PROMIS Implementation Build Guide for Technical Personnel:

Decisions to be made ahead of time:

1. Which PROMIS questionnaires would you like to use?
2. What patients should be receiving this questionnaire? (This covers multiply possibly questions. Things to think about when designing: What DEPs, Visit Types, Providers, Patients with a certain problem, certain age range/restrictions, gender, etc…)
3. What is the timeline on which a patient should receive the questionnaires? (Ex: Every two weeks, every six weeks, or something more varied like week 2, 6, 12, 36, etc…)
4. How long should each questionnaire be available for?
5. Do you want to send a reminder tickler to patient to fill out questionnaire? If so, when?
6. Is there a certain event that you want to use to change or reset the timeline?
7. Who needs to see the data come back in the patients chart?

Build Steps: Note: This is a build guide for using a report to automatically assign the series to patients. It is possible to assign series with BPAs as well, but this was the approach we took to completely automate it.

1. Create the questionnaire series. In the series you will enter the name, the questionnaires you want to use, the timeline they should be sent on, as well as if you want to send a reminder to patients that they are due in a certain number of days. Example series: 116001, 116002
    a. If you do have a certain event that you want to use to alter the questionnaires and or timeline you will specify that in the series as well.
    b. In this case, you will need to create a rule that defines the event, for example when the patient has a certain surgery or procedure. Example rule: 116300
2. Create a report using Reporting Workbench to find all the patients that you want to assign the Questionnaire Series to. Example report: 7472274
3. Create an extension using code template [323540] to automatically assign the series to patients from your report. Example extension: 11632354
4. Create an action pack (use HGA in Chronicles) to run for your report. This action pack should have a caption, action group of General and Clinical, and should specify the extension you created in step 3.
5.   Access RW System Definitions in Hyperspace and on the actions tab, specify the report you created in step 2 and then the action pack you created in step 4. This allows that action pack to

run for your report.

6. Create a job, batch, and run using template 1000-RW Batch Template to automatically run your report on the timeline you choose. Example E1C, E1B, E1D, 116012
7. Update the EpicCare Ambulatory ECL for the users who need to see and assign the questionnaire series to give them points 118, 360, 361, and 362. Example ECL: 630326
8. Create a Flowsheet that has a source for each PROMIS QNR used in your series. Give them a filter using the extension 116002 if you want to filter out non-scoring questions so you only see the total score and not every question in synopsis. Example FSH: 182
    a. If you want to see every question then do not use a filter.
9. Create the print group for Synopsis. Steps: Copy print group 116001. Edit the Name to be what you want, the Section header to be what you want, and then the Synopsis Flowsheet to use your Flowsheet created in step 8.
10. Create Synopsis report. Steps: Copy LRP 116005. Edit the Name, and replace the Synopsis view section 116001 with the LPG you created in Step 9. If you want another section that also shows the patients vitals, leave in 29450, otherwise take it out.
11. Add the Synopsis report to the Profile your users will use by updating I LPR 35000 with your Synopsis Report built in step 10. Edit the Default Time window for your report. You can also update the allowed time windows on this same screen. If you want to add any other Synopsis reports you can. Example Profile: 904021
12. Edit the User Role for the users who need the synopsis view. In items 40, 45, and 50, add AC_MNU_WSTAB_PATIENT, MR_WSACT_SYNOPSIS, and no. Example Role: 900008
13. If you want the users to be able to also assign the QNR to other patients using an order, give tell them the EAP is MYCQNR, and then tell them to use the Provider Friendly name for the QNR Series you created all the way back in Step 1.

Things done during project: Note: These should not need to be done again, but I am listing them here in case you need to troubleshoot anything.

1. Setup Interconnect settings to get next questionnaire and list endpoint in I WDF 9700.
2. Setup alert on homepage for questionnaire available in I WDF 3200.
3. Setup Tickler for QNR Available and QNR due soon in I WDF 573
4. Create job, batch, run for assigning next QNR in series. Done in E1C, E1B, E1D 116009
5. Update Patient access class to allow them to answer General QNR, QNR Series, and Opt out of QNR series.
6. Set the Order Type for QNR Series in I LSD 65000
7. Create an OCC for Ambulatory and Inpatient for Questionnaire Series so providers can place an order for a QNR series. Done in OCCs 116001, 116002
8. Create a procedure to order QNR Series for a patient. Done in EAP MYCQNR.