Academic year 2008- 2009   In Reply Refer To: 603/11Q – Education Svc

Welcome to the Louisville Veterans Affairs Medical Center (VAMC). This resident application packet contains all the required paperwork as well as a CD with required training materials. Attached is a checklist to ensure completion of all requirements. Please complete paperwork and training materials prior to attending the mandatory computer training class. Enclosed is a return envelope for your convenience.

The Louisville VAMC has a computerized patient record system (CPRS). It is a windows-based software program using a graphical user interface (GUI). The Veterans Healthcare Administration developed CPRS. All VA hospitals use this system nationwide. CPRS provides online clinical information such as test results, reports, orders, and progress notes. All new residents, fellows, and attending physicians view the CPRS training CD and attend a two-hour CPRS hands-on training class before receiving computer access. The enclosed CD contains the CPRS overview training video.

The CD also contains the Resident Orientation Handbook. This handbook is a comprehensive document with general information about the Medical Center and facility mandatory training. Of particular importance are the Cyber Security and VHA Privacy policies. Section VII is especially for residents.

Fingerprinting is a requirement for all VA employees. Completion must occur prior to obtaining computer access codes. To expedite this process, contact the service-specific Automated Data Processing Coordinator (ADPAC) to schedule fingerprinting. **This is best completed prior to the hands-on CPRS training session and may take up to two hours.**

Please contact us if you have any questions concerning completion of the VA required paperwork and training materials. Your residency coordinator at the University of Louisville is also available to assist you with any questions that may arise. They will inform you of any routing and scheduling changes.

Once again, welcome to the Louisville VAMC. We wish you a rewarding experience that benefits your career.

Lisa Thompson, MSN, RN   William Cheadle, MD
Chief, Education   Associate Chief of Staff, Education

Process checklist for all items requiring return and/or completion:

1. Complete all hard copy paperwork enclosed in packet: 1)Resident application form - complete all four pages, sign on page 3 #41A and page 4; 2) Appointment Affidavit – sign; 3) Statement of Commitment and Understanding – complete, sign, and date; 4) WOC Form Letter (FL10-294) - sign and date; and 5) Hands-on Mandatory Training Schedule – call to schedule appointment.

2. Open the folder on the CD entitled "CPRS". Click on the file "Student Orientation Handbook." Review (read) this handbook. Print the acknowledgement form on the last page, sign, and date it.

3. Open the folder on the CD entitled "CPRS". Click on the file "CPRS Overview". Watch this overview video. Open the file "CPRS Certificate". Print the certificate, sign, and date it.

4. Return all paperwork in the enclosed return envelope provided or mail to:
   Department of Veterans Affairs (603/11Q)
   Attn: Education Service
   800 Zorn Avenue
   Louisville, KY 40206
**Checklist for return envelope items:
   ☐ Application
   ☐ FL 10-294 letter
   ☐ Statement of Commitment and Understanding
   ☐ Appointment Affidavit
   ☐ Orientation Handbook acknowledgement form – print from CD, complete form, and sign.
   ☐ CPRS overview completion certificate – print from CD, complete form, and sign.

5. Schedule the CPRS hands-on mandatory class selected from the enclosed schedule list. Phone (502) 287-4090, (502) 287-6138, (502) 287-5910, or email vhaloucprstraining@va.gov.to schedule a class.

6. Contact the service ADPAC to schedule fingerprinting prior to the CPRS training class. When in Police & Security for fingerprinting, obtain an ID badge and parking permit. Be sure to bring two forms of identification, at least one of which is a picture ID, and your vehicle license number for parking registration. Acceptable forms of ID include a drivers' license, passport, social security card, green card, or a college ID (U of L Cardinal Card).

Service ADPACs are:

   Medicine – Chris Rausch – (502) 287-4634
   Surgery – Dawn Mathena – (502) 287-5566
   Psychiatry – Mark McCampbell – (502) 287-5969
   Geriatrics/Home Health – Michelle Griffin – (502) 287-5995

**Note:
Please make every effort to complete these steps and return required paperwork by June 1, 2008, in order to expedite your processing. For any questions regarding these instructions or materials, contact the Education Office at (502) 287-6871. **You cannot see patients until completion of all mandatory training.** Keep the CD for future reference.