**To activate a new patient record flag:**

1. Log in to VISTA
2. Type “PRF” to get to the flag menu
3. Select “FA”
4. Type “SP” (for “select patient”)
5. Enter patient identifiers and select patient
6. Hit “enter” after patient information box appears
7. Select “AF” (for “Assign Flag”)
8. Enter appropriate flag name
9. Hit “enter” to confirm flag title
10. If prompted, select the LOCAL flag with the appropriate flag name.
11. If prompted, for “Owner Site” hit “enter” to confirm the Mountain Home VAMC is the owner site.
12. At the prompt for “approved by”, type name of flag assigner.
13. In “Assignment Narrative Text” box, enter the following:
	1. Title of Research Study
	2. Name of PI
	3. Pager number of PI
	4. A statement regarding whether or not the study uses investigational drugs
14. Press/hold "F1", then type "E" to save and exit narrative.
15. “Enter Review Date” will appear. If 1 year is appropriate, hit “enter”, or enter new review date and hit “enter”. This is the date you will be prompted to review appropriateness of keeping the flag on this patient’s record.
16. Hit “enter” after reviewing the data to confirm information.
17. Hit “enter” to “not review again”
18. Hit “enter” to file new record flag assignment
19. Hit “enter” to finish in VISTA
20. Log out of VISTA
21. Log in to CPRS (if already logged into CPRS then you can view flag assignment under POSTINGS; however, to see PRF window pop up, you will have to log out and log back in).
22. Select appropriate patient
23. Close flag box which should appear
24. Go to the “Notes” tab
25. Select “New Note” in the lower left hand corner of the screen
26. Select “New Visit” and enter location as appropriate (if the location of the visit is not in a clinic, enter “Research & Development”.) Select “OK”
27. For the progress note title, select “Patient Record Flag Cat II – Research…” and select the note title which matches the flag name
28. Select the appropriate day and time for the note
29. Highlight Flag Assignment (new assignment) in bottom box. Click “OK”
30. The following is only if there is a template/dialog attached to the note title 🡪 Click box next to first line of text that appears in the template text box. Enter information in the blank areas as appropriate. Please use the full study title. Select the appropriate template text of the following four bullet option, and add any other text as appropriate.
31. Click “OK”
32. Add other text to the progress note as appropriate.
33. Sign progress note

You’re done!

**To Deactivate a flag:**

* Log in to VISTA
* Follow instructions above through step 6.
* Type “EF” (edit flag assignment)
* Select corresponding number for appropriate flag.
* Select “I” for Inactivate Flag Assignment
* Type “RD, Committee”
* Enter text explaining why flag is being deactivated. Then type “F1”, then “E”
* Hit “enter” twice
* Hit “enter” to file flag assignment changes
* Hit “enter” to return to flag assignment screen
* Log out of VISTA
* Log in to CPRS
* Follow steps 22-26 above
* Select the Flag name with “inactivate” in the action column.
* Complete the progress note as appropriate.
* Sign the progress note.

You’re done!

If you experience problems with the flag system, please forward questions/problems to email group  VHAMOUVISTA-C or please contact Vishal Shah at x4331 or Colleen Rowe at 979-4322.