

NIH Clinical Center CIO Newsletter

October, 2010

59th Edition

This is the fifty ninth edition of a monthly broadcast email to the CRIS user community about CRIS capabilities and issues. In addition to the text version in this email, I've attached a PDF version that can be printed. I look forward to receiving your comments or suggestions at CIOnewsletter@cc.nih.gov. In addition, valuable information can be accessed at the CRIS and DCRI websites: <http://cris.cc.nih.gov>, <http://www.cc.nih.gov/dcrl>.

Topics of the Month

- CIO Remarks
- Tips for Using CRIS Sunrise
 - Future Outpt/Pre-Admit Orders
 - CRIS Suggestion Box
 - DPM Nursing Documents
- Privacy and Security
 - Protect Your Identity
- I Forgot My Password
- Clinical Center Copier Service Contract

CIO Remarks

Personal Identity Verification (PIV) Cards will be required for local and remote access to sensitive CC IT systems. Use of PIV Cards for authenticating users to NIH IT systems using NIH Logon like ITAS and NBS and authenticating users to NIH IT systems containing sensitive data is a federal government requirement. The first phase, to distribute PIV cards to staff, has been completed by NIH. The second phase involves distributing PIV card readers and installing the Activeclient software to accept the PIV cards for logon. Phase 2 will be handled by individual ICs. The CC is piloting the use of PIV card readers and will provide more information and a timeline for implementation across the CC in future editions of the CIO Newsletter.

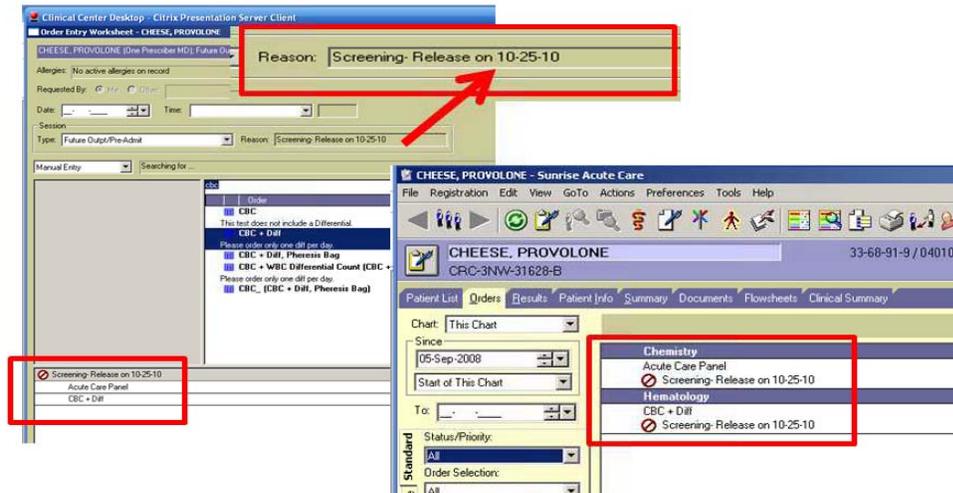
Entering Future Outpt/Pre-Admit Orders

When entering **Future Outpt/ Pre-Admit orders** you can provide additional information by using the **Reason** field. This will help communicate to others

when and what orders need to be released. If there are multiple orders on hold you can then identify which orders to release based on the information provided.

To enter information in the **Reason** field, please take the following actions:

1. Click the Session Type drop-down arrow. Select **Future Outpt/ Pre-Admit**.
2. In the **Reason** field, type in date or purpose of anticipated visit (e.g. Screen- release on 10/20/10).
3. Complete the order form with all the necessary information
Review your order in the Summary Pane. Notice the session type in the **Summary Pane** displays with a red symbol  and includes the date or purpose you entered in the **Reason** field.
You can also review your submitted orders on the Orders Tab, they will display with a status of Hold, a red symbol  and the reason. To review the Hold Order, click on the **Status** drop-down arrow. Select **Future Outpt/PreAdmit** or **All**.



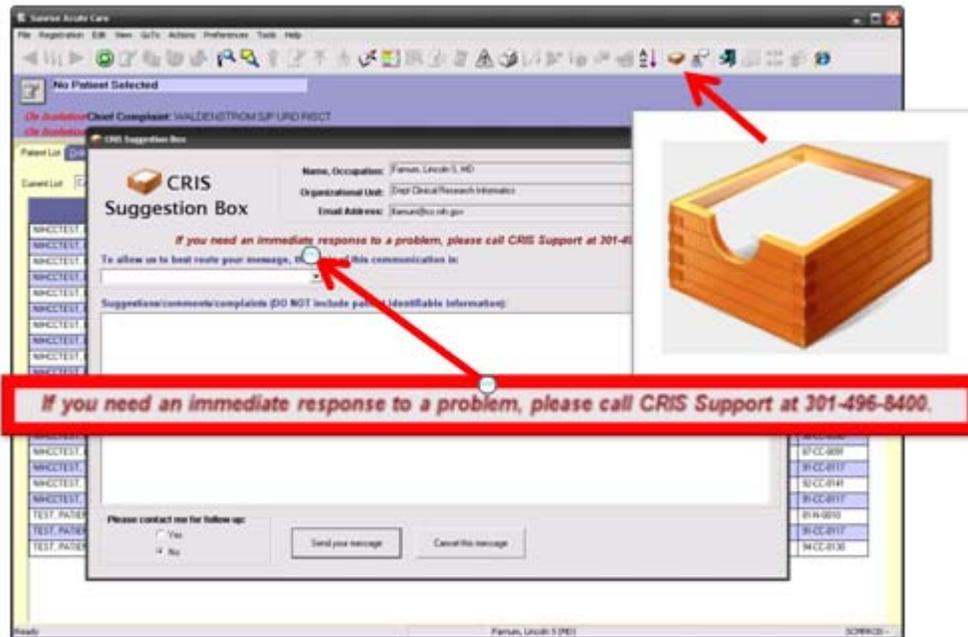
Important information to remember about Future Outpt/Pre-Admit orders:

- **Future Outpt/Pre-Admit** orders must be manually **RELEASED** (using the Release function) in order for the order to become active.
- **Future Outpt/Pre-Admit** orders to be performed **AFTER** the patient is admitted to the hospital should be **RELEASED AFTER** the patient's status and location has changed in CRIS to Inpatient.
- **Future Outpt/Pre-Admit** orders to be performed **AFTER** the patient is discharged from the hospital should be **RELEASED AFTER** the patient's status and location has changed in CRIS to outpatient.

CRIS Suggestion Box

The CRIS Suggestion Box is available for you to provide feedback and suggestions about CRIS Sunrise. The icon may be accessed from the application's toolbar once logged on to CRIS Sunrise. DCRI encourages you to use the CRIS Suggestion Box to help make CRIS better. Please continue to call CRIS Support for urgent needs as the Suggestion Box is not continually monitored.

Here is where you may locate the CRIS Suggestion Box:



DPM Nursing Documents

Department of Perioperative Medicine (DPM) nursing documents are now viewed in SCM in the pdf format. Click on the camera icon to the left of the document name to view the document. Or, if you have already opened the document, you will be directed to click on the camera icon in the lower left hand corner to view the pdf document.

	Time	Document Name
	00:00	Intraoperative Nursing
	00:00	Inpatient Operation
	06:47	Nutrition Screening Note
	08:14	Pre-Operative Nursing Assess...

Protect Your Identity

October 18 – 22 was ***National Protect Your Identity Week***. Click here to view the [News release](#)

To learn more about how you can deter, detect and defend against ID theft, consider the following resources made available by the Federal Trade Commission to help you safeguard personal information and take action if an identity thief strikes:

- www.ftc.gov/idtheft is a one-stop national resource to learn about the crime of identity theft. Consumers can learn how to avoid identity theft – and what to do if their identity is stolen.
- www.YouTube.com/FTCVideos has short educational videos that help consumers learn more about identity theft, phishing, reducing spam, and protecting their computers against unwanted intrusions.
- www.onguardonline.gov/games lets consumers test their cyber smarts with interactive games on everything from phishing and computer security to social networking and e-mail scams.
- www.ftc.gov/freereports offers details about a consumer's right to get a free copy of his or her credit report from each of the three national credit reporting companies, upon request, once every 12 months. Reviewing one's credit report regularly is an effective way to deter and detect identity theft.

I Forgot My Password

The NIH OCIO reports that a large number of requests for desktop support are based on users forgetting their password. They are urging all users to register at iforgotmypassword so the user can reset their password themselves.

The benefit to you is if you forget your password to access CITRIX, e-mail, or CRIS, you can log onto the iforgotmypassword.nih.gov and answer two security questions. This enables you to reset your own password without requiring the NIH IT Service Desk to perform the task. While there is no requirement for you to do this, the NIH would appreciate your cooperation to reduce the number of preventable service desk calls. <https://iforgotmypassword.nih.gov/>

Clinical Center Copier Service Contract

The Clinical Center has contracted with Meridian Imaging for the service and supplies of the Canon and Ricoh copiers.

Important request from DCRI: Feedback is needed from all users. To ensure a high quality of service from the vendor, DCRI would like to receive feedback

about the service provider's work performance since this is the first time using this company. Clinical Center does have a 5 year contract; therefore it's critical for us to know whether the service provided is satisfactory to all. Please send your feedback (compliments, complaints or suggestions, etc) to either Joyce Yarrington, our DCRI Deputy CIO or to Van Tran, DCRI servicing AO.

There are three methods for placing a service call to Meridian:

Method 1- CIA is accessed by going to the following link:

www.meridian-imaging.com

On the top of the website (far right tab), Click on Customer Login

Customer Number is NIH/clinical

Password is123456

Method 2- Email requests for service and supplies:

Servicesupport@meridian-imaging.com

End users would need to enter serial number and a brief note/description of problem or supply(s) needed.

Method 3- Call- In

Call the main number 703-461-8195 and follow prompts.