
Supplemental Questions



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Purpose

The purpose of the document is to go over the basic functions of supplemental questions and cover those few items that are unique to the Virginia Elite (VAV3) system in regards to this. Please refer ImageTrend's University section in VAV3 for more detailed information concerning supplemental question functionality.

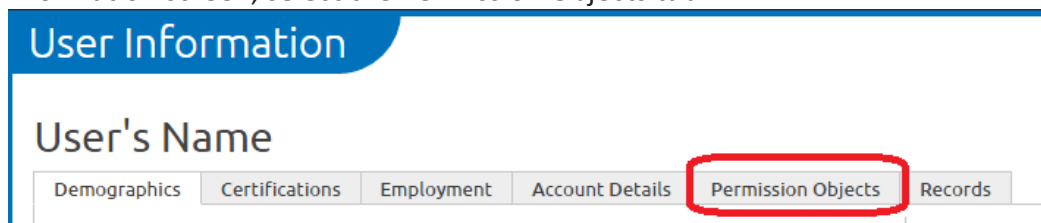
What are "Supplemental Questions"?

Supplemental Questions, previously known as Service Defined Questions, are questions that VAV3 administrators can add to the Virginia Electronic Medical Record (EMR) form. These questions can be used to collect any type of information that an agency has a need for outside of what Virginia collects.

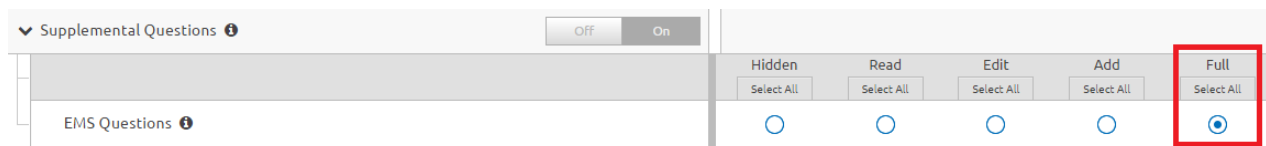
Security considerations

Full access to the supplemental questions functionality is available to any user with the permission level of EMS Agency Administrator. For agencies that have multiple administrators but wish to restrict access to supplemental questions, this can be accomplished by doing the following:

- After accessing the user’s account (Agency Name --> Users) and bringing up the User Information screen, select the Permission Objects tab:

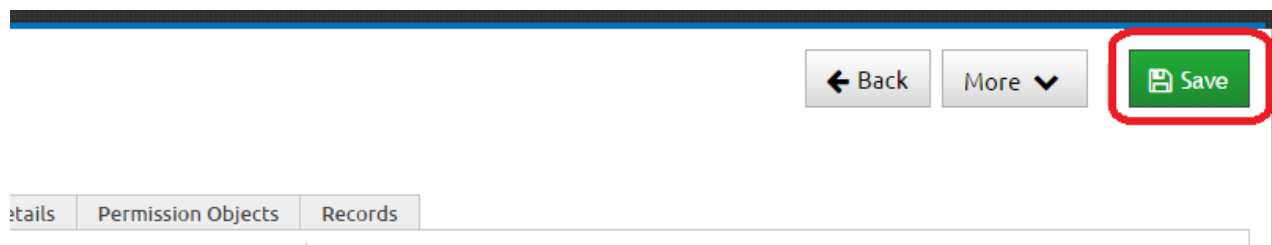


- On the Permission Objects screen, scroll down until you see the Supplemental Questions section (note that the default setting is full):



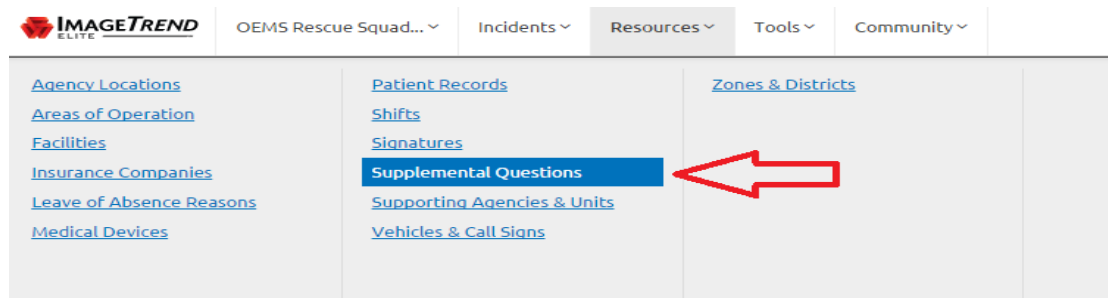
- To limit access, simply select one of the other circles under Hidden, Read, Edit, or Add
 - Hidden – Hides the supplemental questions option from the user
 - Read – Allows the user read only access to supplemental questions
 - Edit – Allows the user to modify or change existing supplemental questions
 - Add – Allows the user to modify, change, or add new supplemental questions
 - Full – Allows full access (read, create, change, or delete) to supplemental questions

Once changes have been made to the users account, be sure to select the green save button located at the top right corner of the User Information screen:



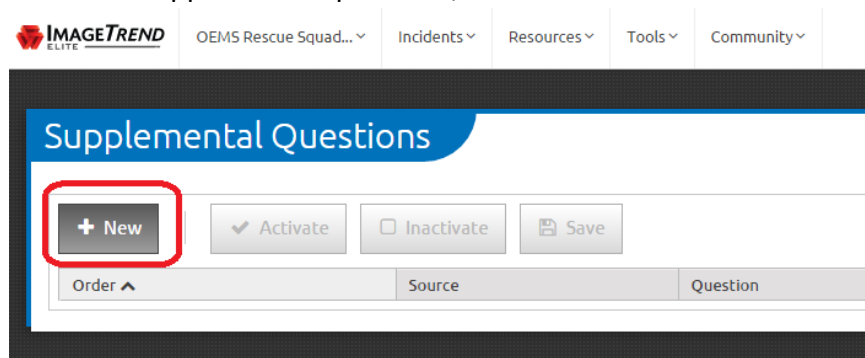
Supplemental Questions – Menu Access

To access supplemental questions, select Resources and chose the Supplemental Questions option as shown below.

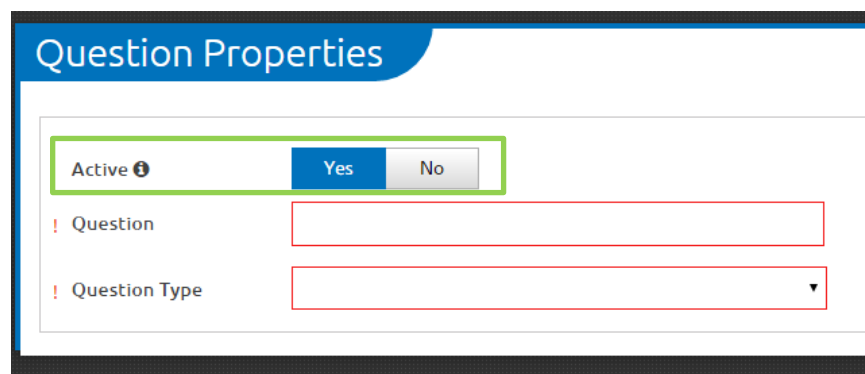


Supplemental Questions – Creating (and Deleting)

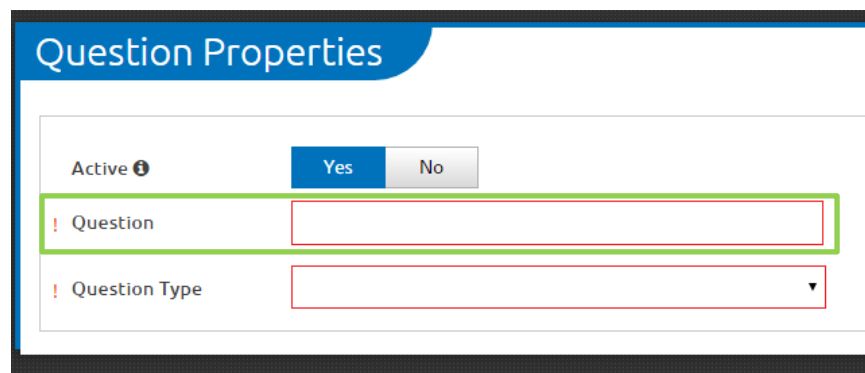
To create supplemental questions, select New



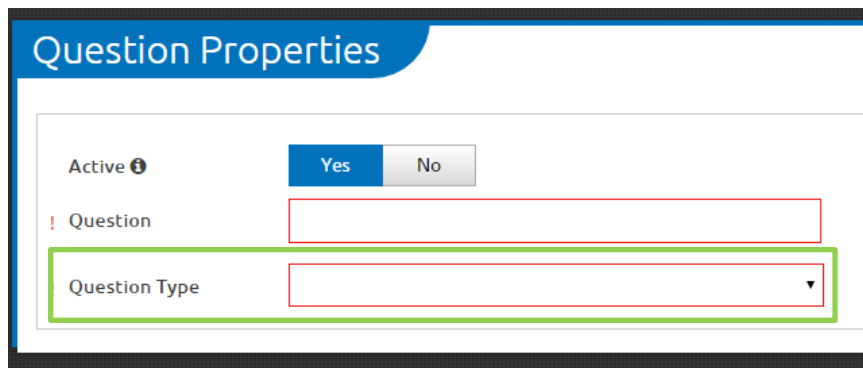
The Questions Properties screen comes up. Note that the Active option is set to Yes by default indicating that all new supplemental questions created are active. If you wish to create the question but not yet have it active, select No here.



In the question field, enter in the question that you want your providers to answer which will appear on the form.

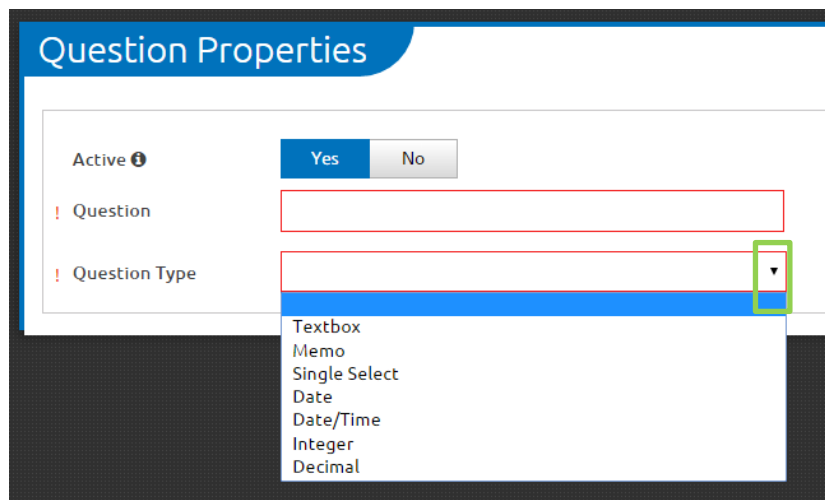


The question Type field is a drop down list where you can select the type of question that you've created.



The screenshot shows the 'Question Properties' form. At the top, there is a blue header with the text 'Question Properties'. Below the header, there is a section for 'Active' with a blue 'Yes' button and a grey 'No' button. Underneath, there is a red-bordered input field for 'Question'. Below that is a green-bordered input field for 'Question Type' with a small downward arrow on the right side, indicating it is a dropdown menu.

Select the down arrow to view the available choices and select the one that is most appropriate for the type of question being asked.

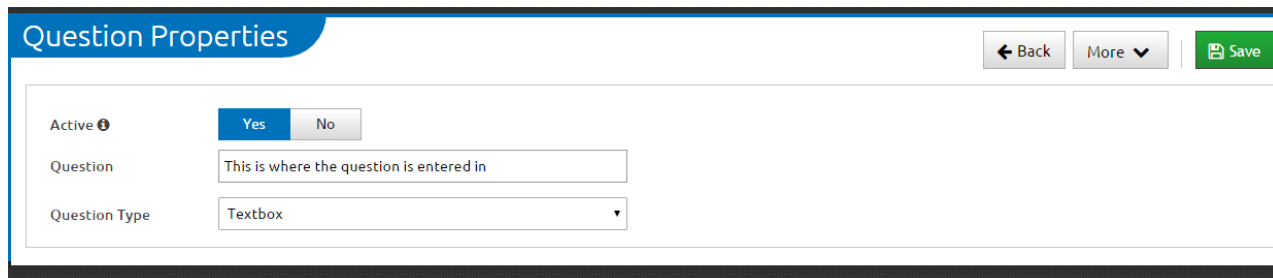


The screenshot shows the 'Question Properties' form with the 'Question Type' dropdown menu open. The dropdown menu lists the following options: Textbox, Memo, Single Select, Date, Date/Time, Integer, and Decimal. The 'Question Type' field is highlighted with a green box, and the dropdown arrow is also highlighted with a green box.

The choices are:

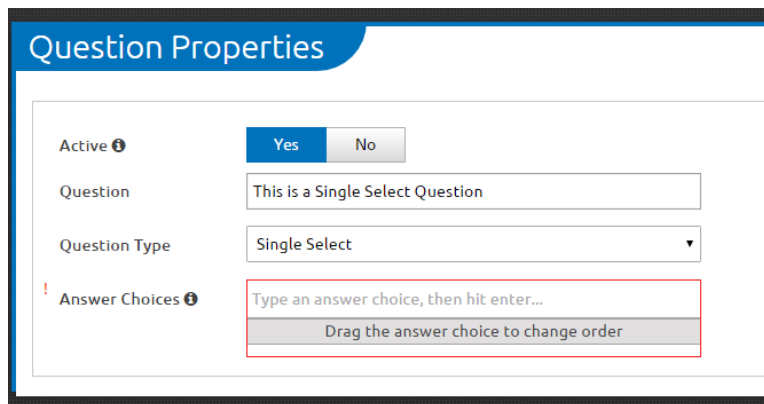
- Textbox – This choice allows for free text entry. The field on this is very short so this should be used for questions that require very short answers.
- Memo – As with the Textbox, this choice also allows for free text entry. However, the area or box to type in is much larger so more text can be entered by the provider.
- Single Select – This choice allows for the creation of selections or choices that the user can pick from (such as Yes or No).
- Date – This choice allows the user to enter in a specific date
- Date/Time – This choice allows the user to enter in a specific date and time
- Integer – This choice allows the user to enter in a whole number (1, 100, 150, etc)
- Decimal – This choice allows the user to enter in a number with a decimal (98.6 for example)

All but the Single Select work exactly the same way. The admin enters in the question, selects the type, and selects the Green save button to save the question.



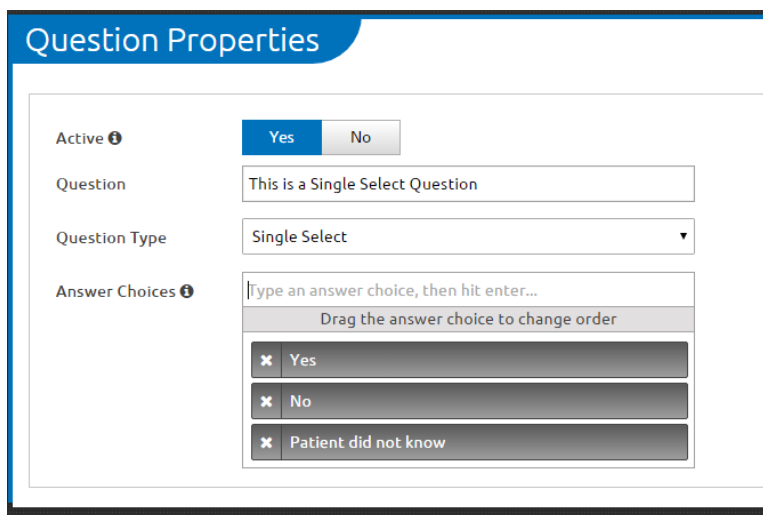
The screenshot shows the 'Question Properties' interface. At the top right, there are three buttons: 'Back', 'More', and 'Save'. The 'Active' field has 'Yes' selected. The 'Question' field contains the text 'This is where the question is entered in'. The 'Question Type' dropdown menu is set to 'Textbox'.

When Single Select is chosen, the admin is presented with an additional field called Answer Choices.

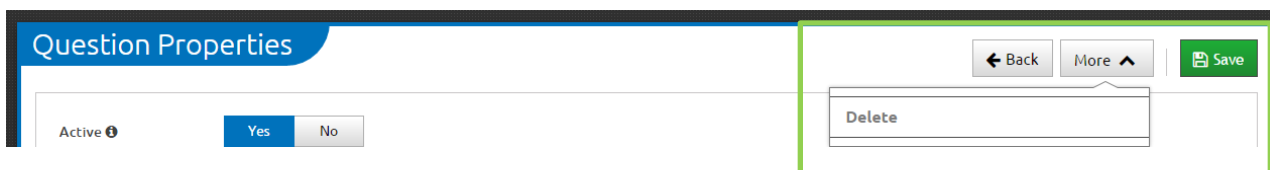


The screenshot shows the 'Question Properties' interface for a 'Single Select' question. The 'Active' field has 'Yes' selected. The 'Question' field contains the text 'This is a Single Select Question'. The 'Question Type' dropdown menu is set to 'Single Select'. Below this, the 'Answer Choices' field is highlighted with a red border and contains the text 'Type an answer choice, then hit enter...' and a grey bar with the text 'Drag the answer choice to change order'.

In the Answer Choices section, the admin types in each answers a provider would be able to select and presses the enter key creating that answer.



In the above example, the answers of “Yes”, “No”, and “Patient did not know” would be the answers that a provider could choose from when answering this supplemental question. If an answer was incorrectly created or is not needed, the admin can select the X to the left of the choice to delete it. To change the order of the answers (maybe No should be first), just click on the answer, hold the left mouse button down, and drag the answer to the proper position.

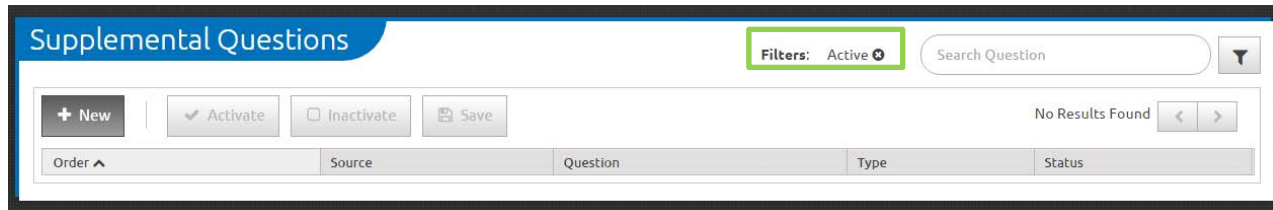


- The back button works the same as within other option and goes back to the previous screen.
- By selecting more, the admin can **delete** the supplemental question displayed (there is a warning message that comes up asking if you are sure you want to delete the question).
- The Save option saves any changes made.

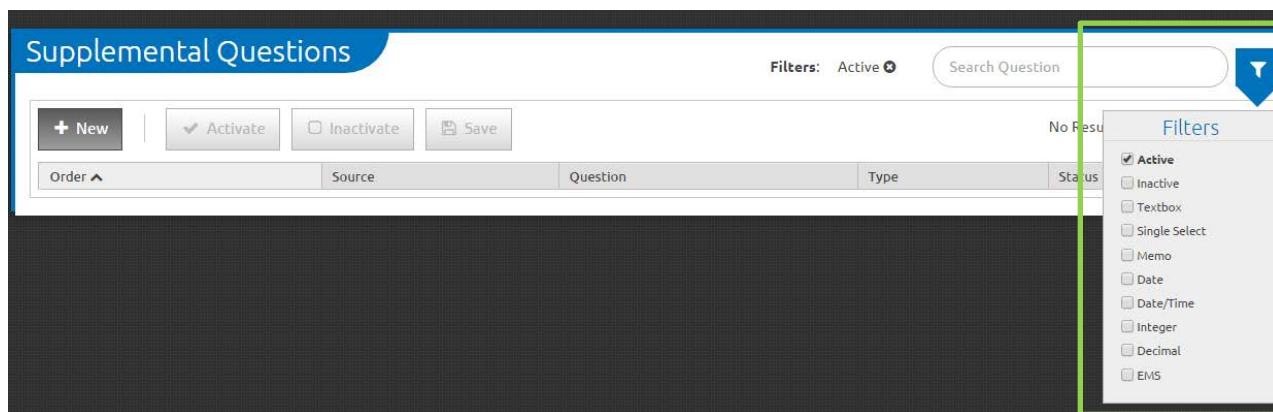
For more detailed information on adding supplemental questions, refer to the “Adding Supplemental Questions” section under Resources → Supplemental Questions in the Contents section of the ImageTrend University found under the Community menu option.

Supplemental Questions – Filter Option

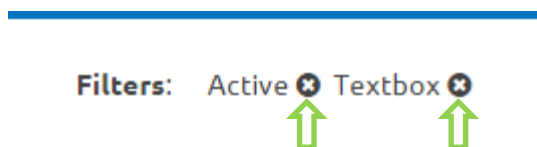
When the Supplemental Questions screen first comes up, the filter defaults to active.



Selecting the filter icon allows the user to narrow the questions shown by the choices available.

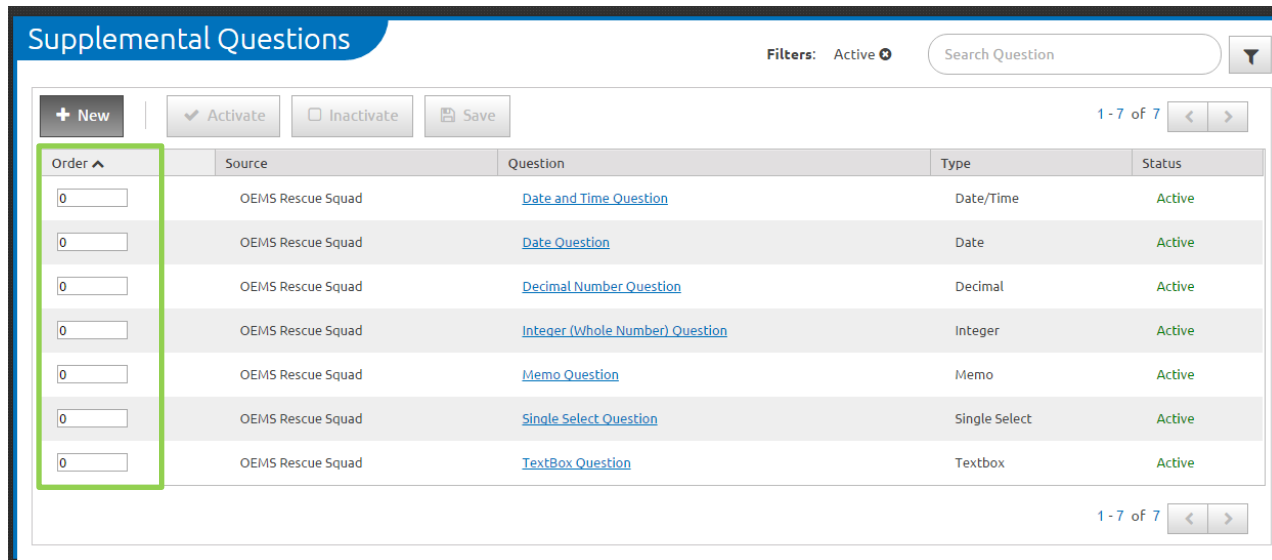


To remove a filter, simply select the X to the right of the filter option you want to remove.

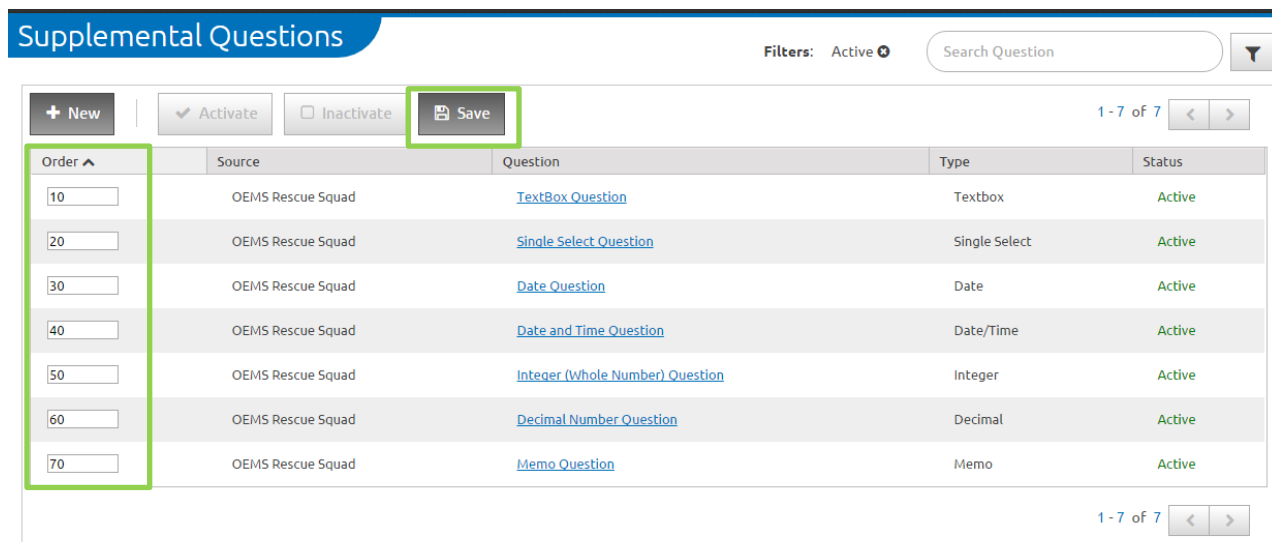


Supplemental Questions – Sorting

Once the supplemental questions have been created, the order column can be used to determine in what order the questions will appear on the medical record form and the printed form.



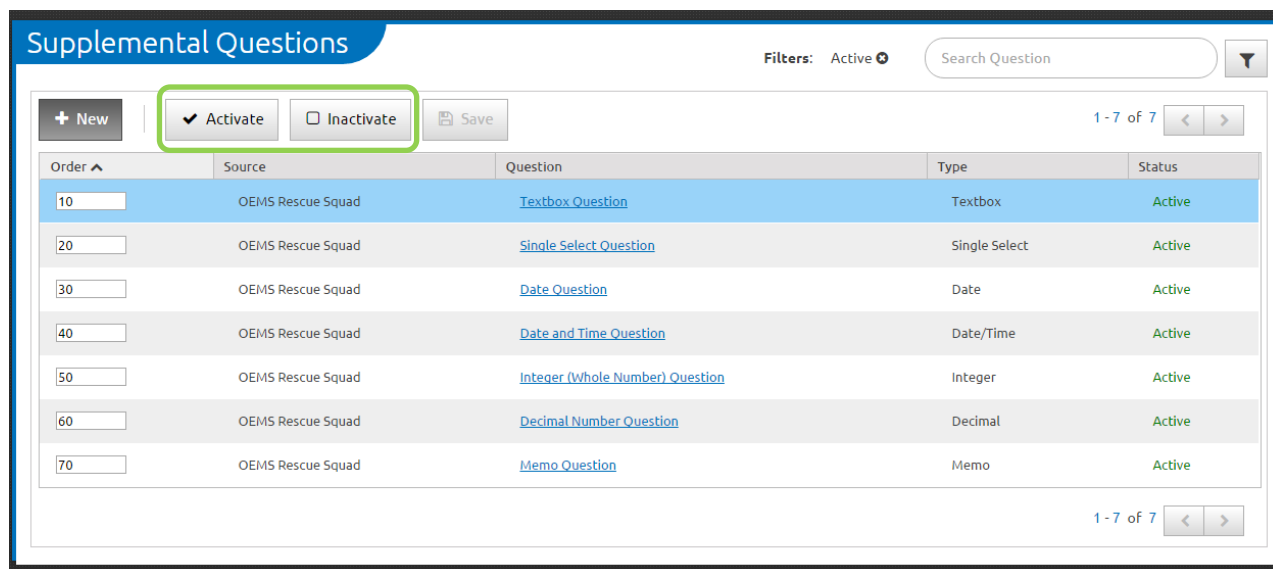
All questions initially have an order value of 0. If left like this, the questions will appear on the form in alphabetical order. However, the order number can be changed so that the admin can determine the order in which the questions will appear.



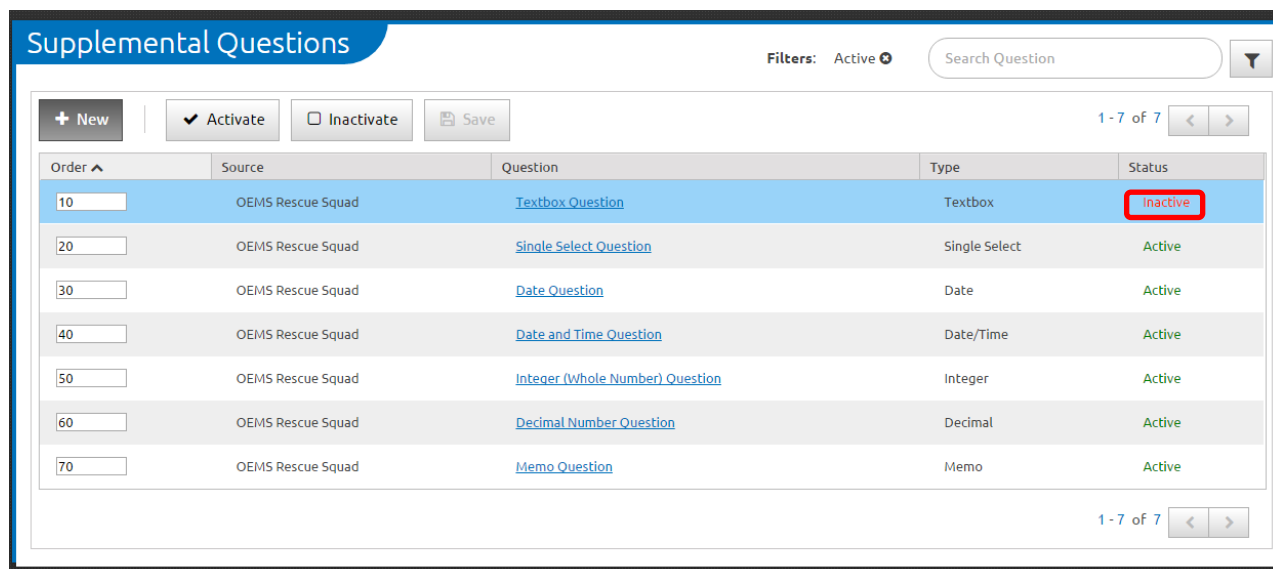
Note that the Save option becomes available when updating or changing the sort order. Be sure to select Save after the ordering has been set.

Supplemental Questions – Activating and Deactivating

When the supplemental questions window is displayed on the screen, the admin has the ability to either activate or deactivate questions. This is done by selecting the question needing the action and choosing the appropriate option.



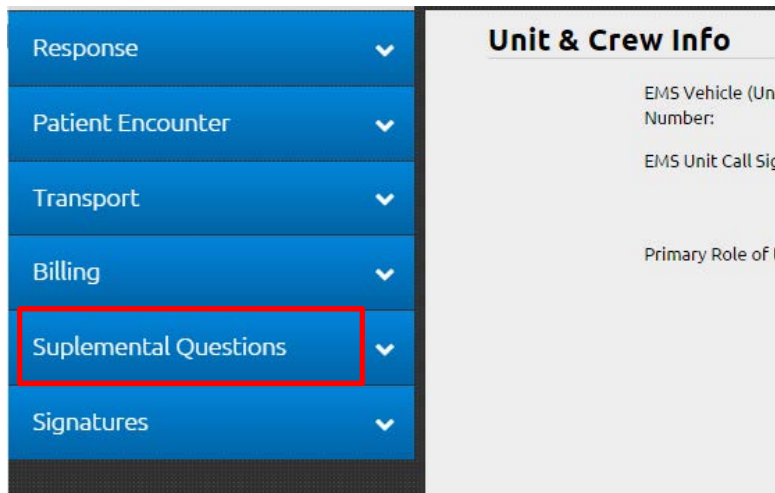
In the above example, the first question has been selected. Now, the Activate and Inactivate buttons are available. Select Inactivate to change the status of the question to Inactive.



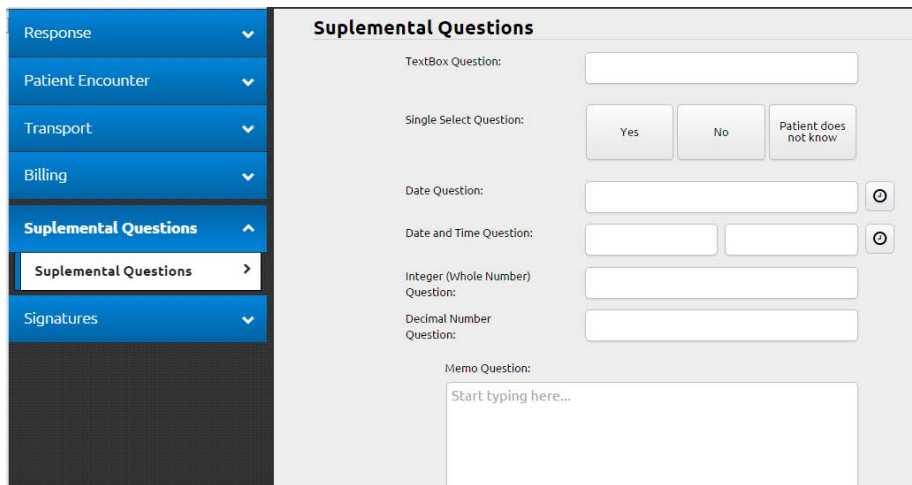
Once this is done, the question will no longer appear on either the EMR form or the printout. To activate an inactive question, follow the same process but select Activate after selecting the question (be sure to clear the Active filter when looking for Inactive questions).

Supplemental Questions – Virginia EMR Form

Users will notice a new panel on the Virginia EMR called Supplemental Questions.

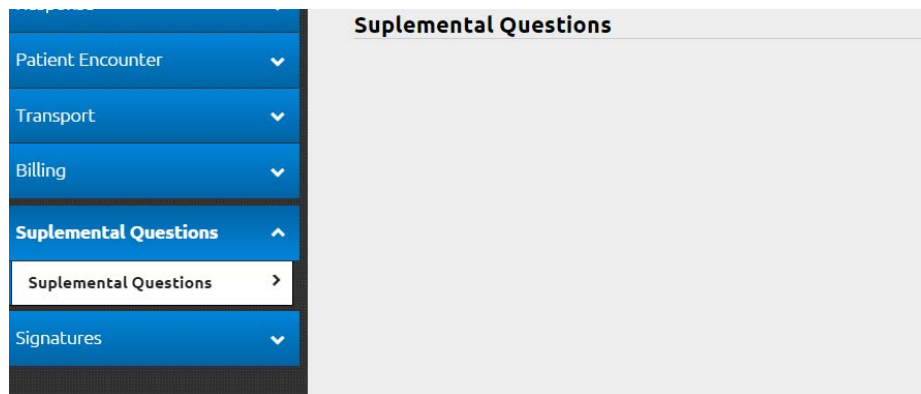


When this is selected, the panel will open up displaying the questions created by the agency admin.



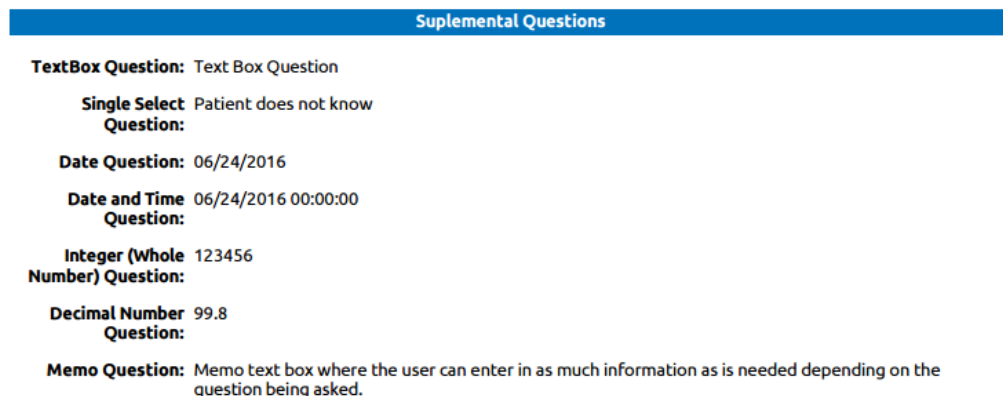
At this point, the provider answers the questions as needed. For now, there is no way to require that a provider answers these questions. According to ImageTrend, this particular feature will be coming in a future release.

If the agency administrator chooses not to create any supplemental questions, providers will still see the panel. But, if selected, it will be blank as shown below.

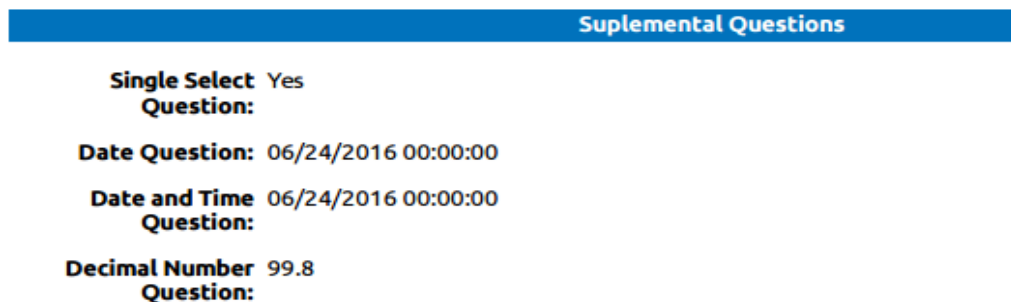


Supplemental Questions – PreHospital Care Report

A Supplemental Questions section has also been added just before the signature section on the PreHospital Care report.



Any supplemental questions created will appear in this section so long as the provider has entered in an answer. If a supplemental question has not been answered, the question will not appear on the printout.



Special note for Admins

Once the supplemental questions have been created, it takes the Elite system about 5 to 15 minutes before the questions will actually appear on the EMR form and printout. If, for some reason, you don't see the supplemental questions (updates/changes) in Elite, refresh your browser program and make sure that all instances of the browser are closed. Then open the browser back up and log back into Elite. That should update both the EMR form and printout.

For Elite Field, the changes will appear on the form and printout once the sync process has run. If you manually need to run this, log in to Elite Field while connected to the Internet, select settings and chose sync. Once the sync process finishes, the supplemental questions will appear on both items.