



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Contract Health Services/ Management Information System**

(ACHS)

## **Addendum to User Manual**

Version 3.1 Patch 20  
September 2011

Office of Information Technology (OIT)  
Division of Information Resource Management  
Albuquerque, New Mexico

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## 1.0 Introduction

This patch release provides components for the current ACHS application and offers additional functionality for printing Purchase Order documents. A local web interface is created for users to view Purchase Order documents in a PDF format or print using a laser printer without the need for the pre-printed carbon-copy forms.

Please review these changes and add a copy of them to any printed documentation your site may be using for ACHS 3.1. These changes will be integrated into future versions of the software and user manuals, and will no longer be considered an addendum at the time of the next release.

### 1.1 Summary of Changes

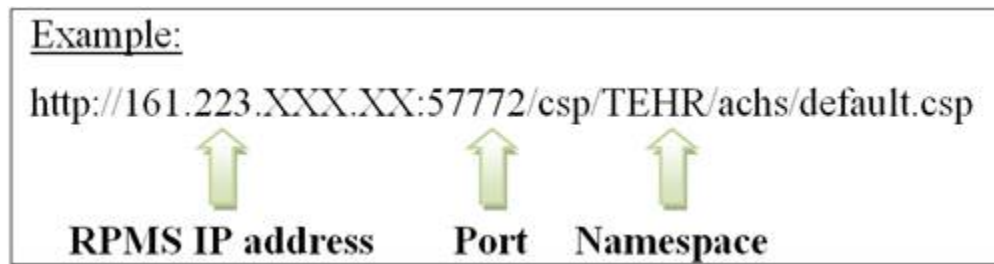
#### 1.1.1 Modifications

- Addition of PO Printing Web Module; Provides the option to print complete purchase order forms and data via a web interface without the need for pre-printed forms.
- New routines for use of the PO Printing Web Module
- Fix to routine ACHSRPU to correct document number printing in front of the purchase order number.
- Fix to routine ACHSMERG related to the Patient Merge (BPM) process.

## 2.0 Patch 20

### 2.1 Purchase Order Browser Setup

1. Open the Internet Explorer web browser
2. Enter the following URL into the web browser from the server:  
**http://localhost:<port>/csp/<namespace>/achs/default.csp**
  - a. Replace **<port>** with the web server port assigned to your Ensemble installation. The port default is 57772 however your site may be different.



3. Depending on the server settings, you may be required to enter a user name and password on an InterSystems login page. The site's system administrator will be able to assist with the initial login (Figure 2-1).



Figure 2-1: InterSystems Login Screen

4. Click on the **Login** link to enter the RPMS login page (Figure 2-2).

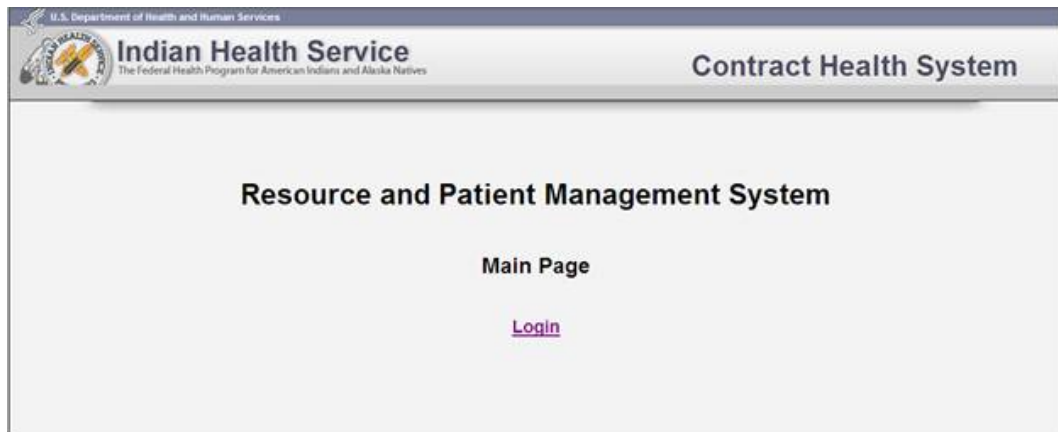


Figure 2-2: RPMS Login Main Page

5. Type in your RPMS Access & Verify Code and then click the **Login** button (Figure 2-3).



Figure 2-3: RPMS Login Screen

6. The **CHS PO Printing** Menu opens as shown below (Figure 2-4). You can choose from any of the three (3) options on the left hand side of the menu (i.e., Print New Batch, Reprint Batch and Reprint Form).

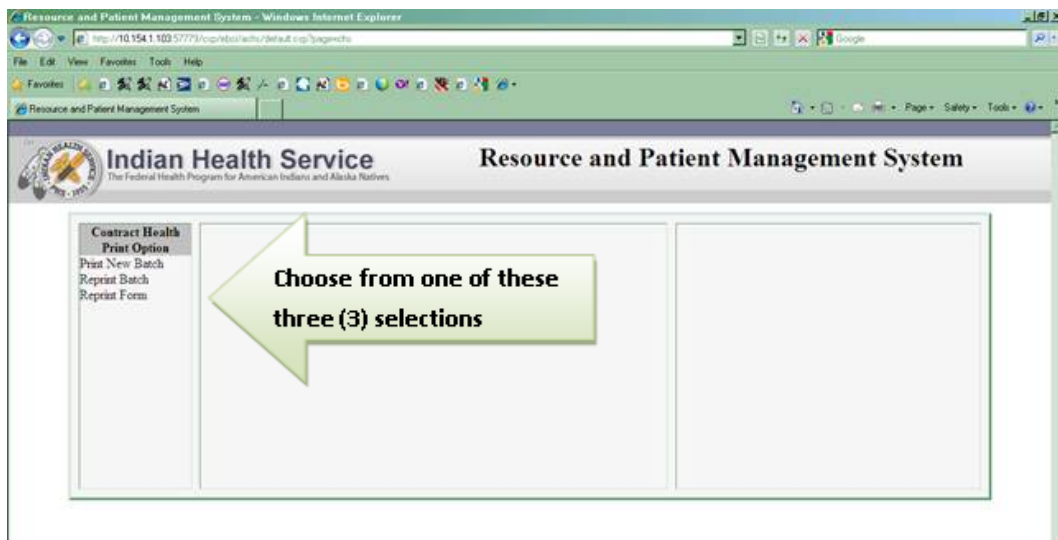


Figure 2-4: Menu options on the left side

### 2.1.1 Print New Batch Option

This option can be used if you have just completed a batch of Purchase Orders and they are ready for printing. In RPMS, this option would be used as **PRT > PD**.

1. Click on **Print New Batch** and the following menu will appear (Figure 2-5).
2. Click on **Generate New Batch** and it will bring up the batch of POs that was just completed. It also indicates **Documents ready to print** and inform you how many documents are ready to print as seen below. The **Output Device Selection** menu will appear on the right hand side of the screen

**Note:** If you use the ‘Electronic Signature’ option all documents must be ‘electronically’ signed before it will create your batch.

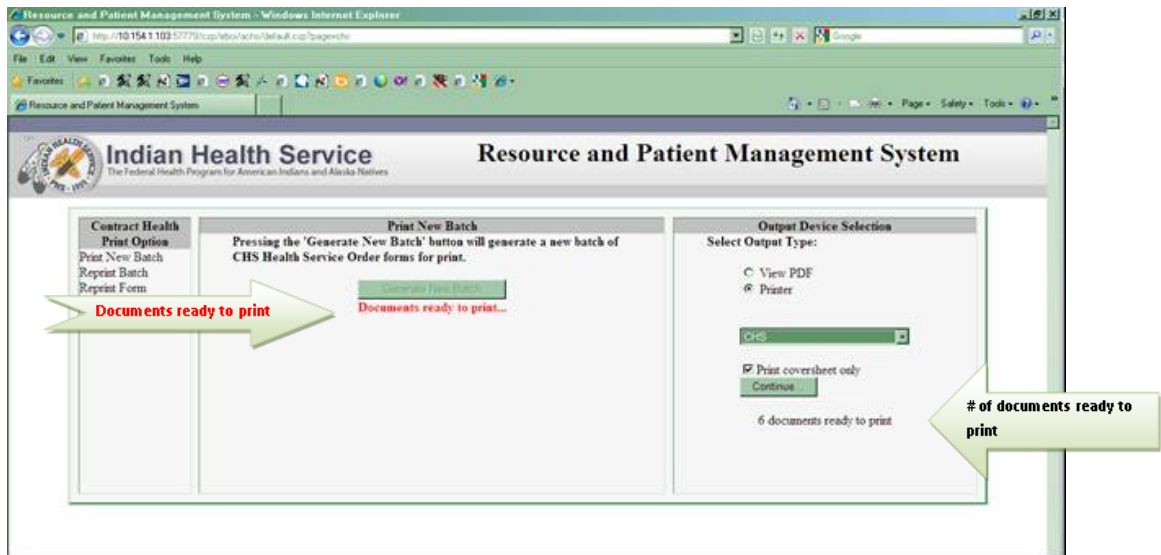


Figure 2-5: Selecting document batches to print

## 2.1.2 Reprint Batch Option

1. Select **Reprint Batch** to bring up a list of Batches that have previously been printed (Figure 2-6). The most recent will be on top.

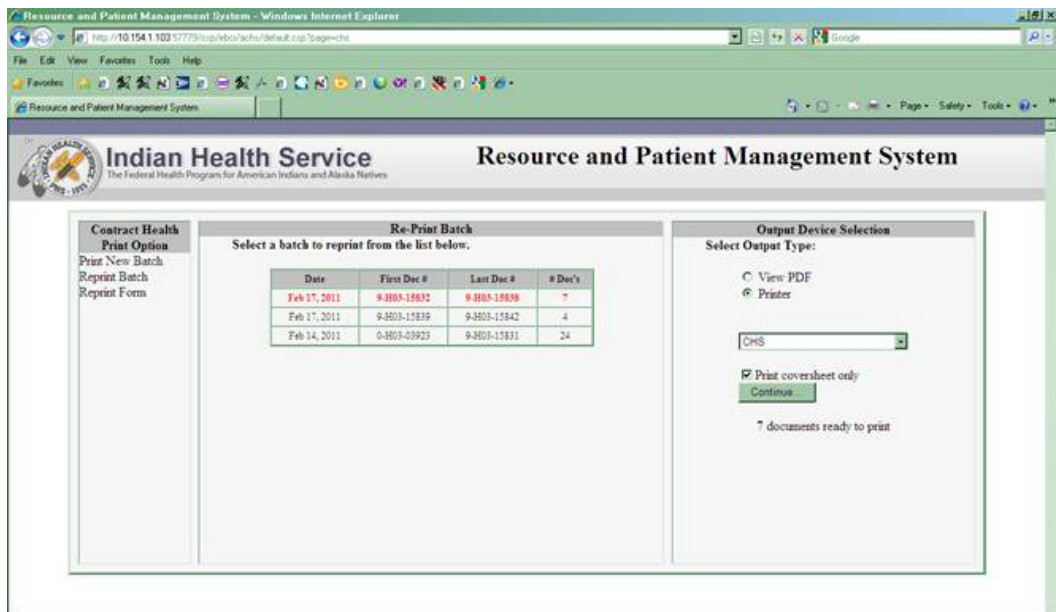


Figure 2-6: Reprint batch documents screen

2. Once you select the **Batch** (single click on batch) which you wish to reprint (will highlight in "Red"), then the **Output Device Selection** menu will appear on the right hand side of the screen (Figure 2-6).

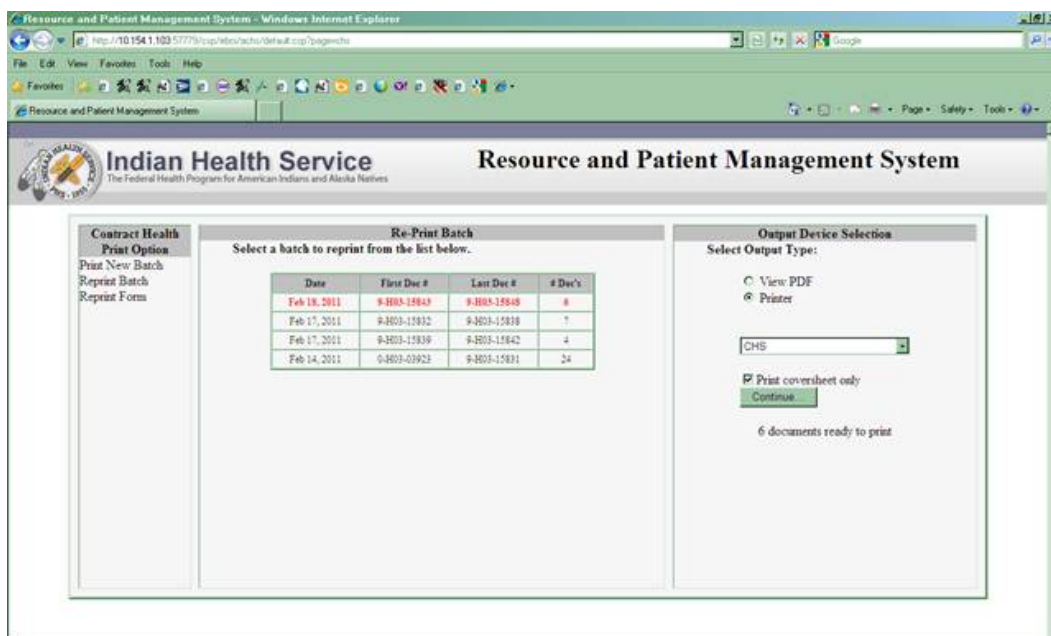


Figure 2-7: Reprint batch documents screen

### 2.1.3 Reprint Form Option

The last selection is to reprint a single Purchase Order. In RPMS, this option would be used as PRT > REP > 1 – Reprint Individual Document(s).

1. Enter the Purchase Order number you wish to reprint and click on the **Search** button. It will then bring up your document.
2. Place a check mark in the empty box and click on **Add Document**. You can then search for another document by putting the Purchase Order number in the Search box and clicking the **Search** button to bring up the next document. Place a check mark in the empty box and again click on **Add Document** (Figure 2-8).



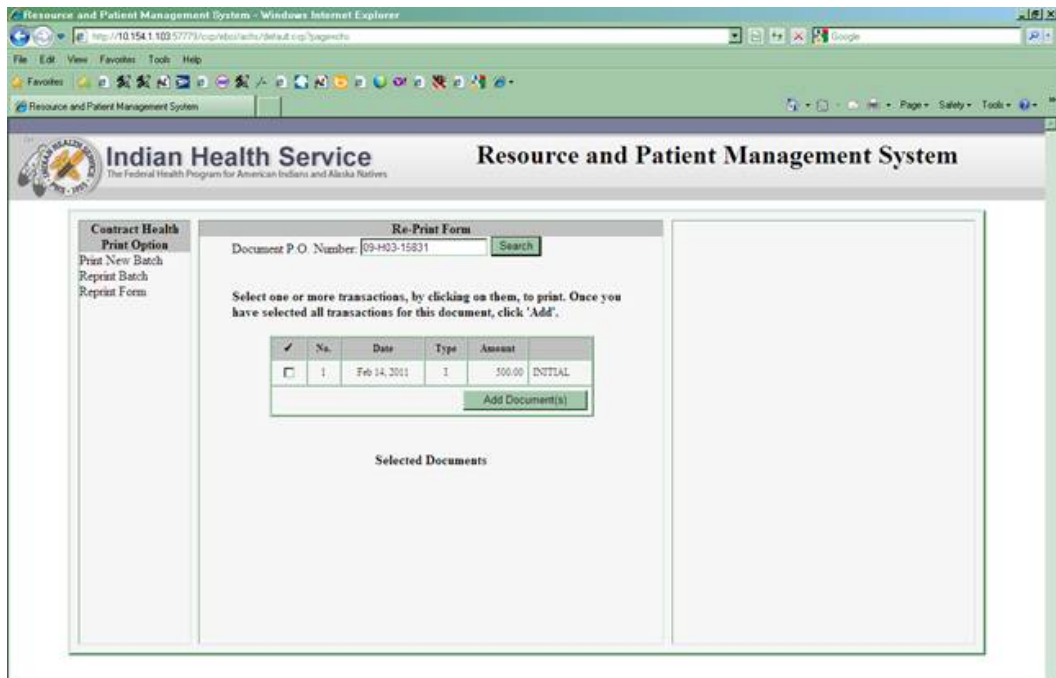


Figure 2-8: Search and Reprint documents screen

3. As you add the documents to the queue, you will see the selected documents under the **Continue** button. Once you have completed entering all documents then click on the **Continue** button (Figure 2-9). The **Output Device Selection** menu will appear on the right hand side of the screen

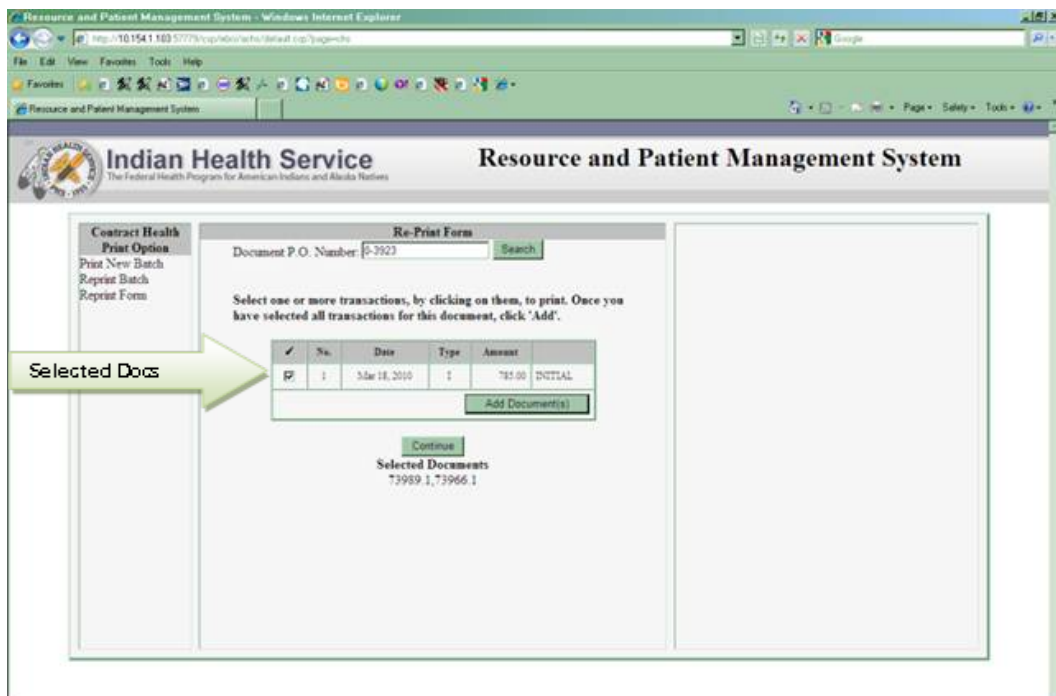


Figure 2-9: Reprint document queue

## 2.1.4 Output Device Selection Options

4. After the documents have been selected and added to the queue, the **Output Device Selection** menu will appear on the right side of the screen. You can then select from the two output options to either **View PDF** or send to a **Printer** (Figure 2-10).

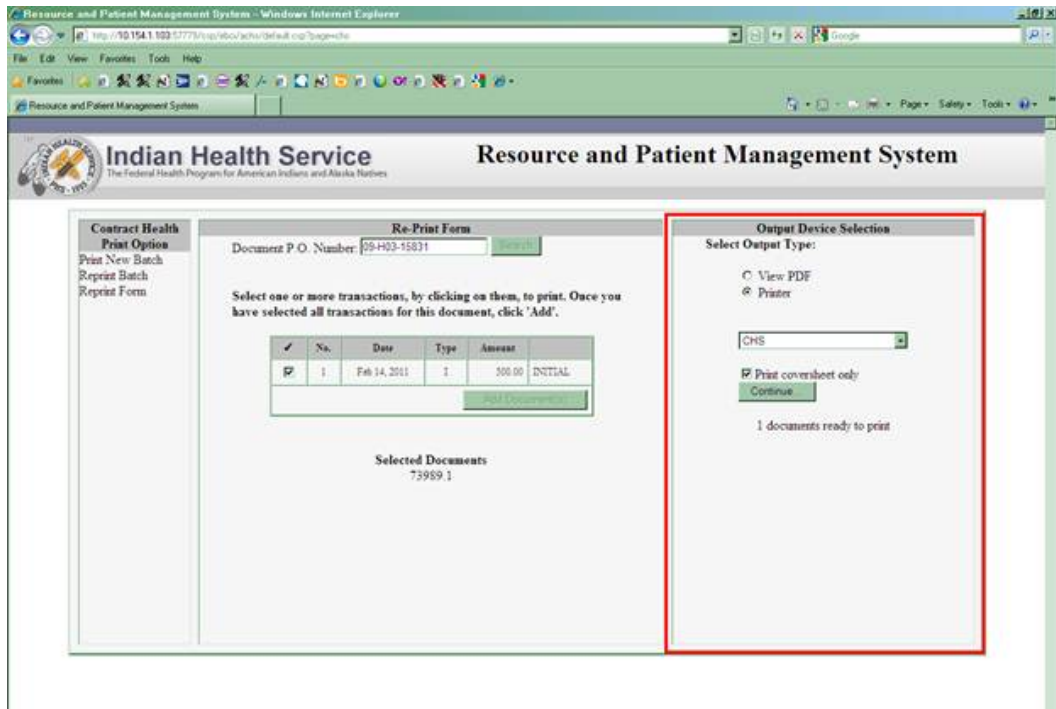


Figure 2-10: Output Device Options

5. If you would like to view the documents as a PDF and there are less than 20 documents in your queue, select **View PDF**.
6. Click **Continue** and the number of documents indicated will be viewable via PDF where you will also have the option to print the documents (Figure 2-11).

U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
INDIAN HEALTH SERVICE  
**ORDER FOR HEALTH SERVICES**  
Instructions to complete the order, claim submission, order provisions and clauses on page 2.

HHSQ2852011H0300018P 323 ORDER NO 11-1803-00018

<b>2. PATIENT IDENTIFICATION</b> DEMO, KATHIE ANYCHTY, NC 28719 XXXXX0189 Fax: 232101 IHS#: 137882 12-09-1992 F 023 008 575-87-37 Desc: EMERGENCY ROOM VISIT		<b>3. HEALTH INSURANCE COVERAGE</b> a. Name of Policy Holder: DEMO, KATHIE b. Plan Name: MEDICAID c. Address: d. Policy No.: 349385914 e. Coverage Type: PW <input type="checkbox"/> Current <input type="checkbox"/> Previous f. Effective Date: Nov-01, 2009 g. Termination Date: h. Other Health Insurance Coverage:	
<b>4. IHS ORDERING FACILITY</b> 2010 DEMO HOSPITAL 232101 CHEROKEE INDIAN HOSPITAL CHEROKEE NC, 28719		<b>5. HOSPITAL INPATIENT</b> <input type="checkbox"/> <b>6. DENTAL</b> <input type="checkbox"/> <b>7. OTHER THAN HOSPITAL INPATIENT OR DENTAL</b> <input type="checkbox"/>	
<b>8. ESTIMATED CHARGES</b> \$111.00		<b>9. FISCAL YEAR CAN</b> 238CW11	
<b>10. OBJECT CLASS CODE</b> 23 6R			

Figure 2-11: PDF document screen

7. If you would like to print the document, select **Printer** and click on the drop down arrow to select a printer device.
8. Click **Continue** and the number of documents indicated will print to the device that you have selected (Figure 2-12).

U.S. Department of Health and Human Services  
**Indian Health Service**  
The Federal Health Program for American Indians and Alaska Natives

**Contract Health System**

Contract Health Print Option  
Print New Batch  
Reprint Batch  
Reprint Form

**Re-Print Batch**  
Select a batch to reprint from the list below.

Date	First Doc #	Last Doc #	# Doc's
Apr 29, 2011	1-1803-00018	1-1803-00021	4
Apr 28, 2011	1-1803-00019		
Apr 28, 2011	1-1803-00021		
Apr 28, 2011	1-1803-00004		
Apr 28, 2011	1-1803-00014		
Apr 22, 2011	1-1803-00006		

Output Device Selection  
Select Output Type:  
 View PDF  
 Printer  
 CHS PS  
 Print coversheet only  
 Continue  
 4 documents ready to print

Select Printer

Figure 2-12: Print screen

**Note:** If at any time you are unable to move from one selection to the next or if the Search Button has faded, simply go to the top of your Web page and refresh your screen. This will either take you back to log in again or will refresh the selections on the left (see Figure 2-13: Refresh screen for menu options).

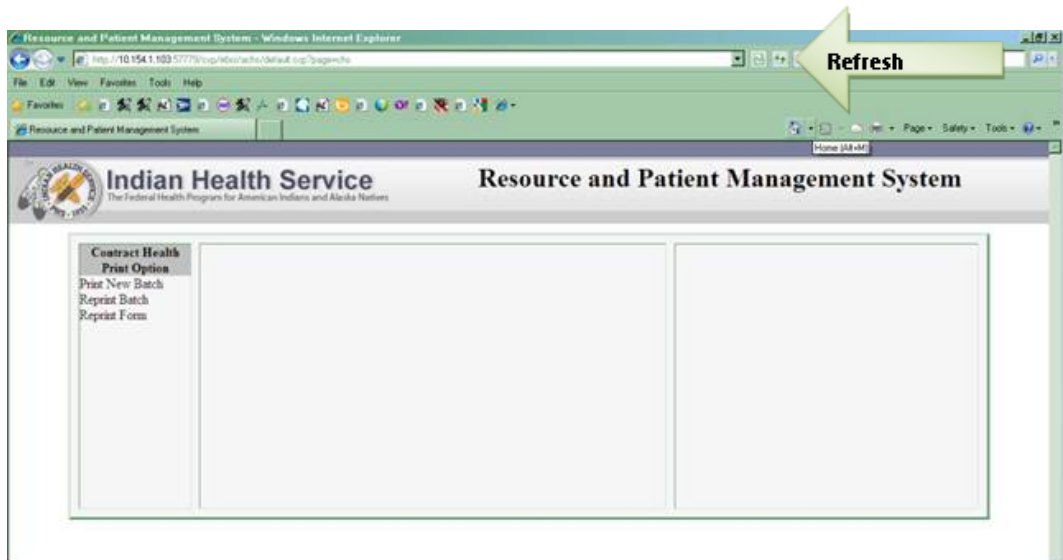


Figure 2-13: Refresh screen for menu options

9. When finished viewing and printing documents, click on the **LOGOUT** link at the top of the page to exit (Figure 2-14).



Figure 2-14: Logout Link

## Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

**Phone:** (505) 248-4371 or (888) 830-7280 (toll free)

**Fax:** (505) 248-4363

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

**Email:** [support@ihs.gov](mailto:support@ihs.gov)