NIH Clinical Center CIO Newsletter
October 2008
34th Edition

This is the thirty-fourth edition of a monthly broadcast email to the CRIS user community about CRIS capabilities and issues. In addition to the text version in this email, I've attached a PDF version that can be printed. I look forward to receiving your comments or suggestions at CIOnewsletter@cc.nih.gov. In addition, valuable information can be accessed at the CRIS and DCRI websites: http://cris.cc.nih.gov, http://www.cc.nih.gov/dcri.

Topics of the Month

- CIO Remarks
- CRIS Upgrade
- Security & Privacy
- Changing Physician & Protocol Assignments in CRIS
- New Documents in CRIS
- New Tamper Proof Prescriptions
- User Training

CIO Remarks

IMPORTANT REMINDER TO ALL STAFF REGARDING CRIS CODE SECURITY:

The security of your Clinical Research Information System (CRIS) code is a very serious matter. The Medical Executive Committee mandates serious sanctions if practitioners are identified as having shared their codes. These sanctions involve (at a minimum) mandatory suspension of your CRIS code and mandatory CRIS retraining. In addition to these mandatory penalties, the Medical Executive Committee may impose additional sanctions, including suspension of clinical privileges or termination of employment. Sharing your code is equivalent to allowing someone else to use your signature, with the substantial personal and institutional liabilities that behavior might entail. Maintaining the security of your code protects our institution, our staff, and our patients. These codes simply must not be shared. For those of you who need to obtain a code to enter CRIS, you must first take mandatory CRIS training. CRIS training is available twice a week, typically every Monday and Thursday. To obtain a CRIS code after training has been completed, a valid NIH ID badge is required. Users can sign up for CRIS training on-line from the CIT website at http://training.cit.nih.gov/ (Under Classes by Category select CRIS) or call CIT at 301-594-6248 to schedule regular training usually on Monday or Thursday. If your schedule cannot accommodate the times offered, call 301-496-8400 and the Clinical Center Department of Clinical Research Informatics staff will make special arrangements for training.
The CRIS Password Security Policy (Medical Administrative Series policy M05-4) outlines the requirements for password security as well as the penalties for violating the policy. The complete policy may be viewed at: http://internal.cc.nih.gov/policies/PDF/M05-4.pdf
Thank you for doing your part to maintain the safety and security of our information systems.

CRIS Upgrade

The following are important dates associated with the CRIS upgrade.

1. November 10-13 – last release of CRIS changes for version 4.5
2. December 13th – upgrade to version 5.0
3. December 23-25 – first release of CRIS changes for version 5.0

After the November release, the CRIS development environments will be upgraded. This will serve as a dress rehearsal for the December upgrade of the CRIS production environment to ensure that we identify potential risks and we can be confident about a smooth transition from SCM 4.5 to SCM 5.0 on the December 13th go-live. It will also allow time to develop and test of those changes to be included in the December 23-25 release. If you have any questions or concerns, contact Judy Wight, 301-443-3477

Security & Privacy

As we are sure everyone can appreciate, the collection, maintenance and use of Social Security Numbers is a particularly sensitive issue these days throughout Government, as well as in the private sector. In fact, DHHS prohibits the collection and use of Social Security Numbers for anything other than financial purposes. In addition, the Clinical Center Privacy & Security Strategic Plan specifies elimination of Social Security Numbers from all our systems unless they are specifically used for financial purposes e.g. payroll, tax forms, etc.

We would like to remind you that, for other than financial purposes:
1. If you are not currently collecting Social Security Numbers, please don't start.
2. If you are currently collecting Social Security Numbers, please stop doing so.
3. If you have previously collected Social Security Numbers, please remove them.

If you have questions or require assistance regarding confidentiality or computer systems security, you may contact either the Privacy Officer or Information Systems Security Officer.

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Change Physician and Protocol Assignments In CRIS

A new Service Requisition has been created for users to request an update to a patient's Primary or Attending Physician. The request will print in the Medical Record Department. Upon receipt, MRD staff will update the patient's care provider(s) in CRIS. It is important that patients' primary/attending physician assignments are accurate and reflect who is responsible for and providing care to the patient.

Additionally, the existing Change Protocol Assignment order has been updated to incorporate a request to update a patient's primary/attending physician, if necessary, when the Visit Reason is changing. Users will be presented with a choice list of credentialed members of the medical staff provided by the Office of Credentialing Services to select the patient's new primary/attending physician(s) as appropriate.

New Documents in CRIS

Clinical Research Advocates - The Office of the Clinical Director of the National Institutes of Mental Health established the Human Subjects Protection Unit in July 1999. This independent multidisciplinary team was formed to provide potentially vulnerable subjects with an additional level of protection when participating in clinical trials. The clinicians on the team are called Clinical Research Advocates (CRA) and provide subject protection through a variety of functions including: consent and assent monitoring, capacity assessments, research subject monitoring, consultations, and educational presentations. If you review documents by categories, a new category for Consent Documentation will include both the Progress Note – Documentation of Consent and two new CRS Documents CRA Capacity Assessment Note and CRA Consent Monitoring Note. The two other CRA documents – CRA Consult Note and CRA Subject Monitoring Note can be found under the Consult review category.

CRA Capacity Assessment Note
CRA Consent Monitoring Note
CRA Consult Note
CRA Subject Monitoring Note

Outpatient Nursing – While outpatient nurses have used the same documents as inpatient nurses have to document there assessments and care, the Nursing Department Documentation Policy describes six specific types of outpatient visits and the documentation required for each. Outpatient nurses will now have specific notes for each of those visits available to them. They will continue to share some notes/flowsheets with the inpatient nurses.

Outpatient Protocol Screening Visit
Outpatient Follow Up Visit
Outpatient Treatment/Procedure Visit
Outpatient Consult Visit
Outpatient Lab/Test Visit
Outpatient Walk In Visit

Transplant – The multi-institute hematopoetic transplant group has a new Progress Note – Pre-Transplant note to meet new regulatory reporting requirements. Early next year they will be adding additional follow up notes.

Liver Disease Clinic Note – This note will be available in early November.

Otolaryngology – In early November, the Otolaryngology Clinic will be adding an additional outpatient note.
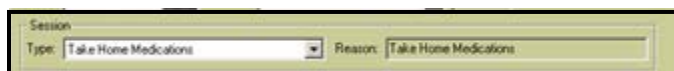
New Tamper-Proof Prescriptions

Take Home Medication Prescriptions to be filled outside of NIH:

All take-home medication prescriptions written as 'Not Required for Study" or using the 'Take Home Medication Prescription' blank order form, under the "Take Home" session type, will print on tamper-resistant paper in the Outpatient Pharmacy.

THINGS TO REMEMBER!

'Take Home' session type:

On the 'Order Entry Worksheet' make sure you are in the "Take Home" session type.

Placing Medication Orders:

When ordering a medication to be filled at an outside pharmacy:
- Select the Take Home Medications session type.
- Enter drug formulary name and select 'Not Required for Study (NRFS).'
- If the drug is a non-formulary item, select the 'Non Formulary' order form -then select 'Not Required for Study' (NRFS).
- Orders entered using the 'Take Home **Medication** Prescription Blank' will automatically be considered as 'Not Required for Study.'
- All Not Required for Study prescriptions will print in the Pharmacy on tamper resistant prescription paper.
- Please note, that all controlled substances will be filled by NIH pharmacy including NRFS orders. If a schedule II controlled medication is ordered, a signed requisition form must be sent to pharmacy before the medication is released to the patient.

Placing Non-Medication Orders:

When ordering a **Non-medication** item such as labs or diabetic supplies to be filled outside of the NIH:
- Under the Take Home Session type, use the 'Take Home Prescription' order form
- These will print at a printer in the patient location in CRIS.

Signature and Signature Form:

Your electronically scanned signature will print on the paper prescription if it is on file. If your signature is not on file, you will have to come to the Pharmacy to sign the paper prescription.

To have your signature put on file, either contact your Credentialing Coordinator or go to http://cris.cc.nih.gov to obtain a copy of the 'Signature Capture and Authorization Form'. Follow the instruction to complete and submit the form. Your secure signature will be used ONLY for prescriptions filled outside of the NIH Pharmacy.

Please Note:
Signatures must be in blue ink AND within the lines of the "signature box" (Fig 1).

Fig 1
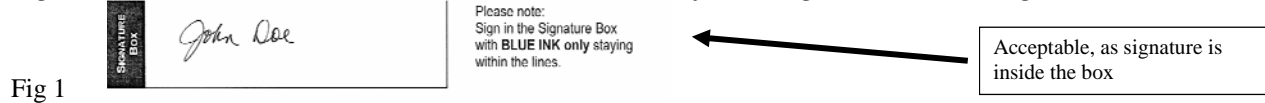
Signatures outside of the lines of the "signature box" will not be accepted (Fig 2) .

Fig 2

User Training

The Department of Clinical Research Informatics (DCRI) delivered two interesting presentations at the 2008 Eclipsys User Network™ (EUN™) Conference in Atlanta. The conference facilitated opportunities for Eclipsys clients representing diverse organizations, disciplines and geographies to share ideas and techniques to actively communicate new ways of using Eclipsys to improve outcomes. The topics DCRI presented were:

- **Transitioning Physician Clinical System Training from the Classroom to On-Line.**
  - Patricia P. Sengstack MS, RN-BC, CPHIMS
  - Susy Postal MS, RN
- **Activation Planning Tips for Success**
  - Patricia P. Sengstack MS, RN-BC, CPHIMS
  - Sue Houston MBA, RN, BC, PMP

For information concerning the presentations please feel free to contact the presenters listed above.

CRIS Booth

The next CRIS Booth will be held on Friday, December 5, 2008 from 8:00 am -9:30am and 11:30am -1:00 pm outside the 2nd floor cafeteria. Mark it on your calendar and bring your questions!