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. **This button will only be activated on the Survey Dashboard once you have submitted Section 1 Basic Hospital Information and Section 2 CPOE**. 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.

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).

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.

4. 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).

5. 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.

6. A window will pop up that summarizes the sections that are being submitted and the sections that are not being submitted. Confirm that Section 2 is listed as a section that is being submitted, and then click **Submit**.

7. The **Take CPOE Tool** button will now appear on the Survey Dashboard.

8. 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.

9. 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.

10. 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 an illustration of this page.

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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:	
8.	Contact's title:	
9.	Contact's phone:	xxx-xxx-xxxx xxx-xxx-xxxx
10.	Contact's email:	

EHR APPLICATION INFORMATION

11.	EHR Application Source:	--Select One--
	Vendor Name:	--Select One--
	Application Version:	
	Product Name:	
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.**	**Step 1:** (a) Print a list of Test Patients and (b) log out of the Tool. **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.
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.	**Step 3:** (a) Print the Orders and Observation Sheet and (b) log out of the Tool. **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. Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist. **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. **Step 6:** Complete and submit the Affirmation. **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."
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: --Select One--

☐ Yes, I have reviewed and printed the instructions.

[Logout without Testing]   [Continue]

12. 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.

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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.

[No, Logout & Return Later] [Continue to Step 1]

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.