

Fact Sheet on 11-28-2016 New Features Notice

1. Watch the webinars first

If you try using these features without viewing these videos, you will get lost really fast.

2. Administrators can't Delete any state level forms

As the webinars will explain, agency administrators will only be able to change or delete any forms they create. You will be able to tell by looking at the name listed next to form under the source column. Items created at the state level will have "Virginia" listed next to them.

3. Administrators can Copy state forms

So that administrators will not have to start from a blank form, you will be able to copy existing state forms.

4. Administrators can Inactivate state forms

When you have your agency level forms ready, you can choose to deactivate the state level forms. You can still make copies from inactive forms and reactivate inactive forms if needed.

5. Administrators can Delete forms they create

You will receive a warning message but, once you have deleted a form it is gone. There is nothing OEMS or ImageTrend can do to retrieve it. If the form has been used, then that specific form should be set to inactive and not deleted.

6. Keep forms Inactive until the form is ready to be tested and used

Every active form shows up as a choice. While you are working on modifications, let your providers know not to use that specific form until notified.

7. Once a form is in use, don't make any more changes to it

This doesn't mean you can't make a new copy and adjust that, but it's not recommended to make changes to a form once it's been used. You could inadvertently make information entered inaccessible.

8. Make a backup copy

If you are making several changes to a form, it doesn't hurt to make a backup copy from time to time. If you've made 1 or 2 simple changes and now you're considering a more complex change, then make a backup copy of the form before starting the complex work. If you run into issues with the complex change, having a backup copy makes it easier as you do not have to start all over again. Just be sure to delete older backups when not needed to help keep the list of forms manageable.

9. Start slow

Although it may be tempting, don't go into a form and make 20 or 30 changes in the beginning. Make 1 or 2 changes, allow your providers the opportunity to get use to the changes, and build from there. If you make a lot of changes, run into issues, and contact support for assistance, there's no way anyone will be able to figure out what 1 change out of 20 or 30 is causing the problem. You could find yourself having to start all over again.

10. Communicate to your providers

This one is key. When you're ready to start using your new form, let your providers know what's coming before making it your Default form. From the point of view of the providers, if they are used to using the existing form and, on their next shift, the form suddenly changes; it can make for a very confusing situation. Up front notice is always best.

11. Administrators cannot use forms to override state level validation rules

This one is important to know. Just because a field is removed from the form doesn't mean that the validation rule setup by Virginia does not apply. Agency administrators will have to make sure the form they create will validate at 100%. The ImageTrend webinar goes over how validation rules come into play.

12. Administrators will have to keep any agency level forms created up to date with state changes.

As with number 11, this one is also important. When Virginia implements new validation rules or adds additional elements to the Virginia EMR, those agencies that have created custom forms will need to modify their forms accordingly. These types of changes are only going to occur (changed, added, updated, or inactivated) twice a year and notifications will go out 30 days in advance. This should provide agencies will enough lead time to verify what changes are needed to their agency level forms.

13. Custom Forms Questions

Agency administrators will need to let providers know once agency created custom forms are in use, any questions they have will need to be handled directly with their agency administrators. While OEMS can assist administrators with question they encounter during the creation of these forms, we will not be able to answer any "provider related" questions. If OEMS receives questions from providers, they will be directed back to the agency for resolution.

14. Library items can only be Imported once

If you download a form to use from the Library, delete the form thinking you don't need it, then realize you do, you will need to contact ImageTrend support so that they can work with you to address this issue. If you do download something and you're not sure if you want to use it, it can always be set to inactive.