



DEPARTMENT OF VETERANS AFFAIRS
Medical Center
Louisville, KY 40206

Academic year 2009- 2010

In Reply Refer To: 603/003EDU – Education Svc

Welcome to the Louisville Veterans Affairs Medical Center (VAMC). In your resident application packet you will find all required paperwork and a CD that includes required training materials. A checklist for completing all requirements is included. Please complete paperwork and training materials prior to attending your mandatory computer training class. A return envelope has been provided for your convenience.

Our facility has a computerized patient record system (CPRS). It is a window-based software program using a graphical user interface (GUI). It was developed by the Veterans Healthcare Administration and is utilized nationwide at VA hospitals. CPRS is designed to provide online clinical information, results, reports, orders, progress notes, and so on. All new residents, fellows, and attending physicians are required to view a CPRS overview as well as attend a two-hour CPRS hand-on training class before being granted computer access. The CPRS overview training video is included on the CD.

Also on the CD is the orientation handbook. This handbook is a comprehensive document where you will find general information about the Medical Center and resident-specific information. Section VII is especially for residents.

Fingerprinting is a requirement for all VA employees and must be completed prior to obtaining your computer access codes. To expedite this process, you should contact your service Automated Data Processing Coordinator (ADPAC) to schedule fingerprinting. This is best done before CPRS training and will take at least one hour. If at all possible schedule a different day to complete the fingerprinting process.

Please contact us if you have any questions concerning the VA required paperwork and training materials. Your residency coordinator at the University of Louisville is also available to assist you with any questions that may arise. They will inform you of any routing and scheduling changes.

Once again, welcome to the Louisville VAMC. We wish you a rewarding experience that benefits your career.

Lisa Thompson, MSN, RN
Chief, Education

William Cheadle, MD
Associate Chief of Staff, Education

PROCESS CHECKLIST OF ALL THINGS THAT MUST BE RETURNED AND/OR COMPLETED:

1. Complete all hard copy paperwork enclosed in packet:

- Resident application form - complete all four pages, sign on page 3 #41A and page 4
- Appointment affidavit – sign
- Statement of Commitment and Understanding – complete, sign and date
- WOC Form letter (FL10-294) - sign and date
- Hands-on Mandatory Training Schedule – call to schedule appointment

2. Prior to coming to the VA you must complete the Mandatory Training for Trainees (MTT). Go to the website <https://www.ees-learning.net/librix/loginhtml.asp?v=librix> and complete required training. Print three certificates after completion. Note no computers are available at the LVAMC to complete MTT.

3. Open the folder on the CD titled "Orientation Handbook". Click on the file "Orientation Handbook". Review (read) this handbook. Print out the acknowledgement form on the last page, sign and date it.

4. Open the folder on the CD titled "CPRS". Click on the file "CPRS overview". Watch this overview video. Open the file "CPRS certificate". Print certificate, sign and date it.

5. Open the folder on the CD titled "Documentation". Read the PowerPoint and complete the test.

5. Return all paperwork in the enclosed return envelope provided or mail to:

Department of Veterans Affairs (603/003EDU)
Attn: Education Service
800 Zorn Avenue
Louisville, KY 40206

**Checklist of all papers to be included in envelope:

- Application
- FL 10-294 letter
- Statement of Commitment and Understanding
- Appointment Affidavit
- Orientation Handbook acknowledgement form – print from CD, complete form, and sign
- CPRS overview completion certificate
- MTT Certificate (3 copies – 1 to return, 1 for your records, 1 to bring to service ADPAC)
- Completed Documentation Test

6. Schedule CPRS hands on mandatory class. The CD contains the schedule (dates and times) for this class. You can do this by phone (502) 287-4090, (502) 287-6138 (502) 287-5910, or email vhaloucpstraining@va.gov.

7. Contact service ADPAC to schedule fingerprinting to be done one hour prior to CPRS training class. When in Police & Security for fingerprinting obtain ID badge and parking permit. Be sure you bring two forms of identification and your vehicle license number for parking registration. Acceptable forms of ID include a drivers' license, passport, social security, green card, or a college ID (U of L Cardinal Card).

Service ADPACs are listed below:

Medicine – Chris Rausch – 502 287-4634
Surgery – Dawn Mathena – 502 287-5566
Psychiatry – Mark McCampbell – 502 287- 5969
Geriatrics/Home Health – Michelle Griffin – 502 287-5995
Physical Medicine and Rehab – Angela Brokmann – 502 287-4606

Please make every effort to complete these steps by June 1, 2008. For any questions regarding these instructions or materials, contact the Education Office at (502) 287-6871.

****Note: You will not be permitted to see patients until all mandatory training has been completed. The CD may be kept for future reference.**