



QUICK START GUIDE

FOR THE CPOE EVALUATION TOOL

Important Note: Version 3.6 of the CPOE Evaluation Tool is optimized for Chrome and Internet Explorer (IE11) browsers. Prior to initiating the Adult Inpatient Test, we recommend taking a Sample Adult Inpatient Test on the same computer using the same web browser that will be used to complete the Adult Inpatient Test. **Ignoring these instructions may result in an error and your hospital will not be able to retake an Adult Inpatient Test for 120 days.**



Before embarking on a Sample Adult Inpatient Test or Adult Inpatient Test, you must activate the “Take CPOE Tool” button from the [Survey Dashboard](#). **You must affirm, check for data review warnings, and SUBMIT Section 1 and Section 2 in order to activate the “Take CPOE Tool” button. You will not see the button if Section 1 and 2 are only affirmed.** You can return to the Survey and submit Sections 3-10 at later [date](#). Use the instructions below to activate the “Take CPOE Tool” button. There are 7 steps.

1. Log in to the [Online Hospital Survey Tool](#) using your hospital’s 16-digit [security code](#).
2. Once you have reached the Survey Dashboard, complete Sections 1 and 2 of the Survey by clicking on the text link for each section (circled below in yellow). Once these sections have been completed, return to the Survey Dashboard and click on **AFFIRMATION** (circled below in red).

2019 Leapfrog Hospital Survey Dashboard	Section Status	Errors View All
Section 1 : BASIC HOSPITAL INFORMATION	READY FOR AFFIRMATION	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	READY FOR AFFIRMATION	0 errors

3. When you click on **AFFIRMATION**, a Section Affirmation window will pop up. You must enter the first name, last name, and title of the person affirming the section, and then click on the **Affirm** button.

Affirmed by: First Name (Must enter first name. Failure to do so may result in this section of the Survey not being scored or publicly reported.)

Enter the first name of the person affirming the section.

Affirmed by: Last Name (Must enter last name. Failure to do so may result in this section of the Survey not being scored or publicly reported.)

Enter the last name of the person affirming the section.

Title

Enter the title of the person affirming the section.

Date

03/21/2019, 12:11 PM (EDT)

Affirm

Close

***YOU HAVE NOT YET SUBMITTED SECTIONS 1 AND 2. PROCEED TO STEP 4 BELOW.**



- Once you have affirmed Sections 1 and 2, you will need to **Check for data review warnings**. Click on **Check for data review warnings** at the bottom of the Survey Dashboard (see screenshot below).

2019 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	AFFIRMED - 03/21/2019 ⓘ	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/21/2019 ⓘ	0 errors
+ Section 3 : INPATIENT SURGERY		0 errors
+ Section 4 : MATERNITY CARE		0 errors
Section 5 : ICU PHYSICIAN STAFFING (IPS)		0 errors
+ Section 6 : NQF SAFE PRACTICES		0 errors
+ Section 7 : MANAGING SERIOUS ERRORS		0 errors
+ Section 8 : MEDICATION SAFETY		0 errors
+ Section 9 : PEDIATRIC CARE		0 errors
+ Section 10 : OUTPATIENT PROCEDURES		0 errors

You will NOT be submitting unaffirmed sections 3, 4, 5, 6, 7, 8, and 9

Check for data review warnings

Submit affirmed sections

***YOU HAVE NOT YET SUBMITTED SECTIONS 1 AND 2. PROCEED TO STEP 5 BELOW.**

- Once you have checked for data review warnings, click **Submit affirmed sections**. Sections that are NOT being submitted (because they have not been completed and affirmed) will be highlighted in grey. You can return to the Survey and submit Sections 3-10 at later [date](#).

2019 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	AFFIRMED - 03/21/2019 ⓘ	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	AFFIRMED - 03/21/2019 ⓘ	0 errors
+ Section 3 : INPATIENT SURGERY		0 errors
+ Section 4 : MATERNITY CARE		0 errors
Section 5 : ICU PHYSICIAN STAFFING (IPS)		0 errors
+ Section 6 : NQF SAFE PRACTICES		0 errors
+ Section 7 : MANAGING SERIOUS ERRORS		0 errors
+ Section 8 : MEDICATION SAFETY		0 errors
+ Section 9 : PEDIATRIC CARE		0 errors
+ Section 10 : OUTPATIENT PROCEDURES		0 errors

You will be submitting affirmed sections 1 and 2

You will NOT be submitting unaffirmed sections 3, 4, 5, 6, 7, 8, and 9


Check for data review warnings

Submit affirmed sections


***YOU HAVE NOT YET SUBMITTED SECTIONS 1 AND 2. PROCEED TO STEP 6 BELOW.**



- A window will pop up that summarizes the sections that are being submitted and the sections that are not being submitted. Confirm that Sections 1 and 2 are listed as sections that are being submitted, and then click **Submit**. You can return to the Survey and submit Sections 3-10 at later [date](#).

You will be submitting affirmed sections: 

Section 1 and Section 2

The following sections WILL NOT be submitted, and will be reported as "Declined to Respond": 

Section 3, Section 4, Section 5, Section 6, Section 7, Section 8, and Section 9

- The **Take CPOE Tool** button will now appear on the Survey Dashboard. **You have now successfully submitted Sections 1 and 2.**

2019 Leapfrog Hospital Survey Dashboard	Section Status	Errors
Section 1 : BASIC HOSPITAL INFORMATION	SUBMITTED ✓ 03/21/2019 - 12:27 PM (EDT)	0 errors
Section 2 : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE) <input type="button" value="Take CPOE Tool"/>	SUBMITTED ✓ 03/21/2019 - 12:27 PM (EDT)	0 errors

Below are instructions for entering the CPOE Tool. **Hospitals must carefully review the [CPOE Evaluation Tool Instructions](#) before attempting a test.** The instructions are available on the [Survey and CPOE Materials webpage](#) under "Other Supporting Materials" in Section 2.

- When you click on **Take CPOE Tool**, a new window will open and you will be brought to the CPOE Evaluation Tool website.

Note: *The timed portion of the test has not yet started.*

- Once the CPOE Evaluation Tool website has launched in a separate tab, remember to go back to the Survey Dashboard and log out of the Survey. If you forget to log out of the Survey, you risk being locked out due to inactivity on the page.

- The first time you launch the CPOE Evaluation Tool, you will need to complete the **Hospital Information** page.

See the screenshot on the next page for a screenshot of this page.



Hospital Information

All fields are required.

HOSPITAL INFORMATION		
1.	Hospital ID:	50-7909
2.	Hospital Name:	Test Hospital 2019 1
3.	Physical Address:	123 Test St
4.	City:	Hooville
5.	State:	WA
6.	Zip Code:	20001

CONTACT INFORMATION		
7.	Name of Contact Person:	<input type="text"/>
8.	Contact's title:	<input type="text"/>
9.	Contact's phone:	<input type="text" value="xxx-xxx-xxxx"/> <input type="text" value="xxx-xxx-xxxx"/>
10.	Contact's email:	<input type="text"/>

EHR APPLICATION INFORMATION		
11.	EHR Application Source:	--Select One--
	Vendor Name:	--Select One--
	Application Version:	<input type="text"/>
	Product Name:	<input type="text"/>
12.	Initially installed date:	March 2019
13.	Medication Reference Database:	--Select One--
14.	Meaningful use stage achieved in inpatient EHR:	--Select One--

[View Previous Results](#)

[Save & Continue](#)

Once you have completed the Hospital Information, click **Save & Continue**.

Note: *The timed portion of the test has not yet started.*

11. After you click **Save & Continue**, you will be brought to the page where you can select a Test Type: the **Sample Adult Inpatient Test** or the **Adult Inpatient Test**. Once you select a Test Type, check the box next to **"Yes, I have reviewed and printed the instructions,"** and click **Continue**.

See the screenshot on the next page for an illustration of this page.

Note: *The timed portion of the test has not yet started.*



Start a Test

Requirements

Prior to beginning a test, you are required to:

- Print a hardcopy of the [instructions](#).
- Review the instructions and requirements completely before taking the Test and have them available while completing each step.

Every hospital is strongly urged to complete a Sample Test before attempting an Adult Inpatient Test (which is used in public reporting).

Time Limits and Steps

If you fail to complete the steps within the time limits, the test will be scored as "Incomplete Evaluation" and you will not be able to take this test again for 120 days. Once you have started the Test, the timer counts down even when you are not logged into the Tool.

Time Limits	Steps
Steps 1 - 2 must be completed within 3 hours .	<p>Step 1: (a) Print a list of Test Patients and (b) log out of the Tool.</p> <p>Step 2: (a) Enter the Test Patients into your hospital's production environment (or test environment that mirrors your production environment exactly) and (b) log back into the Tool to confirm completion of Step 2 and proceed to Step 3 before the 3 hour time limit ends.</p>
Steps 3 – 6 must be completed within 3 hours . Important Note 1: Any remaining time from Steps 1 and 2 does not carry over to this portion of the test. Important Note 2: We recommend leaving at least 45 minutes to perform Step 5.	<p>Step 3: (a) Print the Orders and Observation Sheet and (b) log out of the Tool.</p> <p>Step 4: (a) Have a prescriber who routinely orders medications through your inpatient CPOE system enter and sign the test order(s) assigned to each Test Patient (b) the prescriber must record any advice or information he/she receives from the system onto the Orders and Observation Sheet (c) discontinue the test order(s) before moving on to the next order and then (d) log back into the Tool to confirm completion of Step 4 and proceed to Step 5.</p> <p>Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist.</p> <p>Step 5: (a) Record the responses from the Orders and Observation Sheet onto the Online Answer Form (b) review the Online Answer Form for accuracy and completeness (c) submit the Online Answer Form proceeding to Step 6.</p> <p>Step 6: Complete and submit the Affirmation.</p> <p>IMPORTANT NOTICE: If you close the browser before submitting the Affirmation you will not be able to return to the Test for 120 days and your hospital will receive a score of "Incomplete Evaluation."</p>
Step 7 has no time limit.	Step 7: View and print your results.

Browser Requirements

Version 3.6 of the CPOE Evaluation Tool is optimized for Chrome and Internet Explorer (IE11) browsers. Prior to initiating the Adult Inpatient Test, we recommend taking a Sample Test on the same computer using the same web browser that will be used to complete the Adult Inpatient Test. **Ignoring these instructions may result in an error and your hospital will not be able to retake an Adult Inpatient Test for 120 days.**

Please select a Test Type:

Yes, I have reviewed and printed the instructions.

- After you click **Continue**, you will be brought to a page that lists the test you are about to take. If you are ready to start taking the test, review the instructions provided on the page and check the box next to **"Yes, I'm ready to start the timed portion of the Test."** Then click **Continue to Step 1** to start Step 1 of the test. **The timer for Step 1 starts as soon as you click Continue to Step 1.**

See the screenshot on the next page for an illustration of this page.

Remember to carefully review the detailed [CPOE instructions](#) before starting the timed portion of the test.



Click the Continue button to start the timed portion of the Sample Adult Inpatient Test.

Time Limits and Steps

If you fail to complete the steps within the time limits, the Test will be scored as "Incomplete Evaluation" and you will not be able to take this Test again for 120 days. Once you have started the Test, the timer counts down even when you are not logged into the Tool.

Time Limits	Steps
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Step 7 has no time limit.	Step 7: View and print your results.

Yes, I'm ready to start the timed portion of the Test.

Note: Do not close the browser until you have logged out of the CPOE Evaluation Tool.

Hospitals must carefully review the [CPOE Evaluation Tool Instructions](#) before attempting a test. The instructions are available on the [Survey and CPOE Materials webpage](#) under "Other Supporting Materials" in Section 2.