

Minutes from National iMedConsent™ VANTS Call

Wednesday, October 3, 2007

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1. Monthly POC Calls Scheduled Through 2008

Here is the schedule for through next year. Mark your calendars now! These monthly VANTS calls focus on technical and implementation issues. Minutes from past calls can be found on the [Links & Documents](#) page. To call in, dial **1-800-767-1750**, then enter access code **50498#**. All calls take place at 3:00 PM Eastern and last approximately 50 minutes. As always, you can [view the schedule](#) online.

Wed, November 7, 2007
Wed, December 5, 2007
Wed, January 9, 2008
Wed, February 6, 2008
Wed, March 5, 2008
Wed, April 2, 2008
Wed, May 7, 2008
Wed, June 4, 2008
Wed, July 2, 2008
Wed, August 6, 2008
Wed, September 3, 2008
Wed, October 1, 2008
Wed, November 5, 2008
Wed, December 3, 2008

2. Upcoming Release

Nothing new to report—release forthcoming.

3. Encryption Anywhere

It seems that few sites have actually implemented Encryption Anywhere (EA) on the laptops that are used for iMedConsent (and other applications). One site (Cheyenne) implemented EA but it caused so many problems that they eventually removed EA from the devices. The program worked well until 90 days had elapsed and new passwords were needed (“then it was a total disaster.”). The Columbus OH VA was the only facility on the call that had implemented EA and stuck with it through the technical difficulties.

Since the POC call, I have received confirmation from the OI Technical Security Advisor that the mandate is indeed intended to include EA implementation on ALL laptops (see Attachment 1). Apparently, there is a waiver request process (see Attachment 2) so I recommend that you pursue the waiver route if you do not encrypt your laptops or if you have encrypted them with negative results.

4. **Contingency Planning**

We had a brief discussion about contingency planning and there will be more discussions on this issue as we move forward with our plans for instituting more redundancy in the iMedConsent systems. Seattle reported that they decided to rely on the informed consent progress note if the VistA Imaging system goes down. Despite repeated attempts, I have been unable to get the Office of Patient Safety to “bless” this contingency workflow.

5. **Status of Nuclear Medicine Review**

One participant on the call indicated that the practitioners at their facility had substantive problems with the content on these forms. Dialog Medical has been working closely with the Nuclear Medicine FAC, and will follow-up with the facility to see that their concerns are being addressed in the review process.

6. **Radiology Department: Pregnancy Form**

Several sites discussed a pregnancy form/disclaimer that was provided to every female patient from 12-60. If someone is able to identify a national form for this purpose, and a corresponding policy mandating use of the national form, I will have it added to the national library. Otherwise, facilities will need to add their own forms to their local iMedConsent library. (North Chicago forwarded the form that they use and it does not appear to be a nationally-standardized form.)

7. **Disclosure of Vendor Presence in the OR**

Here is the text that we are recommending for addition to the "Facility Specific Treatment Notes" section of the iMedConsent documents for procedures for which vendor representatives are present.

In certain circumstances, the presence of a vendor representative (company representative) is important to the success of this procedure. The reason(s) that a representative may be present for this procedure include:

If a vendor representative is present for the procedure, he or she will not physically participate in or perform the procedure, and the representative's presence will be closely monitored by the VA treatment team. In addition, the vendor representative must sign a confidentiality agreement/statement for each procedure encounter.

The "_____" must specifically describe the reasons for which a vendor representative may be present.

8. **Inappropriate Text in “Additional Information” Field**

The information in this field is controlled by each facility. Whatever is included in this field should apply to all treatments/procedures performed at your facility. So, an example of appropriate info might be a “customer complaint hotline,” and/or

general facility information. An example of inappropriate information is “A medical device may be placed in your body” since, for the vast majority of treatments and procedures, there is zero chance that a medical device might be placed in the patient’s body. Whatever text is in this field should be formally reviewed and approved by a local facility committee (forms? ethics?).

For instructions on how to edit the text that appears in this field, see Attachment 3.

PLEASE review the text for your facility and contact me (ray.frazier@va.gov) if you have any questions or concerns about content.

9. Updated User Manual

One site requested an updated user manual be produced and disseminated to the field. Dialog Medical and the Ethics Center will discuss how we can best meet this need.

10. Consent for Home Telehealth

Use of iMedConsent to document patient consent for Home Telehealth is *not required*. Signature consent may be obtained using paper.

11. Policy Update

Nothing new to report as far as an estimated release date for the revised informed consent policy. It is still working its way through the review process.

Attachment 1: Laptop Encryption

Scope of VA Laptop Encryption

Includes:

- Government Furnished Laptops
- Windows Based Laptops
- Research Laptops
- Remote desktops that are utilized in the same manner as a laptop

Does Not Include:

- Personally owned and contractor owned devices
- Macintosh and Linux Operating Systems
- Desktops
- Already encrypted laptops with FIPS 140-2 certified encryption
- OIG laptops encrypted with PGP

Recently, the Department of Veterans Affairs (VA) endured a huge endeavor. At the direction of the Secretary, the charge was to encrypt all VA laptops by September 15, 2006. The VA successfully encrypted 15,000+ devices and trained 1,204 staff members within a four week period. **Congratulations to all for the success, and thank you for the hard work that was devoted to this effort!**

Although the September 15th deadline has passed, these laptops must continue to be maintained. As new laptops are acquired, they should be encrypted. Laptops should undergo the Health Check, at a minimum, every ninety days. Product questions and issues with the GuardianEdge Encryption Anywhere software for the laptop encryption should be directed to the VA National Service Desk at 1-888-596-4357 (HELP).

Subsequently to the closing of the laptop encryption effort, the VA Encryption Technical team has reconvened and has begun to proceed with the testing of encryption software for mobile media and mobile devices.

Attachment 2: Device Encryption Waiver Request

| Department of Veterans Affairs Office of Information and Technology Device Encryption Exemption Request Form | | |
|---|---|--|
| Request Number: [leave blank] | Requested By: [enter name here] | Facility Location: [enter facility locations here - i.e., VISN 4 Altoona, Albany OIFO, etc] |
| Organization Name: VHA | Date Requested: [insert date here] | Quantity of Laptops: [#] |
| Type of Information Contained on Device: [what information is, and could possible be, contained on the device] | | Classification of Laptop: Government Owned |
| Exemption Request Justification: [type justification/reason for the exemption request] | | |
| Proposed Method of Ensuring Security: [locked down to a desktop, stored in closet/room, 24/7 security guard monitoring, etc] | | |
| Implications of Not Receiving Exemption Approval: [type impact of not receiving exemption approval] | | |
| Alternatives: [insert possible alternatives to GuardianEdge Encryption Anywhere and provide rationale for each alternative] | | |
| Signature of Approval for Exemption: | | |
| _____ Robert T. Howard Senior Advisor to the Deputy Secretary Supervisor, Office of Information and Technology | | _____ Date |

Attachment 3: Editing the “Additional Information” Field

Here are the instructions for updating the Additional Information field in iMedConsent™:

1. From the Menu, Select Maintenance -> Fields
2. When the Field Management screen comes up, Press the Select All button
3. In the Filter box, type Additional Information
4. Press the Start Search button
5. Select the Additional Information document on the right
6. Press the Edit/Details button
7. Update the text. If you want to delete the existing text, make sure you scroll down to remove it all
8. After making your changes to the text, press the Save Changes button
9. Validate your changes by generating a consent form with a test patient and view the Additional Information section to see if this meets your needs

Field Management

New Field
Select Field Type: BarcodeImage **Create New**

Existing Field

Search Criteria
Field Type(s) to Search:
NOTE: Only field types that can be inserted in the current document are shown below.

| Field Type |
|--|
| <input checked="" type="checkbox"/> BarcodeImage |
| <input checked="" type="checkbox"/> Calendar |
| <input checked="" type="checkbox"/> CheckBox |
| <input checked="" type="checkbox"/> ComboBox |
| <input checked="" type="checkbox"/> Label |
| <input checked="" type="checkbox"/> MergeField |
| <input checked="" type="checkbox"/> MergeSelection |
| <input checked="" type="checkbox"/> MultiLineSelectList |
| <input checked="" type="checkbox"/> MultiLineSelectList2 |
| <input checked="" type="checkbox"/> MultiSelectList |

Select All **Deselect All**

Filter by: additional Information

Field Name Contains Filter
 Field Name Starts With Filter

Start Search

Search Results

Show all matching fields.
 Show only matching fields created at this location.

| Field Name | Creator | Field Type |
|--|---------|------------|
| Additional Information | N/A | TextArea |
| Additional Information: Durable Power of ... | N/A | TextArea |
| Additional Information: Medical Treatmen... | N/A | TextArea |

Edit/Details **Delete**

Close

Questions? Problems? Contact Dialog Medical Support (enterprise@dialogmedical.com).