



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Q-MAN

INSTALLATION MANUAL

**(Manual Revision)
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Installation Instructions

The latest version of Q-man has no significant changes in its installation.

1. First, it is wise, but not absolutely necessary, to remove all AMQQ* routines with ^%RDEL. Restore the routines in the unix file "amqq.v2rtn."
2. Run D ^AMQQINIT, taking all the defaults. Some files will be wiped out and then restored. During the init you will be asked to restore the globals from the UNIX file amqq.v2gbl. **Do not restore these globals before running the init (AMQQINIT)!!! If you do, don't worry. You can re-restore with no adverse affect.**
3. After the globals are restored, run the routine AMQQPOS to complete the installation process.
4. Assign the AMQQZ* keys to appropriate users.
 - Only legit users should be given the AMQQZMENU key.
 - Clinical users should also receive the AMQQZCLIN key.
 - Give yourself the AMQQZMGR key.
 - Assign the key AMQQZPROG to those users who will use the export manager and know mumps code. MUMPS can be used in the export manager to transform how the data appears in the ASCII file that will be exported to the user's PC software.
 - Place the options AMQQEMANEXPORT (E-Man Data Transfer) and AMQQEMANPURGE (Purge E-Man Export File) on those users' menus who will be utilizing the export manager.
 - Assign the key AMQQZRPT to those users (including yourself) that will be running reports for others. This key will notify QMAN that you want to be asked when printing a report if you are running the report for someone else and what their name is.

Once the keys are installed, make sure that Q-MAN's two options, AMQQMGR and AMQQMAN, are on the appropriate menus. AMQQMGR should only be on the system manager's menu.

NOTE: All users including the site manager should have an 'M' in the user access code string. Select the Q-Man Manager's Option from the menu and run the integ checker. If you wish, check and add the "AQ" indices, secure devices, lab tests, companion facilities, etc.

*** Special Instructions For DOS Users Restoring From Floppy Disk

1. Routines live in the file amqq.r and the globals live in the file amqq.g
2. First restore the routines, then run the init as outlined above. Restore the globals when prompted to do so by the init, then run the routine AMQQPOS to complete the installation.

Security Keys

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1      CHECK security keys
2      DEVICE management
3      INDEX setup
4      INTEG check
5      LAB startup
6      LOG of queries
7      SECONDARY facilities
9      HELP
0      EXIT

Your choice: [1] CHECK security keys
```

Q-Man uses the following five security keys:

- AMQQZMENU permits access to Q-Man's main menu and demographic data
- AMQQZCLIN permits access to clinical data
- AMQQZPROG gives access to programmers who wish to use Q-Man's 'script' interface
- AMQQZRPT asks someone generating a report who the report is being printed for
- AMQQZMGR permits access to the site manager's utilities.

The option lets you view the holders of each key. It is recommended that you send this report to a printer. This report is rapidly generated, so there is no need for queuing.

Sample Session

```
***** SECURITY KEY ASSIGNMENT CRITERIA *****

Q-MAN DEMOGRAPHIC DATA ACCESS  Key = AMQQZMENU  Assign to all Q-Man users
Q-MAN CLINICAL DATA ACCESS  Key = AMQQZCLIN  Assign to health professionals
only
Q-MAN PROGRAMMER ACCESS  Key = AMQQZPROG  Assign to PCC developers only
Q-MAN MANAGER'S UTILITIES  Key = AMQQZMGR  Only the site manager should hold
it
PROMPT FOR WHO REPORT IS FOR  Key = AMQQZRPT  Assign to users running
reports for others
***** Q-MAN ACCESS *****

JONES, BOB
BUTCHER, LORI ANN
GRAU, DAVID
MASON, BILL
MATTIX, DENNIS
ENOS, DON
```

CURTIS , CLAYTON
MCCAIN , JAMES
THURMAN , LEONARD

***** CLINICAL DATA ACCESS *****

JONES , BOB
BUTCHER , LORI ANN
GRAU , DAVID
MASON , BILL

***** Q-MAN PROGRAMMER ACCESS *****

SHORR , GREGORY
GRAU , DAVID

***** Q-MAN MANAGER'S UTILITIES *****

LOCKWOOD , JASON

***** REPORT GENERATORS *****

ADAM , ADAM
SHMULE , SAM

Device Management

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1      CHECK security keys
2      DEVICE management
3      INDEX setup
4      INTEG check
5      LAB startup
6      LOG of queries
7      SECONDARY facilities
9      HELP
0      EXIT

Your choice: [2]  DEVICE management
```

Q-Man's printed output can be limited to a predefined set of 'secure' devices. Security of confidential patient data cannot be emphasized strongly enough. Penalties for violating patient confidentiality are up to a \$5,000 fine and a possible jail sentence. **Only allow printers and terminals in secure locations, utilized by authorized users, to have Q-MAN outputs displayed on them.** One could imagine the havoc that would ensue if a report listing all the patients seen for VD printed on a printer located in the patient waiting area. Please see that Q-MAN is used appropriately!

Sample Session

```
***** IDENTIFY SECURE DEVICES FOR Q-MAN *****

You may want to define a group of "secure devices" for Q-Man.  If you choose
this option, Q-Man reports can only be displayed or printed on the devices you
specify.  First tell me if the set is "inclusionary" (all devices in your list
are secure) or "exclusionary" (all devices are secure unless they appear on
your list).  You may assign "secure status" to all devices or just the
printers.  Finally, I will ask you to enter the devices one at a time.

Select one of the following:

1      INCLUSIONARY (secure devices in list)
2      EXCLUSIONARY (non-secure devices in list)
0      EXIT (no device security requested)

Your choice: [1]  INCLUSIONARY (secure devices on list)

Note: Choose "INCLUSIONARY" if you are at a large facility and most devices will not be secure. Only a few
select devices will be secure, i.e., the devices you enter onto the list. "EXCLUSIONARY" therefore would be
used at smaller facilities where only a small number of devices will not be secure. In that case it is simpler just
to enter those devices as not being secure.
```

Select one of the following:

- 1 ALL devices outside of your set are not secure
- 2 ONLY printers outside of your set are not secure
- 0 EXIT

Your choice: [1] ALL devices outside of your set are not secure

Note: Choosing this option allows you to include terminals and printers on your list. All printers and terminals not on the list will not be secure. If you chose option 2, all terminals would be secure and only printers added to your list would be secure.

Select DEVICE: [3] DEV3-TTY03 DR. JOSE 3 DEV
ARE YOU ADDING 'DEV3-TTY03' AS A NEW DEVICE (THE 1ST FOR THIS Q-MAN SITE
PARAMETERS)? [Y] (YES)
Select DEVICE: [9] PRINTX-80 COMPUTER RM - PRINTRONIX
ARE YOU ADDING 'PRINTX-80' AS A NEW DEVICE (THE 2ND FOR THIS Q-MAN SITE
PARAMETERS)? [Y] (YES)

In the next example, a user who has device 4 would like to be able to display Q-MAN outputs to her screen. The site manager would select the device management option off of the Q-MAN site manager's utilities menu and the following would be displayed:

```
***** DEVICE MANAGEMENT *****

Current status =>

INCLUSIONARY PROTOCOL (All devices on list are secure)
ALL DEVICES (terminals and printers) NEED SECURITY CLEARANCE

CURRENT LIST OF SECURE DEVICES:

      DEV3-TTY03          C-WYSE          DR. JOSE
      PRINTX-80          P-PRINTRONIX          COMPUTER RM - PRINTRONIX

      Select one of the following:

          1 CLEAR the device list and start over
          2 EDIT the device list
          3 EXIT

What do you want to do now: EXIT// [2] EDIT the device list
Select DEVICE: [4] DEV4-TTY04 CRYSTAL JENE
      ARE YOU ADDING 'DEV4-TTY04' AS A NEW DEVICE (THE 3RD FOR THIS Q-MAN SITE
PARAMETERS)? [Y] (YES)
Select DEVICE: return
```


***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

- 1 CHECK security keys
- 2 DEVICE management
- 3 INDEX setup**
- 4 INTEG check
- 5 LAB startup
- 6 LOG of queries
- 7 SECONDARY facilities
- 9 HELP
- 0 EXIT

Your choice: [3] INDEX setup

Index Setup

Q-Man will work much more quickly if the "AQ" indices are activated in certain PCC files. These indices will increase the size of the database approximately 1%. If you call Q-Man frequently, use this utility to activate, verify and re-index the cross ref. Your CPU will thank you! The index checker need only be run once. Thereafter the cross references will be updated as new data is entered into the system.

Sample Session

```
Q-Man indices have not been activated!
```

```
I can create the Q-Man indices now. This will significantly improve the performance of Q-Man and reduce stress on the CPU. However, the new indices will increase the size of the PCC database by approximately 1%
```

```
Want me to create the indices? [Y]
```

```
Queue the setting up of these indices for after hours.
```

Integ Checker

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1    CHECK security keys
2    DEVICE management
3    INDEX setup
4    INTEG check
5    LAB startup
6    LOG of queries
7    SECONDARY facilities
9    HELP
0    EXIT

Your choice: [4]  INTEG check
```

Makes sure that Q-Man routines have not been altered or corrupted. Run this option after restoring Q-MAN routines for the first time or if you think that a Q-MAN routine was modified.

Sample Session

```
AMQQ
AMQQ1      has been modified
AMQQ2
AMQQAC
AMQQAC1
AMQQAT
AMQQAT1
AMQQAT11
AMQQAT2
AMQQATA
etc.
```

Lab Startup

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1      CHECK security keys
2      DEVICE management
3      INDEX setup
4      INTEG check
5      LAB startup
6      LOG of queries
7      SECONDARY facilities
9      HELP
0      EXIT

Your choice: [5] LAB startup
```

Lab tests can only be entered if the following are true for your system:

1. You are running the VA lab system with the PCC link running or you have the 93.1 distribution installed (Release date Fall, 1992)
2. You have the VA Lab files LABORATORY TEST (#60) and TOPOGRAPHY FIELD (#61)
3. For those not running the VA LAB system, the 93.1 release will have input templates for the V LAB file that will include the SITE field for that file. Data entry must be entering the site from which the sample was collected for the lab test, i.e., serum, urine, CSF, in order for Q-MAN to search for lab test results.

When you first initialize a new version of Q-Man, the metadictionary will not contain any lab tests other than PAP SMEAR. You must 'populate' the metadictionary if you want users to be able to access lab results.

There are 2 methods of populating the metadictionary. You may use either or both! If you select the TOP 40 method, Q-Man will sample your database and find the 40 most common lab tests and enter them into the metadictionary. If you select the individual entry method, you may enter tests one at a time (up to 40 per session). You determine which tests to enter. You may want to first select the TOP 40 method. Then add additional lab tests via the individual entry method.

Choose the VIEW option to see lab tests that have been previously selected.

Sample Session

```
***** LAB RESULTS FOR Q-MAN *****

Select one of the following:

    1    TOP 40 tests
    2    INDIVIDUAL tests
    3    VIEW Q-Man lab tests
    9    HELP
    0    EXIT

Your choice: [2]
Lab test: [GLUCOSE]
    1    GLUCOSE
    2    GLUCOSE TOLERANCE (URINE)
    3    GLUCOSE TOLERANCE TEST
CHOOSE 1-3: [1]
Lab test: [WBC]
Lab test: return

GLUCOSE
BLOOD WBC
CSF WBC
PERITONEAL FLUID WBC
PLEURAL FLUID WBC
SYNOVIAL FLUID WBC

NOTE: Even though you did not specify all the anatomic sites for WBC, we see that entries were made for each possible specimen type on which a WBC can be run. Q-MAN will create separate entries for each site from which a specimen can be obtained for a given test. Users of Q-MAN can then ask for all WBCs or for example, just WBCs run on pleural fluid. Notice that URINE GLUCOSE was not entered by Q-MAN. This is because URINE GLUCOSE is a separate entry in the LABORATORY TEST file and must be entered separately for Q-MAN. There is only one WBC entry in the LABORATORY TEST file, though several possible specimen sites are listed for that test within the WBC entry. Now let's continue this example and enter URINE GLUCOSE. Then we will view all the entries made into Q-MAN's metadictionary.

Select one of the following:

    1    TOP 40 tests
    2    INDIVIDUAL tests
    3    VIEW Q-Man lab tests
    9    HELP
    0    EXIT

Your choice [2]
Lab test: [URINE GLUCOSE]
Lab test: return

URINE GLUCOSE
DIPSTICK

continued on next page=>
```

Select one of the following:

- 1 TOP 40 tests
- 2 INDIVIDUAL tests
- 3 VIEW Q-Man lab tests
- 9 HELP
- 0 EXIT

Your choice [3]

BLOOD WBC, CSF WBC, PERITONEAL FLUID WBC, PLEURAL FLUID WBC, SYNOVIAL FLUID WBC, URINE GLUCOSE, DIPSTICK, GLUCOSE

Log

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1      CHECK security keys
2      DEVICE management
3      INDEX setup
4      INTEG check
5      LAB startup
6      LOG of queries
7      SECONDARY facilities
9      HELP
0      EXIT

Your choice: [6] LOG of queries
```

The Q-Man log keeps a brief record of each query session: user, date of session, duration of session, attributes searched, etc. This utility lets you activate, deactivate, view, and purge the log.

Sample Session A

```
***** Q-MAN USAGE LOG *****

Select one of the following:

1      ACTIVATE Log
2      INACTIVATE Log
3      PURGE Log
4      VIEW Log
9      HELP
0      EXIT

Your choice: [1] ACTIVATE Log

The Q-Man LOG has been activated
```

Sample Session B

```
***** VIEW QUERY LOG *****
Start with what date: [T] (MAY 29, 1991)
End with what date: [T] (MAY 29, 1991)

When viewing the log, you may sort by one of the following attributes =>

Select one of the following:

    1      USER (e.g. DOE,JOHN)
    2      SECURITY LEVEL (DEMOGRAPHIC or CLINICAL)
    3      OUTPUT DEVICE
    4      SESSION DURATION (SECONDS)
    0      NONE

Your choice: NONE// return

DEVICE: return

QMAN LOG                                MAY 29,1991 09:42 PAGE 1
QUERY TIMESTAMP      USER              DURATION    SUBJECT AND ATTRIBUTES
-----
MAY 29,1991 09:35  MALONE,SAM    00:03:07    PATIENT: DOD, DIAGNOSIS
MAY 29,1991 12:54  JACKSON,JASON 00:01:03    PATIENT: DOD, MMR
MAY 29,1991 15:23  HELMS,WILMA  00:00:58    PATIENT: DOD, WTL
```


Secondary Facilities

```
***** Q-MAN SITE MANAGER'S UTILITIES *****

Select one of the following:

1      CHECK security keys
2      DEVICE management
3      INDEX setup
4      INTEG check
5      LAB startup
6      LOG of queries
7      SECONDARY facilities
9      HELP
0      EXIT

Your choice: [7]  SECONDARY facilities
```

Sample Session A: Initial entry of facility names

```
***** SECONDARY FACILITIES *****

Normally, when the user requests patient reports, s/he will only see the chart
number at this facility.  The user may request other chart numbers provided
that you enter the other local facilities now.  You may enter up to three
facilities, but do not enter this one.

Select LOCATION: [SAN XAV] IER HEALTH CENTER
Select LOCATION: [SANTA ROSA H] EALTH CENTER
Select Location: return

Okay, the entered local facility or facilities' chart numbers will now appear
```

Sample Session B: Editing entered facilities

```
***** SECONDARY FACILITIES *****

Normally, when the user requests patient reports, s/he will only see the chart
number at this facility.  The user may request other chart numbers provided
that you enter the other local facilities now.  You may enter up to three
facilities, but do not enter this one.

OTHER FACILITIES CHART NUMBERS NOW DISPLAYED =>

SAN XAVIER HEALTH CENTER
SANTA ROSA HEALTH CENTER

You may recreate this list if you want.  Do you want to remove this list and
enter other local facilities?  NO// return
```