



# Department of Clinical Research Informatics CIO Newsletter

June, 2012 - 69th Edition

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## DCRI Website

[www.cc.nih.gov/dcri](http://www.cc.nih.gov/dcri)

## CRIS Website

<http://cris.cc.nih.gov>

## CRIS Training

<http://cris.cc.nih.gov/cristraining/plans.html>

## CIO Remarks

### NIH PIV Card Login Will Be Required to Access ITAS on Monday, June 18

NIH PIV card login means logging in with an HHS ID Badge (PIV Card) and Personal Identification Number (PIN) instead of with your username and password.

### How Can I Get Ready?

Try NIH PIV card login the next time you log in to ITAS by inserting your HHS ID Badge (PIV card) into your smart card reader, clicking "Login" on the right side of the NIH Login page, and entering your six to eight digit personal identification number (PIN).

You can also try smart card login on this test site: <http://testmysmartcard.nih.gov>.

If you have forgotten your PIN you can reset it at a Lifecycle Workstation (LWS) near you: <http://www.ors.od.nih.gov/ser/dpsac/badge/Pages/lifecycle.aspx>.

If you need assistance logging in, please contact the NIH IT Service Desk at 301-496-4357 or submit a ticket online at <http://itservicedesk.nih.gov/support>.

### Frequently Asked Questions

#### 1. Will I be able to access ITAS from a Blackberry with my username and password?

Yes. ITAS will continue to support login with a username and password on BlackBerry devices that are registered for use at NIH.

#### 2. Will I be able to access ITAS from other mobile devices (e.g., iPad or iPhone) with my username and password?

No. ITAS will not support login with a username and password on other mobile devices (e.g., iPads or iPhones).

#### 3. Are only Federal employees affected?

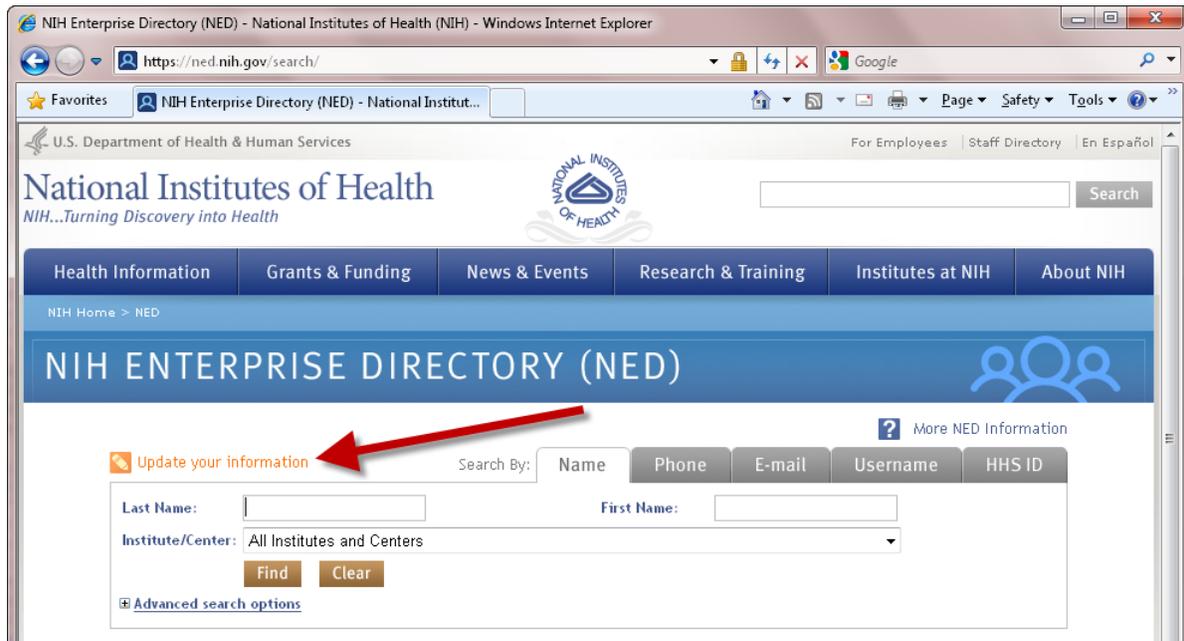
No. NIH PIV card login will also be required for all ITAS users who have an HHS ID Badge, e.g., contractors who hold Timekeeper roles in ITAS.

If you have any questions feel free to contact Yvonne Almazan [yalmazan@cc.nih.gov](mailto:yalmazan@cc.nih.gov) or myself Jon McKeeby [JMckeeby@cc.nih.gov](mailto:JMckeeby@cc.nih.gov).

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## Is your NED information up to date?

Have you checked your NED account lately? In case you are not sure what NED is – it’s the NIH Enterprise Directory. It contains basic demographic information that is used internally for a number of essential administrative tasks and needs to be kept up to date. If you have changed phone numbers or your work address, you need to make these updates in the NED system. To access NED, type [NED.nih.gov](https://ned.nih.gov) in your web browser’s url field. Then click on the link to “Update Your Information”, then on Update My Record. From here you can edit your work and personal demographic information. Keeping this up to date ensures accurate information to ensure you continue to receive information at the right address and phone number. Thanks for your attention to this important responsibility.



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## Sapphire File Share Replacement

*If you use your Personal Folders (H Drive), a Departmental Share (I Drive), or any other resource on Sapphire or Sapphire2, this will impact you!*

In an effort to bring advanced stability, availability, and security to the Clinical Center file system, ALL users are being migrated from Sapphire to a new system (CCFile) over a period of several months. Since everyone has varying levels of access to different shared resources, you will receive specific notification of your migration date(s) via email in the coming weeks.

**WHAT WILL CHANGE?** The “pathway” to your files will change after the migration. If you have manually created any shortcuts or drive mappings, they will need to be re-created after the migration is complete. Your H and I drives will be re-mapped automatically after rebooting your PC.

Type of Shared Resource	OLD Sapphire Pathway	NEW CCFile Pathway
Home Directory (H Drive)	\\sapphire\[username]\$	\\ccfile\user\[username]
Department Share (I Drive)	\\sapphire\[DeptShare]	\\ccfile\share\departments\[Dept]

## IN PREPARATION FOR THE SAPPHIRE TO CCFILE MIGRATION

- If you own any applications or databases that reference or use \\sapphire directly (instead of the related H or I drives), please begin preparations for modifying your system. If you need any assistance, contact your designated User Support Technician (UST).
- In order to streamline the migration, we ask that you review and maintain the files you have stored on your home and shared directories and delete any files that are no longer needed.

**QUESTIONS** If you have any questions or concerns about the migration, please contact the project manager, Ryan Kennedy, at 301-402-4867 or [kennedyr@cc.nih.gov](mailto:kennedyr@cc.nih.gov).

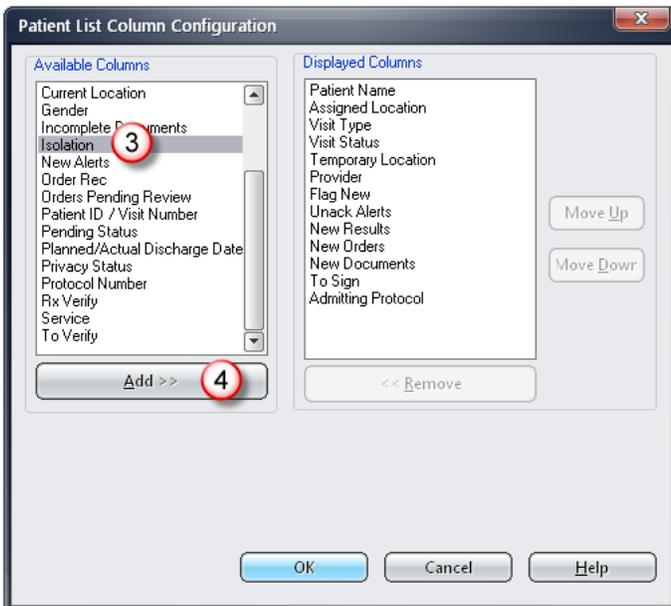
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## Featured in CRIS: Isolation Column

Active Isolation Orders and Isolation information entered on the Patient Info tab (Significant Event) display on the Patient's Header and on a Column called **Isolation** on the Patient Lists tab.

To add an Isolation Column to your Patient Lists Tab follow the steps below:

1. Click **Actions** in the Tool Bar
2. Click the **Select Visit List Column** option  
*The Patient List Column Configuration displays*
3. Select **Isolation** under Available Columns
4. Click **Add**

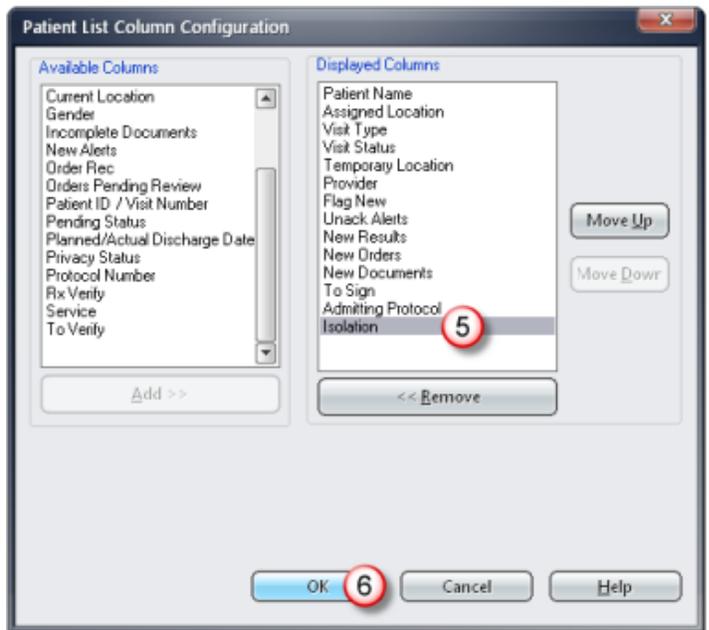


5. Isolation will be added to the Displayed Columns.

Note: You may use the **Move Up /Move Down** buttons to re-arrange the columns' display order

6. Click **OK**

The Isolation column displays. You may need to scroll to the right to see it. \*The Isolation Column displays the Isolation Type



Isolation
Respiratory
Contact, Respiratory
Contact, Respiratory
Contact
Contact
AFB, Respiratory

### Key points:

- The process to place a patient on Isolation in CRIS: The Isolation Order can be entered by nurses and physicians. The Epidemiology staff are the ones responsible for adding and discontinuing the patient Isolation status in the Patient Info tab Significant Events.
- Discontinued isolation status by the Epidemiology department staff (D/C Order and Discontinue Significant event), the isolation will be cleared from both header and isolation column.
- The mechanism for updating Isolation Status is not triggered by a live interface, thus it may take a few minutes for the Isolation status to be updated once a new Isolation order or Significant Event is entered

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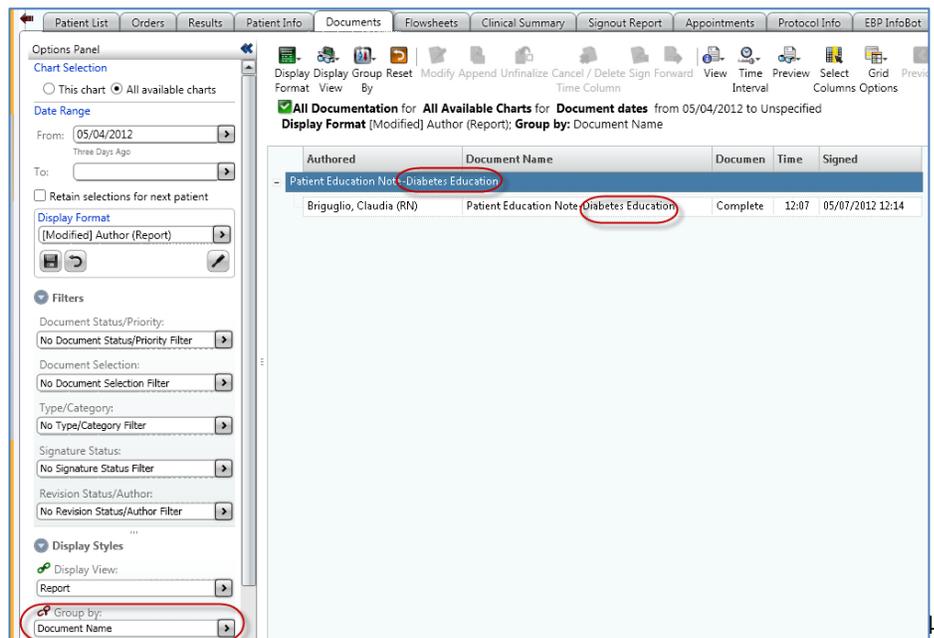
## CRIS Helpful Tips

### Structured Notes - Document Topics

This feature is used when creating a structure note to label a document so that it can be located quickly on the **Documents Tab**.

There is a reference guide at [http://cris.cc.nih.gov/cristraining/training\\_materials.html](http://cris.cc.nih.gov/cristraining/training_materials.html).

To the right is an example of what you would see on the Documents tab if the [Document Topic feature](#) was used when creating the structured note.

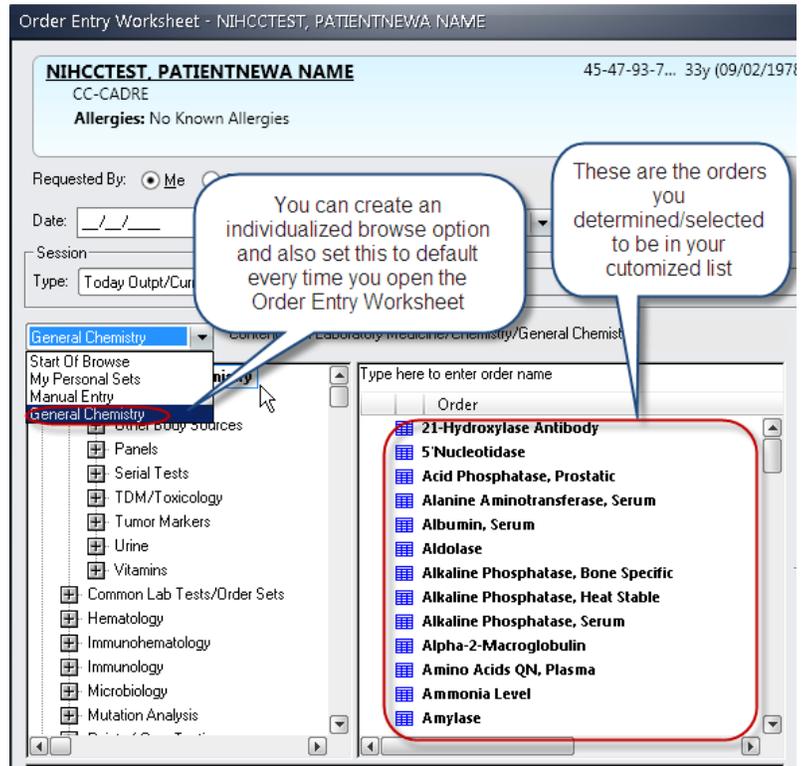


## Order Entry – Start of Browse Customization

You can create a shortcut to entering orders that you frequently submit. This is done by customizing your start point on the **Order Entry Worksheet**. This start point can contain a customized list of frequently entered orders.

Further details at:

[http://cris.cc.nih.gov/cristraining/documents/Customize\\_Order\\_Entry.pdf](http://cris.cc.nih.gov/cristraining/documents/Customize_Order_Entry.pdf)

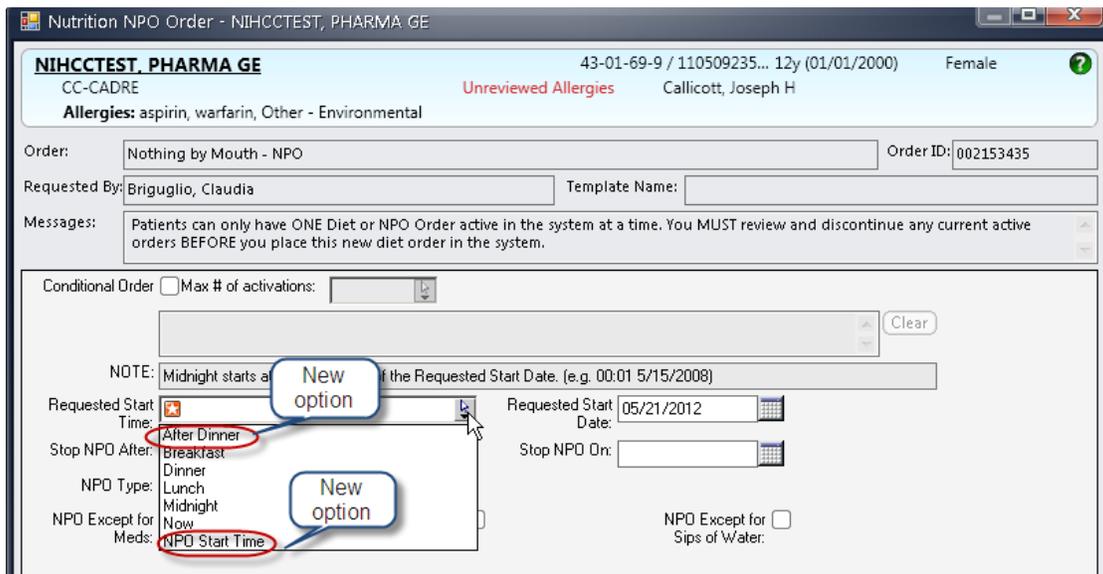


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## NPO Start Time

The NPO order form field “Requested Start Time” drop down list now has two new options:

- a) After Dinner
- b) NPO Start Time



Another new feature: When the **NPO Start Time** option is selected, a mandatory time field displays for the RN/Prescriber to complete.

**TEST, PATIENT LAB OUTPATIENT** 21-09-37-2 / 101705202... 56y (01/01/1956) Female  
CC-CADRE Herion, David W  
Allergies: ASA, Coumadin, turnips, sardines, Nuts Tree and Pea...

Order: Nothing by Mouth - NPO OrderID: 002153599  
Requested By: Briguglio, Claudia Template Name:  
Messages: Patients can only have ONE Diet or NPO Order at a time. You MUST review and discontinue any current active orders BEFORE you place this new diet order in...  
Conditional Order  Max # of activations:    
NOTE: Midnight starts at the first minute of the Requested Start Date. (e.g. 00:01 5/15/2008)  
Requested Start Time: **NPO Start Time** Requested Start Date: 05/21/2012  
Stop NPO After:  Stop NPO On:   
NPO Type:   
NPO Except for Meds:  NPO Except for Ice Chips:  NPO Except for Sips of Water:

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Have a comment of suggestion about the newsletter? Contact us at [CIONewsletter@cc.nih.gov](mailto:CIONewsletter@cc.nih.gov)