain This Info:

Primary POC:

Work Email:

Facility Urgent Telephone Contact Info:

Other Contact Numbers

Additional Information

No Additional Information Added

Edit Details

7.2.1.2 Verify the Facility Contact Information at the Selected Site

Once the selected Facility Details are displayed (see image above), the Facility Contact Information can be reviewed to ensure that all contact details are correct. If the data is correct upon review, click “Verify as Correct” and the date that the contact information is verified will automatically update with the date of the verification.

7.2.1.3 Edit the Facility Contact Information

If the review of the Facility Contact Information reveals that the contact details are incomplete or inaccurate, click “Edit Details” (see image above). Once selected, you will see “Edit Facility” display. The first section of facility information cannot be edited, but all fields below “Contact Information to Maintain This Info” can be updated to ensure accurate and complete information.

Any field with a red asterisk at the top left of the field indicates that this is a required field, so information needs to be entered before the information can be saved. As information is updated, select “Add Another” to enter more fields of data, as needed. Once the information has been completely updated, select “Save”. The “Save” button cannot be selected until all required fields are created. If you have entered the “Edit Facility” display and do not wish to update any information, select “Cancel”.

The screenshot shows the 'Edit Facility' form. At the top, it displays 'Aberdeen VA Clinic'. Below this, the 'Station Code' is 43800. The 'Physical Address' section includes 'Address: 3307 10th Avenue Southeast', 'City: Aberdeen', and 'State: SO'. The 'Map Coordinates' section includes 'Longitude: -98.44105', 'Latitude: 45.4552', and 'Time Zone:'. Below this, the 'CONTACT INFORMATION TO MAINTAIN THIS INFO:' section is visible. It includes a 'Primary POC:' section with a red asterisk. The 'Full Name:' field contains 'Facility POC'. The 'Work Email:' field contains 'POC@email.ooo'. The 'Work Phone Number:' field contains '(999)9999-9999' and the 'Ext:' field contains '10001'.

The screenshot shows the 'Edit Facility' form with the 'Facility Urgent Telephone Contact Info' section expanded. It includes a heading 'Select and add phone numbers to create prioritization of items for your facility. Add additional contacts that may be specific to your facility.' Below this, there are five rows of contact information. Each row has a 'Location/Title' dropdown, a 'Phone Number' field with a red asterisk, and an 'Ext:' field. The rows are: 1. Local number to call to initiate a code, (999) 999-9999, Ext: ; 2. VA Police Emergency, (999) 999-9999, Ext: ; 3. Local Facility ER 24/7, (999) 999-9999, Ext: ; 4. Facility Telehealth Coordinator, (999) 999-9999, Ext: ; 5. Primary Care Nurse Manager, (999) 999-9999, Ext: . Each row has up and down arrow buttons to the right. At the bottom, there is an 'Add Another' button, a 'Cancel' button, and a 'Save' button.

Verified	Facility Name	Edit Facility
10/26/2022	Aberdeen VA Clinic Address: 3307 10th Avenue Southeast Aberdeen, SD	<p>Additional Information</p> <p>Add additional content information to support VA Staff conducting video visits to this site. You can add links below.</p> <p>Add Additional Information</p> <p>No Additional Information Added</p> <p>Cancel Save</p>

7.2.1.4 Edit Facility Detail

If no Primary POC information is listed for a facility, select the Edit Details button on the Facility Details screen, to add a Primary POC.

Verified	Facility Name	Facility Details
	Aiken VA Clinic Address: 951 Millbrook Avenue Aiken, SC	<p>AIKEN VA CLINIC</p> <p>Station Code: 509GB</p> <p>Physical Address: 951 Millbrook Avenue, Aiken, SC</p> <p>Longitude: -81.72037</p> <p>Latitude: 33.52107</p> <p>Time Zone:</p> <hr/> <p>Contact Information To Maintain This Info:</p> <p>Primary POC:</p> <p>Work Email:</p> <hr/> <p>Facility Urgent Telephone Contact Info:</p> <hr/> <p>Other Contact Numbers</p> <hr/> <p>Additional Information</p> <p>No Additional Information Added</p> <p>Edit Details</p>

On the Edit Facility screen, the location details are pre-populated, with the Station Code, Address, and Map Coordinates. Add the Primary POC contact details and scroll down to manage additional facility-specific information.

Edit Facility

Albany VA Clinic

Station Code:

557GB

Physical Address:

Address:

814 Radford Boulevard c/o Naval Branch Health Clinic Building 7000

City:

Albany

State:

GA

Map Coordinates:

Longitude:

-84.06387

Latitude:

31.550728

Time Zone:

CONTACT INFORMATION TO MAINTAIN THIS INFO:

Primary POC:

* Full Name:

* Work Email:

* Work Phone Number:

(999) 999-9999

Ext:

7.2.1.5 Facility Emergency Notification List

Edit Facility

Facility Urgent Telephone Contact Info

Select and add phone numbers to create prioritization of items for your facility. Add additional contacts that may be specific to your facility.

* Location/Title:

- Select -

* Phone Number:

(999) 999-9999

Ext:

↑

↓

* Location/Title:

- Select -

* Phone Number:

(999) 999-9999

Ext:

↑

↓

* Location/Title:

- Select -

* Phone Number:

(999) 999-9999

Ext:

↑

↓

Add Another

Other Facility Contact Numbers

Enter data on items that are present at this facility

Laboratory

(999) 999-9999

Ext:

Outpatient Pharmacy

(999) 999-9999

Ext:

Radiology

(999) 999-9999

Ext:

Cancel

Save

7.2.1.6 Facility Urgent Telephone Contact Info

In the Facility Urgent Telephone Contact Info section, three rows will appear by default and are required. The contacts entered here will display as the initial contact list in case of an emergency during the video visit.

The screenshot shows the 'Facility Urgent Telephone Contact Info' section. It includes a header with the title and a sub-header: 'Select and add phone numbers to create prioritization of items for your facility. Add additional contacts that may be specific to your facility.' Below this are three rows of input fields. Each row has a 'Location/Title' dropdown menu (currently showing '- Select -'), a 'Phone Number' text field (pre-filled with '(999) 999-9999'), an 'Ext.' text field, and two buttons for moving the item up or down. At the bottom left is an 'Add Another' button.

Adjust Location/Title using the drop-down menu to view options.

This screenshot shows the same form as the previous one, but with the 'Location/Title' dropdown menu open for the first row. The dropdown list contains the following options: '- Select -', '- Select -' (highlighted in blue), 'Local number to call to initiate a code', 'Local Facility ER 24/7', 'VA Police Emergency', 'Facility Telehealth Coordinator', 'MH Contact On Site', 'Emergency Management Office', 'TeleHealth Clinical Technician', 'Primary Care Nurse Manager', 'Onsite Provider', 'Onsite Nurse', and '+ Add New Location/Title...'. The rest of the form, including the other two rows and the 'Add Another' button, remains visible in the background.

If a desired location type is not listed, select the +Add New Location/Title option to customize the list of location types.

ADD NEW LOCATION/TITLE (URGENT TELEPHONE CONTACTS) ✕

* Required field

Add a custom Location/Title not found in the list of available options.

* Location/Title:

Cancel

Add

If contact information needs to be captured for more than three types of locations, select the Add Another button to display an additional entry row.

Facility Urgent Telephone Contact Info

Select and add phone numbers to create prioritization of items for your facility. Add additional contacts that may be specific to your facility.

* Location/Title:	* Phone Number:	Ext:	
Local Facility ER 24/7	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
MH Contact On Site	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
Primary Care Nurse Manager	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
- Select -	(999) 999-9999		<div>↑ ↓ ✕</div>

Add Another

Contacts can be prioritized by adjusting the order using the up/down arrows displayed at the end of each contact row.

Facility Urgent Telephone Contact Info

Select and add phone numbers to create prioritization of items for your facility. Add additional contacts that may be specific to your facility.

* Location/Title:	* Phone Number:	Ext:	
Local Facility ER 24/7	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
MH Contact On Site	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
Primary Care Nurse Manager	(000) 000-0000		<div>↑ ↓</div>
* Location/Title:	* Phone Number:	Ext:	
Facility Contact 3	(000) 000-0000		<div>↑ ↓ ✕</div>

Add Another

7.2.1.7 Other Facility Contact Numbers

In the Other Facility Contact Numbers section, manage the information for the three default contacts.

Other Facility Contact Numbers

Enter data on items that are present at this facility

Laboratory	Ext:
<input type="text" value="(999) 999-9999"/>	<input type="text"/>
Outpatient Pharmacy	Ext:
<input type="text" value="(999) 999-9999"/>	<input type="text"/>
Radiology	Ext:
<input type="text" value="(999) 999-9999"/>	<input type="text"/>


[Add Another](#)

List more contacts by selecting the Add Another button.

Other Facility Contact Numbers

Enter data on items that are present at this facility

Laboratory	Ext:
<input type="text" value="(000) 000-0000"/>	<input type="text"/>
Outpatient Pharmacy	Ext:
<input type="text" value="(000) 000-0000"/>	<input type="text"/>
Radiology	Ext:
<input type="text" value="(000) 000-0000"/>	<input type="text"/>

*** Location/Title:** *** Phone Number:** **Ext:** 

[Add Another](#)

Select the drop-down list to designate the type of contact in the Location/Title field.

*** Location/Title:**

- Select -
- Patient Advocate
- Community of Care POC
- Quality Management
- MSA Scheduling
- MST coordinator
- Chief of Staff
- Safety Officer
- Community Police – Non-emergency
- Suicide Prevention Coordinator
- Director of Mental Health
- + Add New Location/Title...
- Select -

*** Phone Number:** (000) 000-0000

Ext:

*** Phone Number:** (000) 000-0000

Ext:

*** Phone Number:** (999) 999-9999

Ext:

Add Another

Add additional contacts, or quickly revise the list by selecting the “X” button at the end of the contact information row.

Other Facility Contact Numbers

Enter data on items that are present at this facility

Laboratory

Phone Number: (000) 000-0000

Ext:

Outpatient Pharmacy

Phone Number: (000) 000-0000

Ext:

Radiology

Phone Number: (000) 000-0000

Ext:

*** Location/Title:** Patient Advocate

*** Phone Number:** (000) 000-0000

Ext:

Add Another

Users may add additional information, in the format of web links, to Facility Contact Information by selecting Add Additional Information and following the prompts to enter in the additional information and Save or Cancel.

Edit Facility

* Location/Title:

Chief of Staff

* Phone Number:

(999) 999-9999

Ext:

Add Another

Additional Information

Add additional content information to support VA Staff conducting video visits to this site. You can add links below.

Add Additional Information

No Additional Information Added

Cancel

Save

ADD ADDITIONAL INFORMATION

* Document Title

- Select -

* Description

Enter description here...

80 characters remaining

* Web link (URL)

Cancel

Save

7.2.1.8 Facility Contact Verification Reminders

Five (5) months after the Facility Last Verified Date, an email will be sent to the Facility Primary POC and the person who verified the Facility, notifying them to check, update, and re-verify the Facility Contact information.

If the Facility Contact information has not been updated six (6) months after the Last Verified Date, reminder emails will be sent weekly to the Facility Primary POC, the person who verified the Facility, and VCM Managers.

7.2.2 Manage User Access

A limited number of Facility Contact Administrators will have access to the Manage User Access feature. Administrators with access to this feature may add and remove access for Urgent Care Users, FTCs and others who need to have access to the Location Emergency Contacts tab described above. Only these administrators are able to add and remove access to Location Emergency Contacts.

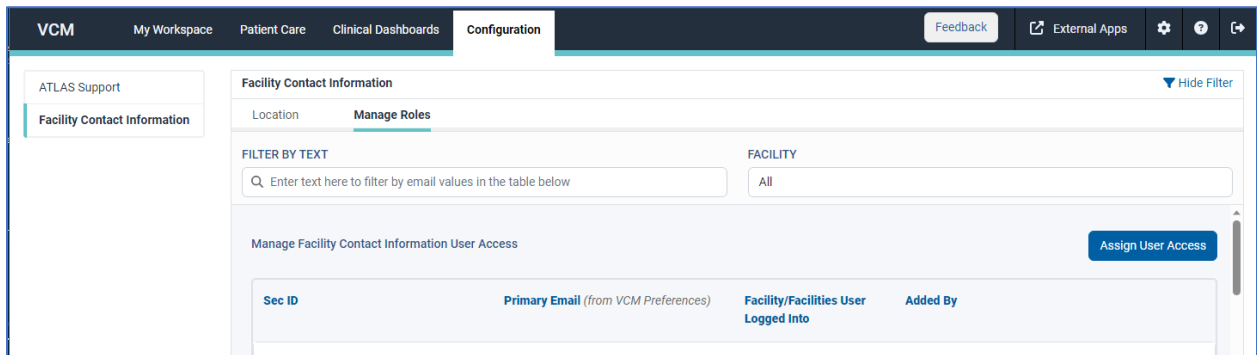
In Manage User Access, a limited number of UC Administrators with specific access to this feature can complete the following tasks:

- View the list of current staff with access to Location Emergency Contacts
- Filter through the list of staff names and email addresses (text match) to identify and select a specific user (*Note: in order to appear in the list of filtered results, staff must have used VCM and created preferences)
- Add access to “Location Emergency Contacts” for the selected staff
- Remove access to “Location Emergency Contacts” for a specific staff

Note: Access to Manage User Access is restricted to a few VCM users. The “Manage User Access” tab will not be visible to users unless they have Urgent Care Administrator access.

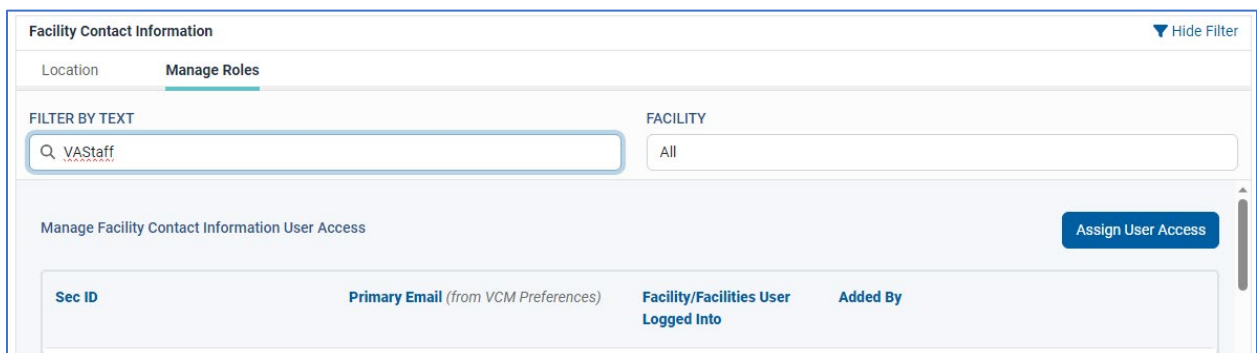
7.2.2.1 View staff with access Facility Contact Information Updates:

Manage User Access displays a list of all staff who have been assigned access when no filters have been applied to narrow the list results. When accessing the Manage User Access, select “Show Filter” to display the two filters available to narrow the list results. The image below shows filter section showing filter options.



7.2.2.2 Use filters to identify specific users:

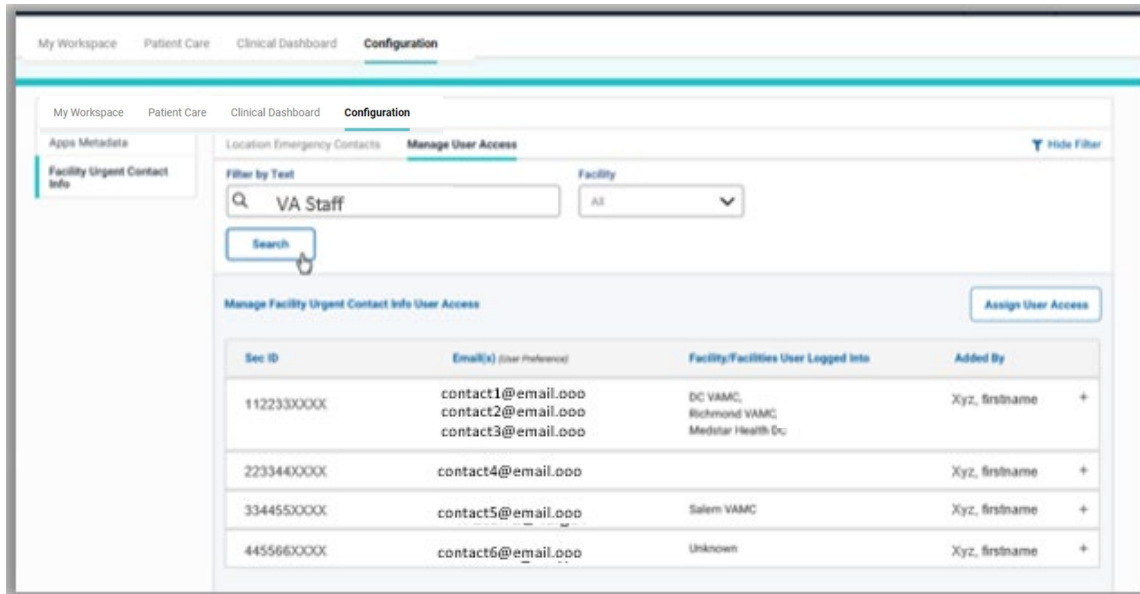
Once “Show Filter” is selected, two filters display: “Filter by Text” and “Facility”. One or both fields may be used to narrow the list of results (see image below).



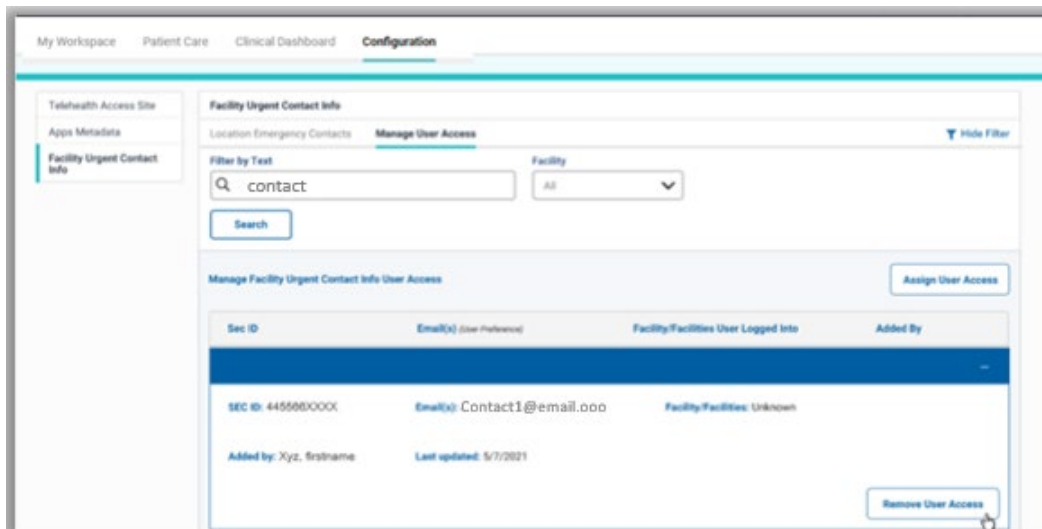
- **Filter by Text:** In this field, all or part of the user’s email address may be entered to narrow the list of results. Partial entries may include all or part of the user’s name, as it appears in their email address. In the examples in the image above, partial results could include “VASTaff”,

“staff” or “staff1”. The more specific or unique the term entered in the filter is, the more the list results will be narrowed.

- **Filter by Facility:** The filtered results can be further narrowed by selecting one of the facilities that the user is known to log into. If the first letter of the facility name is known, it can be entered into the dropdown field to jump to facilities starting with that same letter to facilitate the selection from the dropdown menu. Otherwise, you may scroll through the facility results.



Select any staff member in the list and select the plus sign to expand the staff member's information for more details (see image below), including last date information was updated, and to take additional actions described in detail under “Remove Access” below.



7.2.2.3 Add user access to Facility Contact Information Updates:

As seen in the images above, the “Assign User Access” button is displayed in “Manage User Access” regardless of whether the filter is shown or hidden. Selecting “Assign User Access” opens a modal with the ability to “Search by Text” and/or “Filter by Facility” to identify the staff member for which access will be granted to “Location Emergency Contacts” (see image below):

Search by Text: In this required field, all or part of the user's email address may be entered to search for the staff member in need of access. Partial entries may include all or part of the user's name, as it appears in their email address. The more specific or unique the term entered in the search field is, the more the list results will be narrowed.

- Filter by Facility:** Filter by Facility is not required, but search results may be further narrowed by selecting one of the facilities that the user is known to log into. If the first letter of the facility name is known, it can be entered into the dropdown field to jump to facilities starting with that same letter to facilitate the selection from the dropdown menu. Otherwise, you may scroll through the facility results.

Upon selecting the “Search” button, matching results will appear. If the optional facility filter is not applied, the same user may appear multiple times if he/she logs into multiple facilities. In the example below, this all-facilities search for “VA Staff” produced a result for the desired staff member with a unique name. The “Select” button next to the staff’s name is clicked and selecting “Assign” will then assign access to the selected staff for “Location Emergency Contacts”. If a staff member appears in the search multiple times due to affiliations with multiple VHA facilities, their name will appear in multiple rows in the search results. If the staff member is assigned as a Support User, their name will stop appearing in the search results only if all of their facility profiles have been assigned. Once a Support User is granted access to Location Emergency Contacts, they will have access at all facilities/for all facility logins, but they may continue to show up in search results if they are affiliated with multiple facilities and not all of their profiles were selected when assigning access.

7.2.2.4 Assign staff access to Facility Contact Information by VISN and/or Facility:

When assigning Facility Contact Information access to a VCM user from Manage Roles the default access is for all VISNs and all Facilities.

Facility Contact Information ▼ Hide Filter

Location **Manage Roles**

FILTER BY TEXT **FACILITY**

Q Enter text here to filter by email values in the table below All

SEC ID: 0000000000	Primary Email: Staff01@email.ooo	User's Facility/Facilities: Cheyenne VA Medical Center
Added By: XYZ, FIRSTNAME 01/01/0001	Last Updated: XYZ, FIRSTNAME 01/01/0001	VISN: All VISNs (All Facilities)

Edit Remove User Access

By selecting Edit from the expanded user view access can be assigned to one or more VISNs using the VISN dropdown. The default is All VISNs. VISNs can be selected one at a time.

EDIT URGENT CONTACT USER ACCESS X

You are about to edit Urgent Contact User Access for

Email(s): Staff01@email.ooo

SecID: 0000000000

Facility/Facilities User Logs Into: Cheyenne VA Medical Center

Added By: XYZ, FIRSTNAME

*** VISN**

All VISNs ▼

- All VISNs
- 1
- 2
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 12

Save Changes

To further limit access within a VISN below the VISN button select the dropdown option for Facilities. The default within a VISN is for all Facilities.

EDIT URGENT CONTACT USER ACCESS

You are about to edit Urgent Contact User Access for

Email(s):

Staff01@email.ooo

SecID:

0000000000

Facility/Facilities User Logs Into:

Cheyenne VA Medical Center

Added By:

XYZ, FIRSTNAME

* VISN

6

* Facilities

x All Facilities x

☒ Select All

☒ Virginia Beach VA Clinic

☒ Chesapeake VA Clinic

☒ Albemarle VA Clinic

☒ Portsmouth VA Clinic

☒ Charles George Department of Veterans Affairs Medical Center

☒ Richmond VA Medical Center

☒ Salem VA Medical Center

☒ W.G. (Bill) Hefner Salisbury Department of Veterans Affairs M...

To limit access to fewer Facilities within the VISN deselect “Select All” and then select only the Facilities to which that user should have access. The selected Facilities will display in the Facility dropdown box.

EDIT URGENT CONTACT USER ACCESS

You are about to edit Urgent Contact User Access for

Email(s):

Staff01@email.ooo

SecID:

0000000000

Facility/Facilities User Logs Into:

Cheyenne VA Medical Center

Added By:

XYZ, FIRSTNAME

* VISN

6

* Facilities

x Virginia Beach VA Clinic

x Chesapeake VA Clinic

x Albemarle VA Clinic

x Portsmouth VA Clinic

☐ Select All

☒ Virginia Beach VA Clinic

☒ Chesapeake VA Clinic

☒ Albemarle VA Clinic

☒ Portsmouth VA Clinic

☐ Charles George Department of Veterans Affairs Medical Center

☐ Richmond VA Medical Center

☐ Salem VA Medical Center

☐ W.G. (Bill) Hefner Salisbury Department of Veterans Affairs M...

Additional VISNs and their Facilities can be selected by clicking the “Add another VISN” button. When VISN and Facility selection is complete select Save Changes to save the selections for the user.

EDIT URGENT CONTACT USER ACCESS

You are about to edit Urgent Contact User Access for

Email(s): Staff01@email.ooo
SecID: 0000000000
Facility/Facilities User Logs Into: Cheyenne VA Medical Center
Added By: XYZ, FIRSTNAME

***VISN**

6

***Facilities**

x Virginia Beach VA Clinic x Chesapeake VA Clinic
 x Albemarle VA Clinic x Portsmouth VA Clinic

(Custom Facilities Selected)

+ Add another VISN

Cancel Save Changes

The assigned VISN and Facility information will then display in the row for that user.

Facility Contact Information Hide Filter

Location **Manage Roles**

FILTER BY TEXT **FACILITY**

Q Enter text here to filter by email values in the table below All

SEC ID: 0000000000	Primary Email: Staff01@email.ooo	User's Facility/Facilities: Cheyenne VA Medical Center
Added By: XYZ, FIRSTNAME 01/01/0001	Last Updated: XYZ, FIRSTNAME 01/01/0001	VISN: 6 (Custom Facilities Selected)

Edit Remove User Access

7.2.2.5 Remove staff access to Location Emergency Contacts:

To remove the access of any staff member previously granted access, from the “Manage User Access” main tab, select “Show Filter” and apply the “Filter by Text” and/or “Facility” filter options to search for the desired staff (see item #2 above).

Once the staff member is identified, select the plus sign next to his/her name to expand the details on the staff member and display the option to “Remove User Access” (see image below).

Facility Contact Information ▼ Hide Filter

Location **Manage Roles**

FILTER BY TEXT **FACILITY**

Q Enter text here to filter by email values in the table below All

SEC ID: 0000000000	Primary Email: Staff01@email.ooo	User's Facility/Facilities: Cheyenne VA Medical Center
Added By: XYZ, FIRSTNAME 01/01/0001	Last Updated: XYZ, FIRSTNAME 01/01/0001	VISN: 6 (Custom Facilities Selected)

Edit Remove User Access

Once “Remove User Access” is selected, you will be prompted to review the information on the staff member and confirm removal of the staff member’s access to “Location Emergency Contacts” by selecting the “Confirm Removal” button, bottom right (see image below). If you’d like to maintain access for the staff member, select “Cancel” instead.

REMOVE URGENT CONTACT USER ACCESS ×

You are about to remove Urgent Contact User Access for

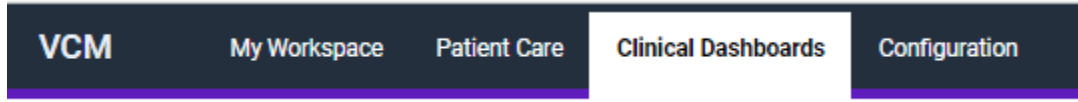
Email(s):	Staff01@email.ooo
SEC ID:	0000000000
Facility/Facilities User Logs Into:	Cheyenne VA Medical Center
Added By:	XYZ, FIRSTNAME
VISN:	6 (Custom Facilities Selected)

Select Confirm Removal to remove access.

Cancel Confirm Removal

8. Clinical Dashboards

The Clinical Dashboard Tab in Virtual Care Manager provides users with access to clinical condition-specific dashboards for use by care providers. The data represented in these dashboards comes from the VA's Corporate Data Warehouse (CDW) and from patient-generated health data (PGH) that Veterans have chosen to share with the VA through various means.

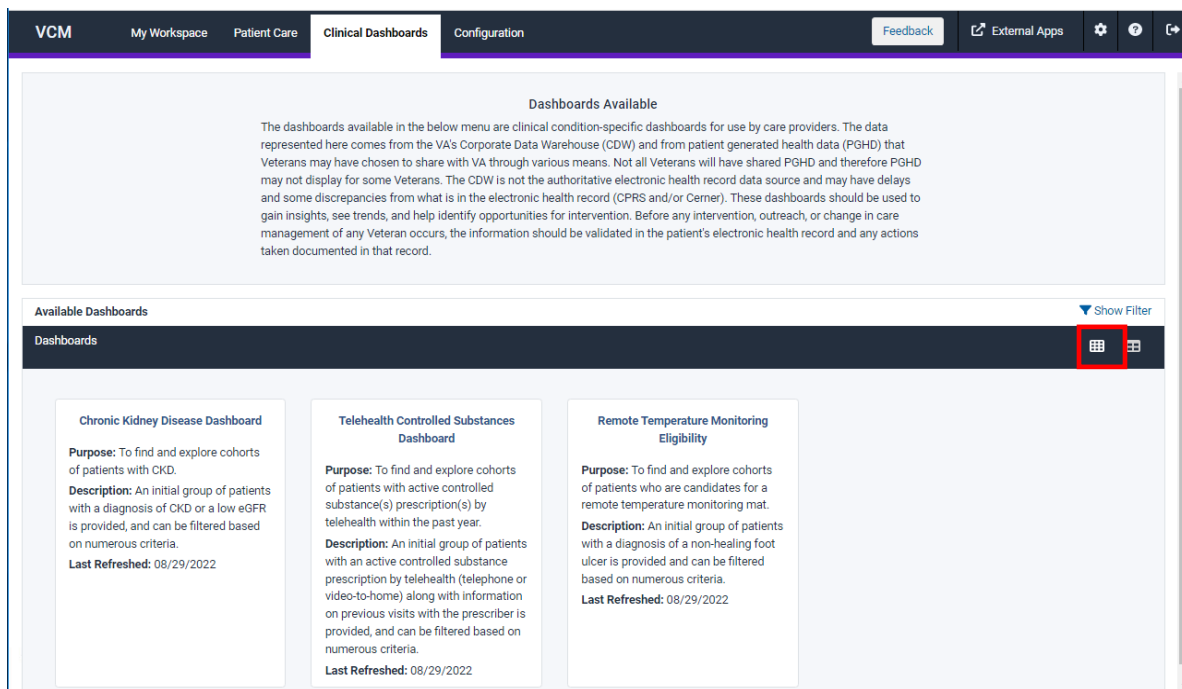


8.1 Available Dashboards

Within the Clinical Dashboards Tab, users will have a view of all available clinical dashboards. Available clinical dashboards may be displayed in **Tile View** or **List View**, depending on the user's preference and selection. Both **Tile** and **List View** display the name, purpose, and brief description of each Clinical Dashboard, as well as the date that the dashboard data was last refreshed.

8.1.1 Tile View of Available Dashboards

The user may select the option to display available dashboards in **Tile View**, as shown in the image below. The display defaults to **Tile View**.



8.1.2 List View of Available Dashboards

The user may select the option to display available dashboards in **List View**, as shown in the image below.

Available Dashboards Show Filter		
Dashboards Show Filter		
Title	Purpose	Last Refreshed
Chronic Kidney Disease Dashboard	To find and explore cohorts of patients with CKD.	08/29/2022
Description: An initial group of patients with a diagnosis of CKD or a low eGFR is provided, and can be filtered based on numerous criteria.		
Telehealth Controlled Substances Dashboard	To find and explore cohorts of patients with active controlled substance(s) prescription(s) by telehealth within the past year.	08/29/2022
Description: An initial group of patients with an active controlled substance prescription by telehealth (telephone or video-to-home) along with information on previous visits with the prescriber is provided, and can be filtered based on numerous criteria.		
Remote Temperature Monitoring Eligibility	To find and explore cohorts of patients who are candidates for a remote temperature monitoring mat.	08/29/2022
Description: An initial group of patients with a diagnosis of a non-healing foot ulcer is provided and can be filtered based on numerous criteria.		

8.1.3 Searching for Desired Clinical Dashboard

When searching for a specific Clinical Dashboard within Available Dashboards, the user may find that the desired Clinical Dashboard is visible within the Tile View or List View. If the desired Clinical Dashboard is not easily found, the user may select **Show Filter** to display the **Keyword Filter** (see images below). By entering any word that is found in the title or the description of the desired report, the dashboard option(s) containing the keyword(s) searched for will display for user selection.

The screenshots illustrate the process of filtering clinical dashboards. The top image shows the 'Available Dashboards' section with a 'Show Filter' button highlighted in red. The bottom image shows the same section after the filter is applied, with the 'Hide Filter' button highlighted in red. Below the filter button, a 'KEYWORD FILTER' section is highlighted in red, containing a search input field labeled 'Filter dashboards by keyword'.

8.2 Opening a Clinical Dashboard for View

To open the desired Clinical Dashboard from **Tile View**, the user may click anywhere on the tile of the desired dashboard and the dashboard will open in a new browser. To open the desired Clinical

Dashboard from **List View**, the user may click anywhere within the row where the desired dashboard is listed and the dashboard will open in a new browser.