



# QUICK START GUIDE

## FOR THE CPOE EVALUATION TOOL

**Important Note:** Version 4.0 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 Test or Adult Inpatient Test, you must activate the **Take CPOE Tool** button from the [Survey Dashboard](#) to access the CPOE Tool. **You must affirm Section 2 to activate the Take CPOE Tool button.** You can return to the Survey Dashboard to submit Section 2 and/or additional sections at a later [date](#). Use the instructions below to activate the **Take CPOE Tool** button. There are 4 steps.

1. Log in to the [Online Hospital Survey Tool](#) using your hospital's 16-digit [security code](#). If you are logging in for the first time, you will be required to first complete your Hospital Profile. If you have already completed the Hospital Profile, you will be brought directly to the Survey Dashboard.
2. Once you have reached the Survey Dashboard, complete Section 2 of the Survey by clicking on the text link for the section (circled below in red). Once this section has been completed, return to the Survey Dashboard, and click on **AFFIRMATION** (circled below in red).

2021 Leapfrog Hospital Survey Dashboard	Section Status	Errors
+ <a href="#">Section 1</a> : BASIC HOSPITAL INFORMATION		0 errors
<a href="#">Section 2</a> : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	READY FOR <a href="#">AFFIRMATION</a>	0 errors
+ <a href="#">Section 3</a> : ADULT AND PEDIATRIC COMPLEX SURGERY		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.)

**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.)

**Title**

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

Enter the first name of the person affirming the section.

Enter the last name of the person affirming the section.

Enter the title of the person affirming the section.

4. The **Take CPOE Tool** button will now appear on the Survey Dashboard (circled below in red). You have now successfully affirmed Section 2.



2021 Leapfrog Hospital Survey Dashboard		Section Status	Errors
+ <a href="#">Section 1</a> : BASIC HOSPITAL INFORMATION			0 errors
<a href="#">Section 2</a> : COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	<a href="#">Take CPOE Tool</a>	AFFIRMED - 03/17/2021 ⓘ	0 errors

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

If you are not able to see the “Take CPOE Tool” button, [submit a ticket to the Help Desk](#) or email the Help Desk at [helpdesk@leapfrog-group.org](mailto:helpdesk@leapfrog-group.org). You will receive a response via email from [support@leapfroghelpdesk.zendesk.com](mailto:support@leapfroghelpdesk.zendesk.com) within 10 minutes during Help Desk hours (M – F, 9 AM – 5 PM ET). In the ticket or email, make sure to provide the following information:

- state that you are currently in a CPOE Test
- describe the issue you are experiencing
- provide any applicable screen shots
- provide the name and address of the hospital
- provide a contact phone number

5. When you click on the **Take CPOE Tool** button, 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.*

6. Once the CPOE Tool 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. If you are locked out of your Survey, you will need to [submit a ticket to the Help Desk](#).

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

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



## Hospital Information

All fields are required.

HOSPITAL INFORMATION		
1.	Hospital ID:	01-6395
2.	Hospital Name:	Leapfrog Test Hospital 1
3.	Physical Address:	123 Test
4.	City:	Test
5.	State:	AL
6.	Zip Code:	22222

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 1980
13.	Medication Reference Database:	--Select One--
14.	2020 Medicare Promoting Interoperability Program Score for the Electronic Prescribing objective:	--Select One--
15.	2020 Medicare Promoting Interoperability Program Score for the Health Information Exchange objective:	--Select One--
16.	2020 Medicare Promoting Interoperability Program Score for the Provider to Patient Exchange objective:	--Select One--
17.	2020 Medicare Promoting Interoperability Program Score for the Public Health and Clinical Data Exchange objective:	--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.*



- After you click **Save & Continue**, you will be brought to the page where you can select a Test Type: **Sample Adult Inpatient Test** or **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 <b>3 hours</b> .	<p><b>Step 1:</b> (a) Print a list of Test Patients and (b) log out of the Tool.</p> <p><b>Step 2:</b> (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 <b>3 hours</b> .  <b>Important Note 1:</b> Any remaining time from Steps 1 and 2 does <b>not</b> carry over to this portion of the test.  <b>Important Note 2:</b> We recommend leaving at least <b>45 minutes</b> to perform Step 5.	<p><b>Step 3:</b> (a) Print the Orders and Observation Sheet and (b) log out of the Tool.</p> <p><b>Step 4:</b> (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><b>Step 5:</b> (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><b>Step 6:</b> Complete and submit the Affirmation.</p> <p><b>IMPORTANT NOTICE:</b> 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.	<b>Step 7:</b> View and print your results.

### Browser Requirements

Version 4.0 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 Test 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.

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Step 7 has no time limit.	<b>Step 7:</b> View and print your results.



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

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