VIRGINIA EARLY HEARING DETECTION AND INTERVENTION PROGRAM cCMV VISITS GUIDE

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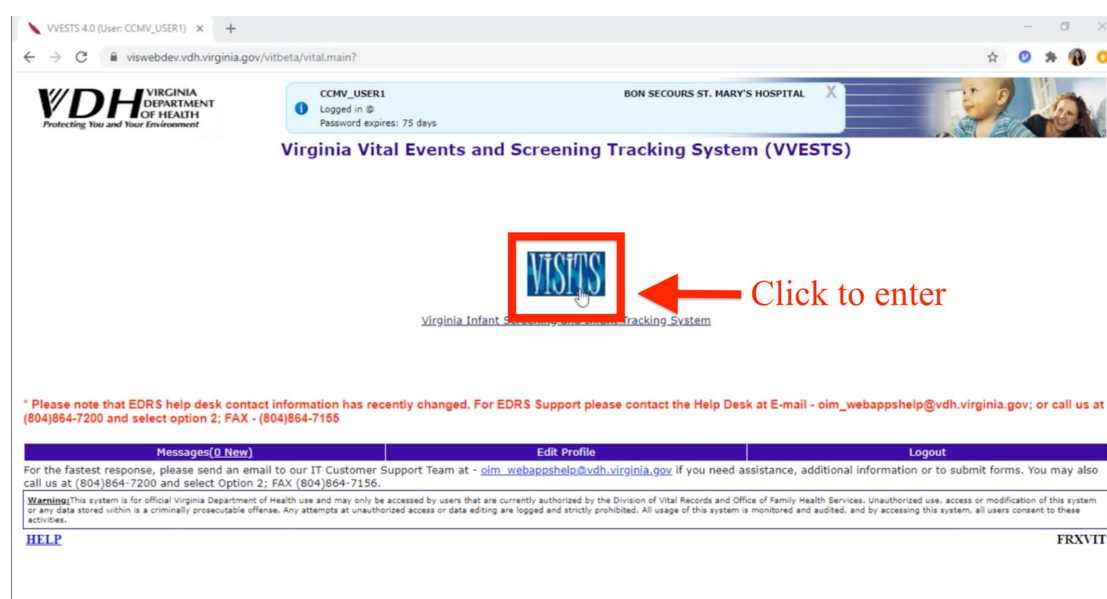**VIRGINIA**

VDH
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cCMV and VISITS: How to Create Order Form

*Images below do not depict real patient information/data. The information shown is used for training purposes only. If you have any questions, contact us at: va_ehdi@vdh.virginia.gov

Generating a cCMV Screening Order Form

1) In order to enter VISITS, you will click on the VISITS icon.

2) The page that appears on the screen currently is the cCMV pending list. From this page, you will be able to generate the cCMV order form. To generate the CMV screening order form you will click on the blue button under "Create Order Form". You can review the child's date of birth and the primary contact information in order to verify you are selecting the correct child.

   a) You can also search for children on this page by utilizing the child's first name, last name, date of birth, or their VISITS ID or medical record number.

3) This will take you to a new page where you can verify the child's information as well as note that the child had a hearing screen conducted and the date of the hearing screen. In order to continue with creating your order form click on the blue "Create Order Form" button.

4) You will be asked then to select the sample collection time. Click on the calendar icon, select the date and then select the time of the sample collection. Once you have verified the correct time please enter "Select".

5) You will then need to enter the staff that are completing the screening. There are some pre-populated options that were previously entered. You can also choose to type in your selection.

6) You will also be asked to complete "Was the sample collected within an hour of the child being breastfed?". You can select from the drop-down menu "Yes", "No", or "Unsure". Ideally for collection the child should **not** be screened for cCMV within an hour of being breastfed.

7) You will be asked to enter the staff's phone number that collected the sample. You will see preselected options that were previously entered or you can type in a new number. Once you have entered this information you will click on the blue "Submit" button.

Enter staff phone number with NO DASHES or pick one of the pre-populated options

Click the "Submit" button to save changes and continue

8) This will populate a green popup box that alerts us that the cCMV screening has successfully been added.

9) If you scroll down a little bit you can see how you're able to print this order form by selecting the green "Print Order Form" button.

Click to print order form

10) By clicking on the order form you can verify the correct information is there. When you are ready to print you can select the print button and again place it in the front pocket of the biohazard bag.

Click to print form and then put it in the front pocket of the biohazard bag

Ordering cCMV for a child missing the Hearing Screening

1. From the cCMV pending list select create an order form by clicking the blue button under "Create Order Form".


2. The next page will show this child is missing a primary contact, the date of discharge, and the date of hearing screen, indicating that no entry has been made on this child from the hearing screening portion. In the top right-hand corner the primary contact information is pending entry prior to continuing.
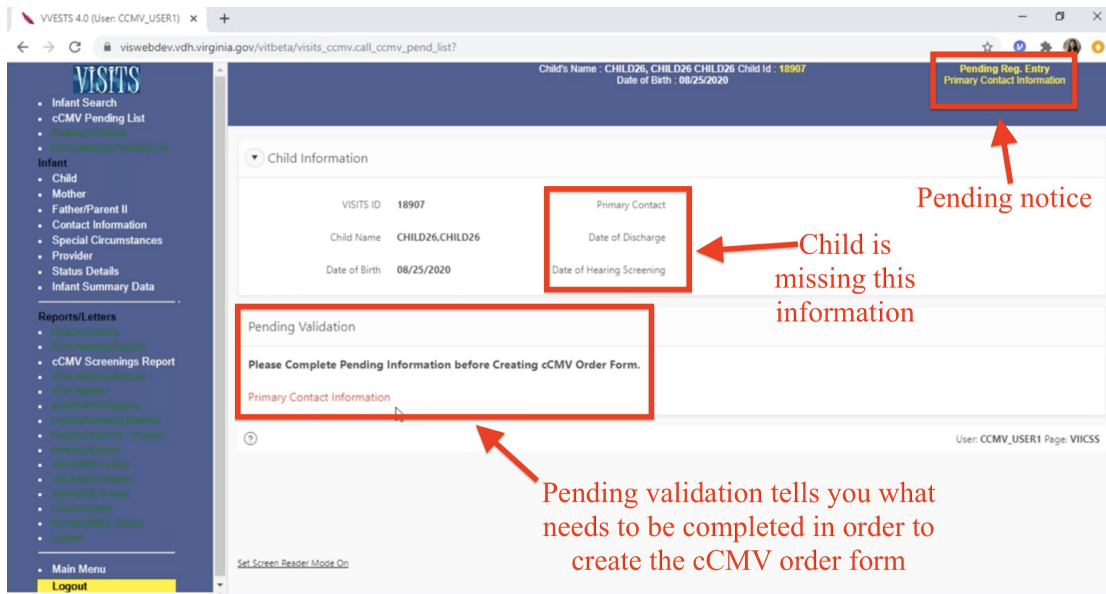
3. In order to continue with ordering the cCMV order form you will need to select the contact information page to enter/confirm the primary contact on the left hand of the screen.
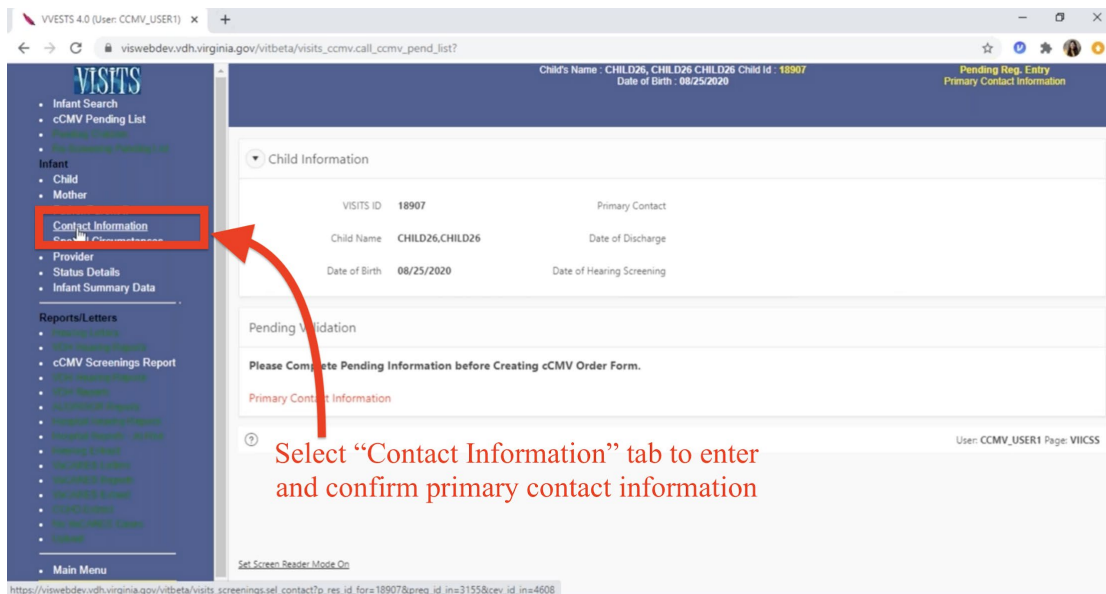
4. This will ask you to verify the child's primary contact information as it was entered by the birth registrar at the hospital. Click "Ok" to continue.

Select "OK"
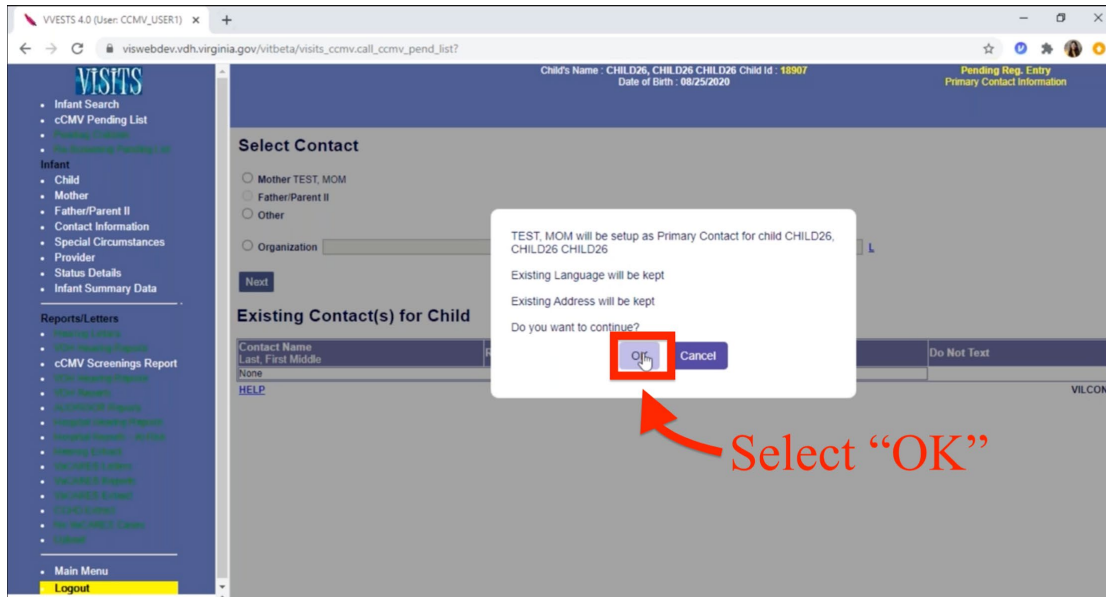
5. You can now see that the existing contact for the child has been placed in this section. In order to verify that this is the correct information for the child's primary contact, you will click on the primary contacts name.

Select primary contact's name to edit
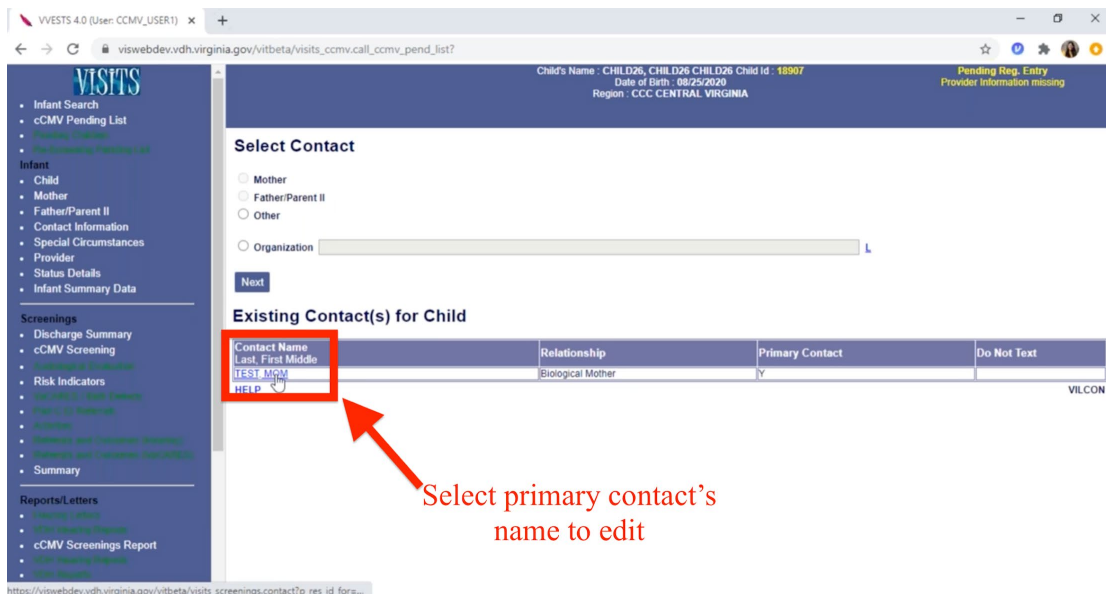
6. This will allow us to view the parents/contacts last name and first name, address, and phone number. If all of these are correct you can continue by hitting "Save".

    You do have the option to edit the phone number and the address if it does not match the information that you have access to in your electronic medical record.

7. The provider information is still missing. This will be the child's primary care provider that they will follow up with outpatient. In order to proceed with the cCMV order form you will select the "Provider" tab on the left side of the screen to enter this information.

8. We have provider name's or facilities that you can select from and search by. If you select

    provider, type in the providers first and last name in the search options.

9. If you select the search option next to facility (the "L"), a list of facilities are populated to

    search and select from.

10. You can type in the facilities name or you can select from the list below. In order to narrow down your list you can enter 2-3 letters for the facility name followed by the percent (%) sign.

For example, we will write three letters "acc%". There are facilities that start with "acc", and we will select one of them.

11. Once you have selected your primary care provider you can hit "Save". Now there are no

pending entries remaining to proceed with the cCMV screening form. To continue you will

click the "cCMV Screening" tab on the left.

12. You will proceed with selecting the "Create Order Form" tab. This is alerting us that the

child does not have a failed hearing screen entry in VISITS. To continue, hit "OK", if you

wish to back out and verify whether the child has failed the hearing screen hit "Cancel".

This is a built-in alert stating that the hearing screen coordinator at your facility has not

entered the child's failed hearing screen. However, if you are aware that the child has

failed the hearing screen you can continue with ordering the cCMV screening order
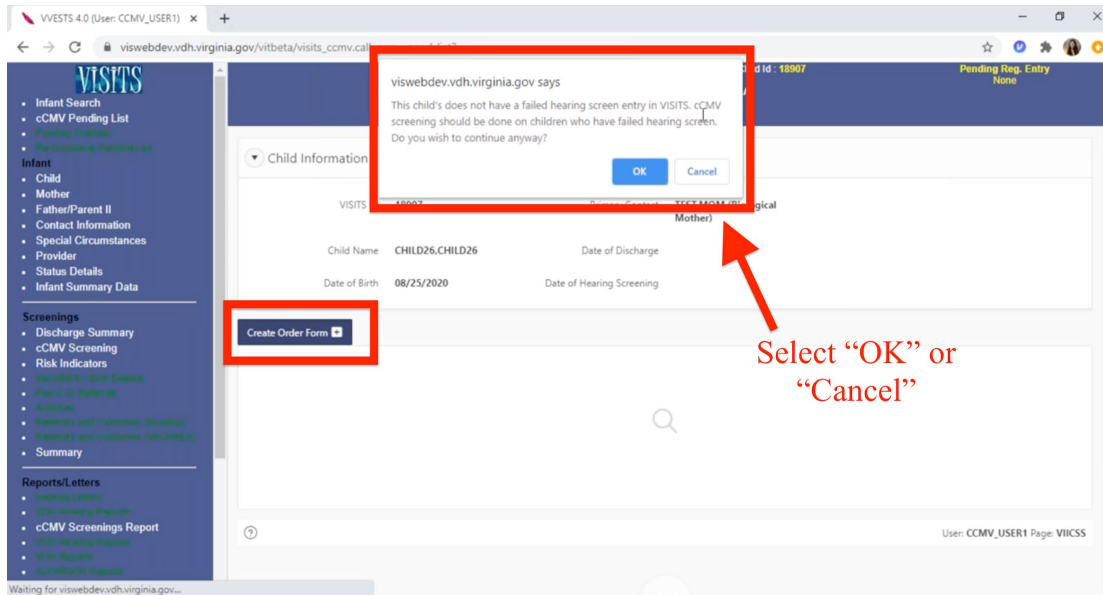
form.

13. You will be asked to complete the information, so select the same calendar date and the time for the screening, and hit the "Select" button. You will be asked for the staff completing the screening. You can also select previously used options for this, and previously used phone numbers. Once you have verified this information, please hit "Submit".
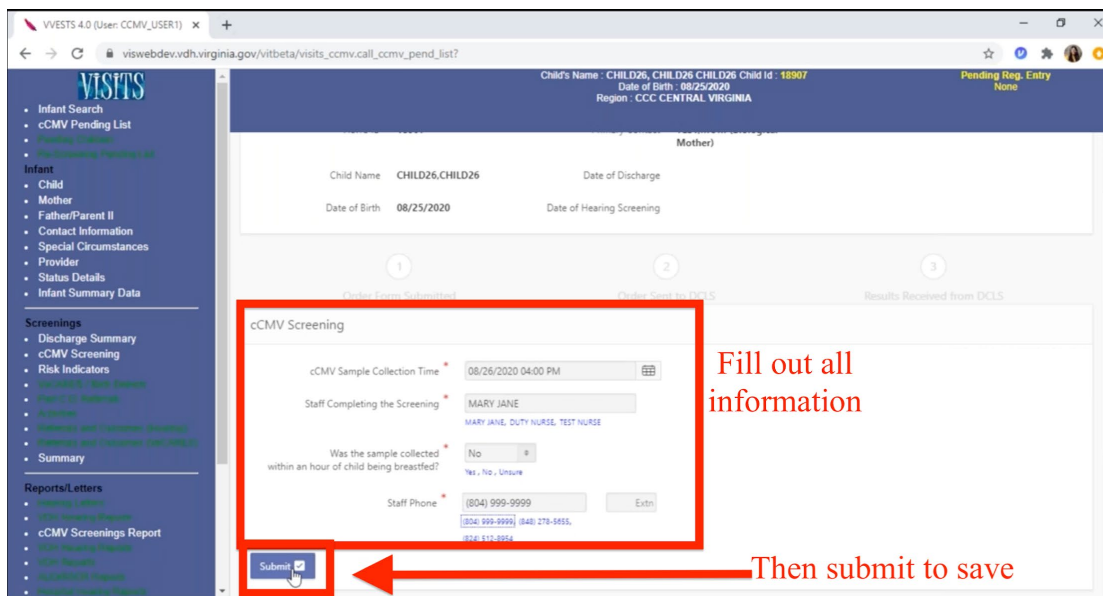
14. This will give us a green alert box verifying that the screening has been added successfully and we can click on the print order form to print the order and attach it in the pocket of the biohazard bag with the sample.

Failed Hearing Screen, But Not Screened for cCMV

If for some reason you have a child that has failed the hearing screen in the hospital but they are not screened for cCMV (for example if the parents refuse the cCMV screening, if they were missed at your hospital for cCMV screening, or they were discharged prior to the screening being done) you can submit that information to VISITS in order to remove the child from your pending list.

1. Select the red button under the "Reason Not Screened"

2. Verify the child's VISITS ID number and the child's name and date of birth. You can see that on this patient there is no initial hearing screen or primary contact information entered. So, for this child the hearing screen entry has not been made yet.

3. You would select the drop-down menu for the reason and select what the reason was. For example, the child was missed, the parents refused for other reasons, the parents refused for a religious reason, or other.

4. If you type other, you can type in free text what the reason is.

For "Other" please type in reason

5. Once you have made your selection you can hit "Submit". You get a confirmation that this has been submitted and the child is now off of your pending list.

Hit "Submit" to save

Child removed from pending list
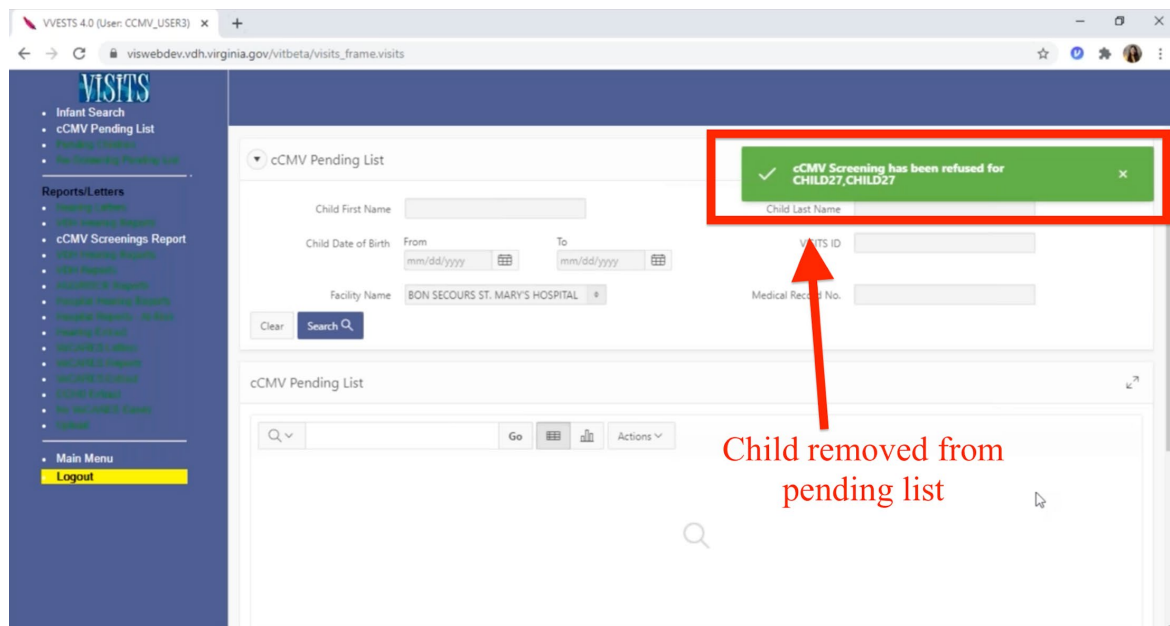
Reviewing cCMV Screening Results

1. On the left hand side, you will see the option to select "cCMV Screenings Report". Click on that. Once you click that left-hand tab for "cCMV Screenings Report" you will be taken to the report page.

2. At the top, you are able to filter the report by the child's name, first and last name, by the child's date of birth, the VISITS ID number, or by result.

Screening report tab

Ways to filter the screenings
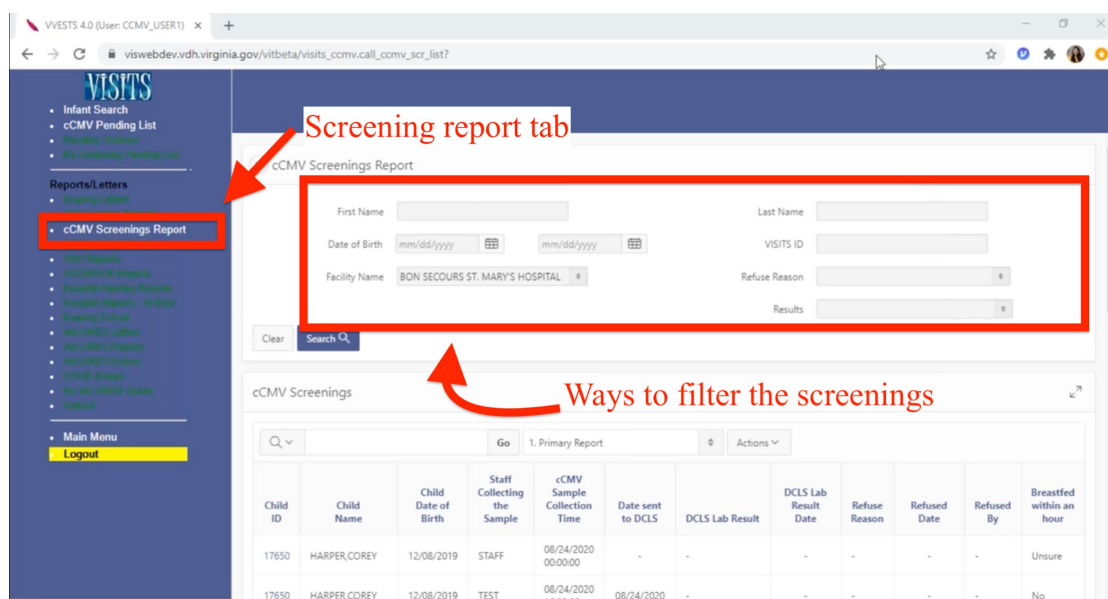
3. If you would like to generate the result for a child at your hospital that has detected cCMV or are positive for cCMV you can select in the "Results" -> "Detected" and hit "Search". This will give you the population at the hospital, regardless of when they have been tested, that have screened positive. You can filter based on other criteria as needed.

4. You can also view this information in the child's chart directly by clicking on the child's VISITS ID number. and see the results are displayed on this page.