

# CPOE EVALUATION TOOL QUICK START GUIDE

**Important Notes:**

1) Version 4.0 of the CPOE Evaluation Tool is only compatible with Chrome and Microsoft Edge 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.**

2) **Hospitals must carefully review the CPOE Test Instructions before starting any test.** The instructions are available on the Survey and CPOE Materials webpage under “Other Supporting Materials” in Section 2.

You must complete and **affirm** Section 2 for the **Take CPOE Tool button** to appear on the Survey Dashboard:

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 must complete your Hospital Profile before accessing the Survey Dashboard.
2. Once you have reached the Survey Dashboard, complete Section 2 by clicking on the text link for the section (outlined below in red). Once completed, return to the Survey Dashboard, and click on **AFFIRMATION** (outlined below in red).

2022 Leapfrog Hospital Survey Dashboard		Section Status	Errors
+ <a href="#">Section 1</a> : BASIC HOSPITAL INFORMATION			0 errors
+ <a href="#">Section 2</a> : MEDICATION SAFETY - COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)		READY FOR <a href="#">AFFIRMATION</a>	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 (outlined below in red). You have now successfully affirmed Section 2.

2022 Leapfrog Hospital Survey Dashboard		Section Status	Errors
+ <a href="#">Section 1</a> : BASIC HOSPITAL INFORMATION			0 errors
+ <a href="#">Section 2</a> : MEDICATION SAFETY - COMPUTERIZED PHYSICIAN ORDER ENTRY (CPOE)	<input type="button" value="Take CPOE Tool"/>	AFFIRMED - 03/09/2022 ⓘ	0 errors



If you complete the steps above and do not 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 (Monday – Friday, 9:00 AM – 5:00 PM ET).

Make sure the ticket or email includes all the following information:

- State that you are currently in an Adult Inpatient 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 tab will open for the CPOE Evaluation Tool website. Remember to go back to the Survey Dashboard and log out. Otherwise, you risk being locked out of the Survey and unable to get back to the test.

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

**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.