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).

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. The Take CPOE Tool button will now appear on the Survey Dashboard (circled below in red). You have now successfully affirmed Section 2.
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. You will receive a response via email from 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.
Once you have completed the Hospital Information, click **Save & Continue**.

*Note: The timed portion of the test has *not yet started.*
8. 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.

<table>
<thead>
<tr>
<th>Time Limits</th>
<th>Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps 1 - 2 must be completed within 5 hours</td>
<td><strong>Step 1:</strong> (a) Print a list of Test Patients and (b) log out of the Tool.</td>
</tr>
<tr>
<td>Steps 3 - 6 must be completed within 3 hours</td>
<td><strong>Step 2:</strong> (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.</td>
</tr>
<tr>
<td><strong>Important Note 1:</strong> Any remaining time from Steps 1 and 2 does <strong>not</strong> carry over to this portion of the test.</td>
<td><strong>Step 3:</strong> (a) Print the Orders and Observation Sheet and (b) log out of the Tool.</td>
</tr>
<tr>
<td><strong>Important Note 2:</strong> We recommend leaving at least 45 minutes to perform Step 5.</td>
<td><strong>Step 4:</strong> (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.</td>
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</tbody>
</table>

Note: Do not record any advice or information on the Orders and Observation Sheet that was sent directly to a pharmacist.

<p>| | |</p>
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<td><strong>Step 5:</strong> (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.</td>
<td><strong>Step 6:</strong> Complete and submit the Affirmation.</td>
</tr>
</tbody>
</table>

**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 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.**

9. 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.

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

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**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.