RESEARCH COORDINATOR’S INSTRUCTIONS FOR PLACING ORDERS IN CPRS FOR INVESTIGATIONAL DRUGS

To place orders for an Investigational Drug in CPRS, you need to first request access to the “Research Medications menu by contacting Dr. Mehran Salles, Research Pharmacist, at extension 4214 or via email to khadijeh.salles-shahid@va.gov. Once you have access to the menu follow steps below to place an order in CPRS:

- Log on to CPRS
- Select the patient for whose order you are placing
- Select the Orders Tab in CPRS
- Select the Research Medications Menu Option
- You will be prompted to enter a PROVIDER, select the Principal Investigator (PI). The PI will receive an “alert” to sign the order once it has been entered.
- Place orders for Investigational Drugs under the “RESEARCH CLINIC” location assigned to your research study. (If the research participant is an inpatient, CPRS will default to the inpatient location and you will not be prompted for this information).

- If you do not have a specific Research Clinic for your study, place order under the “Research Study” clinic location.

- Select the Research Medications Menu Option

- Click “OK” and the Research Medications Menu will display a list with research study names and respective authorized prescribers

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Select the research study for which you will place the Investigational Drug order. All drugs associated with the study will be displayed. (see below)
- Select the drug you wish to order.

- If multiple medications need to be ordered, hold the control key down and select (by clicking on each one) all drugs needed.

- The order screen is now displayed for the medication. If any changes are needed in the dose or frequency, they can be made.

- If displayed information is correct, click on “Accept Order”.

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- This will take you back to the main menu. When you finish ordering medications, select "Done" in the upper right corner.
- The new Order will be displayed in **BOLD BLUE** and will be ready to be signed
- Highlight the order, go to File Review/Sign Changes
- You will need to check if the study drug is related to the patient’s Service Connected condition or any other item on the list that is applicable.

- At the bottom of the screen, select one of the options: “Verbal, Telephone, Policy” before placing the order.
Then you will be prompted for your electronic signature
- The order will be placed and the provider initially identified will receive an alert to sign the order.

- If you wish to view the details of the order, highlight the order and Right click with the mouse, then select “Details.” (see the two screens below)
This completes your investigational drug order.