



# CPOE EVALUATION TOOL (V4.1)

## USER INSTRUCTIONS

(FOR ADULT AND GENERAL HOSPITALS ONLY)

**Updated on September 12, 2022 – please carefully review these updated instructions before taking an Adult Inpatient Test**

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## WHAT'S NEW IN 2022

Leapfrog is once again requiring adult and general hospitals to complete the CPOE Evaluation Tool to achieve the CPOE standard. The CPOE Evaluation Tool is accessible from the Survey Dashboard once Section 2 CPOE is completed and affirmed. The Survey, which includes the results from the Adult Inpatient Test, cannot be submitted until all five required sections (1 Basic Hospital Information, 2 CPOE, 4 Maternity Care, 5 ICU Physician Staffing, and 6 Patient Safety Practices) are completed and affirmed. See the CPOE scoring algorithm for adult and general hospitals on the [Scoring and Results webpage](#).

Questions about various aspects of a hospital's EHR formerly included in the CPOE Evaluation Tool have moved to Section 2: Medication Safety – CPOE of the Online Survey Tool. As in previous years, Leapfrog does not score or publicly report responses to these questions.

## CHANGE SUMMARY

The CPOE Evaluation Tool, which includes the Sample Test and the Adult Inpatient Test, moved to a new platform on September 12, 2022. While the steps, time limits, Order Checking Categories, and scoring algorithm for the test remain the same, the instructions have been updated to reflect the new platform. As such, all hospitals are strongly encouraged to review this document and complete a Sample Test prior to starting an Adult Inpatient Test.

In addition, hospitals can now retake a Sample Test without contacting the Help Desk for a reset. See [Take a Sample Test](#) for instructions on retaking a Sample Test.

## IMPORTANT NOTES REGARDING VERSION 4.1

Print a hard copy of these instructions. Review them **completely** before taking the Adult Inpatient Test and have them available while completing it.

Because the CPOE Evaluation Tool platform was moved to a new platform on September 12, all hospitals should carefully review these instructions and complete a Sample Test before starting an Adult Inpatient Test (which is used in public reporting).

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### BROWSER REQUIREMENTS

Version 4.1 of the CPOE Evaluation Tool is only compatible with Chrome and Microsoft Edge. Internet Explorer is no longer supported.

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.**

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### DEADLINES

The Submission Deadline for the Leapfrog Hospital Survey is June 30. Hospitals are urged to ensure that the Adult Inpatient CPOE Test is submitted along with the Survey (i.e., in the same month) in order to meet the [deadlines](#) for the Leapfrog Hospital Survey and Leapfrog's other programs such as [Top Hospital](#) and the [Leapfrog Hospital Safety Grade](#).

## OVERVIEW OF VERSION 4.1

The CPOE Evaluation Tool was designed by medication safety experts and researchers at Brigham and Women's Hospital and the University of Utah to test the ability of inpatient CPOE systems to alert prescribers to frequent serious medication errors known to cause harm to patients. In addition, the Tool was designed to help hospitals improve their use of clinical decision support to reduce adverse drug events and improve medication safety.

The CPOE Evaluation Tool includes two tests: a Sample Test and an Adult Inpatient Test.

The Adult Inpatient Test is scored and publicly reported. Once you begin an Adult Inpatient Test (referred to throughout this document as the “test”), you are committing to the public reporting of the overall score. Once an Adult Inpatient Test has been completed, another test can only be initiated after waiting 120 days *after* the date and time of the first test completion during the Survey cycle (April 1 – November 30). Therefore, before beginning the Adult Inpatient Test, you are strongly urged to complete a Sample Test.

If you do not complete the steps of the Adult Inpatient Test within the time limits (e.g., Steps 1 - 2 within 3 hours and Steps 3 - 6 within 3 hours), the test will be scored as “Incomplete Evaluation,” and you will not be able to retake a test for 120 days.

The test also includes a “Deception Analysis,” which checks for “false positives” (e.g., hospitals reporting advice/information for Test Orders that should not generate any warning in the hospital’s CPOE system). Hospital’s that “fail” the Deception Analysis are scored as “Incomplete Evaluation” and will not be able to retake an Adult Inpatient Test for 120 days.

The term “**prescriber**” used throughout these instructions and the Leapfrog Hospital Survey materials refers to all licensed clinicians who are authorized by the state in which the hospital is located to order medications for patients. This includes residents and interns who are authorized to order medications under their own authority.

Please carefully review the [Order Checking Categories](#) and the [CPOE Evaluation Tool FAQs](#) before you begin a Sample Test or Adult Inpatient Test.

*Hospitals do not obtain any rights in the CPOE Evaluation Tool (“Tool”) by virtue of conducting, administering, or participating in the Leapfrog Hospital Survey (“Survey”). Hospitals are permitted to use the Tool solely for purposes of such Survey participation and only within their organization. Hospitals must obtain explicit written permission from The Brigham and Women’s Hospital, Inc., The University of Utah, and The Leapfrog Group to use the Tool for any other purpose or to share the Tool with other entities or with persons other than their direct employees involved in the Survey. For clarity, the Tool includes software and content, including, but not limited to, patient profiles and medication order scenarios, and the restrictions and requirements stated above apply to the entire Tool and any of its components.*

## HOW THE TEST IS CONDUCTED

### TIME LIMITS AND STEPS

Both the Sample Test and the Adult Inpatient Test involve the same seven steps detailed below. Please note the time limits for each of the steps.

While the maximum amount of time to complete Steps 1 - 2 is three hours and the maximum amount of time to complete Steps 3 - 6 is three hours, most hospitals complete the entire test in less than 3 total hours. All steps must be completed back-to-back on the same day within the time limits described below.

Time Limits	Steps
<p>Steps 1 - 2 must be completed within <b>3 hours</b>.</p>	<p><b>Step 1:</b> Download and print the list of Test Patients, then proceed to Step 2.</p> <p><b>Step 2:</b> Enter the Test Patients into your hospital's production environment (or test environment that mirrors your production environment exactly), then go back to the Tool to confirm completion of Step 2 and proceed to Step 3 before the 3-hour time limit ends.</p>
<p>Steps 3 - 6 must be completed within <b>3 hours</b>.</p> <p><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.</p> <p><b>Important Note 2:</b> We recommend leaving at least <b>45 minutes</b> to perform Step 5.</p>	<p><b>Step 3:</b> Download and print the Orders and Observations Sheets, then proceed to Step 4.</p> <p><b>Step 4:</b> Have a <u>prescriber</u> who routinely orders medications through your inpatient CPOE system enter and sign the Test Order(s) assigned to each Test Patient. The <u>prescriber</u> must record any advice or information they receive from the system onto the Orders and Observations Sheets and discontinue the Test Order(s) before moving on to the next order.</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>Once advice or information for each of the Test Orders has been recorded on the Observations Sheet, go back to the Tool to confirm completion of Step 4 and proceed to Step 5.</p> <p><b>Step 5:</b> Record the responses from the Orders and Observations Sheets onto the Online Answer Form, review the Online Answer Form for accuracy and completeness, and submit the Online Answer Form.</p> <p><b>Step 6:</b> Complete and submit the <u>Affirmation</u>.</p> <p><b>IMPORTANT NOTE:</b> If you close the browser before submitting the</p>

	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.	<a href="#">Step 7</a> : View and print your results.

**Important Notes:**

1. Once you start a test, time runs continuously, 24 hours a day, 7 days a week, and is not interrupted or suspended during “non-business hours.”
2. There is no break in time between Steps 1-2 and Steps 3-6.
3. The test will display the time limit for completing the steps of the test (e.g., “You have until 1:11 PM EDT to complete Steps 1 and 2.”). All times appear in Eastern Daylight Time. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.
4. Do not log out or close your browser while taking the test.
5. If you do not complete the steps within the time limits (e.g., Steps 1 - 2 within 3 hours and Steps 3 - 6 within 3 hours), the test will be scored as “Incomplete Evaluation,” and you will not be able to retake a test for 120 days.

**AFFIRMATION**

The Leapfrog Hospital Survey requires an individual from each participating hospital to complete an Affirmation of Accuracy at the end of each section of the Survey. Hospitals completing the Adult Inpatient Test will also need to complete an Affirmation of Accuracy once the responses have been submitted. The Affirmation signifies that the hospital has made a good faith effort to exercise the test consistent with the instructions provided and that the responses provided accurately reflect the performance of the hospital's CPOE system as currently used by [prescribers](#) to enter inpatient orders electronically. The individual completing the affirmation should be designated by the CEO and will need to provide their name and title.

If you do not to complete Step 6 of 7: Submit Affirmation, the test will be considered incomplete, and the hospital will be scored as “Incomplete Evaluation,” which will be combined with your implementation status as reported in Section 2 for an overall score of “Limited Achievement”. Within a Survey Cycle (April 1 – November 30), a hospital cannot retake a CPOE Evaluation Tool until at least 120 days have passed since their last test.

Once you affirm and submit an Adult Inpatient Test (referred to throughout this document as the “test”), you are committing to the public reporting of the overall score.



## PREPARING FOR THE TEST

**Important Note:** You cannot access the CPOE Evaluation Tool until you have affirmed Section 2 of the Online Survey Tool. You can return to complete and submit the rest of the Survey later (Sections 3-10). See [Appendix D: How to Access the Test](#) for detailed instructions on finding the Take CPOE Tool button on the Survey Dashboard.

As a reminder, Leapfrog will not use the score from the Adult Inpatient Test until the Survey has been submitted via the Online Survey Tool. Hospitals will not be able to submit the Survey, including the results from the Adult Inpatient Test, until all five required sections (1 Basic Hospital Information, 2 CPOE, 4 Maternity Care, 5 ICU Physician Staffing, and 6 Patient Safety Practices) are completed and affirmed. See “Verifying Submission” in the [hard copy of the Survey](#) for more information.

**Prior to starting the Adult Inpatient Test, the hospital should select a Test Coordinator. The Test Coordinator will be the point-person for the test, log in to the CPOE Tool with the 16-digit security code for the Online Survey Tool, and keep track of time.**

1. Make sure you have the [16-digit security code](#) for the hospital. Complete and affirm Section 2 of the [Online Survey Tool](#) and the **Take CPOE Test** button will appear on the Survey Dashboard. See [Appendix D: How to Access the Test](#) for help on finding the button and starting a test.
2. Identify and schedule the team that will help you complete the test. The team will set up the Test Patients in your hospital system(s) and enter the Test Orders. There will be 11-15 Test Patients. Carefully review these instructions, including steps and time limits, with your team. Teams generally include individuals with the following expertise:
  - a) A **Test Coordinator** to be the point-person and schedule the test, log in to the CPOE Tool with the 16-digit security code for the Online Survey Tool, and keep track of time.
  - b) **ADT/Registration** to admit/register Test Patients and assign them beds.
  - c) **Laboratory** to enter laboratory results (i.e., primarily chemistry and hematology) including INR values.
  - d) **Nursing** to enter in patient information, including allergy information and diagnosis, if that is the standard procedure.
  - e) **At least one prescriber** is required (though some hospitals have recommended having a backup [prescriber](#) on-call just in case an emergency comes up) to enter the Test Orders. The minimum time required for the [prescriber](#) is 1 hour. The [prescriber](#) entering the Test Orders should be the “typical” [prescriber](#) who orders inpatient medications on a regular basis. Some hospitals set clinical decision support at different levels for residents, medical students, attending physicians, etc. Hospitals that have set different levels of clinical decision support should enter Test Orders and report the results using the minimum level of medication safety checking. This role cannot be completed by a pharmacist, nurse, or health informatics team member. Failure to ensure that a [prescriber](#) completes Step 4 will result in the hospital being scored as “Incomplete.”
  - f) Optionally, hospitals may want **IT support** available to handle any technical difficulties that may come up, such as browser or printer issues.

3. Once you have assembled your team and reviewed the instructions with them, schedule your test:
  - a) Technical or other support persons responsible for setting up the Test Patients (Step 2) in the hospital's systems should be available for the full 3-hour period allotted for Steps 1 - 2.
  - b) The [prescriber](#) responsible for entering the Test Orders and recording advice or information received (Step 4) should be available for the full 3-hour period allotted for Steps 3 - 6 (though the order entry step typically takes about an hour).
  - c) As a reminder, all steps must be completed back-to-back on the same day, so plan accordingly.
4. Make sure the computer you are using has a compatible browser: Chrome or Microsoft Edge.
5. Make sure the user logged in to the computer is connected to a printer loaded with paper.
6. Inform your local IT network administrator that you will be using the following website and have them adjust security settings that would cause technical issues during the test: <https://ehr-evaluation-tool.ctsi.utah.edu>. If you have data egress policies, this site will need to be an exception because you will be submitting data to the test.
7. If you are not using your production system during the test, ensure that your test system mirrors order management and clinical decision support in the current production system BEFORE YOU START THE ADULT INPATIENT TEST. If the two are not in sync, either update the test system or plan to conduct the test on the production system. Taking a Sample Test can help identify discrepancies between your test and production CPOE System. If you opt to use your production system, be sure to notify the appropriate departments so that Test Orders are not filled, and bills are not generated for Test Patients.
8. Complete a Sample Test ([see detailed instructions below](#)) as a test run, preferably with the team that will participate in the Adult Inpatient Test. The Sample Test should only take approximately 30 minutes to complete. The Sample Test can be taken as many times as necessary, but it will include the same Test Patients and Test Orders each time. You do not need to request a reset of the Sample Test if you would like to take it again.
9. If using a remote or decentralized team to conduct the test, you may need to add extra time to complete each step of the test. It is highly recommended that you complete a Sample Test to make sure that your hospital has a process in place for completing the test with a remote team. See [Appendix C: Guidance for Testing with Remote Team](#) for additional information.

## TAKE A SAMPLE TEST

The Sample Test is designed to give your team, including the [Prescriber](#), an opportunity to practice completing the test process (e.g., time limits and steps, review of [Order Checking Categories](#), browser compatibility, lab and ADT links, etc.). The Sample Test only takes approximately 30 minutes. Results from the Sample Test are not publicly reported.

The Sample Test is not fully representative of the Test Patients and Test Orders that will appear in the Adult Inpatient Test (does not include testing scenarios from all Order Checking Categories) and is not meant to predict your hospital’s score on the Adult Inpatient Test. Sample Test materials consist of only two Test Patients and four Test Orders.

The Sample Test is subject to the same time limits as the Adult Inpatient Test, but it will not “time out” if those time limits are exceeded (3 hours for Steps 1 - 2 and 3 hours for Steps 3 - 6). If you close the Sample Test at any point, you will not be able to go back to the same step in the test. Instead, the test will start over from the beginning.

You can use the instructions for the Adult Inpatient Test to complete Steps 1 - 6 of the Sample Test. Following the completion of the Sample Test, meet with your team to decide if you are ready to schedule the Adult Inpatient Test. If you encounter browser, printer, or other technical problem during the Sample Test, make sure these issues are resolved before attempting an Adult Inpatient Test.

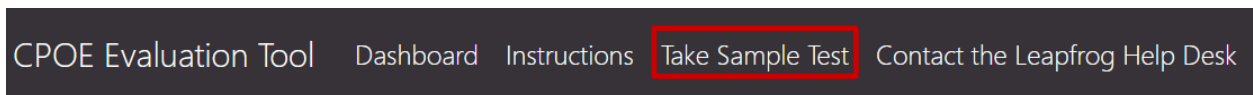
The Sample Test can be taken as many times as necessary, but it will include the same Test Patients and Test Orders each time. You do not need to request a reset of the Sample Test if you would like to take it again.

**To start or retake a Sample Test:**

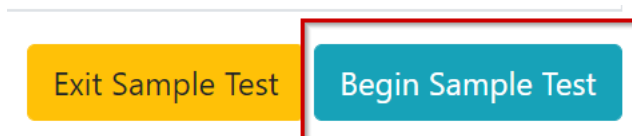
1. Log in to the [Online Survey Tool](#) and select the **Take CPOE Tool** button on the [Survey Dashboard](#). You will be taken to the CPOE Tool Dashboard page in the same window (this does not start a timed test).

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)	<b>Take CPOE Tool</b>	AFFIRMED - 03/14/2022 ⓘ	0 errors

2. Click **Take Sample Test** from the menu options at the top.



3. Scroll to the bottom of the page and click **Begin Sample Test**. To exit back to the CPOE Dashboard, click **Exit Sample Test**.



- Follow the instructions for completing the Sample Test using the Adult Inpatient Test starting with [Step 1 of 7: Print Test Patients](#).

The Sample Test can be taken multiple times without requesting to have it reset. If the Sample Test is closed during a test, it cannot be resumed. You will need to go back to the [Survey Dashboard](#) and click **Take CPOE Tool** to return to the CPOE Evaluation Tool Dashboard.

## TAKE AN ADULT INPATIENT TEST

**Important Note:** The timed test starts when you click on **Begin Timed Adult Inpatient Test**. We strongly urge hospitals to take the [Sample Test](#) before starting an Adult Inpatient Test.

### Navigate to the Adult Inpatient Test:

- Log in to the [Online Survey Tool](#) and select the **Take CPOE Tool** button on the [Survey Dashboard](#). You will be taken to the CPOE Tool Dashboard page in the same window (this does not start a timed test).

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)	<b>Take CPOE Tool</b>	AFFIRMED - 03/14/2022 ⓘ	0 errors

- If you are ready to take the Adult Inpatient Test, scroll to the bottom of the page and click **Begin Timed Adult Inpatient Test** and the timing for Steps 1 – 2 will start. Otherwise, click **Logout & Return Later**. Once you take an Adult Inpatient Test, it can only be taken again after 120 days has passed.

Logout & Return Later

Begin Timed Adult Inpatient Test

**Note:** Once you click **Begin Timed Adult Inpatient Test**, the timed portion of the test has begun. If you accidentally start an Adult Inpatient Test, [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
- issue you are experiencing
- any applicable screen shots
- name and address of the hospital
- contact phone number

## STEP 1 OF 7: PRINT TEST PATIENTS

**Time Limit:** All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 1 - 2 and begin Step 3. Step 2 takes up most of that time.

Once you select **Begin Timed Adult Inpatient Test** on the CPOE Dashboard, you have 3 hours to complete Steps 1 - 2 and to continue to Step 3.

Take note of the time-out time (e.g., “You have until 1:13 PM EDT to complete Steps 1 and 2) at the top of the page. Please note that your local time zone may be different, and the official time is based on the Tool’s server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.

1. Click **Download and Print Test Patients PDF** and print the list of Test Patients (see [Example A: Step 1 - Test Patients](#)). Confirm immediately that the entire list has printed successfully for ALL patients and ALL data columns. You will not be able to return to this page again and will be advanced to the next step without the information you need if you proceed to Step 2 before you successfully print.

**DO NOT:**

- (X) Close the browser or window
- (X) Navigate elsewhere
- (X) Proceed to Step 2 until you have successfully printed the Test Patients

If you accidentally move past Step 1 before confirming that you have successfully downloaded and printed the Test Patients, contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to [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 EDT) with the Test Patients attached as a PDF.

Make sure the ticket or email includes 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

You may also find your previously downloaded Test Patients PDF on your computer in your Downloads folder.

If you close out of an Adult Inpatient Test that is in progress:

1. Go back to the Survey Dashboard and click **Take CPOE Tool**. You will be brought back to the CPOE Tool Dashboard and a message at the top will say “This test is underway. Click 'Continue Test' to continue.”
2. Scroll down to the bottom of the page and click **Continue Test**. You will be brought to the same step that you were in when you previously clicked out of the tool.

2. When you are ready, confirm that the Test Patients have been successfully printed and click **Proceed to Step 2**.
3. Note the time stamp on the page that appears on the page for Step 2. This is the deadline for completing Step 2 (which includes **both** entering the Test Patients into your system(s) and proceeding to Step 3). If you do not click **Proceed to Step 3** before this time, the test will be scored as "Incomplete Evaluation," and you will not be able to retake the test for 120 days.

## STEP 2 OF 7: ENTER TEST PATIENTS

**Time Limit:** All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 1 - 2 and begin Step 3. Step 2 takes up most of that time.

*The procedure for setting up Test Patients is the same for the Sample and the Adult Inpatient versions of the test.*

1. The Test Patients printed in Step 1 are each numbered. Assign your own unique patient identifiers so that the Test Patients can be set up in your various hospital system(s) in anticipation of entering Test Orders (e.g., Test Patient 1, Test Patient 2). You can record the unique patient identifier in the Local ID column of the printout. The Orders and Observation Sheet in Step 3 will reference the same patient numbers as those printed in Step 1, so any patient identifiers you assign in this step will need to be mapped to the Test Orders.
2. Each Test Patient has information about patient age, sex, weight, height, known allergies (or no known allergies), lab results, and problem/diagnosis.
  - a) Set up Test Patients in your hospital's appropriate system(s). For example, lab results may need to be initially entered in your hospital's laboratory information system (LIS) and transmitted or initially captured directly in your hospital's EHR or CPOE system. Similarly, problem/diagnosis, age, sex, and allergy information may be initially captured in your ADT system, or initially captured in your EHR system.
  - b) Enter problems/diagnoses into an electronic problem list or as an admission diagnosis in accordance with your standard practice.
  - c) If a patient does not have a pregnancy diagnosis, then the patient status should be entered into your system as not pregnant.

**Note regarding serum creatinine**

All Test Patients have a serum creatinine result. Note that some results may be normal as many hospitals require normal creatinine levels prior to ordering renally cleared medications.

**Note regarding Anaphylaxis reaction to penicillin**

Some Test Patients have an anaphylaxis reaction to penicillin. Document this allergic reaction in accordance with your standard practice.

3. Test Patients may only be entered into the hospital's test environment if the test environment is identical to or "mirrors" the production environment, including clinical decision support rules. If

using your production system, it may be necessary to alert ancillary departments so that bills will not be generated for Test Patients.

4. Once confident that the Test Patients have been accurately set up in the appropriate hospital system(s), continue to Step 3 of 7: Download & Print Orders and Observations Sheet.
5. Once you check the box to confirm you are ready to move on and select **Proceed to Step 3**, the 3-hour time limit for Steps 3 - 6 begins. Any remaining time from Steps 1 - 2 does not carry over to this portion of the test.

### STEP 3 OF 7: DOWNLOAD & PRINT ORDERS AND OBSERVATIONS SHEET

**Time Limit:** All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Step 5.

Take note of the time-out time (e.g., "You have until 4:13 PM EDT to complete Steps 3-6) at the top of the page. Please note that your local time zone may be different, and the official time is based on the Tool's server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.

1. Click **Download and Print Orders and Observations Sheet PDF** to print this document (see [Example B: Step 3 - Orders and Observation Sheet](#)). Confirm immediately that the entire list has printed successfully for ALL orders and ALL data columns shown online. The document will be 23 pages for the Adult Inpatient Test and is formatted so the [prescriber](#) can record the relevant advice and/or information they received while entering the Test Orders. You will not be able to return to this page again and will be advanced to the next step without the information you need if you proceed to Step 4 before you successfully print.

DO NOT:

(X) Close the browser or window

(X) Navigate elsewhere

(X) Proceed to Step 4 until you have successfully printed the Orders and Observation Sheet

If you accidentally move past Step 3 before confirming that you have successfully downloaded and printed the Orders and Observation Sheet, contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to [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, 9:00 AM – 5:00 PM ET) with the Orders and Observation Sheet attached as a PDF.

Make sure the ticket or email includes 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

You may also find your previously downloaded Orders and Observation Sheet PDF on your computer in your Downloads folder.

If you close out of an Adult Inpatient Test that is in progress:

1. Go back to the Survey Dashboard and click **Take CPOE Tool**. You will be brought back to the CPOE Tool Dashboard and a message at the top will say “This test is underway. Click 'Continue Test' to continue.”
  2. Scroll down to the bottom of the page and click **Continue Test**. You will be brought to the same step that you were in when you previously clicked out of the tool.
2. When you are ready, confirm that the Orders and Observations Sheet has successfully printed and click **Proceed to Step 4**.
  3. Note the time stamp on the page that appears at the top of Step 4 of 7: Enter Orders and Complete Observations Sheet and on the cover page of the Orders and Observations Sheet. This is the deadline for completing Steps 4 - 6 (which includes submitting and affirming your responses). If you do not complete Steps 4 - 6 before this time, the test will be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days.

#### STEP 4 OF 7: ENTER ORDERS AND COMPLETE OBSERVATIONS SHEET

**Time Limit:** All times and time limit warnings appear in Eastern Time. You have 3 hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Step 5. Therefore, hospitals should aim to complete Step 4 in 2 hours.

*The procedure for entering orders and recording the advice and information is the same for the Sample and the Adult Inpatient versions of the test.*

1. The Test Orders included on the Orders and Observation Sheet printed in Step 3 are assigned to one of the Test Patients set up in Step 2.
  - a) **Note that a single Test Patient may have multiple Test Orders assigned to them. Be sure to note the patient and order number as you complete this step.**
  - b) The next patient in the list of orders will be marked with blue text and “Next” in parentheses.
2. Test Orders are numbered and may include more than one medication. For example, a Test Order may consist of a pair of medications or a single medication. If the Test Order is for a pair of medications, the second medication will start on a new line (see [Example C: Step 4 – Pair of Orders](#)).
3. The [prescriber](#) should carefully review the [Order Checking Categories](#) in this document so that they understand the specific types of clinical decision support for which the Tool is designed to test.



4. The [prescriber](#) should enter the Test Orders for each Test Patient in the manner that is customary practice in your hospital. This includes using structured orders (e.g., order strings, order sentences, etc.) and medication order sets if that is the practice. The [prescriber](#) should sign every order as some clinical decision support may not appear until orders are electronically signed.
5. The [prescriber](#) should record any relevant advice or information presented to the [prescriber](#) during or after entering each numbered Test Order with the specific dose/route/frequency on the Orders and Observations Sheet.

Relevant advice or information includes a) interruptive decision support (e.g., an alert or warning requiring a response) and non-interruptive decision support (e.g., a flag or side display that calls attention to an unsafe lab value), and b) message to monitor via labs via a drug level or chemistry test, as well as an actual monitoring order displayed for selection.

Relevant advice or information does not include information that the prescriber needs to click in to view.

6. The Orders and Observations Sheet must be used to record relevant information that will be used to complete the Online Answer Form in Step 5.
7. The checkbox options are organized according to the types of information conveyed by decision support (e.g., dose, route, type of contraindication, etc.). The terminology corresponds to the terminology used when submitting results via the Online Answer Form in Step 5. Only record advice or information received by the [prescriber](#) entering orders (i.e., do not record any advice or information sent to a pharmacist or other type of user).

**Note regarding the Use of Structured Fields or Standard Orders (e.g., picklists, and drop-down menus)**

If the [prescriber](#) enters the Test Order and the dose, route, and frequency are available on a pick-list or a drop-down menu as a standard dose/route/frequency, and there are no warnings or alerts, then the [prescriber](#) would **NOT** record receiving any advice or information on the Orders and Observation Sheet.

If the [prescriber](#) attempts to enter the Test Order and either the dose, route **or** frequency is not available on a pick-list or drop-down menu as a standard dose/route/frequency, the [prescriber](#) should attempt to enter the order manually.

If at any point, the [prescriber](#) is not able to enter the complete order, they should record the point at which they were stopped from moving on (i.e., could not enter dose, route, or frequency).

**Note regarding Anticoagulants and INRs**

When ordering anticoagulants that have drug interactions, we understand that some systems may not display a specific drug interaction alert but may instead suggest a repeat INR. In that specific situation, we suggest that you order a new INR if a type of Inappropriate Medication Combinations alert is displayed to the [prescriber](#), which should be recorded as such on the Orders and Observation Sheet.

**Note regarding Dose per Protocol or Pharmacy**

If the [prescriber](#) is only able to enter a dose for the Test Orders as “per protocol” or “per pharmacy” and is not able to enter the specific test dose at all, even manually (e.g., vancomycin), the [prescriber](#) should select “(B) Could not enter order with specified dose.”

**Note regarding Generic and Brand Names**

Except for Bactrim and Aspirin, medications are specified as generics except for cases where we are testing for duplicate medication or class using the brand name and their generic bioequivalent. If the generic is not available, it is acceptable to choose the brand name and continue with the order. Similarly, if the brand name is specified but not available, the generic bioequivalent is acceptable.

**Note regarding Substitutions**

Except for generic and brand names, the CPOE Evaluation Tool is not designed to recognize substitutions unless specifically listed in the Test Order (e.g., enalapril maleate 10 mg po twice daily **or** lisinopril 10 mg po daily **or** ramipril 10 mg po daily). If a medication is not available in your hospital’s formulary, do not substitute a similar medication, even if your system generates an automatic substitution. If a medication is not available in your hospital’s formulary, choose “(A) Medication not electronically orderable in any formulation.”

If the [prescriber](#) can enter the Test Order, even though the medication is not on the hospital's formulary, then the [prescriber](#) should do so and proceed with ordering.

If the [prescriber](#) tries to enter the Test Order and the system automatically substitutes the medication for another (i.e., there is no way to enter the Test Order), then the [prescriber](#) should mark on the Orders and Observation Sheet in Step 4 that the “Medication was not electronically orderable in any formulation.”

If the [prescriber](#) receives a suggested substitution but can enter the Test Order, the [prescriber](#) should enter the specified Test Order (i.e., not the suggested substitution) and proceed with signing the order.

8. If the medication is not available to be ordered in any formulation, choose "Medication not electronically orderable in any formulation." If the medication can be ordered, but not with the dose, frequency, or route in the Test Order, choose "(B) Could not enter order with specified..." and "Dose," "Frequency," and/or "Route," as appropriate.
  - a) If the Test Order includes two orders (i.e., an order pair), and one of the two medications is not electronically orderable in any formulation, record “Medication not electronically orderable in any formulation.”
  - b) If the Test Order includes two orders (i.e., an order pair), and one of the two medications can be ordered, but not with the dose, frequency, or route in the Test Order, choose "(B) Could not enter order with specified..." and "Dose," "Frequency," and/or "Route," as appropriate.
9. After recording the advice or information presented to the [prescriber](#) on the Orders and Observations Sheet, select the Test Order and discontinue it. Signed orders must be DISCONTINUED

before moving to the next Test Order for the same patient. If the [prescriber](#) is receiving an alert for a medication that is not in the order (because he/she is getting alerts for medications that were ordered and then discontinued), then the [prescriber](#) should only record the alerts for the current Test Order.

10. Not every Test Order should generate advice or information from the CPOE system. If no advice or information was received, "Order entered and signed, no advice or information received" should be noted on the Orders and Observation Sheet.
11. Once confident that the Orders and Observations Sheet has been completed by the [licensed prescriber](#), click **Proceed to Step 5** to enter responses in the Online Answer Form.

Note: If you click **Proceed to Step 5** after the 3-hour time limit for Steps 3 - 6, you will be informed that the time limit has expired, and the test will be scored as "Incomplete Evaluation." You will not be able to retake the test for 120 days.

## STEP 5 OF 7: RECORD RESPONSES

**Time Limit:** All times and time limit warnings appear in Eastern Daylight Time. You have 3-hours to complete Steps 3 - 6. You are advised to save about 45 minutes to complete Steps 5 and 6.

*The procedure for entering recorded responses onto the Online Answer Form is the same for the Sample and the Adult Inpatient versions of the test.*

Take note of the time-out time (e.g., you have until 4:13 PM EDT to complete Steps 3-6) at the top of the page. This is the deadline for completing Steps 5 – 6. If you do not complete Steps 5 and 6 before this time, the test will be scored as "Incomplete Evaluation" and you will not be able to retake the test for 120 days. Please note that your local time zone may be different, and the official time is based on the Tool's server time. The time on your local machine (e.g., the time on your computer, phone, or watch) may not be synchronized exactly, so please note any differences.

1. Each Test Order from the Orders and Observations Sheet from Step 4 appears in the same numbered order on the Online Answer Form in Step 5.
2. For each of the Test Orders, select the radio button that corresponds to the advice or information recorded by the [prescriber](#) on the Orders and Observations Sheet from Step 4. Note that the specific radio button response options may differ from order to order. You can only select one radio button for each Test Order.
3. If the Test Order could not be entered as specified (i.e., "Medication not electronically orderable in any formulation" or "Could not enter with the specified dose, frequency, or route"), select the appropriate radio button.
4. Otherwise, select the radio button which best describes the advice or information received by the [prescriber](#) (e.g., "Received advice/information concerning allergy to medication"). If the

[prescriber](#) did not receive the specific advice or information noted on the Online Answer Form for the Test Order, select the appropriate radio button (e.g., “No advice/information received concerning allergy to medication”).

5. As a reminder, not every Test Order should generate advice or information from the CPOE system.
6. Once the Online Answer Form is complete and accurate, click **Submit and Proceed** at the bottom of the page to submit your responses.
  - a) If any responses are missed, the **Submit and Proceed** button will be greyed out. If you click it, a yellow box will appear on the bottom left of the page and the missing orders will be outlined in red
7. A pop-up modal will appear so that you can review your responses once again before submitting them. Click **Submit Responses** once you have confirmed that your responses are accurate, and then complete the affirmation page in Step 6.

**Do not close your browser window or navigate elsewhere until you complete and submit the Affirmation in Step 6. If you close your browser window or navigate elsewhere before submitting the Affirmation in Step 6, your test will time out and be scored as “Incomplete Evaluation” and you will not be able to retake the test for 120 days.**

#### STEP 6 OF 7: SUBMIT AFFIRMATION

**Time Limit:** All times and time limit warnings appear in Eastern Daylight Time. You have 3 hours to complete Steps 3 - 6.

*The procedure for completing and submitting the Affirmation of Accuracy is the same for the Sample and the Adult Inpatient versions of the test.*

After submitting your responses in Step 5, you will immediately be taken to the affirmation page. Your responses have not been submitted and will not be scored until the affirmation has been submitted. Enter your name and title in the fields below the affirmation statement and click **Affirm Test Responses and Proceed to Scored Results**.

Your responses will be scored immediately, and you will be taken to a results page that should be viewed and printed for your records.

#### STEP 7 OF 7: VIEW RESULTS

Results of the test are immediately scored and displayed. You can print those results now or retrieve them by clicking on the **View CPOE results** hyperlink next to Section 2 on the Survey Dashboard. To go back to the Survey Dashboard, click **Exit to Leapfrog Dashboard**.



For a detailed explanation of your hospital's scored results, download the 2022 Leapfrog Hospital Survey Scoring Algorithm on the [Scoring and Results webpage](#). As a reminder, the score from your Adult Inpatient Test will be combined with the percentage of inpatient medication orders reported in Section 2 in the [Online Survey Tool](#) to determine an overall score for Leapfrog's CPOE Standard.

For specific guidance to improve your clinical decision support functionality based on the results of the Adult Inpatient Test, please download the [CPOE Tool Guidance for Leapfrog Reporting Hospitals](#).

If you would like a copy of your previous CPOE Test results from August 2022 or earlier, contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to [helpdesk@leapfrog-group.org](mailto:helpdesk@leapfrog-group.org).

## DISCLAIMER

The Leapfrog CPOE Evaluation Tool is intended only to provide hospitals with guidance about its implementation of Computerized Physician Order Entry systems. It is not intended, nor should it be considered by hospitals, consumers, or any other users of any test results as a comprehensive audit or verification of any CPOE system.

The Tool is offered on an as-is basis and The Leapfrog Group, The Brigham and Women's Hospital, Inc., and The University of Utah do not warrant or guarantee the accuracy or rigor of the test protocols or implementation of the Tool or its use by hospitals and testers.

## APPENDIX A: ORDER CHECKING CATEGORIES

Nine of the ten order checking categories included in the CPOE Evaluation Tool represent an area where a serious adverse drug event (ADE) could occur if the CPOE system’s clinical decision support fails to alert the prescriber. The tenth order checking category includes Test Orders that, if presented interruptedly, could contribute to alert fatigue. The intent of the test is to measure and improve on a hospital’s use of clinical decision support to reduce ADEs and improve medication safety.

The CPOE Evaluation Tool is designed to test for two types of clinical decision support:

1. **Scenario-Specific Advice/Information:** Information related to the Test Order, which may include the medication’s specific dose, route, and frequency, and the Test Patient, which includes specific patient demographics (e.g., age, gender) and clinical information such as problems/diagnoses, lab values, and allergies, as applicable.
2. **Medication-Specific Advice/Information:** General information that might appear any time the medication is ordered for any patient and is not specifically related to the Test Patient (see the Inappropriate Medication Combinations, Drug Monitoring, and Excessive Alerts Order Checking Categories).

The table below includes descriptions of each Order Checking Category included in the CPOE Evaluation Tool, as well as a description, example, and the type of clinical decision support (i.e., scenario-specific advice/information or medication-specific advice/information) being tested.

Order Checking Category	Description	Example	Type of Clinical Decision Support
<b>Inappropriate Medication Combinations</b>	Medication combinations to avoid ordering together or ones to use with caution	Using clonazepam and lorazepam together	Medication-specific advice/information
<b>Drug Dose (Single)</b>	Specified dose of medication exceeds safe range for single dose	Tenfold overdose of digoxin	Scenario-specific advice/information
<b>Drug Dose (Daily)</b>	Specified frequency of administration results in daily dose that exceeds safe range for daily dose	Ordering ibuprofen regular dose every three hours	Scenario-specific advice/information
<b>Drug Allergy</b>	Medication (or medication class) is one for which patient allergy has been documented	Penicillin prescribed for patient with documented penicillin allergy	Scenario-specific advice/information
<b>Drug Route</b>	Specified route of administration is inappropriate and potentially harmful	Use of hydroxyzine intravenously	Scenario-specific advice/information
<b>Drug Diagnosis</b>	Medication dose inappropriate/contraindicated based on documented problem/diagnosis	Non-selective beta-blocker in patient with asthma	Scenario-specific advice/information

Order Checking Category	Description	Example	Type of Clinical Decision Support
<b>Drug Age</b>	Medication dose inappropriate/contraindicated based on patient age	Prescribing diazepam for a patient over 65 years old	Scenario-specific advice/information
<b>Drug Laboratory</b>	Medication dose inappropriate/contraindicated based on documented laboratory test results (includes renal status)	Use of nitrofurantoin in patient with severe renal failure	Scenario-specific advice/information
<b>Drug Monitoring</b>	Medication for which the standard of care includes subsequent monitoring of the drug level or lab value to avoid harm	Prompt to monitor drug levels when ordering aminoglycosides or INR/PT when ordering warfarin	Medication-specification advice/information
<b>Excessive Alerts</b>	Low-priority medication combinations, such as drug interactions or therapeutic duplications, that should not trigger decision support warnings.	Concurrent use of hydrochlorothiazide and captopril	Medication-specification advice/information

If a user reported receiving advice/information for the Test Orders in the Excessive Alerts category or reports not receiving advice/information for the Test Orders that are fatal, these Test Orders are listed in the CPOE Results.

The Adult Inpatient Test also includes a “Deception Analysis,” which checks for “false positives” (e.g., hospitals reporting advice/information for Test Orders that should not generate any warning in the hospital’s CPOE system). Hospital’s that “fail” the Deception Analysis are scored as “Incomplete Evaluation” and will not be able to retake an Adult Inpatient Test for 120 days.

## APPENDIX B: CPOE FAQs

**1. Can we take one test for our entire hospital system if all our hospitals use the same CPOE system?**

No. Because of differences in implementation and usage between separate hospital locations, the test must be taken by each hospital consistent with Leapfrog’s [policy](#) on multi-campus hospital systems.

**2. Can a central team conduct a separate test for multiple hospitals from a central site?**

Yes, if needed, each separate test can be conducted at a central location if the clinical decision support and other CPOE settings being used mirror the local hospital’s instance exactly and a local [prescriber](#) who regularly orders inpatient medications completes the order entry part of the test (Step 4). A CPOE Test would still need to be completed for each campus.

**3. Can our pharmacist enter the Test Orders during the test?**

No, the Test Orders should be entered by a [prescriber](#) who routinely writes inpatient medication orders. Nurses, health informatics team members, and test coordinators are also prohibited from completing the Step 4 Order Entry.

**4. Our CPOE system is designed so that certain alerts go to the pharmacist, not the prescriber. Can we use these alerts in reporting on the CPOE Evaluation Tool?**

No, hospitals should only report on those alerts that were received at the point of order entry by the [prescriber](#). If the prescriber is only able to enter a dose for the Test Orders as “per protocol” or “per pharmacy” and is not able to enter the specific test dose at all, even manually (e.g., vancomycin), the prescriber should select “(B) Could not enter order with specified dose.”

**5. When should we take the CPOE Evaluation Tool?**

The CPOE Evaluation Tool is a core element of Leapfrog’s CPOE Standard. Hospitals are urged to ensure that the Adult Inpatient CPOE Test is submitted along with the Survey (i.e. in the same month) in order to meet the [deadlines](#) for Leapfrog Hospital Survey and Leapfrog’s other programs such as Top Hospital and the Leapfrog Hospital Safety Grade.

Hospitals that submit Section 2 via the Online Hospital Survey Tool, but do not submit an Adult Inpatient Test via the CPOE Evaluation Tool, are scored and publicly reported as “Limited Achievement” on the CPOE measure.

Within a Survey Cycle (April 1 – November 30), a hospital cannot retake a CPOE Evaluation Tool until at least 120 days have passed since their last test.



**6. What level of feedback will the CPOE Evaluation Tool provide our hospital about our CPOE system?**

Hospitals that complete the CPOE Evaluation Tool will be provided with feedback on those scenarios that include a potentially fatal order that their CPOE system did not correctly alert the [prescriber](#) and orders in the Excessive Alerts category. Due to the costs associated with developing the patients and orders for the tool, the database of orders and patients is limited. Therefore, revealing all of the incorrect or missed alerts would provide hospitals that have taken the tool before a potential advantage over hospitals with recent CPOE implementations.

For specific guidance related to improving your clinical decision support functionality based on the results of the Adult Inpatient Test, please download the [CPOE Tool Guidance for Leapfrog Reporting Hospitals](#).

**7. If we update our responses to Section 2 questions #3 and #4, do we need to re-take the CPOE Test?**

No, hospitals are not required to retake the CPOE Evaluation Tool if making updates to Section 2 Medication Safety - CPOE. Retaking a test is only recommended if a hospital has made changes to their CPOE system and would like to try to improve their score.

**8. My hospital closed the browser while our test was in progress. How do we get back to the test?**

If you click out of an Adult Inpatient Test that is in progress:

- a. Go back to the Survey Dashboard and click **Take CPOE Tool**. You will be brought back to the CPOE Tool Dashboard and a message at the top will say “This test is underway. Click 'Continue Test' to continue.”
- b. Scroll down to the bottom of the page and click **Continue Test**. You will be brought to the same step that you were in when you previously clicked out of the tool.

**9. If my hospital experiences technical issues during the either the Sample Test or Adult Inpatient Test, who can we contact?**

If you experience any issues during the test, you can contact the Leapfrog Help Desk by submitting a ticket at <https://leapfroghelpdesk.zendesk.com> or an email to [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 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

**APPENDIX C: GUIDANCE FOR TESTING WITH REMOTE TEAM**

**Prior to starting the Adult Inpatient Test, the hospital should select a Test Coordinator. The Test Coordinator must review the information provided in [Preparing for the Test](#). If conducting the CPOE Test with a remote team, the additional steps below may be necessary:**

1. Identify devices and software that may be needed:
  - a. Virtual meeting software (e.g., Zoom, Microsoft Teams, etc.) installed and tested in advance on each computer/tablet that will be used during the test. It may be helpful to use software with a video recording feature in case the team would like to go back and check previous steps (i.e., check alerts that were received in Step 4 of the test).
  - b. The **Test Coordinator’s** computer/tablet should be connected to a printer to print the Orders and Observation Sheet in Step 3 and record the advice/information received by the prescriber in Step 4.
  - c. The **prescriber’s** computer/tablet should be connected to a printer (to print the Orders and Observation Sheet in Step 4), or the prescriber will need two computers/tablets:
    - i. One to display the Orders and Observations sheet, and
    - ii. One to enter the Test Orders. The computer/tablet used to enter the Test Orders should be operating the virtual meeting software. While the prescriber will be instructing the Test Coordinator as to what type of advice/information he/she received (if any), it may also be helpful for the prescriber to share their screen with the **Test Coordinator** while entering the test orders into CPOE system.
2. Identify modes of communication that will be used with team members during the test (e.g., phone, email, texting, instant messaging, etc.).
3. Set schedule for each person’s role and a send calendar invite with information about how to join the virtual meeting. See example of time estimates in the table below. Note that these are estimates and you may want to communicate with team members during the test to adjust the schedule as needed.

**EXAMPLE OF SCHEDULE AND ADMINISTRATION WITH REMOTE TEAM**

Time	Test Step	Remote Test Administration Instructions	Personnel Involved
9:00 – 9:10 AM	<b>Step 1:</b> Download and print the list of Test Patients, then proceed to Step 2.	<b>Test Coordinator</b> starts virtual meeting and: <ol style="list-style-type: none"> <li>1. Logs in to CPOE Evaluation Tool and selects <b>Begin Timed Adult Inpatient Test</b> from the CPOE Dashboard.</li> <li>2. Downloads the Test Patients (PDF) and saves the PDF in a shared folder or email the PDF to team members involved in Step 2.</li> </ol>	<b>Test Coordinator</b>  <b>IT support</b>

<p><b>9:10 – 10:40 AM</b></p>	<p><b>Step 2:</b> Enter the Test Patients into your hospital's production environment (or test environment that mirrors your production environment exactly), then go back to the Tool to confirm completion of Step 2 and proceed to Step 3 before the 3-hour time limit ends.</p>	<p><b>ADT/Registration, laboratory, and nursing</b> join the virtual meeting, and then:</p> <ol style="list-style-type: none"> <li>1. <b>ADT/Registration</b> enters test patients and assigns them beds.</li> <li>2. When Test Patients are entered, <b>laboratory</b> enters laboratory results.</li> <li>3. When laboratory results are entered, <b>nursing</b> enters patient information (allergies, diagnosis, etc.).</li> <li>4. Via screenshare, <b>Test Coordinator</b> checks Test Patients entered against the details in the PDF to ensure that all information was entered correctly before moving on to Step 3.</li> <li>5. <b>Coordinator</b> proceeds to Step 3 in the CPOE Evaluation Tool.</li> </ol>	<p><b>Test Coordinator</b> <b>ADT/Registration</b> <b>Laboratory</b> <b>Nursing</b> <b>IT support</b></p>
<p><b>10:40 – 10:50 AM</b></p>	<p><b>Step 3:</b> Download and print the Orders and Observations Sheets, then proceed to Step 4.</p>	<p><b>Test Coordinator</b> downloads PDF of Orders and Observation sheet, prints a hard copy for to use in Step 4 and sends it to <b>licensed prescriber</b> (or saves it in shared folder for licensed prescriber to access).</p>	<p><b>Test Coordinator</b> <b>IT support</b></p>
<p><b>10:50 – 11:50 AM</b></p>	<p><b>Step 4:</b> Have a prescriber who routinely orders medications through your inpatient CPOE system enter and sign the test order(s) assigned to each Test Patient. The prescriber must record any advice or information he/she receives from the system onto the Orders and Observations Sheets and discontinue the Test</p>	<p><b>Prescriber</b> logs into the <b>hospital's</b> CPOE system, joins <b>Test Coordinator</b> in a virtual meeting, shares the CPOE system screen with the <b>Test Coordinator</b>, and then:</p> <ol style="list-style-type: none"> <li>1. <b>Prescriber</b> enters orders from Orders and Observation Sheet into CPOE system, which are read on a separate device (tablet, laptop, printed Orders and Observation Sheet, etc.).</li> </ol>	<p><b>Test Coordinator</b> <b>Clinical information systems coordinator</b> <b>Licensed prescriber</b> <b>IT support</b></p>

	<p>Order(s) before moving onto the next order.</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>2. <b>Prescriber</b> instructs <b>Test Coordinator</b> to record the specific advice/information displayed, if any, for each order on the Orders and Observation Sheet. <i>For example, if the prescriber enters an order for ibuprofen every three hours, and the prescriber receives scenario-specific advice stating that the specified frequency results in a daily dose that exceeds the safe range for a daily dose, then the prescriber would instruct the Test Coordinator to mark “(excessive daily dose” next to the Daily Dose category on the Orders and Observation Sheet.</i></p> <p>3. <b>Test Coordinator</b> confirms completion of Step 4 and proceeds to Step 5 in the CPOE Tool.</p>	
<b>11:50 – 12:20 PM</b>	<b>Step 5:</b> Record the responses from the Orders and Observations Sheets onto the Online Answer Form, review the Online Answer Form for accuracy and completeness, and submit the Online Answer Form.	<b>Test Coordinator</b> shares screen and enters responses from Orders and Observations Sheet into Online Answer Form while <b>prescriber</b> reviews each response to ensure accuracy of radio button selection.	<p><b>Test Coordinator</b></p> <p><b>Clinical information systems coordinator</b></p> <p><b>Licensed prescriber</b></p> <p><b>IT support</b></p>
<b>12:20 – 12:25 PM</b>	<b>Step 6:</b> Complete and submit the Affirmation.	<b>Test Coordinator</b> completes and submits Affirmation.	<p><b>Test Coordinator</b></p> <p><b>IT support</b></p>
	<b>Step 7:</b> View and print your results.	<b>Test Coordinator</b> prints test results and exits out of CPOE Tool to Survey Dashboard.	<p><b>Test Coordinator</b></p> <p><b>IT support</b></p>

**APPENDIX D: HOW TO ACCESS THE TEST**

To access the Sample or Adult Inpatient Test, log in to the [Survey Dashboard](#) with your hospital’s 16-digit security code. Once you affirm Section 2 in the Online Survey Tool, the **Take CPOE Tool** button will appear on the Survey Dashboard. Once you select the **Take CPOE Tool** button on the [Survey Dashboard](#), the CPOE Tool Dashboard will open in the same window (this does not start a timed test). Click the button for **Logout & Return Later** to go back to the Survey Dashboard.

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](#). 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).

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.

- The **Take CPOE Tool** button will now appear on the Survey Dashboard (circled 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)	<b>Take CPOE Tool</b>	AFFIRMED - 03/09/2022 ⓘ	0 errors

- When you click on the **Take CPOE Tool** button, you will be directed to the CPOE Evaluation Tool website in the same window and will not need to log out of the Online Survey Tool.

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

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:

- issue you are experiencing
- any applicable screen shots
- name and address of the hospital
- contact phone number

The next steps for selecting a test are available in the [Take a Sample Test](#) and [Take an Adult Inpatient Test](#) sections.

You can return to the Online Survey Tool to complete and submit the rest of the Survey (Sections 1-10). Later. As a reminder, Leapfrog will not use the score from the Adult Inpatient Test until the Survey has been submitted via the Online Survey Tool. Hospitals will not be able to submit the Survey, including the results from the Adult Inpatient Test, until all five required sections (1 Basic Hospital Information, 2 CPOE, 4 Maternity Care, 5 ICU Physician Staffing, and 6 Patient Safety Practices) are completed and affirmed. See “Verifying Submission” in the [hard copy of the Survey](#) for more information.

## EXAMPLE A: STEP 1 - TEST PATIENTS

[CPOE Evaluation Tool](#) | [Dashboard](#) | [Instructions PDF](#) | [Contact the Leapfrog Help Desk](#)

### Step 1 of 7: Print Test Patients

You have until 09:33 PM EDT to complete Steps 1 - 2 and proceed to Step 3.

Click “Download and Print Test Patients PDF” to download the Test Patient information. Once you confirm that the PDF has downloaded, click “Proceed to Step 2.”

DO NOT close this window or browser or navigate elsewhere during the Adult Inpatient Test.

Download and Print Test Patients PDF

Proceed to Step 2

## EXAMPLE B: STEP 3 - ORDERS AND OBSERVATIONS SHEET

[CPOE Evaluation Tool](#) [Dashboard](#) [Instructions PDF](#) [Contact the Leapfrog Help Desk](#)

### Step 3 of 7: Download & Print Orders and Observations Sheet

You have until 09:37 PM EDT to complete Steps 3 - 6.

Click "Download and Print Orders and Observations Sheet PDF" to download the Orders and Observations Sheet. Once you confirm that the PDF has downloaded, click "Proceed to Step 4."

**DO NOT** close this window or browser or navigate elsewhere during the Adult Inpatient Test.

[Download and Print Orders and Observations Sheet PDF](#)

[Proceed to Step 4](#)

**EXAMPLE C: STEP 4 - PAIR OF ORDERS**

<b>Pt # 1</b>	Clarithromycin 500 mg po twice daily
<b>Order # 2</b>	Warfarin 5 mg po daily