



RESOURCE AND PATIENT MANAGEMENT SYSTEM

IHS Dental Data System (DDS)

(ADE)

Technical Manual

Version 6.0
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Division of Information Resources
Albuquerque, New Mexico

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Preface

This manual provides technical details concerning the contents of the IHS Dental Data System(DDS/ADE). Because of its technical nature, its primary audience will be Information System personnel responsible for installing and maintaining the package.

1.0 Introduction

<<*MANDATORY*>>

Package Name: IHS Dental Data System (DDS)

Package Prefix: ADE

Developer: Michael Loughran

Current Version: 6.0

2.0 Enhancements

A complete description of enhancements in this version of the IHS Dental Package is available in the online help frame entitled NEW FEATURES IN THIS VERSION in the HELP menu. The following features are of particular interest to Site Managers:

Unattended Data Extraction: The Dental System now supports unattended data extraction on MSM systems. To use this feature, schedule the option ADEXAUTO to run on the last day of each month and it must be scheduled to run on a printer. Use of this option should be closely coordinated through the Area ISC.

Dental Package Software Diagnostics: Dental Package installation history, current settings, and the status of the dental background filer are available in the DIAG submenu of the Dental Supervisor's menu. The software diagnostic options will provide useful information for support personnel.

3.0 Implementation Notes

Proper implementation of the ADE package includes executing the INIT routines.
(See the Installation Guide for details.)

4.0 Programmer's Notes

5.0 Routine Descriptions

5.1 Routines with Description

ADE697A	DENTAL TABLE UPDATES	This is the post-Init routine
ADE697B	DENTAL TABLE UPDATES	
ADE697C	DENTAL POST-INIT	
ADE6A1	DENTAL TABLE UPDATES	Data for new ADA Codes
ADE6A2	DENTAL TABLE UPDATES	Data for new ADA Codes
ADE6E1	DENTAL TABLE UPDATES	Data for new data entry screens
ADE6G1	DENTAL TABLE UPDATES	Data for modified DENTAL EDIT GROUP TOOTHPROCEDURES entry
ADE6M1	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M2	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M3	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M4	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M5	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M6	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M7	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M8	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6M9	DENTAL TABLE UPDATES	Data for modified ADA Codes
ADE6O1	DENTAL TABLE UPDATES	Data for modified DENTAL OPERATIVE SITE Codes
ADE6U1	DENTAL TABLE UPDATES	Data for modified ADA Code RECOMMEND USE field
ADEA9C	DENTAL PCC LINK	
ADEA9C1	DENTAL PCC LINK PART 2	CREATE NARRATIVE AND POV
ADEA9C2	DENTAL PCC LINK PART 3	Deletes PCC dental dependent entries also deletes Visit Entry if called with ADENEWS=1
ADEATT	ATTENDING DDS STMT I	
ADEATT1	ATTENDING DDS STMT PT 2	
ADEATT2	ATTENDING DDS STMT PT 2	
ADEATT3	ATTENDING DDS STMT PT 3	
ADEATT4	ATTENDING DDS STMT PT 4	
ADECLET	GENERATED FROM 'ADEMLET'	ADD TO ^AU9N9RVT PRINT TEMPLATE (#5965) (FILE 9002003.2, MARGIN=80)
ADECLS	CLEAR SCREEN	
ADED	SET KERNEL VARIABLES,	WRITE KERNEL HEADER PARAMETER GLOBAL NAME IS SET IN MAIN GARS MENU FOR THAT DISCIPLINE
ADEDCLK	DICTIONARY ENTRY LOOK-U9	UTILITY RENAMESPACED FROM AUDICLK
ADEDDTH	ADD/EDIT GENERIC PROVIDER	FILE THIS ROUTINE EDITS THE GENERIC PROVIDER FILE ACCORDING TO THE FIELD NAMES AND ENTRY ORDER STORED IN THE GENERIC PARAMETER FILE
ADEDDTH1	CONTINUATION OF ADEDDTH	
ADEDEDRC	PROMPT FOR STAFF NAME	(VS. DATE) THEN EDITS RECORD
ADEDQUE	DEQUEUES FROM ^ADEPOST	
ADEX	DENTAL PKG DIAGNOSTICS	Enter at to9 to run entire diagnostic set Enter at specific labels to run a particular component
ADEEAU	GENERATED FROM 'ADEEAU'	INPUT TEMPLATE(#2864), FILE 9002002.5;11/25/97
ADEEW	GENERATED FROM 'ADEFEWS'	INPUT TEMPLATE(#2858), FILE 9002004;11/25/97

ADEFFLG	RESET F- EXTRACT FLAG	
ADEFLEX	EXTRACT F DATA PT 1	
ADEFLEX0	EXTRACT F- DATA PART 2	^ADEFDATA is a transient, non-FileMan working global
ADEFLEX1	EXTRACT F- DATA PART 3	THIS PART CONTAINS ERROR ROUTINES ONLY ORIGINAL VERSION
ADEPPC F	COMPLIANCE PT 1	
ADEFPC1 F	COMPLIANCE PART 2	
ADEFPC3 F	COMPLIANCE PART 3	
ADEFPC4 F	COMPLIANCEPT 4	
ADEGRL	DENTAL DATA ENTRY PT 1	
ADEGRL0	DENTAL ENTRY PART 1.5	
ADEGRL1	DENTAL ENTRY PART 2	FAC SUBRTN REDONE FOR MULTIFACILITY LOOKUP PER DG/OHPRD
ADEGRL2	DENTAL ENTRY PART 3	RETURNS ADENEWS=1 AND ADEVDATA (IF A NEW VISIT), ADENEWS=0 AND ADEDFN (IF OLD VISIT) Y=1 IF SUCCESSFUL, OTHERWISE Y=0 IF NO TIME ENTERED, DEFAULTS TO 0800 ***TO DO: parameterize GET VISIT DATE
ADEGRL3	DENTAL ENTRY PART 4	
ADEGRL31	DENTAL ENTRY PART 5	
ADEGRL32	DENTAL ENTRY PART 32	
ADEGRL33	GET TX HX STORE PROCEDURE	HX IN ARRAYS ADEHXC(CODE,DATE) AND ADEHXC(OPSITE,DATE) ADEHXC(CODE,DATE)=QTY^FACILITY
ADEGRL4	DENTAL ENTRY PART 6	
ADEGRL5	DENTAL ENTRY PART 7	
	ADEGRL5A	CODE EDITS INPUTS -
	ADEV(ADECOD),ADEHX ARRAY \$0 THRU ^ADEEDIT("AC",ADECOD, RESOLUTION TYPE,ENTRY NUMBER)	DO SUBR CORRESPONDING TO EDIT TYPE - RESOLVE PRN OUTPUT - FLAG ON ADA CODE, REJECT ADA CODE, REPLACE ADA CODE
ADEGRL5B	DENTAL CODE EDITS PT 2	
ADEGRL5C	CODE EDIT FUNCTIONS	
ADEGRL6	FILE DENTAL VISIT DATA	
ADEHEL9	ADA CODE INFORMATION	
ADEKNS	REPORTS INSTALL	This routine runs at post-init initiates the compilation of dental data. The routine follows these steps: 1) Checks the quarter prior to the current qtr for existence of dental data. 2) If data exists, queues itself to compile data for thatprior quarter 3) Compiles data for the current quarter. This queuing loop continues until there's no dental data left to compile. Enter at top for interactive session
ADEKNT	COMPILE DENTAL REPORTS	Add facility capability to reports Entry points: ADEKNT - prompt year, quarter & do all objectives. EN (Objective) prompt year. quarter, do objectives in parameter ZTM - Tasked option ADEK-QUARTER KNS - Called by ADEKNS installation routine

ADEKNT1	COMPILE DENTAL REPORTS	
ADEKNT2	COMPILE DENTAL REPORTS	
ADEKNT3	COMPILE DENTAL REPORTS	
ADEKNT4	COMPILE DENTAL REPORTS	
ADEKNT5	COMPILE DENTAL REPORTS	
ADEKNT6	COMPILE DENTAL REPORTS	Send mail message with California FY statistics. Enter at top to Receive prompt for fiscal year. Enter at CFBULL for non-interactive creation of mailman message containing fiscal year statistics.
ADEKNT61	COMPILE DENTAL REPORTS	
ADEKNT9	COMPILE DENTAL REPORTS	This routine contains code for procedures which the IHS Dental program decided should not be included in the reports package. However, since the Dental program has changed its mind several times regarding what it wants on these reports, I want to keep this code intact. They may want to use it later.
ADEKR9	PRINT COMPILED REPORTS	
ADEKR91	PRINT COMPILED REPORTS	
ADEKR92	PRINT COMPILED REPORTS	
ADEKR93	PRINT COMPILED REPORTS	
ADEKR95	PRINT COMPILED REPORTS	
ADEKR951	PRINT COMPILED REPORTS	Extension of report begun in ADEKR95 (due to routine size) process from ^ADEKNT to create report array ADERE9(ADEYQ= Year. Quarter ADEIEN=IEN in ^ADEKOB file ADERE9(REPORT TYPE,ADEIEN)=OBJECTIVE NAME ADERE9(SQ,ADEIEN,AGE)=3YU^D3YU^DVIS 3MON^ASSESSD3MON^NUMBER ADERE9(CQ,ADEIEN,ADEYQ,AGE)=3YU^D3Y U^DVIS3MON^ASSESSD3MON^NUMBER ADERE9(SA,ADEIEN,AGE)=3YU,D3YU,DVIS 12MON^ASD12MON^NUM ADERE9(CA,ADEIEN,AGE)=3YU,D3YU,DVIS 12MON^ASD12MON^NUM
ADEKR96	PRINT COMPILED REPORTS	
ADEKR9	PRINT COMPILED REPORTS	
ADELETE	DELETE DENTAL VISIT	
ADELRF	GENERATED FROM 'ADEPRSDI' P002005, MARGIN=80)	PRINT TEMPLATE (#5958) (FILE
ADELWF	GENERATED FROM 'ADEFPWS' P002004, MARGIN=80)	PRINT TEMPLATE (#5951) (FILE
ADEM	HEADER	
ADEMBA	COUNT BA'S IN ^ADEPAT TO LOOK FOR BA'S RETURNS IN X THE NUMBER OF BA'S IN ^ADEPAT DURING past X DAYS (CALLED BY ADEBA FUNCTION)	INPUT (IN X) NUMBER OF DAYS IN PAST
ADEMBD	DELETE FOLLOWU9 GROUPS	
ADEMDL	FOLLOWU9 LIST DELETION ADEMDFN WILL DELETE ENTRY ADEMDFN FROM ^ADEFOL AND UPDATE ^ADEPAT	CALLED AT EN WITH ADEPAT AND
ADEMNG	DENTAL FOLLOWUP MGMT	
ADEMNG1	DENTAL FOLLOWUP MGTPT 2	
ADEMNG3	DENTAL FOLLOWUP MGTPT 3	
ADEMNG6	DENTAL FOLLOWUP MGTPT 4	

ADEM9	DENTAL FOLLOWUP OUTPUT INDIVIDUAL PATIENT	CALL AT EN TO GET OUTPUT FOR
ADEMPLET	INDIV RECALL LETTER	LOOKU9 ENTRY IN ^ADEFOL
ADEMPRT	FOLLOWUP GROUP OUTPUT	
ADENODE	RESET PATIENT UPDATE FLAG	Now checks ADEPOST & returns message if unposted data exists in the queue.
ADEP	GENERATED FROM 'ADEPADA' PRINT TEMPLATE (#5955) (FILE P999999.31, MARGIN=80)	
ADEPDDM	DENTIST QUARTERLY REPORT	
ADEPDDS	DENTIST MONTHLY REPORT	
ADEPDDY	DENTIST ANNUAL REPORT	
ADEPDFR	DEFERRED SVCS PART 1	
ADEPDFR1	DEFERRED SERVICES PT 2	GENERATED FROM 'ADEPDFIND' PRINT TEMPLATE (#5979) (FILE P002003.4, MARGIN=80)
ADEPEND	ENDO REPORT	
ADEPENDA	ENDO REPORT PT 2	
ADEPENDN	ENDO REPORT NOTES	STE9 1: Get template with dfns of all tooth access visits Get Date range into ADEDATE Zero out ADEPROV,ADEST9,ADEAGE,ADELOC,ADEHYG screens Set ADEADA(1) to look for all accessed teeth Setu9 template ADEQA ENDO to store visit hits Call ADEPQA to run search with no printout. STE9 2: Set ADEST9=ADEQA ENDO Set ADEPROV for a dentist (zero out other screens) For each dentist loo9 thru following Set ADEADA(1) for accessed, accessed + extracted, +completed, +alloy restored, +crown restored Kill ADEUTL("ADEPQA") Call ADEPQA with each value of ADEADA(1) After search, count entries in ADEUTL("ADEPQA") Set results array ADERE9 as follows: ADERE9(DENTIST NAME)="Total Accessed^+extracted^+completed^+all oy restored^+crown restored." STEP 3: Call DI9 to print out the results array. STE9 4: Delete templates
ADEPHY	HYG/THER MONTHLY REPORT	
ADEPHYM	HYG/THER QUARTERLY REPORT	
ADEPHYH	HYGIENIST ANNUAL REPORT	
ADEPKDEL	DELETE ADE NAMESPACED ITEMS	Deletes all ADE namespaced templates, options, help frames, keys EXCEPT option ADEMENU and keys ADEZMENU and ADEZMSUPFUN
ADE9LBL	PRINT MAILING LABELS	FROM SORT TEMPLATE
ADE9LBL1	MAILING LABELS PART 2	
ADE9LV	DENTAL LVL OF SVC	
ADE9LV1	DENTAL LVL OF SVC	
ADE9ME	MEDICAID ELIGIBLES PT 1	
ADE9ME1	MEDICAID ELIGIBLES PT	GENERATED FROM 'ADE9OS' PRINT TEMPLATE (#5959) (FILE P002010.03, MARGIN=80)
ADE9QA	QA ENGINE	
ADE9QA1A	USER TEMPLATE	

ADE9QA1B	OUTPUT TYPE	
ADE9QA1C	SCREENS	
ADE9QA1D	CODE SCREENS	
ADE9QA2	REPORT OPTIONS	
ADE9QA3	SEARCH PARAMS	Functions to set u9 search parameters
ADE9QA3A	CODE SEARCH PARAMS	
ADE9QA4	REVIEW PARAMETERS	
ADE9QAN	QA ENGINE NOTES	Main idea- Hard-code the search logic and store the hits in DIBT for printout by FM. Search Options will be: Use Template: Beginning and Ending Dates, Age range, Include provider (or "*" for All) prompt like this: ADA Code: (Comma delimited codes. Ranges separated by dash.) Followed by ADA Code: Relative (date): preceded by ADA Code: Relative (date): Should these codes apply to the SAME operative site? Should these codes apply to a PARTICULAR Operative site? ADA CODE: ETC All these search criteria should be stored in an array and the engine should be callable with the array already set up so that the reports can be generated without prompting for codes, etc. Confirm selections OUTPUT: prompt for template name Report options: Count of patients, visits, codes or operative sites List of patient names/chart#/visit dates Dental summary for each hit DEVICE SELECTION Set up BY string Call EN1^DI9
ADE9REI	IHS DENTAL PREINIT	
ADE9SUB	SUBROUTINE & FUNCTION LIBRARY SUBROUTINES AND \$\$FUNCTIONS FOR ADE9 REPORTS	
ADE9SUB1	PRINT SUBROUTINES	
ADE9SUB3	NEW PROGRAM	\$0 Thru code subfile & increment counter for each code series Build ADERE9 for ADEPER periods The array we're building is: ADERE9(DENTIST NAME,SERIES,CODE)="Week1 total,... week4total" AND ADERE9(DENTIST NAME, SERIES, "TOTAL") Where DENTIST NAME is printable name and: CODE SERIES= Visits, Diagnostics, preventive, Restorative, etc
ADE9SUB4	SUBROUTINE & FUNCTION LIBRARY ^ADERE9 is a transient report global	
ADE9V	VISIT REPORTS	
ADE9V1	DENTAL VISIT REPORT PT 2	
ADE9X	DENTAL REPORT EXPORTS	CREATE REPORTS FOR EXPORT TO HFS
ADE9X01	REPORTS	
ADEQUE	QUE FILE WRITES TO ADE9OST	
ADEREQUE	RESTART DENTAL BACKGROUND	
ADERFLG	RESET DENTAL EXTRACT FLAG	
ADERVW	DENTAL CHART REVW PART 1	

ADERVW0	DENTAL CHART REVW PT 2	
ADERVW1	DENTAL CHART REVIEWPT 3	
ADERVW2	DENTAL CHART REVW PART 4	
ADETUR	TURNAROUND FORM	
ADEUTL	UTILITY PROGRAM	
ADEXBLM	LIST MANAGER API'S	
ADEXCOD	UPDATE ADA CODE FILE	
AEXCOD2	UPDATE ADA CODE FILE PART 3	CHECK FOR DUPES IN AUTTADA
ADEXER	DENTAL ERROR REPORTPT 1	
ADEXER1	DENTAL ERROR REPORTPT 2	
ADEXER2	DENTAL ERROR REPORTPT 3	
ADEXER3	DENTAL ERROR REPORTPT 4	
ADEXSU	DENTAL EXTRACT PART 1	
ADEXSU0	DENTAL EXTRACT PART 2	
ADEXSU1	DENTAL EXTRACT PART 3	
ADEXSU2	DENTAL EXTRACT PART 4	
ADEXSU3	DENTAL EXTRACT PART 5	

6.0 Files and Tables

6.1 File Listings

File Name	File Number	Global
DENTAL FLUORIDATION SURVEILLANCE	9002002.1	^ADEFU(
ADE GENERIC PARAMETER	9002002.21	^ADED9RM(
ADE GENERIC PROVIDER	9002002.22	^ADED9RV(
ADE GENERIC RECORD	9002002.23	^ADEDREC(
ADE GENERIC ACTIVITY	9002002.24	^ADEDACT(
ADE GENERIC PURPOSE	9002002.25	^ADED9UR(
ADE GENERIC RECIPIENT	9002002.26	^ADEDRC9(
ADE GENERIC REFERRAL	9002002.27	^ADEDREF(
ADE GENERIC SETTING	9002002.28	^ADEDSET(
DENTAL STERILIZER	9002002.5	^ADESTE(
DENTAL STERILIZER TEST	9002002.51	^ADESTR(
DENTAL CONTINUING EDUCATION	9002002.6	^ADECDE(
DENTAL FOLLOWU9 CATEGORY	9002003.1	^ADETY9(
DENTAL FOLLOWU9	9002003.2	^ADEFOL(
DENTAL DEFERRED NEED TYPES	9002003.3	^ADEDNT(
DENTAL DEFERRED SVCS REGISTER	9002003.4	^ADEDSR(
DENTAL WATER SYSTEM	9002004	^ADEWS(
DENTAL RESOURCE	9002005	^ADERS(
DENTAL SITE PARAMETERS	9002006	ADEPARAM(
DENTAL REPORT DUMMY	9002006.9	^ADEDUM(
DENTAL PROCEDURE	9002007.9	^ADE9CD(
DENTAL EDIT	9002007.91	^ADEDIT(
DENTAL DATA EXTRACTION LOG	9002009	^ADELOG(
DENTAL PROGRAM OBJECTIVE	9002009.6	^ADEKOB(
DENTAL OBJECTIVE COUNT	9002009.7	^ADEKNT(
DENTAL EMPLOYEE	9002010.01	^ADEEM9(
DENTAL OPERATIVE SITE	9002010.03	^ADEO9S(
DENTAL RESOURCE TYPE	9002010.05	^ADERSCT(
DENTAL FEE	9002010.08	^ADEFEE(
DENTAL PATIENT	9002010.2	^ADE9AT(

7.0 File Descriptions

File Name	File Number	File Global	D D	R D	W R	D E L	L G O	A U D
DENTAL FLUORIDATION SURVEILLANCE	9002002.1	^ADEFU(@	[[[[@
ADE GENERIC PARAMETER	9002002.21	^ADEDP(@	[[@	@	@
ADE GENERIC PROVIDER	9002002.22	^ADEDP(@	[[@	[@
ADE GENERIC RECORD	9002002.23	^ADEDR(@	[[[[@
ADE GENERIC ACTIVITY	9002002.24	^ADEDA(@	[[@	[@
ADE GENERIC PURPOSE	9002002.25	^ADEDP(@	[[@	[@
ADE GENERIC RECIPIENT	9002002.26	^ADEDR(@	[[@	[@
ADE GENERIC REFERRAL	9002002.27	^ADEDR(@	[[@	[@
ADE GENERIC SETTING	9002002.28	^ADEDS(@	[[@	[@
DENTAL STERILIZER	9002002.5	^ADEST(@	[[@	[@
DENTAL STERILIZER TEST	9002002.51	^ADESTR(@	[[[[@
DENTAL CONTINUING EDUCATION	9002002.6	^ADECD(@	[[[[@
DENTAL FOLLOWUP CATEGORY	9002003.1	^ADETY(@	[[@	[@
DENTAL FOLLOWUP	9002003.2	^ADEFO(@	[[[[@
DENTAL DEFERRED NEED TYPES	9002003.3	^ADEDN(@	[[@	@	@
DENTAL DEFERRED SVCS REGISTER	9002003.4	^ADEDS(@	[[[[@
DENTAL WATER SYSTEM	9002004	^ADEWS(@	[[@	[@
DENTAL RESOURCE	9002005	^ADERS(@	[[[[@
DENTAL SITE PARAMETERS	9002006	^ADEPA(@	[[[[@
DENTAL REPORT DUMMY	9002006.9	^ADEDU(@	[@	@	@	@
DENTAL PROCEDURE	9002007.9	^ADEPC(@	[[[[@
DENTAL EDIT	9002007.91	^ADEDI(@	[@	@	@	@
DENTAL DATA EXTRACTION LOG	9002009	^ADELO(@	[[[[@
DENTAL PROGRAM OBJECTIVE	9002009.6	^ADEKO(@	[[@	[@
DENTAL OBJECTIVE COUNT	9002009.7	^ADEKN(@	[[[[@

File Name	File Number	File Global	D D	R D	W R	D E L	L G O	A U D
DENTAL EMPLOYEE	9002010.01	^ADEEMP(@	[[@	[@
DENTAL OPERATIVE SITE	9002010.03	^ADEOPS(@	[M[@	@	@	
DENTAL RESOURCE TYPE	9002010.05	^ADERSCT(@	[[@	[@
DENTAL FEE	9002010.08	^ADEFEE(@	[[[[@
DENTAL PATIENT	9002010.2	^ADEPAT(@	[[[[@

8.0 Data Dictionaries

8.1 Dental Fluoridation Surveillance

Data Dictionary

Global Field #	^ADEFU Field Name	File #: 9002002.1 Subscript	Piece	Type
.01	SYSTEM NAME	D0,0	1	P
1	TEST DATE (9002002.11)			
.01	TEST DATE	D0,1,D1,0	1	D
1	PPM	"	2	N
2	TEST INSTRUMENT TYPE	"	3	S
3	ANALYST	"	4	P
4	EXTRACT FLAG	"	5	D

8.2 ADE Generic Dictionary

Data Dictionary

Global Field #	^ADEPRM Field Name	File #: 9002002.1 Subscript	Piece	Type
.01	NAME	D0,0	1	F
1	PROVIDER ENTRY ORDER	D0,"PEO"	1	N
2	FACILITY ENTRY ORDER	"	2	N
3	SERV UNIT ENTRY ORDER	"	3	N
4	TRIBE ENTRY ORDER	"	4	N
6	PROVIDER EQ NAME	D0,"EQN"	1	F
7	FACILITY EQ NAME	"	2	F
8	SERV UNIT EQ NAME	"	3	F
9	TRIBE EQ NAME	"	4	F
10	NAMESPACE	D0,0	2	F
11	PROVIDER FILE NUMBER	"	3	N
12	PARAMETER FILE NUMBER	"	4	N
13	RECORD FILE NUMBER	"	5	N

Global Field #	^ADEDPRM Field Name	File #: 9002002.1 Subscript	Piece	Type
15	DISCIPLINE CODE	"	7	F

8.3 ADE Generic Provider

Data Dictionary

Global Field #	^ADEDPRV(Field Name	File #: 9002002.22 Subscript	Piece	Type
.01	PROVIDER	D0,0	1	P
1	ARSU	"	2	P
2	FACILITY	"	3	P
3	TRIBE	"	4	P
4	LOOKUP	COMPUTED		

8.4 ADE Generic Record

Data Dictionary

Global Field #	^ADEREC(Field Name	File #: 9002002.23 Subscript	Piece	Type
.01	DATE OF ACTIVITY	D0,0	1	D
1	COMMUNITY SERVED	"	2	P
2	ACTIVITY TYPE	"	3	P
3	NUMBER SERVED	"	4	N
4	PRIMARY PURPOSE	"	5	P
5	SECONDARY PURPOSE	"	6	P
6	TRAVEL HOURS	"	7	N
7	ACTIVITY HOURS	"	8	N
8	TRAVEL REQUIRED	"	9	S
9	FLAG2	"	10	S
10	IHS CHART NO	"	11	F
11	FLAG3	"	12	S
12	FLAG4	"	13	S
13	RECIPIENT	"	14	P

Global Field #	^ADEREC(Field Name	File #: 9002002.23 Subscript	Piece	Type
14	SETTING	"	15	P
15	REFER TO	"	16	P
16	REFER FM	"	17	P
18	AGE	"	20	N
19	SEX	"	21	S
21	COMMENTS	"	23	F
22	SUB-RECIPIENT	"	24	S
23	ACTIVITY MINUTES	"	19	N
24	TRAVEL MINUTES	"	22	N
25	ACTIVITY TIME	COMPUTED		
26	TRAVEL TIME	"		
98	TRANSMIT FLAG	D0,0	25	D
99	PROVIDER	"	18	P

8.5 ADE Generic Activity

Data Dictionary

Global Field #	^ADEACT(Field Name	File #: 9002002.1 Subscript	Piece	Type
.01	CODE	D0,0	1	F
1	NAME	"	2	F
2	IHS INITIATIVE	"	3	F
4	ESTIMATED TIME	"	5	N
5	CATEGORY	"	6	F
6	ADA CODE LINK	"	7	F
7	USAGE TEXT (9002002.31)			
.01	USAGE TEXT	D0,1,D1,0	1	W

8.6 ADE Generic Purpose

Data Dictionary

Global Field #	^ADEPUR(Field Name	File #: 9002002.25 Subscript	Piece	Type
.01	CODE	D0,0	1	F
1	NAME	"	2	F
2	CATEGORY	"	3	F

8.7 ADE Generic Recipient

Data Dictionary

Global Field #	^ADERCP(Field Name	File #: 9002002.26 Subscript	Piece	Type
.01	CODE NUMBER	D0,0	1	F
1	GROUP NAME	"	2	F
2	ABBREV	"	4	F

8.8 ADE Generic Referral

Data Dictionary

Global Field #	^ADEREF(Field Name	File #: 9002002.27 Subscript	Piece	Type
.01	CODE	D0,0	1	F
1	NAME	"	2	F

8.9 ADE Generic Setting

Data Dictionary

Global Field #	^ADESET(Field Name	File #: 9002002.28 Subscript	Piece	Type
.01	CODE	D0,0	1	F
1	NAME	"	2	F

8.10 Dental Sterilizer

Data Dictionary

Global Field #	^ADESTE(Field Name	File #: 9002002.5 Subscript	Piece	Type
.01	IDENTIFICATION	D0,0	1	F
1	LOCATION	"	2	P
2	STERILIZER TYPE	"	3	S

8.11 Dental Sterilizer Test

Data Dictionary

Global Field #	^ADESTR(Field Name	File #: 9002002.51 Subscript	Piece	Type
.01	IDENTIFICATION	D0,0 1 P		
1	SPORE TEST DATE (9002002.511)			
.01	SPORE TEST DATE	D0,1,D1,0 1	D	
1	TEST RESULTS	"	2	S
2	ACTION TAKEN (9002002.5112)			
.01	ACTION TAKEN	D0,1,D1,1,D2,0	1	W
3	TESTER D0,1,D1,0		P	

8.12 Dental Continuing Education

Data Dictionary

Global Field #	^ADECDE(Field Name	File #: 9002002.6 Subscript	Piece	Type
.01	BEGINNING DATE	D0,0	1	D
.05	EMPLOYEE	"	2	P
2	ENDING DATE	"	3	D
3	COURSE TITLE	"	4	F
4	CONDUCTING AGENCY	"	5	F
5	HOURS CE CREDIT	"	6	N
6	SOURCE OF FUNDING	"	7	S

Global Field #	^ADECDE(Field Name	File #: 9002002.6 Subscriber	Piece	Type
7	LEAVE TYPE	"	8	S
8	TOTAL COST	"	9	N

8.13 Dental Followup

Data Dictionary

Global Field #	^ADETYP(Field Name	File #: 9002003.1 Subscriber	Piece	Type
.01	SUBTYP	D0,0	1	F
1	AI1	"	2	N
2	AI2	"	3	N
3	TYPE	"	4	S
4	LETTER TEXT (9002003.14)			
.01	LETTER TEXT	D0,1,D1,0	1	W

8.14 Dental Followup Category

Data Dictionary

Global Field #	^ADEFOL(Field Name	File #: 9002003.2 Subscriber	Piece	Type
.01	NAME	D0,0	1	P
1	TYPE	"	2	P
2	DATE ADDED	"	3	D
3	ACTION DATE	"	4	D
4	PRIORITY	"	5	S
5	ACTION TAKEN	"	6	F
6	PROVIDER	"	7	P
7	CATEGORY	"	8	F
8	BROKEN APPTS (PAST YEAR)	COMPUTED		
9	AGE	"		
10	PHONE	"		
100	HRN	"		

8.15 Dental Deferred Need Types

Data Dictionary

Global Field #	^ADEDNT(Field Name	File #: 9002003.3 Subscript	Piece	Type
.01	DESCRIPTION D0,0		1	F
1	NUMERIC LOOKUP	"	2	F
2	IHS CATEGORY OF NEED	"	3	S
3	FEE ESTIMATE	"	4	N
4	NARRATIVE DEFINITION (9002003.34)			
.01	NARRATIVE DEFINITION	D0,1,D1,0	1	W
5	OUTPUT ABBR.	D0,2	1	F

8.16 Dental Deferred SVCS Register

Data Dictionary

Global Field #	^AEDSR(Field Name	File #: 9002003.4 Subscript	Piece	Type
.01	PATIENT NAME	D0,0	1	P
1	AGE COMPUTED			
2	COMMUNITY	"		
3	DEFERRED NEEDS (9002003.43)			
.01	TYPE OF NEED	D0,1,D1,0	1	P
.02	UNITS	"	2	N
1	TYPE FEE	"	3	N
4	DATE ADDED D0,2	1	D	
5	TOTAL COST D0,0	2	N	
6	CHART# COMPUTED			

8.17 Dental Water System

Data Dictionary

Global Field #	^ADEWS(Field Name	File #: 9002004 Subscript	Piece	Type
.01	NAME	D0,0	1	F

Global Field #	^ADEWS(Field Name	File #: 9002004 Subscript	Piece	Type
1 SFC	CODE	"	2	F
2	MNEMONIC	"	3	F
3	NATURAL FLUORIDE CONCENTRATION	"	4	N
4	COMMUNITY	"	6	P
5	OPTIMUM FLUORIDE CONCENTRATION	"	5	S
6	POPULATION SERVED	"	7	N
7	INACTIVE	"	8	S

8.18 Dental Resource

Data Dictionary

Global Field #	^ADER(Field Name	File #: 9002005 Subscript	Piece	Type
.01	NAME	D0,0	1	F
1	RESOURCE TYPE	"	2	P
2	PHONE (9002005.01)			
.01	PHONE	D0,1,D1,0	1	F
2.5	FACILITY	D0,2	5	S
3	STREET	"	1	F
4	CITY	"	2	F
5	STATE	"	3	P
6	ZIP	"	4	F
7	CHS AUTH. #	"	6	F

8.19 Dental Site Parameters

Data Dictionary

Global Field #	^ADEPARAM(Field Name	File #: 9002006 Subscript	Piece	Type
.01	SITE NAME	D0,0	1	P
1	Limited Service Data Entry	"	2	S
2	Default Attending Dentist	"	3	P

Global Field #	^ADEPARAM(Field Name	File #: 9002006 Subscriber	Piece	Type
3	Enable Background Mode	"	4	S
4	Local Facilities (9002006.04)			
.0	Location(s) for Data Entry	D0,1,D1,0	1	P
.02	Universal lookup	"	2	S
.03	Visit Type	"	3	S
5	Enable DDS Link to PCC	D0,0	5	S
6	Extract Contract Services	"	6	S
7	F- Sample Compliance Minimum	"	7	N
8	Maximum Occurrences	"	8	N
9	Time Limit	"	9	F

8.20 Dental Report Dummy

Data Dictionary

Global Field #	^ADEDEM(Field Name	File #: 9002006.9 Subscriber	Piece	Type
.01	NAME	D0,0	1	F
1	SUBENTRY (9002006.91)			
.01	SUBENTRY	D0,1,D1,0	1	F
1	SUBSUBENTRY (9002006.911)			
.01	SUBSUBENTRY	D0,1,D1,1,D2,0	1	F
1	SUBSUBSUBENTRY (9002006.9111)			
.01	SUBSUBSUBENTRY	D0,1,D1,1,D2,1,D3,0	1	F

8.21 Dental Procedure

Data Dictionary

Global Field #	^ADEPCD(Field Name	File #: 9002007 Subscriber	Piece	Type
.01	NAME	D0,0	1	P
1	VISIT DATE	"	2	D
2	LOCATION OF ENCOUNTER	"	3	P
3	REPORTING DENTIST	"	4	P

Global Field #	^ADEPCD(Field Name	File #: 9002007 Subscript	Piece	Type
4	AUXILIARY	"	5	P
5	EXTRACT FLAG	"	6	D
6	HEALTH SUMMARY NOTE	"	7	F
7	TOTAL FEE	"	8	N
8	DELIVERY MODE	"	9	S
100	ADA CODE (9002007.01)			
.01	ADA CODE	D0,"ADA",D1,0	1	P
2	OPERATIVE SITE	"	2	P
3	FEE	"	3	N
4	TOOTH SURFACE	"	4	F
5	UNREPORTABLE	"	5	S
100	CODCAL	COMPUTED		
200	NARRATIVE NOTE (9002007.02)			
.01	NARRATIVE NOTE	D0,"NAR",D1,0	1	W
301	VSITDFN	D0,"PCC"	1	F
302	VPOVDFN	"	2	F
303	VPRVDFN	"	3	F
304	VDENDFN	"	4	F
401	VDENOVER1	D0,"PCC1"	1	F
501	VDENOVER2	D0,"PCC2"	1	F
1000	CHART#	COMPUTED		

8.22 Dental Edit

Data Dictionary

Global Field #	^ADEDIT(Field Name	File #: 9002007.9 Subscript	Piece	Type
.01	CODE	D0,0	1	F
1	EDIT TYPE	"	2	S
1.3	OPSITE SPECIFIC?	"	3	S
1.4	ENABLED?	"	4	S
2	CONFLICT CODE	D0,1	1	F
2.4	AGE EDIT	D0,2	4	F
3	EDIT TIME	"	1	F

Global Field #	^AEDIT(Field Name	File #: 9002007.9 Subscript	Piece	Type
4	RESOLUTION TYPE	"	2	S
4.1	OPSITES PERMITTED	D0,4	1	F
5	RESOLUTION CODE	D0,2	3	F
6	RESOLUTION MESSAGE	D0,3	1	F

8.23 Dental Code Edit Group

Data Dictionary

Global Field #	^AEDIT("GRP" Field Name	File #: 9002007.91 Subscript	Piece	Type
.01	NAME	D0,0	1	F
1	CODES	D0,1	1	F

8.24 Dental Data Extraction Log

Data Dictionary

Global Field #	^ADELOG(Field Name	File #: 9002009 Subscript	Piece	Type
.01	DATE EXTRACTION PERFORMED	D0,0	1	D
1	BEGINNING DATE	"	2	D
2	ENDING DATE	"	3	D
3	RECORD COUNT	"	4	N
4	EXTRACTION TYPE	"	5	S
5	STATUS	"	6	F

8.25 Dental Program Objective

Data Dictionary

Global Field #	^ADEKOB(Field Name	File #: 9002009.6 Subscript	Piece	Type
.01	OBJECTIVE	D0,0	1	F
.02	MONITORING AGES	"	2	F

Global Field #	^ADEKOB(Field Name	File #: 9002009.6 Subscript	Piece	Type
.03	COUNT AGES	"	3	F
.11	LOGIC	D0,1	1	F
.21	REPORT ORDER	D0,2	1	N
.22	LEVEL	"	2	S

8.26 Dental Objective Count

Data Dictionary

Global Field #	^ADEKNT(Field Name	File #: 9002009.7 Subscript	Piece	Type
.01	YEAR.QUARTER.OBJECTIVE.AGE	D0,0	1	F
.02	QUARTER COUNT	"	2	N
.03	1-YEAR COUNT	"	3	N
.04	3-YEAR COUNT	"	4	N
.05	YEAR	"	5	N
.06	QUARTER	"	6	N
.07	OBJECTIVE	"	7	P
.08	LOWER AGE	"	8	N
.09	UPPER AGE	"	9	N
.11	LOCATION	"	11	P

8.27 Dental Employee

Data Dictionary

Global Field #	^ADEEMP(Field Name	File #: 9002010.01 Subscript	Piece	Type
.01	NAME	D0,0	1	P
8801	MNEMINIC	D0,88	1	F

8.28 Dental Operative Site

Data Dictionary

Global Field #	^ADEOPS Field Name	File #: 9002010.03 Subscript	Piece	Type
.01	ANATOMIC NAME	D0,0	1	F
8801	MNEMINIC	D0,88	1	F
8802	SYNONYM	D0,0	4	F

8.29 Dental Resource Type

Data Dictionary

Global Field #	^ADESCTP(Field Name	File #: 9002010.05 Subscript	Piece	Type
.01	NAME	D0,0	1	F
8801	MNEMINIC	D0,88	1	F

8.30 Dental Fee

Data Dictionary

Global Field #	^ADEFEE Field Name	File #: 9002010.08 Subscript	Piece	Type
.01	ADA CODE	D0,0	1	P
1	FEE	"	2	N

8.31 Dental Patient

Data Dictionary

Global Field #	^ADEPAT Field Name	File #: 9002010.2 Subscript	Piece	Type
.01	NAME	D0,0	1	P
1	PREVIOUS FOLLOWUP (9002010.21)			
.01	TYPE	D0,"FOL",D1,0	1	P
1	CATEGORY COMPUTED			

Global Field #	^ADEPAT Field Name	File #: 9002010.2 Subscript	Piece	Type
2	DATE ADDED	D0,"FOL",D1,0	2	D
3	DATE REMOVED	"	3	D
2	FAILED APPOINTMENTS (9002010.22)			
.01	DATE	D0,"FA",D1,0	1	D
1	TYPE	"	2	S
3	TFA	D0,0	2	N

9.0 Cross References

9.1 Test Date

FILE # 9002002.11 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	TEST DATE	AB	Regular
4	EXTRACT FLAG	AC	Regular

9.2 ADE Generic Parameter

FILE # 9002002.21 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAMEE	B	Regular

9.3 ADE Generic Provider

FILE # 9002002.22 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	PROVIDER	B	Regular
		AC	MUMPS
2	FACILITY	C	Regular

9.4 ADE Generic Record

FILE # 9002002.23 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	DATE OF ACTIVITY	B	Regular
		AC	MUMPS
2	PROVIDER	C	Regular

9.5 ADE Generic Activity

FILE # 9002002.24 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE	B	Regular
99	NAME	C	Regular

9.6 ADE Generic Purpose

FILE # 9002002.25 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE	B	Regular

9.7 ADE Generic Recipient

FILE # 9002002.26 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE NUMBER	B	Regular
1	GROUP NAME	C	Regular
3	ABBREV	D	Regular

9.8 ADE Generic Referral

FILE # 9002002.27 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE	B	Regular

9.9 ADE Generic Setting

FILE # 9002002.28 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE	B	Regular

9.10 Dental Sterilizer

FILE # 9002002.5 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	IDENTIFICATION	B	Regular

9.11 Dental Sterilizer Test

FILE # 9002002.51 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	IDENTIFICATION	B	Regular

9.12 Dental Continuing Education

FILE # 9002002.6 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	BEGINNING DATE	B	Regular
.05	EMPLOYEE	C	Regular

9.13 Dental Followup Category

FILE # 9002003.1 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	SUBTYPE	B	Regular

9.14 Dental Followup

FILE # 9002003.2 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
1	TYPE		AC MUMPS
		#1	TRIGGER When new value created, set TYPE:INTERNAL(TYPE) into field CAT When the value is deleted the value in field CAT is also deleted.

9.15 Dental Deferred Need Types

FILE # 9002003.3 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	DESCRIPTION	B	Regular
1	NUMERIC LOOKUP	C	Regular

9.16 Dental Deferred SVCS Register

FILE # 9002003.4 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	PATIENT NAME	B	Regular
3	DEFERRED NEEDS		
.01	TYPE OF NEED	B	Regular
.02	UNITS	#1	TRIGGER When new value created, set UNIT*(.01:FEE EST) into field TYPE FEE When the value is deleted the value in field TYPE FEE is also deleted.
1	TYPE FEE	#1	TRIGGER When new value created, set TOTAL COST+TYPE FEE into field TOTAL COST

9.17 Dental Water System

FILE # 9002004 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
1	SFC CODE	N	MNEMONIC
2	MNEMONIC	B	MNEMONIC

9.18 Dental Resource

FILE # 9002005 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
		E	KWIC
1	RESOURCE TYPE	C	Regular
		B	MNEMONIC
4	CITY		DRegular
2	PHONE		
.01	PHONE	B	Regular

9.19 Dental Site Parameters

FILE # 9002006 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	SITE NAME	B	Regular
3	Local Facilities		
.01	Location(s) for Data Entry	B	Regular
		AB	Regular

9.20 Dental Report Dummy

FILE # 9002006.9 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
1	SUBENTRY		
.01	SUBENTRY B	Regular	
1	SUBSUBENTRY		
.01	SUBSUBENTRY	B	Regular
1	SUBSUBSUBENTRY		
.01	SUBSUBSUBENTRY	B	Regular

9.21 Dental Procedure

FILE # 9002007 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
1	VISIT DATE	AC	Regular
AD	MUMPS		
2	LOCATION OF ENCOUNTER	ALOE	Regular
3	REPORTING DENTIST	ARPD	Regular
5	EXTRACT FLAG	AI	Regular
100	ADA CODE		
.01	ADA CODE	B	Regular

9.22 Dental Edit

FILE # 9002007.9 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	CODE	B	Regular
1	EDIT TYPE	AD	MUMPS
2	RESOLUTION TYPE	AC	MUMPS

9.23 Dental Code Edit Group

FILE # 9002007.91 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular

9.24 Dental Data Extraction Log

FILE # 9002009 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	DATE EXTRACTION PERFORMED	B	Regular
4	EXTRACTION TYPE	AC	Regular

Field #	Field Name	Index	Type
5	STATUS		LAST MUMPS CROSS REFERENCE USED BY DATA EXTRACTION ROUTINES This cross reference stores information pertaining to the latest data extraction. The cross reference is used by the dental data extraction routines

9.25 Dental User Pop

FILE # 9002009.5 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	REPORT PERIOD	B	Regular

9.26 Dental Program Objective

FILE # 9002009.6 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	OBJECTIVE	B	Regular
.21	REPORT ORDER	AC	Regular
.22	LEVEL	AD	Regular

9.27 Dental Objective Count

FILE # 9002009.7 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	YEAR.QUARTER.OBJECTIVE.AGE	B	Regular
.08	LOWER AGE	AD	MUMPS
		AF	MUMPS

9.28 Dental Employee

FILE # 9002010.01 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
8801	MNEMONIC	B	MNEMONIC

9.29 Dental Operative Site

FILE # 9002010.03 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	ANATOMIC NAME	B	Regular
8801	MNEMONIC	B	MNEMONIC
8802	SYNONYM	C	Regular

9.30 Dental Resource Type

FILE # 9002010.05 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	TYPE		B Regular
8801	MNEMONIC	B	MNEMONIC

9.31 Dental Fee

FILE # 9002010.08 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	ADA CODE	B	Regular

9.32 Dental Patient

FILE # 9002010.2 CROSS REFERENCES

Field #	Field Name	Index	Type
.01	NAME	B	Regular
1	PREVIOUS FOLLOWUP		
.01	TYPE	B	Regular
2	FAILED APPOINTMENTS		

Field #	Field Name	Index	Type
.01	DATE	B	Regular

10.0 Input Templates

Input Templates List

Name	File	Compiled Run
ADE-KNT	DENTAL OBJECTIVE COUNT	
ADED EDIT	ADE GENERIC RECORD	
ADEDEDIT	ADE GENERIC PARAMETER	
ADEDEN (ADD)	ADE GENERIC PROVIDER	
ADEDEPUR	ADE GENERIC PURPOSE	
ADEDPRV	ADE GENERIC PROVIDER	
ADEEAU	DENTAL STERILIZER	^ADEEAU
ADEECDE	DENTAL EMPLOYEE	
ADEEDNREG	DENTAL DEFERRED SVCS REGISTER	
ADEEDNTYPE	DENTAL DEFERRED NEED TYPES	
ADEEFEE	DENTAL FEE	
ADEEFTY	DENTAL FOLLOWUP CATEGORY	
ADEENARR	DENTAL PROCEDURE	
ADEENDEL	DENTAL DEFERRED SVCS REGISTER	
ADEERSDI	DENTAL RESOURCE	
ADEERT	DENTAL RESOURCE TYPE	
ADEESITE	DENTAL SITE PARAMETERS	
ADEESTE	DENTAL STERILIZER TEST	
ADEFEDE	DENTAL EMPLOYEE	
ADEFEFU	DENTAL FLUORIDATION SURVEILLANCE	
ADEFEWS	DENTAL WATER SYSTEM	^ADEEW

11.0 Print Templates

Print Templates List

Name	File	Complied RTN
ADED CODE USAGE	ADE GENERIC ACTIVITY	
ADED-INQ-PROVIDER	ADE GENERIC PROVIDER	
ADED-INQ-TARGET	ADE GENERIC RECIPIENT	
ADED-SR1	ADE GENERIC RECORD	
ADED-SR2	ADE GENERIC RECORD	
ADED-SR4	ADE GENERIC RECORD	
ADED-SR5	ADE GENERIC RECORD	
ADED-SR6	ADE GENERIC RECORD	
ADEFPEMPL	DENTAL EMPLOYEE	
ADEFPPFLB	DENTAL FLUORIDATION SURVEILLANCE	
ADEFPWS	DENTAL WATER SYSTEM ^ADELW	
ADEFXLOG	DENTAL DATA EXTRACTION LOG	
ADEHEAD	DENTAL FOLLOWUP	
ADEK-CALIF	DENTAL REPORT DUMMY	
ADEK-CALIFQ	DENTAL REPORT DUMMY	
ADEK-COMBINE-QUARTER	DENTAL REPORT DUMMY	
ADEK-COMBINE-YEAR	DENTAL REPORT DUMMY	
ADEK-SINGLE-QUARTER	DENTAL REPORT DUMMY	
ADEK-SINGLE-YEAR	DENTAL REPORT DUMMY	
ADEMHEAD	DENTAL FOLLOWUP	
ADEMLET	DENTAL FOLLOWUP	^ADECLET
ADEMLST	DENTAL FOLLOWUP	
ADEP-ADEFPC-AREA	DENTAL REPORT DUMMY	
ADEP-ADEFPC-SU	DENTAL REPORT DUMMY	
ADEP-ADEFPC-SYS2	DENTAL REPORT DUMMY	
ADEP-ADEPEND	DENTAL REPORT DUMMY	
ADEP-ADEPMON	DENTAL REPORT DUMMY	
ADEP-ADEPQTR	DENTAL REPORT DUMMY	
ADEP-ADEPYR	DENTAL REPORT DUMMY	
ADEP-EDIT-LIST	DENTAL EDIT	

Name	File	Complied RTN
ADEPADA	ADA CODE	^ADEP
ADEPCDE	DENTAL CONTINUING EDUCATION	
ADEPCNT	DENTAL PROCEDURE	
ADEPDFIND	DENTAL DEFERRED SVCS REGISTER ^ADEPDIN	
ADEPDNCATEGORY	DENTAL DEFERRED SVCS REGISTER	
ADEPDNCOST	DENTAL DEFERRED SVCS REGISTER	
ADEPDNT	PROVIDER	
ADEPDSTM	DENTAL PROCEDURE	
ADEPFEE	DENTAL FEE	
ADEPFLA	DENTAL FLUORIDATION SURVEILLANCE	
ADEPHELP	HELP FRAME	
ADEPINEED	DENTAL DEFERRED NEED TYPES	
ADEPMVER	DENTAL PROCEDURE	
ADEPNCAT	DENTAL DEFERRED NEED TYPES	
ADEPOS	DENTAL OPERATIVE SITE ^ADEPO	
ADEPPADA	DENTAL PROCEDURE	
ADEPQ-CODECOUNT	DENTAL PROCEDURE	
ADEPQ-VISLIST	DENTAL PROCEDURE	
ADEPRREM	DENTAL PATIENT	
ADEPRSDI	DENTAL RESOURCE ^ADELR	
ADEPRT	DENTAL RESOURCE TYPE	
ADEPSTE	DENTAL STERILIZER TEST	
ADEPWREM	DENTAL PATIENT	
ADEXLOG	DENTAL DATA EXTRACTION LOG	
ADEXLOG-HEADER	DENTAL DATA EXTRACTION LOG	

12.0 Sort Templates

Sort Templates List

Name	File
ADED-SR1	ADE GENERIC RECORD
ADED-SR2	ADE GENERIC RECORD
ADED-SR4	ADE GENERIC RECORD
ADED-SR5	ADE GENERIC RECORD
ADED-SR6	ADE GENERIC RECORD
ADEFSEMP	DENTAL EMPLOYEE
ADEFSFLB	DENTAL FLUORIDATION SURVEILLANCE
ADEFWS	DENTAL WATER SYSTEM
ADEFXLOG	DENTAL DATA EXTRACTION LOG
ADEMSRC1	DENTAL FOLLOWUP
ADEMSRC2	DENTAL FOLLOWUP
ADEMSWA	DENTAL FOLLOWUP
ADEMSWA	DENTAL FOLLOWUP
ADESADA	ADA CODE
ADESCATEGORY	DENTAL DEFERRED SVCS REGISTER
ADESCDE	DENTAL CONTINUING EDUCATION
ADESCNT	DENTAL PROCEDURE
AESDNCATEGORY	DENTAL DEFERRED SVCS REGISTER
AESDNT	PROVIDER
AESDNTYPE	DENTAL DEFERRED SVCS REGISTER
AESDSTA	DENTAL PROCEDURE
AESDSTM	DENTAL PROCEDURE
AESFEE	DENTAL FEE
AESFLA	DENTAL FLUORIDATION SURVEILLANCE
AESHLP	HELP FRAME
AESMVER	DENTAL PROCEDURE
AESOS	DENTAL OPERATIVE SITE
AESPADA	DENTAL PROCEDURE
AESREM	DENTAL PATIENT
AESRREM	DENTAL PATIENT
AESRSDI	DENTAL RESOURCE
AESRT	DENTAL RESOURCE TYPE

Name	File
ADESSTE	DENTAL STERILIZER TEST
ADESWREM	DENTAL PATIENT
ADEXLOG DENTAL	DATA EXTRACTION LOG

13.0 Options List

Options List

Name	Type
ADEAEXDD	run routine
ADEAEXERR	run routine
ADEASDCC	action
ADEDDEEDT	run routine
ADEDDEMENU	menu
ADEDDEPRV	edit
ADEDDEQPR	inquire
ADEDDESTF	edit
ADEDHPMENU	action
ADEDICODES	inquire
AEDMENU	menu
ADEDREPT1	print
ADEDREPT2	print
ADEDREPT3	menu
ADEDREPT4	print
ADEDREPT5	print
ADEDREPT6	print
AEDSPRT	menu
ADEEAU	edit
ADEEBAK	run routine
ADEECDE	edit
ADEEDELN	edit
ADEEDNEED	edit
ADEEDNTYPE	edit
ADEEDSC	action
ADEEDSD	action
ADEEDSR	action
ADEEDWAIT	action
ADEEFEE	edit
ADEEFTYP	edit
ADEENARR	edit

Name	Type
ADEERCDEL	action
ADEERSDI	edit
ADEERT	edit
ADEESEAL0	run routine
ADEESEAL1	run routine
ADEESITE	edit
ADEESTE	edit
ADEEWDEL	action
ADEEWGRP	run routine
ADEFEDE	edit
ADEFEFU	edit
ADEFEWS	edit
ADEFMPREP	menu
ADEFMQWF	menu
ADEFPPDE	print
ADEFPPFLA	run routine
ADEFPPFLB	print
ADEFPPLOG	print
ADEFPPWS	print
ADEFSDAT	action
ADEFSUP	menu
ADEFXDAT	run routine
ADEHINST	action
ADEIDSP	run routine
ADEIMEDI	inquire
ADEINEED	inquire
ADEIRSD	inquire
ADEITYPE	inquire
ADEK-CALIF	run routine
ADEK-COMPILE	run routine
ADEK-QUARTER	run routine
ADEK-REPORT	un routine
ADEKRPC	Broker (Client/Server)
ADELETE	run routine
ADEM-AEDX	menu

Name	Type
ADEMDDR	menu
ADEMDFNEDD	menu
ADEMENU	menu
ADEMES	menu
ADEMEVIS	menu
ADEXFAC	menu
ADEMFMG	menu
ADEMHHELP	menu
ADEMHHSO	menu
ADEMMIN	menu
ADEMNEWF	action
ADEMOVVIEW	action
ADEMPACT	print
ADEMPADD	print
ADEMPDM	menu
ADEMPI	menu
ADEMPS	menu
ADEMQAT	menu
ADEMQCF	menu
ADEMQMF	menu
ADEMQRD	menu
ADEMQST	menu
ADEMQTF	menu
ADEMQTR	menu
ADEMQUES	action
ADEMQWL	menu
ADEMRCR	menu
ADEMSPFN	menu
ADEMSTART	action
ADENODE	run routine
ADEP-ADEX-ALL	run routine
ADEP-ADEX-BKGRND	run routine
ADEP-ADEX-HISTORY	run routine
ADEP-MONTH-DENTIST	run routine
ADEP-MONTH-HYGIENIST	run routine

Name	Type
ADEP-QUART-DENTIST	run routine
ADEP-QUART-HYGIENIST	run routine
ADEP-YEAR-DENTIST	run routine
ADEP-YEAR-HYGIENIST	run routine
ADEPADA	print
ADEPATT	run routine
ADEPCCO1	run routine
ADEPCCO2	run routine
ADEPCMIN	run routine
ADEPDNCOST	print
ADEPDSCV	print
ADEPDSRR	action
ADEPDSST	run routine
ADEPDSTA	print
ADEPDSTM	print
ADEPDT	print
ADEPFEE	print
ADEPFOL	run routine
ADEPFRAME	print
ADEPLAST	action
ADEPLBL	run routine
ADEPLBL2	run routine
ADEPME	run routine
ADEPMVER	print
ADEPNCAT	print
ADEPNEED	run routine
ADEPNONI	run routine
ADEPOS	print
ADEPPADA	print
ADEPQA-ENDO	run routine
ADEPQAAS	print
ADEPQAT2	run routine
ADEPQATR	print
ADEPRLET	action
ADEPRREM	print

Name	Type
ADEPRSDI	print
ADEPRT	print
ADEPTRIB	run routine
ADEPWAIT	run routine
ADEPWLE	action
ADEPWREM	print
ADEPWSRCH	action
ADEPXLOG	print
ADESTARTUP	action
ADEWPACT	print
ADEWPADD	print
ADEX-AUTO	run routine
ADEX-REPORT	run routine

14.0 Menu Options Description

```

TOP MENU: [ADEMENU]
---
      Dental Data System Menu
      This option contains menu suboptions to create the Master
      Menu for the Dental Data System (DDS) package in Kernel
      option namespace ADE.

      NM:ADEMENU TY:menu LK:ADEZMENU ENA:D ^ADEM

--- INQ  Inquiry to Patient Records
      This option contains menu suboptions for inquiries into
      the Patient File Names can be scanned to determine if a
      patient is registered, or to obtain their health record
      number. A summary of the patient's dental record can also
      be listed. Data from the patient registration file may
      also be reviewed. A HEALTH SUMMARY can be generated if
      the PCC is running.

      NM:ADEMPI TY:menu
      ENA:D ^ADECLS W !,?2,"INQUIRIES TO PATIENT RECORDS...
      "

--- REVW  Inquire - Review A Patient's Dental Record
      Calls routine ADEREV to print review of dental procedures.

      NM:ADEIDSP TY:run routine RO:ADERVW

--- HSUM  Health Summary (Available with PCC only)
      This menu provides options for generating patient health
      summaries based upon routines available in the Patient
      Care Component (PCC). The PCC MUST be running at the RPMS
      site for these options to be available. Users can
      generate multiple summaries and `build' tailored
      summaries.

      NM:ADEMHSOP TY:menu
      ENA:D ^ADECLS W !!,?2,"PATIENT HEALTH SUMMARY OPTIONS
      ..."

--- HS    Generate Health Summary **[APCHSUM]**
      Invokes APCHS to generate health summary, either printed
      or CRT display version. Requires presence of the
      following dictionaries:
      HEALTH SUMMARY TYPE
      HEALTH SUMMARY COMPONENT
      HEALTH SUMMARY MEASUREMENT PANELS (if measurement
      panels used)

      NM:APCHSUM TY:run routine RO:APCHS

--- MHS   Generate Multiple Health Summaries **[APCHSUMM]**
      This option generates Health Summaries for any number of
      patients.

      NM:APCHSUMM TY:run routine RO:APCHSM

```

---	LAST	View Last Dental Visit NM:ADEPLAST TY:action ENA:S ADELAST=1 D ^ADERVW K ADELAST
---	PM	Patient Management This option contains suboptions for managing dental patients. It currently includes: Dental patient waiting list functions, patient recall functions and patient referral functions. Routine appointment scheduling may also be linked to this menu using the RPMS Patient Scheduling Module. NM:ADEMPDM TY:menu ENA:D ^ADECLS W !,?2,"PATIENT MANAGEMENT OPTIONS..."
---	WAIT	Patient Waiting List Options This option allows users to place patients on a dental wait list who are registered in the local Patient File. NM:ADEMQWL TY:menu ENA:D ^ADECLS W !,?2,"DENTAL WAITING LIST MANAGEMENT FUNCTIONS..."
---	PFOL	Print Patient Followup Summary NM:ADEPFOL TY:run routine RO:EN^ADERVW2
---	WADD	Add Patient to Waiting List This option will be used for entering waiting list patients who are registered. It links to ADEEDWAIT input template and is compiled as ADETW. V 5 -- NOW CALLS ^ADEMNG NM:ADEEDWAIT TY:action ENA:S ADEREF=0,ADEREC=0,ADEWAI=1 D ^ADEMNG
---	WDEL	Delete an Individual from Waiting List NM:ADEEWDEL TY:action ENA:S ADEREF=0,ADEREC=0,ADEWAI=1 D ^ADEMDEL
---	WPLT	Print Letter for Individual Patient This option will create Waiting List Appointment Letters from patients entered on the local entry file Waiting List. Linkage is to ADEPWLET print template not compiled and ADESWLET sort template. V 5 Now calls ^ADEMPLET with ADEMCAT="w" NM:ADEPWLET TY:action ENA:S ADEMCAT="w" D ^ADEMPLET
---	WPDA	Print Waiting Lists Sorted by Date Added NM:ADEWPADD TY:print DIP:ADEFOL(BY:[ADEMSWA1] FLDS:[ADEMLST]
---	WPAC	Print Waiting Lists Sorted by Action Date NM:ADEWPACT TY:print DIP:ADEFOL(BY:[ADEMSWA2] FLDS:[ADEMLST]
---	WSEA	Waiting List Search

This option creates a waiting list by date of patient entry into the waiting list. Linkage is to ADEPWAIT print template previously compiled as ADEWT but currently not compiled and ADESWAIT sort template.

v 5 NOW CALLS ^ADEMP

NM:ADEPWSRCH TY:action ENA:S ADEMCAT="w" D ^ADEMP

--- WPRT Print Search Results as List or Letters
This option creates a waiting list by date of patient entry into the waiting list. Linkage is to ADEPWAIT print template previously compiled as ADEWT but currently not compiled and ADESWAIT sort template.

NM:ADEPWAIT TY:run routine RO:ADEMPRT

--- WREM Patients Removed from Wait Lists (past 365 days)
NM:ADEPWREM TY:print DIP:ADEPAT(
BY:[ADESWREM] FLDS:[ADEPWREM]

--- CALL Patient Recall Options
This option contains menu suboptions for Recall Functions on patients registered at this facility.

NM:ADEMRCR TY:menu
ENA:D ^ADECLS W !!,?2,"PATIENT RECALL FUNCTIONS..."

--- PFOL Print Patient Followup Summary
NM:ADEPFOL TY:run routine RO:EN^ADERVW2

--- RCAD Add Patient to Recall List
This option allows entry of dental recall data. Linkage is to template ADEEDSR compiled as ADEND

Now calls ^ADEMNG

NM:ADEEDSR TY:action
ENA:S ADEREC=1,ADEREF=0,ADEWAI=0 D ^ADEMNG

--- RCDL Delete an Individual from Recall List
NM:ADEERCDEL TY:action
ENA:S ADEREC=1,ADEWAI=0,ADEREF=0 D ^ADEMDEL

--- RPLT Print Recall Letter for Individual Patient
This option is used to generate Recall Letters for patients not registered at this location. Linkage is to ADEPRCL print template not compiled and ADESRCL sort template.

NM:ADEPRLET TY:action
ENA:S ADEMCAT="rc" D ^ADEMPLET

--- RPDA Print Recall Lists Sorted by Date Added
Prompts for Recall List Type.

NM:ADEMPADD TY:print DIP:ADEFOL(

```

BY:[ADEMSRC1] FLDS:[ADEMLST]

--- RPAC      Print Recall Lists Sorted by Action Date
              Prompts for Type and Action Date range.

              NM:ADEMPACT TY:print DIP:ADEFOL(
              BY:[ADEMSRC2] FLDS:[ADEMLST]

--- RCSE      Recall List Search
              This option creates a listing of patients on the
              Registration interface Recall Letter system. Linkage is to
              ADEPDSRR print template compiled as ADEPL.

              Now calls ^ADEMP

              NM:ADEPDSRR TY:action
              ENA:S ADEMCAT="rc" D ^ADEMP

--- RCPT      Print Search Results as List or Letters
              This option creates a waiting list by date of patient
              entry into the waiting list. Linkage is to ADEPWAIT print
              template previously compiled as ADEWT but currently not
              compiled and ADESWAIT sort template.

              NM:ADEPWAIT TY:run routine RO:ADEMPRT

--- RCGR      Delete Group based on Search Results
              NM:ADEEWGRP TY:run routine RO:ADEMBD

--- RREM      Patients Removed from Recall Lists (Past 365 days)
              NM:ADEPRREM TY:print DIP:ADEPAT(
              BY:[ADESRREM] FLDS:[ADEPRREM]

--- NEED      Deferred Needs Register
              This menu contains sub-options to manage a Register system
              of patients who have treatment needs that can not
              presently be met. The register is setup to correspond
              with the IHS requirements for compiling deferred needs.

              NM:ADEMDFNED TY:menu
              ENA:D ^ADECLS W !!,?2,"DENTAL DEFERRED NEEDS REGISTER
              OPTIONS..."

--- ENED      Add/Edit Deferred Needs Patients
              NM:ADEEDNEED TY:edit
              ENA:D ^ADECLS W !!,?2,"EDIT DEFERRED NEEDS REGISTER..
              " EXA:D ^ADECLS DIE:AEDSR(
              DR-DIE:[ADEEDNREG] DIC(0):AEMQL

--- TNED      Edit the Type of Needs File
              NM:ADEEDNTYPE TY:edit
              ENA:D ^ADECLS W !!,?2,"EDIT TYPES OF DEFERRED NEEDS..
              " DIE:AEDNT( DR-DIE:[ADEEDNTYPE]
              DIC(0):AEMQL

--- RNED      Needs by Patient with Cost
              NM:ADEPNED TY:run routine RO:ADEPDFR

--- SNED      Cost Summary by Dental Categories
              NM:ADEPDNCOST TY:print DIP:AEDSR(

```

	BY:[ADESDNTYPE] FLDS:[ADEPDNCOST]
--- CNED	Needs List by CHS Categories NM:ADEPNCAT TY:print DIP:AEDSR(BY:[ADESDNCATEGORY] FLDS:[ADEPDNCATEGORY]
--- FNED	Inquire/find name on Needs Register NM:ADEINEED TY:inquire
--- QNED	View Explanation of Need Types NM:ADEITYPE TY:inquire
--- DNED	Delete Patients from Needs List NM:ADEEDELN TY:edit ENA:D ^ADECLS W !!!,?2,"DELETE PATIENTS FROM DEFERRED NEEDS LIST..." EXA:D ^ADECLS DIE:AEDSR(DR-DIE:[ADEENDEL] DIC(0):AEMQ
--- MLBL	Print Patient Mailing Labels from Search Template Calls ^ADEPLBL to print mailing labels based on results of FileMan search NM:ADEPLBL TY:run routine RO:ADEPLBL
--- ILBL	Print Mailing Labels for Specific Patients Calls routine ADEPLBL at entry point FILE to prompt for patient names from any file which points to PATIENT file. Prints address labels for selected names. NM:ADEPLBL2 TY:run routine RO:FILE^ADEPLBL
--- DVIS	Dental Visit Data Entry This option contains suboptions to create dental visits in the Dental Services File and to enter or edit various data for each visit. Visit entries automatically generate a visit in the PCC records. NM:ADEMEVIS TY:menu ENA:D ^ADECLS W !!!,"DENTAL VISIT DATA ENTRY"
--- DDV	Direct Dental Visit - Add/Edit This option allows for the creation of direct dental visits in the Dental Services File and entry or editing of various data inputs. Data for in-house contract care providers who do not work on a fee-for-service basis is also allowed under this option. Links to ^ADEKID routines to allow either MINIMUM or ENHANCED data enter mode as set in the Dental site Parameters file. V 5.0 NOW CALLS ^ADEGRL NM:ADEEDSD TY:action ENA:S ADEDIR=1,ADECON=0 D ^ADEGRL
--- CDV	Contract Dental Visit - Add/Edit This option is used for entry of dental service data performed by contract dentists. Allows fee input whereas ADEESD does not. Linkage is to ADEEDSC input template which is not compiled.

	2-7-88 NOW CALLS ^ADEKID WITH ADECON=1,ADEDIR=0
	V 5.0 NOW CALLS ^ADEGRL
	NM:ADEEDSC TY:action ENA:S ADECON=1,ADEDIR=0 D ^ADEGRL
---	VDEL Visit Deletion - Direct or Contract This option allows users to delete an existing dental visit in the Dental Services File including all data for that visit. Linkage is to ADELETE input template compiled as ADELETE. NM:ADELETE TY:run routine ENA:D ^ADECLS W !!!,?2,"DELETE AN EXISTING DENTAL VISIT..." RO:ADELETE
---	NARR Enter Narrative for a Visit This option enables a user to enter an optional narrative note for a direct dental visit. The note is stored in a word-processing field of the Dental Services File therefore it may be of any length. Narratives should be entered only for visits which already exist in the dental services file. NM:ADEENARR TY:edit DIE:ADEPCD(DR-DIE:[ADEENARR] DIC(0):AEMQ
---	QAT Quality Assurance Tracking This option contains menu suboptions for Quality Assurance Tracking based upon documentation standards of the IHS Quality of Care Evaluation Manual for (1) technical aspects of clinical care, (2) community-based activity, and (3) program management functions. NM:ADEMQAT TY:menu ENA:D ^ADECLS W !!!,?2,"DENTAL QUALITY ASSURANCE TRACKING..."
---	COPC Community-Oriented Primary Care Activities This option provides suboptions for tracking specific Community-Oriented Primary Care (COPC) functions including: (1) Water Fluoridation Surveillance, and (2) community-based health promotion and disease prevention activities for target groups. The communities activities options are unavailable pending further development. NM:ADEMOCF TY:menu ENA:D ^ADECLS W !!!,?2,"COMMUNITY-ORIENTED PRIMARY CARE QA FUNCTIONS..."
---	WFL Water Fluoridation Surveillance This option contains menu suboptions for the Fluoridation Surveillance System NM:ADEFMQWF TY:menu ENA:D ^ADECLS W !!!,?2,"WATER FLUORIDATION SURVEILLANCE..."
---	TEST Water Sample Analysis Data Entry

This option will be used to collect Water System fluoridation sample data. It links to input template ADEEFLU compiled as ADEEFLU.

```
NM:ADEFEFU TY:edit DIE:ADEFU(
DR-DIE:[ADEFEFU] DIC(0):AEMQL
```

--- PFLC Compliance summary by Water System
This option creates a Fluoridation Surveillance Report. Linkage is to ADEPFLA print template not compiled and ADESFLA sort template. 12-2-88 Now calls ^ADEPFC Routine

```
NM:ADEFPLA TY:run routine RO:ADEFPC
```

--- KLST Surveillance Summary Listing (key format)
This option creates a Fluoride Analysis report. Linkage is to ADEPFLB print template compiled as ADEPFLB and ADESFLB sort template.

```
NM:ADEFPLB TY:print DIP:ADEFU(
BY:[ADEFPLB] FLDS:[ADEFPLB]
```

--- SUP Supervisor's Options
NM:ADEFSUP TY:menu LK:ADEZMSUPFUN

--- PWS Water System Listing
This option creates a listing of Water Systems from the Water System File. Linkage is to ADEPWS print template compiled as ADEPW and ADESW sort template.

```
NM:ADEFPWS TY:print DIP:ADEWS(
BY:[ADEFWS] FLDS:[ADEFPWS]
```

--- EWS Water System File Data Entry
This option allows the Dental Supervisor to add or edit Water System data into the DENTAL WATER SYSTEM file. Linkage is to ADEEWS input template compiled as ADEEW.

```
NM:ADEFEWS TY:edit DIE:ADEWS(
DR-DIE:[ADEFEWS] DIC(0):AEMQL
```

--- PDE Employee List (Dental)
This option will create a listing from the Dental Employee file. Linkage is to ADEPEMPL print template compiled as ADEPE and ADESEMPL sort template.

```
NM:ADEFPDE TY:print DIP:ADEEMP(
BY:[ADEFSEMPL] FLDS:[ADEFPEMPL]
```

--- EDE Employee File Data Entry
This option is used to add or change data in Dental Employee File. Links to ADE input template EDE

```
NM:ADEFEDE TY:edit DIE:ADEEMP(
DR-DIE:[ADEFEDE] DIC(0):AEMQL
```

--- FPRP Prepare FLUORIDATION Data for Central Processing

```
NM:ADEFMPREP TY:menu
ENA:D ^ADECLS W !!!!!,"PREPARE FLUORIDATION DATA FOR C
```

	ENTRAL PROCESSING"
---	LOG Print Fluoride Data Extraction Log NM:ADEFPLLOG TY:print DIP:ADELOG(BY:[ADEFXLOG] FLDS:[ADEFXLOG]
---	EXT Extract Fluoridation Data NM:ADEFXDAT TY:run routine RO:ADEFLEX
---	SAVE Save Extracted Fluoridation Data to Media NM:ADEFSDAT TY:action ENA:S XBGL="ADEFDATA" D ^XBGSAVE
---	CBAR Community Based Activities Reporting NM:AEDMENU TY:menu ENA:S ADEPGLB="^AEDPRM(" D ^AED EXA:D ADEX^AD ED
---	HELP Help for Users NM:AEDHPMENU TY:action ENA:S XQH="AED-FRAME1" D EN^XQH K XQH
---	DE Dental Data Entry Menu This menu contains options to edit the Dental Non-clinical activity records and providers. NM:AEDDEMENU TY:menu ENA:D DE^AED EXA:D DEX^AED
---	ADD Add New Activity Records NM:AEDDESTF TY:edit ENA:D ^ADECLS W !!,?2,"ADD NEW DENTAL NON-CLINICAL AC TIVITY RECORD..." ,!,! DIE:AEDPRV(DR-DIE:[AEDEN (ADD)] DIC(0):AEMQ
---	EST Edit Activity Records This option allows editing of existing non-clinical activity records. NM:AEDDEEDT TY:run routine ENA:D ^ADECLS W !!!,?2,"EDIT AN EXISTING ACTIVITY REC ORD..." RO:AEDEDRC
---	QPRV Inquire to Principal Provider File NM:AEDDEQPR TY:inquire
---	PRV Enter/Edit Activity Providers NM:AEDDEPRV TY:edit ENA:D ^ADECLS W !!!,?2,"EDIT THE ACTIVITY PROVIDER FI LE..." DIE:AEDPRV(DR-DIE:[AEDPRV] DIC(0):AEMQL
---	SRP Special Dental Reports NM:AEDSPRT TY:menu ENA:D ^ADECLS W !!!,?2,"SPECIAL REPORTS MENU FOR DENT AL ACTIVITIES..."
---	SR1 Activity Summary by Service Unit This option generates a report of activities by Service Unit and its locations.

```

NM:ADEDREPT1 TY:print DIP:ADEDREC(
BY:[ADED-SR1] FLDS:[ADED-SR1]

--- SR2      Activity Summary by Provider
NM:ADEDREPT2 TY:print DIP:ADEDREC(
BY:[ADED-SR2] FLDS:[ADED-SR2]

--- SR3      Activity Summary (Ad Hoc)
This option allows users to create their own reports using
limited options of FileMan.

NM:ADEDREPT3 TY:menu
ENA:D ^ADECLS W !!!,?2,"CREATE AD HOC ACTIVITY REPORT
S"

--- INQ      Inquire to File Entries **[DIINQUIRE]**
This option is used to display all the data for a group of
specified entries in a file. This is useful for a quick
look at a small number of entries. Use the Print File
Entries option for larger numbers of entries.

NM:DIINQUIRE TY:action ENA:D INQ^DII

--- PRN      Print File Entries **[DIPRINT]**
This option is used to print a report from a file, where a
number of entries are to be listed in a columnar format.
Each column can be individually controlled for format,
tabulation, justification, etc.

NM:DIPRINT TY:action ENA:D ^DIP

--- SRCH     Search File Entries **[DISEARCH]**
This option is used to print a report in which entries are
to be selected according to a pre-determined set of
criteria. After the search criteria is met, a standard
report will be generated.

NM:DISEARCH TY:action ENA:D ^DIS

--- LIST     List File Attributes **[DILIST]**
This option is used to print data dictionary listings for
a given file. This listing is useful for programmers,
analysts, and others interested in data base structures.

NM:DILIST TY:action ENA:D ^DID

--- SR4      Activity Summary by Target Group
NM:ADEDREPT4 TY:print DIP:ADEDREC(
BY:[ADED-SR4] FLDS:[ADED-SR4]

--- SR5      Activity Summary by Program Objective
NM:ADEDREPT5 TY:print DIP:ADEDREC(
BY:[ADED-SR5] FLDS:[ADED-SR5]

--- SR6      Activity Summary by Setting
NM:ADEDREPT6 TY:print DIP:ADEDREC(
BY:[ADED-SR6] FLDS:[ADED-SR6]

--- TECH     Technical QA Functions (for chart audits)

```

	<p>This option contains suboptions to support periodic evaluation of the technical quality of care provided to patients based upon record audits. Various options for utilization review will be added to this menu.</p> <p>NM:ADEMOTF TY:menu ENA:D ^ADECLS W !!,?2,"TECHNICAL QA FUNCTIONS..."</p>
---	<p>PADA Patient Listing By a Range of Procedure Codes This option creates a patient listing by ADA code of dental services received. Linkage is to ADEPPADA print template previously compiled as ADEPADA and ADESPADA sort template..</p> <p>V 5 PROMPTS USER FOR DATE RANGE AND ADA CODE RANGE. OUTPUTS NAME, CHART NUMBER, AND VISIT DATES FOR PATIENTS HAVING THAT CODE.</p> <p>NM:ADEPPADA TY:print DIP:ADEPCD(BY:[ADESPADA] FLDS:[ADEPPADA]</p>
---	<p>SCOM Patients receiving a combination of Services NM:ADEPQAT2 TY:run routine RO:ADEPQA</p>
---	<p>ENDO Endodontic Tooth Access Report NM:ADEPQA-ENDO TY:run routine RO:ADEPEND</p>
---	<p>MGT Program Management QA Functions This option supports the Program Management Section of the IHS Quality Assurance program. Present options include: (1) a dental resource directory, (2) staff training records, and (3) sterilizer testing records.</p> <p>NM:ADEMOMF TY:menu ENA:D ^ADECLS W !!,?2,"PROGRAM MANAGMENT QA FUNCTIONS ..."</p>
---	<p>TRNG Dental Staff Training Records This option contains suboptions for maintaining records of dental staff continuing education activity.</p> <p>NM:ADEMOTR TY:menu ENA:D ^ADECLS W !!,?2,"DENTAL STAFF TRAINING RECORD.. ."</p>
---	<p>CDE Staff Training Data Entry This option allows enter/edit of training and inservice data for dental employees into the DENTAL CONTINUING EDUCATION file. Uses the ADEECDE input template not compiled.</p> <p>NM:ADEECDE TY:edit DIE:ADEEMP(DR-DIE:[ADEECDE] DIC(0):AEMQ</p>
---	<p>CTR Staff Training Report This option allows printing of training record by employee and training date Linkage is to ADEPQATR print template compiled as ADERT and ADESQATR sort template.</p> <p>NM:ADEPQATR TY:print DIP:ADEECDE(</p>

	BY:[ADESCDE] FLDS:[ADEPCDE]
--- IC	<p>Infection Control - Sterilizer Testing</p> <p>This option contains suboptions for maintaining infection control QA records on periodic testing of sterilizer effectiveness, including documentation of preventive maintenance and repair activity.</p> <p>NM:ADEMQST TY:menu ENA:D ^ADECLS W !!,?2,"DENTAL STERILIZER TESTING..."</p>
--- GERM	<p>Sterilizer Test Results Data Entry</p> <p>This option allows edit/entry of data to Autoclave Testing file. Linkage is to ADEESTE compiled as ADEESTE.</p> <p>NM:ADEESTE TY:edit DIE:ADESTR(DR-DIE:[ADEESTE] DIC(0):AEMQL</p>
--- GRP	<p>Report of Sterilizer Test Results</p> <p>This option prints dental autoclave spore test results by date. Linkage is to ADEPQAAS print template compiled as ADEPQ and ADEQAAS sort template.</p> <p>NM:ADEPQAAS TY:print DIP:ADESTR(BY:[ADESSTE] FLDS:[ADEPSTE]</p>
--- RDIR	<p>Dental Resource Directory</p> <p>This option enables users to maintain an address/phone directory of persons or organizations in a 'resource' file. Menu suboptions can be used to inquire, edit, or list the directory.</p> <p>NM:ADEMQRD TY:menu ENA:D ^ADECLS W !!,?2,"DENTAL RESOURCE DIRECTORY..."</p>
--- QDIR	<p>Inquire to Resource Directory</p> <p>This option allows inquiry into the Resource Directory using the File Manager Inquiry option.</p> <p>NM:ADEIRSD TY:inquire</p>
--- EDIR	<p>Resource Directory Data Entry</p> <p>This option allows enter/edit of local medical/dental professionals into the RESOURCES file. Linkage is to ADEERSDI input template compiled as ADETR.</p> <p>NM:ADEERSDI TY:edit DIE:ADERSC(DR-DIE:[ADEERSDI] DIC(0):AEMQL</p>
--- LDIR	<p>Resource Directory Listing</p> <p>This option allows printing of Resource Directory by profession and/or by city Linkage is to ADEPRSDI print template compiled as ADEPY and ADESRSDI sort template.</p> <p>NM:ADEPRSDI TY:print DIP:ADERSC(BY:[ADESRSDI] FLDS:[ADEPRSDI]</p>
--- REPT	<p>Clinical Services Reports</p> <p>This option enables users to print/display clinical</p>

activity reports based upon templates included in this version of the DDS. It also includes access to FileMan (General) for the creation of ad hoc reports as desired.

NM:ADEMDDR TY:menu
 ENA:D ^ADECLS W !!,?2,"REPORTS ON CLINICAL SERVICES PROVIDED....",!,!

```

--- RSVC      Service Minute/Level of Care Reports
              NM:AEMMIN TY:menu
              ENA:D ^ADECLS W !!!!,?2,"SERVICE MINUTES BY LEVEL OF CARE REPORTS..."

--- RDIR      Service Minutes by Dentist (Direct)
              ADEPDSST print template compiled as ADEPS and ADESDSST
              sort template. 11-29-88 Now calls routine ADEPLV

              NM:ADEPDSST TY:run routine RO:ADEPLV

--- RCHS      Service Minutes by Dentist (CHS)
              NM:ADEPCMIN TY:run routine RO:CONTRACT^ADEPLV

--- RNON      Non-Indian Patient Workload
              NM:ADEPNONI TY:run routine
              ENA:D ^ADECLS W !!!,?2,"NON-INDIAN PATIENT DENTAL WORKLOAD..." RO:NON^ADEPLV

--- DMON      Dentist Monthly Activity Report
              NM:ADEP-MONTH-DENTIST TY:run routine RO:ADEPD
              DS

--- DQRT      Dentist Quarterly Activity Report
              NM:ADEP-QUART-DENTIST TY:run routine RO:ADEPD
              DM

--- DANN      Dentist Annual Activity Report
              Dentist annual activity report

              NM:ADEP-YEAR-DENTIST TY:run routine RO:ADEPD
              DY

--- HMON      Hygienist/Therapist Monthly Activity Report
              NM:ADEP-MONTH-HYGIENIST TY:run routine
              RO:ADEPHY

--- HQRT      Hygienist/Therapist Quarterly Activity Report
              Hygienist/therapist quarterly report

              NM:ADEP-QUART-HYGIENIST TY:run routine
              RO:ADEPHYM

--- HANN      Hygienist/Therapist Annual Activity Report
              Hygienist/Therapist Annual Report

              NM:ADEP-YEAR-HYGIENIST TY:run routine RO:ADEPHY
              YY

--- RCST      Compiled Statistical Reports
              Calls routine ADEKRP to print compiled dental statistical
              reports.
  
```

```

                NM:ADEK-REPORT    TY:run routine    RO:ADEKRP
--- RCOM      Community Visit Report
              This report uses routine ADEPVC to sort on the Visit
              Status codes stored for patient visits at each reporting
              facility. The data are displayed by reporting facility
              and the Current community of patients.

                NM:ADEPCC01      TY:run routine
              ENA:D ^ADECLS W !!!,?2,"DENTAL VISITS BY PATIENT'S CU
              RRENT COMMUNITY..." RO:COMMUN^ADEPV
--- RIND      Individual Patient Services by Dentist
              Prints Total service minutes based on ADA codes reported
              by a particular provider over a given length of time.
              Linkage is to ADEPDSTM print template compiled as ADEPG
              and ADESSTM sort template.

                NM:ADEPDSTM      TY:print DIP:ADEPCD(
              BY:[ADESDSTM] FLDS:[ADEPDSTM]
--- RDAS      Individual Patient Services by Auxiliary Provider
              NM:ADEPDSTA      TY:print DIP:ADEPCD(
              BY:[ADESDSTA] FLDS:[ADEPDSTM]
--- RCTR      Contract Visits By Contracting Dentist
              This option prints dental patients, services, and fees
              incurred from contract dentists by date. Linkage is to
              print template ADEPDSCV compiled as ADEPC and sort
              template ADESSTM.

              V 4.3 links to ADESCNT and ADEPCNT templates

                NM:ADEPDSCV T    Y:print
              ENA:D ^ADECLS W !!!,?2,"CONTRACT VISITS BY CONTRACTIN
              G DENTIST..." DIP:ADEPCD( BY:[ADESCNT]
              FLDS:[ADEPCNT]
--- RFMG      FILEMAN (create ad hoc reports)
              This option provides access to limited VA FileMan options
              for the purpose of retrieving and displaying data from the
              DDS Files. These options are for ad hoc report generation
              only and access to them is controlled by the local RPMS
              Site Manager, who may also limit the time of day these
              options can be used.

                NM:ADEMFMG      TY:menu      LK:AKMOZFMAN
              ENA:D ^ADECLS W !!,?2,"FILEMAN AD HOC REPORT OPTIONS.
              ..",!,!
--- SRCH      Search File Entries **[DISEARCH]**
              This option is used to print a report in which entries are
              to be selected according to a pre-determined set of
              criteria. After the search criteria is met, a standard
              report will be generated.

                NM:DISEARCH      TY:action    ENA:D ^DIS
--- PRN      Print File Entries **[DIPRINT]**

```

This option is used to print a report from a file, where a number of entries are to be listed in a columnar format. Each column can be individually controlled for format, tabulation, justification, etc.

NM:DIPRINT TY:action ENA:D ^DIP

--- INQ Inquire to File Entries **[DIINQUIRE]**

This option is used to display all the data for a group of specified entries in a file. This is useful for a quick look at a small number of entries. Use the Print File Entries option for larger numbers of entries.

NM:DIINQUIRE TY:action ENA:D INQ^DII

--- STAT Statistics **[DISTATISTICS]**

After generating output from the Print File Entries or Search File Entries options, call upon the Statistics option to produce your choice of seven types of statistical tallies.

NM:DISTATISTICS TY:action ENA:D ^DIX

--- LIST List File Attributes **[DILIST]**

This option is used to print data dictionary listings for a given file. This listing is useful for programmers, analysts, and others interested in data base structures.

NM:DILIST TY:action ENA:D ^DID

--- SUP Supervisory Functions

This option contains menu sub-options to use files controlled only by the appointed dental supervisor or other users who are given the key (ADEZMSUPFUN).

NM:ADEMSPFN TY:menu LK:ADEZMSUPFUN
ENA:D ^ADECLS W !,?2,"SUPERVISORY FUNCTIONS",!,!,!

--- DPRP Prepare DENTAL Data for Central Processing

This option enables users to extract dental visit data by date, save the data as a global on tape, floppy disk, or as a UNIX file. Users may also check records for errors and reset extraction flags when necessary.

NM:ADEMEXFAC TY:menu
ENA:D ^ADECLS W !!!!!,"PREPARE DENTAL DATA FOR CENTRAL PROCESSING"

--- LOG Print Dental Data Extraction Log

NM:ADEPXLOG TY:print DIP:ADELOG(
BY:[ADEXLOG] FLDS:[ADEXLOG]

--- CHK Check for Errors in Visit Records

This option cycles thru the visit data which is about to be stripped off and checks for errors. This option should be run first prior to actually doing the extraction to global (ADEAEXDD)

NM:ADEAEXERR TY:run routine RO:ADEXER

```

--- EXT      Extract Dental Services Data
             This option extracts data from the DENTAL SERVICE FILE and
             builds ^ADENDATA, setting the DPSC FLAG field to the date
             of extraction.

             NM:ADEAEXDD      TY:run routine      RO:ADEXSU

--- SAVE     Save Services Data to Tape, Floppy, Unix File
             This option will read the global created in option
             ADEAEXDD and GTO it to a tape cartridge for forwarding to
             the area office for consolidation

             NM:ADEASDCC      TY:action
             ENA:S XBGL="ADENDATA" D ^XBGSAVE

--- FPRP     Prepare FLUORIDATION Data for Central Processing
             NM:ADEFMPREP     TY:menu
             ENA:D ^ADECLS W !!!!,"PREPARE FLUORIDATION DATA FOR C
             ENTRAL PROCESSING"

--- LOG      Print Fluoride Data Extraction Log
             NM:ADEFPLOG      TY:print      DIP:ADELOG(
             BY:[ADEFXLOG] FLDS:[ADEFXLOG]

--- EXT      Extract Fluoridation Data
             NM:ADEFXDAT      TY:run routine      RO:ADEFLEX

--- SAVE     Save Extracted Fluoridation Data to Media
             NM:ADEFSDAT      TY:action
             ENA:S XBGL="ADEFDATA" D ^XBGSAVE

--- DEO      Supervisor's Data Entry
             This option contains menu suboptions for entry or
             modification of data in files controlled by the Dental
             Supervisor, including: DENTAL EMPLOYEE FILE, DENTIST FILE,
             RESOURCE TYPE, WATER SYSTEM, EDIT LETTERS, STERILIZER
             TYPE, ADA CODE FEES.

             NM:ADEMES      TY:menu
             ENA:D ^ADECLS W !,?2,"ENTER/EDIT SUPERVISOR'S FILES .
             ...",!,!,!

--- EEMP     Employee File Data Entry
             This option is used to add or change data in Dental
             Employee File. Links to ADE input templateEDE

             NM:ADEFEBE      TY:edit      DIE:ADEEMP(
             DR-DIE:[ADEFEBE] DIC(0):AEMQL

--- ERES     Resource Type File Data Entry
             This option allows the Dental Supervisor at add or edit
             Resource Types into the DENTAL RESOURCE TYPE file. Linkage
             is to ADEERT input template compiled as ADETY.

             NM:ADEERT      TY:edit      DIE:ADERSCT(
             DR-DIE:[ADEERT] DIC(0):AEMQL

--- EWSF     Water System File Data Entry
             This option allows the Dental Supervisor to add or edit
             Water System data into the DENTAL WATER SYSTEM file.

```

	Linkage is to ADEEWS input template compiled as ADEEW.
	NM:ADEFEWS TY:edit DIE:ADEWS(DR-DIE:[ADEFEWS] DIC(0):AEMQL
---	ESTE Sterilizer File Data Entry This option allows adds, changes and deletes of records on the Sterilizer File. It links to template ADEEAU compiled as ADEEAU.
	NM:ADEEAU TY:edit DIE:ADESTE(DR-DIE:[ADEEAU] DIC(0):AEMQL
---	ESIT Edit Dental Site Parameters This option allows the dental supervisor or Site Manager to choose between available parameters for certain options such as the mode of dental data entry.
	NM:ADEESITE TY:edit ENA:D ^ADECLS W !!!,?2,"EDIT THE DDS PACKAGE SITE PARAMETERS..." DIE:ADEPARAM(DR-DIE:[ADEESITE] DIC(0):AEMQL
---	RSET Remove Patient Record 'Lock' (Read Help First) This option resets the update control node of the Dental Services File. It may be executed if for any reason the node is not null thereby disallowing update of the patient's record.
	V 5 KILLS ^UTILITY("ADELOCK",PATIENT DFN), LOOKS THRU ^ADEPOST FOR ANY VISITS WHICH HAVEN'T BEEN POSTED FOR THAT PATIENT AND KILLS THEM, TOO.
	NM:ADENODE TY:run routine LK:ADEZMSUPFUN RO:ADENODE
---	EBAK Restart Dental Background Processing Calls ADEREQUE to restart Dental Background Processing routine ADEDQUE after TaskMan failure or other crash.
	NM:ADEEBAK TY:run routine ENA:D ^ADECLS W !!!,?2,"DATA ENTRY BACKGROUND ROUTINE S BEING RESTARTED..." RO:ADEREQUE
---	EFEE ADA Code Fees Data Entry This option will relate a fee to an ADA procedure code. It links to input template ADEEFEE compiled as ADEEFEE.
	NM:ADEEFEE TY:edit DIE:ADEFEE(DR-DIE:[ADEEFEE] DIC(0):AEMQL
---	EFOL Create or Edit Followup Types and Letters NM:ADEEFTYP TY:edit DIE:ADETYP(DR-DIE:[ADEEFTYP] DIC(0):AEMQL
---	ECMP Compile Dental Quarterly Statistics NM:ADEK-COMPIL TY:run routine RO:ADEKNT
---	ECAL Generate California Annual Report Message NM:ADEK-CALIF TY:run routine RO:ADEKNT6

```

--- ESE1      Enable Sealant (1350) Recode Logic
              This option activates the sealant recoding logic for code
              1350.

              NM:ADEESEAL1  TY:run  routine EXA:W !,?5,"--Done
              !" RO:ENABLE^ADEUTL("1350",1)

--- ESE0      Disable Sealant (1350) Recode Logic
              This option disables sealant (1350) recode logic.

NM:ADEESEAL0 TY:run routine EXA:W !,?5,"--Done
!" RO:ENABLE^ADEUTL("1350",0)

--- LST List Entries in Supervisor's Files
              This option contains menu suboptions which select the
              various reports available for the files which are updated
              by the Dental Supervisor including lists of: employees,
              dentists, water systems, resource types, table of dental
              procedure codes, and table of dental operative sites.

              NM:ADEMPS TY:menu
              ENA:D ^ADECLS W !,?2,"PRINT SUPERVISOR'S FILES MENU .
              ....",!,!,!

--- LADA ADA Codes Listing
              This option will create an ADA code listing. Linkage is to
              ADEPADA print
              template compiled as ADEP and APSADA sort template.

              NM:ADEPADA TY:print DIP:AUTTADA(
              BY:[ADESADA] FLDS:[ADEPADA]

--- LPRO Dental Provider List
              This option creates a listing from the Dentist File.
              Linkage is to ADEPDNTS
              print template not compiled - previously compiled as
              ADEPT and ADESDNTS sort
              template

              5-13-88 CHANGED to link to ADESDNT and ADEPDNT templates
              of the Provider file. Dentist file no longer used after
              version 4.3.

              NM:ADEPDT TY:print DIP:DIC(6,
              BY:[ADESDNT] FLDS:[ADEPDNT]

--- LRES Dental Resource Type Listing
              This option will create a listing of Resource Types.
              Linkage is to ADEPRT print template compiled as ADEPY and
              ADESRT sort template.

              NM:ADEPRT TY:print DIP:ADERSCT(
              BY:[ADESRT] FLDS:[ADEPRT]

--- LEMP Employee List (Dental)
              This option will create a listing from the Dental Employee
              file. Linkage is to
              ADEPEMPL print template compiled as ADEPE and ADESEMPL
              sort template.

```

```

NM:ADEFPE TY:print DIP:ADEEMP(
BY:[ADEFSEMPL] FLDS:[ADEFPEMPL]

--- LOPS Operative Site Listing
NM:ADEPOS TY:print DIP:ADEOPS(
BY:[ADESOS] FLDS:[ADEPOS] FR:FIRST TO:
LAST

--- LFEE Print ADA Code Fee Table
NM:ADEPFEE TY:print DIP:ADEFEE(
BY:[ADESFEE] FLDS:[ADEPFEE]

--- LWSF Water System Listing
This option creates a listing of Water Systems from the
Water System File. Linkage is to ADEPWS print template
compiled as ADEPW and ADESWS sort template.

NM:ADEFPWS TY:print DIP:ADEWS(
BY:[ADEFSWS] FLDS:[ADEFPWS]

--- DIAG Dental Software Diagnostics
Menu of dental software diagnostic options

NM:ADEM-ADEX TY:menu

--- DALL Run All Dental Software Diagnostics
Runs all DDS diagnostics

NM:ADEP-ADEX-ALL TY:run routine RO:ADEX

--- DHX Display Installation History and Current Status
Displays dental package installation details.

NM:ADEP-ADEX-HISTORY TY:run routine
RO:HISTORY^ADEX

--- DBKG Check Dental Background Processes
Displays status of dental background jobs.

NM:ADEP-ADEX-BKGRND TY:run routine
RO:BKGRND^ADEX

--- Dental Application Context
NM:ADEKRPC TY:Broker (Client/Server)
LK:ADEZMENU

TOP MENU: [ADEMHELP]
--- Help for Users
This option provides access to `HELP' options for users.
Instructions are given for using `Extended Help' through
help frames generated from the HELP PROCESSOR of the
Kernel.

NM:ADEMHELP TY:menu
ENA:D ^ADECLS W !,?2,"HELP OPTIONS FOR DDS USERS..."

--- GO Getting Started
Calls up HP frame named ADE-HELP-GO to automatically
invoke text. This option leads to various help frames to

```

```

provide basic instruction to users.

NM:ADEMSTART TY:action
ENA:S XQH="ADE-HELP-GO" D EN^XQH K XQH

--- OVW Overview of the DDS Package
This option calls up the help frame ADE-HELP-OVERVIEW
automatically. It provides general statements, including
`keywords', to describe the purpose, scope, and
development plans for the DDS package.

NM:ADEMOVIEW TY:action
ENA:S XQH="ADE-HELP-OVERVIEW" D EN^XQH K XQH

--- CQ Common Questions
This option lists common questions regarding the use of
the DDS which are not answered elsewhere.

NM:ADEMQUES TY:action
ENA:S XQH="ADE-HELP-CQ" D EN^XQH K XQH

--- PRT Print Help Frames
This option allows users to print help frames
individually.

NM:ADEPFRAME TY:print DIP:DIC(9.2,
BY:[ADESHELP] FLDS:[ADEPHELP]

--- NEW New Features of this DDS Version
This option executes help frame ADE-HELP-NEW to take users
to a listing of keywords which describe new features of
this version of the DDS package.

NM:ADEMNEWF TY:action
ENA:S XQH="ADE-HELP-NEW" D EN^XQH K XQH

TOP MENU: [ADEPATT]
|--- Print Attending Dentist Statement
Calls routine ADEATT to print Attending Dentist Statement.
NM:ADEPATT TY:run routine
ENA:D ^ADECLS W !!!,?2,"PRINT OUT ATTENDING DENTIST S
TATEMENT..." RO:ADEATT
TOP MENU: [ADEPME]
|--- Dental Medicaid Eligible Report
NM:ADEPME TY:run routine
ENA:D ^ADECLS W !!!,?2,"DENTAL VISIT LIST OF MEDICAID
ELIGIBLES..." RO:ADEPME
TOP MENU: [ADESTARTUP]
|--- AUTO-START DENTAL BACKGROUND PROCESS
This option is a special option which is called
automatically upon mumps bootup. This option should not
be scheduled in the normal way with TaskMan. Calls
ADEREQUE to restart Dental Background Processing routine
ADEDQUE after TaskMan failure or other crash.
NM:ADESTARTUP TY:action ENA:D ^ADEREQUE
TOP MENU: [ADEIMEDI]
|--- Inquire to Medicaid Eligible File
NM:ADEIMEDI TY:inquire ENA:D ^ADECLS
TOP MENU: [ADEPMVER]
|--- Medicaid Verification Report

```

```
NM:ADEPMVER TY:print ENA:D ^ADECLS
DIP:ADEPCD( BY:[ADESMVER] FLDS:[ADEPMVER]
TOP MENU: [ADEK-QUARTER]
|--- DENTAL QUARTERLY STATISTICS
This option should be queued to run on or about the 10th
day of each quarter, i.e. 10 October, 10 January, 10 April
and 10 July. To schedule the option, use TaskMan to queue
the option and specify a rescheduling frequency of 3M.
The option will run routine ADEKNT which compiles
statistics on dental utilization and clinic production.
NM:ADEK-QUARTER TY:run routine RO:ZTM^ADEKNT
TOP MENU: [ADEX-AUTO]
|--- Unattended Dental Data Extract (MSM Systems Only)
This option may be queued to run at the end of each month.
It will start the dental data extraction process and call
AUGSAVE to save the extract global (^ADENDATA) to a host
file.
The option MUST be queued to run on a device.
NM:ADEX-AUTO TY:run routine RO:TASK^ADEXSU3
TOP MENU: [ADEX-REPORT]
|--- Print Reports to HFS (Layered Systems)
NM:ADEX-REPORT TY:run routine RO:ADEPX
```

15.0 Help Frames List

Help Frames List

Name	Header
ADE-DDV-DATE-FORMAT	Formats for Entering Dates
ADE-DDV-OPSITE-DECID	Entering OP Sites for Deciduous Teeth
ADE-DVIS	Options for Capturing Dental Visit Data
ADE-DVIS-ADACODES	Using the ADA Code (or Action) Prompt
ADE-DVIS-ADACODES2	Using the ADA Code (or Action) Prompt (frame 2)
ADE-DVIS-CDV	Contract Dental Visit Data Options
ADE-DVIS-CDV-CADD	Entering Contract Dental Visit Data
ADE-DVIS-CDV-CMOD	Editing an Existing Contract Dental Visit
ADE-DVIS-CDV-FEES	Fees For a Contract Dental Service
ADE-DVIS-CONSTANTS	The Constant Values Table
ADE-DVIS-DATE	Entering the Date of a Dental Visit
ADE-DVIS-DATE2	Dental Visit Date Entries (frame 2)
ADE-DVIS-DDV-ADA3	Using the ADA Code (or Action) Prompt (frame 3)
ADE-DVIS-DDV-CORE	Dental Visits - Core Data Entry
ADE-DVIS-DDV-CVETABLE	The Current Visit Entries Table
ADE-DVIS-DDV-DADD	Dental Visits - Enter/Edit (Core) Data
ADE-DVIS-DDV-DENTIST	Setting up Dentists in the RPMS Files
ADE-DVIS-DDV-MODE	Setting up the Dental Site Parameters
ADE-DVIS-DDV-MODE2	Dental Visit Data Entry Modes
ADE-DVIS-DDV-NARR	Narrative (word-processing) Visit Notes
ADE-DVIS-DDV-START	Direct Dental Visit Data Entry/Edit
ADE-DVIS-DENTIST	The Reporting (Attending) Dentist
ADE-DVIS-DENTIST2	Entering Reporting Dentists (frame 2)
ADE-DVIS-EDIT	Editing Data for a Previous Dental Visit
ADE-DVIS-EXAM	The Oral Exam data Module
ADE-DVIS-EXAM-ENTR	Entering Dental Examination Data
ADE-DVIS-EXAM-ENTR-BOX	What the Tooth Boxes Mean
ADE-DVIS-EXAM-ENTR-CURSOR	Using the Cursor Movement Keys
ADE-DVIS-EXAM-ENTR-FUNCTION-F1	The F1 Function Key
ADE-DVIS-EXAM-ENTR-FUNCTION-F2	Entering CPITN Data

Name	Header
ADE-DVIS-EXAM-ENTR-FUNCTION-F3	Using the F3 Function Key to Enter Surface Scores
ADE-DVIS-EXAM-ENTR-FUNCTION-F4	Using the F4 key to Skip to a Tooth
ADE-DVIS-EXAM-ENTR-KEYS	Using the Function Keys
ADE-DVIS-EXAM-ENTR-PROMPT	Answering the Prompt Sequence Questions
ADE-DVIS-FACILITY	The Location of a Dental Visit
ADE-DVIS-MODE LIMITED and ENHANCED	Data entry Modes
ADE-DVIS-NARR	Narrative (word-processing) Visit Notes
ADE-DVIS-NOTES	Narrative Notes for a Dental Visit
ADE-DVIS-NOTES-BRIEF	Using 'Brief Dental Notes'
ADE-DVIS-OPSITE1	Using Dental Operative Sites
ADE-DVIS-OPSITE2	Dental Operative Sites (frame 2)
ADE-DVIS-PATIENT	Identifying a Dental Patient Name
ADE-DVIS-PATIENT2	Entering/Editing Patient Names (continued)
ADE-DVIS-PROVIDER	Dental Auxiliary Providers
ADE-DVIS-QUANTITY	Reporting the Quantity of a Dental Procedure
ADE-DVIS-RSET	Reset Patient Record for Updating
ADE-DVIS-SCREEN ADA	Code Screens
ADE-DVIS-SURFACES	Entering Surface Data
ADE-DVIS-VCODE	Using the Dental Visit Status Codes
ADE-DVIS-VCODE2	Using the Dental Visit Status Codes (frame 2)
ADE-DVIS-VDEL	Deleting Existing Dental Visits
ADE-HELP	Help Options for DDS Users
ADE-HELP-CQ	Common Questions About Using the DDS
ADE-HELP-CQ-2MORE	Common Questions About the DDS (continued)
ADE-HELP-CQ-ARCHIVE	Taking Old Dental Data Off the Computer
ADE-HELP-CQ-CODES	Editing/Updating the Dental Procedure Code File
ADE-HELP-CQ-NONREG	Handling Dental Data for Non-Registered Patients
ADE-HELP-CQ-PCC	Benefits of Using the PCC and DDS
ADE-HELP-CQ-PROCESS	Processing Dental Data - Frequency/Responsibility
ADE-HELP-FRAMES	Using Help Frames
ADE-HELP-FRAMES2	Using the Help Processor (frame 2)

Name	Header
ADE-HELP-FRAMES3	Using the Help Processor (frame 3)
ADE-HELP-GO	Instructions for New Users
ADE-HELP-NEW	New Features of this Version
ADE-HELP-NEW-DATA	New Data Entry Features
ADE-HELP-NEW-EXTR	Preparation of Data for Central Processing
ADE-HELP-NEW-FILES	Data Dictionary Changes for DDS V 5
ADE-HELP-NEW-MGMT	Version 5 Patient Management
ADE-HELP-OVERVIEW	An Overview of the DDS Package
ADE-HELP-OVERVIEW2	Overview of the DDS (Additional Information)
ADE-HELP-PRT	Printing Out Help Frames
ADE-HELP-RPMS	Some Basic Conventions for RPMS Users
ADE-HELP-RPMS-ABASIC	Basic Information for RPMS Users (continued)
ADE-HELP-RPMS-ABBR	Abbreviated Responses, Synonyms and Mnemonics
ADE-HELP-RPMS-ADMIN	Administrative Responsibilities
ADE-HELP-RPMS-DEFAULTS	Understanding and Using Default Values
ADE-HELP-RPMS-DEVICES	Using Printers, Modems and Other RPMS Devices
ADE-HELP-RPMS-HALT	Exiting from Options and the DDS
ADE-HELP-RPMS-KEYS	Some Important Symbols/Keys on the keyboard
ADE-HELP-RPMS-MODEM	Using Modems in the RPMS Environment
ADE-HELP-RPMS-NAMES	Identifying a Patient to the Computer
ADE-HELP-RPMS-PARAMETERS	Specifying Devices for Printing Reports
ADE-HELP-RPMS-PATIENTS	Entering Patient Names on the Computer
ADE-HELP-RPMS-PRINTER	Printers - Slaved Printers and Line Printers
ADE-HELP-RPMS-PROMPT	Responding to Computer Prompts
ADE-HELP-RPMS-PROMPT2	Example of Using Prompts
ADE-HELP-RPMS-QMARKS	Using Question Marks to get Help
ADE-HELP-RPMS-TERMINAL	The RPMS User Terminals
ADE-INQ	Inquiry to Patient File Options
ADE-INQ-FIND	Scanning for Names of Registered Patients
ADE-INQ-HSUM	Patient Health Summaries (from the PCC)
ADE-INQ-LASTV	Last Dental Visit Summary
ADE-INQ-REVIEW	Reviewing A Dental Patient's Record
ADE-INQ-REVV	Review Patient's Dental Record

Name	Header
ADE-INQ-VIEW	Viewing a Patient's Registration File
ADE-OHS-MENU	Using the Oral Exam Data Module
ADE-PM	Patient Management Options
ADE-PM-CALL	Using Patient Recall Options
ADE-PM-ILBL	Printing Address Labels for Specific Patients
ADE-PM-MLBL	Printing Labels from Search Templates
ADE-PM-NEED	Deferred Services Register
ADE-PM-PFOL	Print Patient Followup Summary
ADE-PM-REFR	Dental Patient Referral Functions
ADE-PM-RREM	Patients Removed from Followup Lists
ADE-PM-WAIT	How to use Waiting List Options
ADE-PM-WAIT-WADD	Add Patient to Waiting or Recall List
ADE-PM-WAIT-WCOM	Waiting List Count by Community of Residence
ADE-PM-WAIT-WDEL	Delete Individual from Waiting or Recall List
ADE-PM-WAIT-WGRP	Deleting Groups from Followup using Search Templates
ADE-PM-WAIT-WPAC	Print Waiting or Recall Lists Sorted by Action Date
ADE-PM-WAIT-WPDA	Print Waiting or Recall Lists Sorted by Date Added
ADE-PM-WAIT-WPLT	Print Letter for Individual Patient
ADE-PM-WAIT-WPRT	Printing Search Results
ADE-PM-WAIT-WREP	Waiting List Report
ADE-PM-WAIT-WSEA	Followup File Search
ADE-PM-WAIT-WSEA1	Searching the Followup Files – Examples
ADE-PM-WAIT-WSEA10	Selecting the Followup Type
ADE-PM-WAIT-WSEA20	Specifying Followup Search Criteria
ADE-PM-WAIT-WSEA30	Combining the Search Criteria
ADE-PM-WAIT-WSEA40	Specifying the Template Name
ADE-QATTHE '	Quality Assurance Module' OPTION
ADE-QAT-COPC	Community (disease prevention) QA Functions
ADE-QAT-COPC-HPDP	Community-based Dental Health Activities
ADE-QAT-MGT	Program Management QA Functions
ADE-QAT-MGT-IC	Sterilizer Testing Functions
ADE-QAT-MGT-IC-DATA	Entering Sterilizer Spore Test Data

Name	Header
ADE-QAT-MGT-IC-REPT	Sterilizer Testing Reports
ADE-QAT-MGT-RDIR	Maintaining the Dental Resource Directory
ADE-QAT-MGT-TRNG	Maintaining Dental Staff Training Records
ADE-QAT-MGT-TRNG-DATA	Entering data in the Training Record
ADE-QAT-MGT-TRNG-REPT	The Dental Staff Training Report
ADE-QAT-TECH	Technical QA Functions
ADE-REPT	Clinical Services Reports
ADE-REPT-AUXIL	Individual Patient Visit data by Auxiliary Provider
ADE-REPT-CHSFEEs	Average CHS Fees by Dentist
ADE-REPT-CHSVISITS	Contract Visits by Dentist
ADE-REPT-COMMUNITY	Dental Visits by Community of Residence
ADE-REPT-DIRSVCS	Total Services and Minutes by Provider
ADE-REPT-FMG	Using FileMan to Generate Ad Hoc Reports
ADE-REPT-MINUTES	Individual Patient Services by Reporting Dentist
ADE-REPT-NONI	Services for Non-Indian Patients
ADE-REPT-RANGES	Specifying Ranges for Reports
ADE-REPT-RANGES2	Specifying data Ranges (frame 2)
ADE-REPT-RATT	Attending Dentist Statement
ADE-REPT-RMED	Dental Medicaid Eligible Report
ADE-REPT-RMIN-CHS	Service Minutes by Dentist (Contract)
ADE-REPT-RVER	Medicaid Verification Listing
ADE-REPT-SVCMIN	Dental Services and Minutes by Levels of Care
ADE-REPT-TRIB	Visits by Tribal Membership
ADE-REPT-VISITS	Report of Visits by Facility and Dentist
ADE-SEAL	Sealant Recode Logic
ADE-SUP	Using Supervisory Functions
ADE-SUP-CHK	
ADE-SUP-DEO	Supervisor's Data Entry/Edit Options
ADE-SUP-DEO-DENTIST	Dentist File Data Entry/Edit
ADE-SUP-DEO-EBAK	Restarting the Dental Background Processes
ADE-SUP-DEO-EFOL	Creating Dental Followup Types
ADE-SUP-DEO-EFOL2	Creating Patient Followup Letters
ADE-SUP-DEO-EMPLOYEES	Dental Employee File Data Entry/Edit

Name	Header
ADE-SUP-DEO-EMPLOYEES2	Using the Dental Employee File (page 2)
ADE-SUP-DEO-ESIT1	Dental Site Parameter File (frame 2)
ADE-SUP-DEO-ESIT1.2	Editing Dental Site Parameters (frame 3)
ADE-SUP-DEO-ESIT2	Dental Site Parameters (frame 4)
ADE-SUP-DEO-ESIT3	Dental Site Parameters (frame 5)
ADE-SUP-DEO-FEES ADA	Code Fee File Data Entry/Edit
ADE-SUP-DEO-LETTERS	Edit Dental Letters File
ADE-SUP-DEO-RDIR	Resource Directory Data Entry/Edit
ADE-SUP-DEO-RESTYPE	Edit Resource Type File
ADE-SUP-DEO-SITE	Editing Dental Site Parameters
ADE-SUP-DEO-STERILIZER	Sterilizer File Data Entry
ADE-SUP-LST	Supervisor's Print/Display Functions
ADE-SUP-LST-CODES	Standard Dental Procedure Code Listing
ADE-SUP-LST-DENTISTS	The Listing of Dentists
ADE-SUP-LST-EMPLOYEES	Dental Employee List
ADE-SUP-LST-OPSITES	Dental Operative Site Listing
ADE-SUP-LST-WSYSTEMS	Water System List for Fluoridation
ADE-SUP-PREP-AREA	Area Data Merge and Transmission Options
ADED-FRAME1	Help for Users
ADEF-DUP-DEO-WSYSTEMS	Edit Water System File
ADEF-QAT-COPC-WFL	Water Fluoridation Surveillance Functions
ADEF-QAT-COPC-WFL-ENTRY	Water Sample Analysis Data Entry
ADEF-QAT-COPC-WFL-REPTS	Fluoridation Surveillance Reports
ADEF-SUP-PREP	Prepare Dental Data For Processing
ADEF-SUP-PREP-CHK	Checking Visit Records for Errors
ADEF-SUP-PREP-CHK1	Check the Data for Errors (page 2)
ADEF-SUP-PREP-CHK2	How to Correct data from the Visit Errors Report
ADEF-SUP-PREP-CHK3	Correcting Visit Errors (continued)
ADEF-SUP-PREP-EXT	Extracting Dental and Fluoridation Records for Processing
ADEF-SUP-PREP-LOG	Dental Data Extraction Log File
ADEF-SUP-PREP-SAVE	Saving Extracted Dental and Fluoridation Service Data
ADEF-SUP-PREP-SAVE1	Saving Extracted Services (continued)

Name	Header
ADEF-SUP-PREP1	Preparing Data for Central Processing (continued)

16.0 Help Frame Descriptions

16.1 Formats for Entering Date

NAME: ADE-DDV-DATE-FORMAT RELTD FRAMES:

The FileMan software allows users to enter data into DATE fields in several ways as shown below:

Examples of valid date/time formats:

JAN 22 1957 or 22 JAN 57 or 1/22/57 or 012257

T (for TODAY), T+1 (for TOMORROW), T+2, T+7, etc.

T-1 (for YESTERDAY), T-3W (for 3 WEEKS AGO), T-365 (for year ago), etc.

If the year is omitted, the computer uses the CURRENT YEAR.

To enter a TIME with the date, use any of the above formats followed by the '@' symbol and the time as shown below:

JAN 22 57@100 = that date at 1 AM, or 1 PM if it is already past 1 AM for that day, otherwise use 1300 format for 1

PM 012257@1930 = that date at 7:30PM (using 24 hour format)

16.2 Entering OP Site for Deciduous Teeth

NAME: ADE-DDV-OPSITE-DECID RELTD FRAMES:

The DDS allows users to enter OPERATIVE SITES for DECIDUOUS TEETH as numbers (4d thru 20d) or as Letter codes (A thru T) in either the Direct Mode or Contract Mode of visit entry.

The operative sites you select can be displayed in the Current Visit Entries Table either as tooth numbers or as tooth letters.

Ordinarily the deciduous Op-Sites will be displayed as NUMBERS until ^P is entered at the prompt to Select ADA CODE (or Action):' Then, all primary tooth Op-Sites you enter (either as numbers or letters) will be displayed on the table as Letter codes. This feature is useful when entering Contract Care data from a claim form which uses the Letter codes.

16.3 Options for Capturing Dental Visit Data

NAME: ADE-DVIS RELTD FRAMES: CORE

This option leads to suboptions for entering direct care and contract care dental visit data into the RPMS. Dental visits are created by date to automatically generate a patient encounter in the Patient Care Component (PCC) if that package is operating at the site.

The data entry options are designed to capture the [CORE] workload data required for central processing by the Indian Health Service. These data are stored in the Dental Services File of the DDS. These records can be edited (modified) or deleted as necessary and the required data can be extracted from the data base periodically by the Dental Supervisor or RPMS Site Manager to submit them to the area for merging data from multiple sites.

This version of the DDS handles direct and contract services data under separate options.

Dental visit data should be entered from standard input records such as the HSA-42-2 and HSA 57 by dental or other key entry personnel.

16.4 Using the ADA Code (or Action) Prompt

NAME: ADE-DVIS-ADACODES RELTD FRAMES: BRIEF, ADA, MORE

You must `Select ADA CODE (or Actions)' after the Visit Status Code has been entered. You may enter a procedure code, or invoke other actions to enter, edit or end data entry for the current visit as shown below:

User Response	Action Executed
^ or ^Q	-Abort data entry without changing or adding anything. Use ^ or ^Q if you want to start over.
4-digit ADA Code	-To enter a dental procedure for the current visit. Only established codes in the ADA CODE FILE can be used in the DDS. Use keyword [ADA] to learn more about the use and management of this RPMS file. Multiple units or op sites can be entered for most codes.
@code	-To delete a code from the visit, e.g. @2150. NOTE: To edit/change a code you have already entered you must first delete the code then enter a new one.
^N	-Enables user to enter a [BRIEF] dental note.

Please enter M to see (more) actions at the ADA code prompt.

16.5 Using the ADA Code (or Action) Prompt (Frame 2)

NAME: ADE-DVIS-ADACODES2 RELTD FRAMES: BRIEF, ADA, MORE

Additional responses available at the ADA CODE (or Action) prompt

User Response	Action Executed
re-enter ADA code	- to edit the quantity, operative site, or fee values
^D	- to change the attending [DENTIST] for current visit
^H	- to change [HYGIENIST/THERAPIST] for current visit
? or ??	- to see Help Frames (?) or use of ADA codes (??)
^C	- to edit Total Charge (on contract visits only)
^P	- to display deciduous Op-Sites as [LETTER CODES].
^V	- to display the patient's dental record
ENTER [MORE]	TO SEE FURTHER INFORMATION ABOUT ACTIONS AVAILABLE AT THE 'SELECT ADA CODE' PROMPT.

16.6 Contract Dental Visit Data Options

NAME: ADE-DVIS-CDV RELTD FRAMES: EDITED, ENTRY RELTD FRAMES: DENTIST, LETTER CODES, MORE, HYGIENIST/THERAPIST

The Contract Dental Visit Data Entry Options are somewhat different from the Direct Dental Visit (DDV) options in this version of the DDS. The CDV options will be revised to become more similar to the DDV entry routines in a future version

The CDV options are included to enter visit data only for fee-for-service contract operations. This encompasses the contract work done by private dentists working in their own offices. Contract dentists who work in IHS or Tribal facilities on a fee-per-clinic day or other fixed rate or flat fee agreement (like a salaried employee) should have their visit data reported under the Direct Dental Visit Entry options, and they should be listed as HIS in the AFFILIATION field of the RPMS Provider File.

Data should be entered directly from an HSA 57 (Dental Contract Authorization Form) or other ADA-type claims record.

Fees may be entered for each service and the Total Charge for each visit should be entered separately. Existing visits must be [EDITED] using a separate menu option from data [ENTRY] options.

16.7 Entering Contract Dental Visit Data

NAME: ADE-DVIS-CDV-CADD RELTD FRAMES: ESIT

Contract dental visits may be added to the Dental Services File of the DDS (and the PCC) by using this option. The same inputs used in Direct Visit entry are used except for the addition of `FEES' for each ADA code entered and a `TOTAL CHARGES' entry.

The fee data automatically update the total charge for the visit as each ADA code is added (watch the values change in the CVE Table). You may edit the total charge to be any value before saving the visit data, by entering ^C at the `Select ADA CODE (or Action):' prompt.

NOTE: Dentists MUST have their AFFILIATION set to `CONTRACT' in the Provider File before data can be entered for them under this option. In other words, only contract dentists can have data entered under the CDV option.

Also see the [ESIT] help frame about extracting contract services data for central processing. These data will not be exported from your database unless the Dental Supervisor sets the parameter to do so.

16.8 Entering an Existing Contract Dental Visit

NAME: ADE-DVIS-CDV-CMOD RELTD FRAMES:

To edit an existing Contract Dental Visit this option must be used because it updates entries in the PCC records as well.

The user must select a patient name and visit date. Use ? at the prompt for a visit date to see a listing of all the visits which have been entered for a patient. Once the date is selected, each data entry field for the visit will be displayed, one at a time, with the existing data given as default values which can then be edited individually.

The VDEL option from the DVIS menu must be used to delete contract visits.

16.9 Fees for a Contract Dental Service

NAME: ADE-DVIS-CDV-FEES RELTD FRAMES:

Professional fees for dental services may be entered for each dental procedure code reported for a visit under the Contract Dental Visit Data entry Option. The Unit Fee for each code should be entered.

Fees will normally be entered from the data listed on the HSA 57 Dental Contract Care Authorization (claim) form. If a contract care provider is paid on a fixed rate (not a fee-per-service rate) they may be regarded as direct care providers for data reporting purposes. (e.g. contract dentists or hygienists who work part-time in a direct care facility).

Fees may be entered in whole dollars or dollars and cents After all ADA codes for a visit are reported, including the fees for each code, the Total Charge for the visit must also be entered if it is different from the total of the fees entered. This is common when additional charges are assumed, discounts are given, or the payment for benefits is shared between the IHS and other agencies or insurance carriers. Enter 'C' to edit the Total Charge.

16.10 The Constant Values Table

NAME: ADE-DVIS-CONSTANTS RELTD FRAMES:

The Dental Visit Data Entry Options are programmed to save a user time when multiple visits are being entered for the same facility or dentist. It is therefore unnecessary to re-enter the facility name, dentist and/or auxiliary each time a patient name or date of visit is entered unless the facility, provider, or dentist name needs to be changed. These values are, in effect, 'constants' which are 'stored' for each new visit until one or more of the values is changed, or until you enter Q to Quit entering dental visit data. Thus, each time you begin a session in the DDV (direct) or CDV (contract) visit data entry options you must enter a new set of constant values. At one-man clinics, the Dental Supervisor can use the ESIT option to set the 'Default attending dentist' to be constant. Use [ESIT] to view more on this.

The CONSTANT VALUES TABLE has been created to allow users to change any of or all the 'constant' values when necessary. The Table will be displayed each time the user enters only a return or an ^ at the prompt to 'Select Dental Patient Name:'

You must enter or 'change' constant values one at a time by entering the letter (L,D, or A) of the variable to be changed, then by entering the name, mnemonic or code you choose.

16.11 Entering the Data of a Dental Visit

NAME: ADE-DVIS-DATE RELTD FRAMES: MORE, VISIT STATUS CODE, DATE FORMAT

The 'Select Date of Visit:' prompt asks for the date on which the dental encounter actually took place. Visit dates will usually be taken from the HSA 42-2 or HSA 57. If the visit dates are missing or unreadable the data entry form (pink slip) should be returned to the clinic or dentist involved for correction/clarification of the date(s).

Date/time data can be entered in several Formats which are explained by using the keyword [DATE FORMAT] or ??. One ? will list the dates of all existing dental visits (including broken appts). This is a crude way to check for previous visit dates during the current fiscal year before entering a [VISIT STATUS CODE] which must be selected after the visit date is added. You may create a new visit date to enter dental data, or you may edit the data for an existing visit by selecting an existing date from the list.

If a Visit TIME is indicated on the 42-2 next to the date, it must be entered with the date, for example 10-1-88@1030 would record a dental visit at 10:30 am. The time of a visit MUST be recorded if the patient was sent to the pharmacy for a dental prescription. Entering a TIME is also useful for other reasons, as shown on the next Help Frame.

Enter [MORE] to see help on entering multiple visits for the same date.

16.12 Dental Visit Data Entries (Frame 2)

NAME: ADE-DVIS-DATE2 RELTD FRAMES: DELETE, DT

Multiple visits for the same date can be created in either of two ways: 1) by entering the time of the visit along with each visit for that date, for example, 11-1@300 would mean Nov 11 at 3PM. To do this, however, the time will need to be entered on the HSA 42-2 under the date. 2) by enclosing the date in " " for each subsequent visit for the same date. for example, "MAR 9" would be used to enter a second visit for that day.

Entering only a `return' at the date prompt will allow you to start over with the patient name again. You may also start over by pressing `return' at the Visit Status Code prompt. Once a visit has been created in the DDS, you must use the VDEL [DELETE] Visit option to remove/delete that visit date from the computer records.

HINT: Practice using the NUMERIC KEYPAD on your keyboard to enter the date of visit and other numeric data, such as ADA codes, tooth numbers, etc. This will make visit data entry a lot faster and more accurate!!! You can also program various function keys on your keyboard to enter frequently used brief notes and combinations of Operative Sites (Ask your Site Manager for details).

16.13 Entering the ADA Code (or Action) Prompts (Frame 3)

NAME: ADE-DVIS-DDV-ADA3 RELTD FRAMES: RECALL, WAITING

Responses available at the `Select ADA CODE (or Action):' prompt.

User Response	Action Executed
re-enter ADA code	- to edit the quantity, operative site, or fee values

User Response	Action Executed
^W	- to add this patient to a treatment [WAITING] List (also see Patient Management options)
^R	- to add this patient to a Treatment [RECALL] List (also see Patient Management options)
carriage return	- to complete data entry for this visit, only you will then be asked if you are ready to 'file' the data in the computer before proceeding to the next patient. You MUST answer Y (yes) in order for the visit data to be saved. If you press only a return or N (no) at this prompt, the computer assumes you want to edit the data for this visit (which will be displayed).

Now Enter ^Q if you want to see help information about a specific ADA code.

16.14 Dental Visits – Core Data Entry

NAME: ADE-DVIS-DDV-CORE RELTD FRAMES: ADA CODE, DATE, DENTIST, FACILITY, NOTES OP SITE, PATIENT, QUAN, VCODE, FEES, AUXILIARY

The 'core' data elements for dental visits are those specified by the Indian Health Service to support centralized processing of clinical workload data as well as those to support patient and program evaluation. The 'core' data inputs for entering direct and contract care dental visits are listed below in the sequence asked by the computer. Use the 'keywords' given to view more information regarding each input.

[FACILITY] Location of the dental visit [DENTIST] Reporting (or attending) dentist for the visit [AUXILIARY] The auxiliary provider

[PATIENT] Dental patient name or record number [DATE] Date of the visit [VCODE] The dental visit status code [ADA CODE] Standard dental procedure codes [QUAN] The quantity of units for a procedure [OP SITE] Dental operative site(s) for a procedure [FEES] The fee charged for a dental procedure (contract only) [NOTES] Narrative dental note options.

16.15 The Current Visit Entries Table

NAME: ADE-DVIS-DDV-CVETABLE RELTD FRAMES: OP SITE, QUAN, ADA CODE, CODE SCREENS

The CURRENT VISIT ENTRIES TABLE will be displayed after the Visit Date has been entered and each time an ADA code is added to the visit. This Table enables users to view and check all the data entered for a dental visit to facilitate editing if necessary. It identifies the patient, facility, auxiliary (if entered), reporting dentist and date of the current visit for which ADA codes will be entered.

As ADA codes are entered for the visit they will be displayed on the table. The quantity of units and operative sites (if used) reported will be displayed after each code.

If data entry errors are noticed in the 'Current Values' table, they can be changed/edited by entering 'return' at the Visit Status Code prompt, or by entering one of the ^ responses allowed at the [ADA CODE] action prompt.

After an ADA code is entered, the dental software will check the validity of the code by applying [CODE SCREENS].

Methods to correct ADA code, quantity, or op site errors are described in other help frames: [QUAN], [OP SITE].

16.16 Dental Visits – Enter/Edit (Core) Data

NAME: ADE-DVIS-DDV-DADD RELTD FRAMES: ADA CODE, DATE, DENTIST, FACILITY, NOTES, OP SITE, PATIENT, PROVIDER, QUAN, VCODE, MODE

This option allows users to create a direct dental visit in the DDS Dental Service File and to enter, edit or 'modify' various data for that visit. This option also generates a patient encounter in the PCC software of the RPMS and captures required 'CORE' dental data. Either the MINIMUM or ENHANCED data entry [MODE] can be used as designated in the Dental Site Parameters File of the DDS by the dental supervisor. The data inputs for direct visits using either mode are listed below in the sequence asked by the computer. Use the 'keywords' given to view more information regarding each input.

[FACILITY] Location of the dental visit [DENTIST] Reporting (or attending) dentist for the visit [PROVIDER] The secondary care provider - (enhanced mode only)
[PATIENT] Dental patient name or record number

[DATE] Date of the visit [VCODE] The dental visit status code [ADA CODE]
Standard dental procedure codes

[QUAN]The quantity of units for a procedure - (minimum mode only)

[OP SITE] Dental operative site for a procedure (enhanced mode only)

[NOTES] Narrative dental note option - (enhanced mode only)

16.17 Setting-up Dentists in the RPMS Files

NAME: ADE-DVIS-DDV-DENTIST RELTD FRAMES:

The Dental Supervisor must provide the RPMS Site Manager with the names of dentists and auxiliaries BEFORE visit data can be entered using their name.

The following information is REQUIRED for each name in the provider file:

NAME: LASTNAME,FIRSTNAME CLASS: Set every dentist as `DENTIST' from the Provider Class File.

TYPE: Use FULL TIME or PART TIME for direct care providers and FEE BASIS for contract dentists.

AFFILIATION: For data processing purposes ALL dentists and auxiliaries should be entered as `IHS' to be accepted by the Direct Dental Visit (DDV) data entry option. Fee-for-service dentists should be entered as contract to be accepted by the Contract Dental Visit (CDV) option.

PROVIDER CODE: Enter Dentists as `52' and HYGIENISTS and THERAPISTS as `46'.

SSN: The Soc. Security Number is REQUIRED! The 9-digit # MUST be CORRECT!

MNEMONIC: Use the same 2-letter initials which will be used on the visit data entry forms (HSA 42-2).

The Dental Supervisor is responsible to check the accuracy of these data for each dentist and auxiliary after the Provider File is edited!!

16.18 Setting-up the Dental Site Parameters

NAME: ADE-DVIS-DDV-MODE RELTD FRAMES: MORE, SITE

This version of the DDS package allows for the entry of DIRECT dental visit data using either the LIMITED DATA mode or the ENHANCED DATA entry mode. The data entry mode is set by using the "Set Dental Site Parameters" option of the Dental Supervisor's data entry menu. Use [SITE] to see this option.

LIMITED DATA ENTRY MODE - captures only the minimum data elements required for central processing of dental visit data by the Indian Health Service. These data include: location of visit, reporting dentist, date of visit, patient ID, dental procedures (by ADA code), and the quantity of units associated with each procedure.

ENHANCED DATA ENTRY MODE - captures the minimum data requirements and more detailed data which are of value to patient management and program evaluation.

The `enhanced' database includes: linkage of ADA codes with anatomic (operative) site codes, and identification of a "secondary" care provider (such as a hygienist or other auxiliary).

The local Site Manager and dental supervisor(s) must determine which mode of data entry will be supported by the local RPMS facilities.

Use [MORE] to view additional information regarding the entry mode decision

16.19 Dental Visit Data Entry Modes

NAME: ADE-DVIS-DDV-MODE2 RELTD FRAMES: NOTES

The data entry mode for direct visits may be set differently for each reporting location depending upon several factors; however, the mode of entry should not be switched back and forth for a given location because it may compromise data retrieval over time.

In order to use the ENHANCED mode the data entry forms (HSA 42-2) must be filled out properly. The operative sites must be specified clearly in the space preceding the `UNITS' column for ADA codes, using the Mnemonics included in the Dental Operative Site File. Also, the mnemonics for the Secondary Provider and the Reporting Dentist must be entered clearly on the form in the accepted manner, using the mnemonic of the 2nd provider over the dentist in the signature space. Brief dental notes (if used in either mode) must be entered on the HSA 42-2 in the recommended form, see [NOTES].

The ENHANCED mode may take slightly longer to enter data per visit than the MINIMUM mode. Also, if dental personnel will be entering the data, they may have better knowledge of the data being entered and can verify detailed entries with greater precision than non-dental personnel.

16.20 Narrative (Word-Processing) Visit Notes

NAME: ADE-DVIS-DDV-NARR RELTD FRAMES:

16.21 Direct Dental Visit Data Entry/Edit

NAME: ADE-DVIS-DDV-START RELTD FRAMES: ADA CODE, CORE, CVE TABLE, DATE, DELETE, EDIT, NAME, VISIT STATUS CODE, LOCATION, RECALL OR WAITING

You begin each data entry session by entering a [LOCATION] (required), You will then be asked to enter other [CORE] dental data beginning with a patient [NAME] and [DATE] of visit. The Current Visit Entries (CVE) Table is then displayed as you

add or edit data for the visit. Use keyword [CVE TABLE] to see more about using this feature to check and edit entries.

After selecting a required [VISIT STATUS CODE] you may then add or edit data at the [ADA CODE] prompt by using the responses (or Actions) allowed. These actions include adding the patient to [RECALL or WAITING] lists. Visits are not actually created (stored) in the DDS files or the PCC until you press `return' at the ADA Code prompt. Thus, you may easily edit the entries or erase the visit before it is actually created in the RPMS. However, once the visit exists in these files, you must [EDIT] or [DELETE] the visit in a different manner. After data entry for a visit is completed you may use the existing `Constant Values' to add new visits, or enter `return' at the prompt for a Patient Name to change any of these constant values, if necessary.

16.22 The Reporting (Attending) Dentist

NAME ADE-DVIS-DENTIST RELTD FRAMES: MORE, PROVIDER FILE

Entry of a reporting DENTIST for each dental visit is ALWAYS required! The reporting dentist is defined as the `attending dentist' for medico-legal purposes even though an auxiliary may actually provide certain expanded-duty services.

Before data can be entered for a dentist, the RPMS Provider File must be edited by the Site Manager to include ALL required data for each dentist. Use the keyword [PROVIDER FILE] to view more about setting up dentists and auxiliaries for visit data entry.

The Site Manager must handle the de-activation of provider names when they transfer to another facility or terminate their employment. It is essential that the Site Manager be advised when new dentists arrive or when incumbent dentists leave permanently. This can be done easily by using MAILMAN on the local RPMS computer.

It is recommended that MNEMONICS be used to enter a reporting dentist or auxiliary. The mnemonics must be created in the RPMS Provider File prior to data entry and the same mnemonics should routinely be entered on the HSA 42-2 in the space provided for a signature.

Use M to view [MORE] on entering reporting dentists.

16.23 Entering Reporting Dentists (Frame 2)

NAME ADE-DVIS-DENTIST2 RELTD FRAMES: CURRENT VISIT ENTRIES TABLE, DEFAULT DENTIST

If mnemonics are not used to enter the reporting dentist, a dentist's last name can be entered, or their social security number. The name of the reporting dentist you enter will be displayed on the [CURRENT VISIT ENTRIES TABLE].

At one-dentist clinics, the Dental Supervisor can set the [DEFAULT DENTIST] to that dentist, so that the dentist's name automatically appears during each data entry session.

Always CHECK to make sure the correct dentist has been selected BEFORE PROCEEDING to enter the ADA procedure codes for the visit!

If the dentist's name displayed in the C.V.E. Table is incorrect, enter ^D at the `Select ADA CODE (or Action):' prompt.

After you select a dentist, you will be asked if you want to use this same dentist for subsequent visits during the current data entry session. If you answer NO, the dentist will only be changed for the current visit. If you answer YES, the dentist you selected will become the default dentist for the remainder of the data entry session or until you change dentists again.

16.24 Editing Data for a Previous Dental Visit

NAME ADE-DVIS-EDIT RELTD FRAMES: DELETE, CORRECTIONS

After a visit has been created in the Dental Service File of the DDS you can edit the entries (location, dentist, provider, V.S. code, ADA code, and notes) if necessary.

To do this, use the HSA 42-2 or HSA 57 which you originally used to enter the data, and re-enter the patient ID or name. Then enter ? and return at the `Select VISIT DATE:' prompt to see a list of existing visits which have been reported into the DDS for that patient. Select the correct date from the list of dates given. The Current Visit Entries Table will be displayed and you will then have the opportunity to edit the entries for that visit. If the date needs to be changed, you must [DELETE] the visit date that you wish to change by using the VDEL option. Then use the DDV option to create a visit for the correct date and re-enter all the data for that visit. Use keyword [CORRECTIONS] to see how to correct errors in visits which could not be extracted for processing.

You may edit data for an existing visit in the DDS-PCC files for up to 90 days after it has been entered into the DDS. By doing so, this will automatically update the visit data in the PCC files as well. Visit data edited after 90 days will update the DDS files, but not the records stored in the PCC.

16.25 The Oral Exam Data Module

NAME ADE-DVIS-EXAM RELTD FRAMES:

16.26 Entering Dental Examination Data

NAME ADE-DVIS-EXAM-ENTR RELTD FRAMES: NAMES, PROMPT SEQUENCE, CURSOR, FUNCTION KEYS, BOXES

Help on entering dental examination data is organized into the topics listed below. To get help on a certain topic, enter the topic keyword.

Selecting Patient and Provider [NAMES] Answering the [PROMPT SEQUENCE] questions Understanding the Tooth [BOXES] Moving the [CURSOR] on the examination screen Using the [FUNCTION KEYS].

When entering examination data, help for a particular field can be obtained by entering a question mark when the cursor is positioned on that field.

16.27 What the Tooth Boxes Mean

NAME ADE-DVIS-EXAM-ENTR-BOX RELTD FRAMES:

Each of the tooth boxes on the exam entry screen consists of three data entry fields. The tooth's status (decayed, filled, missing, etc.) is entered in the top half of its box. The tooth surfaces to which the status applies (e.g., MO, DOL) are entered in the bottom half of the tooth box. Below the tooth box is a space for entering the treatment desired for that tooth.

To see a list of available status and treatment entries, enter a question mark in the appropriate space of the tooth box.

16.28 Using the Cursor Movement Keys

NAME ADE-DVIS-EXAM-ENTR-CURSOR RELTD FRAMES:

The cursor (the flashing block of light on your terminal screen) shows where the active data entry area is on the screen. Use the arrow keys to move from one tooth box to another. The arrow keys can be used in place of the 'Return' key when entering data in the tooth boxes. For example, to enter 'N' (for 'Normal') in a tooth and move directly to the next tooth on the right, press N and then the right arrow key.

(Note to Televideo 905 users: The function keys F11, F12, F13, and F14 are used for left, right, up, and down cursor movement on the Televideo 905 terminal. Do not use the arrow keys.)

16.29 The F1 Function Key

NAME ADE-DVIS-EXAM-ENTR-FUNCTION-F1 RELTD FRAMES:

The F1 function key (PF1 on the WYSE) displays a bar of additional options. Each option is activated by pressing the number key associated with the option. For example, to abort data entry you would press the F1 key and then the 9 key.

- 1 - Save -Quit data entry and save the changes. Use this function when you have finished entering data for the patient and want to save the data to disk.
- 2 - Range -Marks a range of teeth as Missing or Normal. You will be prompted for beginning and ending tooth numbers. All the teeth in that range will be scored either Missing or Normal.
- 3 - Remarks -Permits the entry of word-processing data. Editing the remarks is done in the same fashion as editing Mailman.
- 4 - Spares -Enables data entry into three `Spare' fields which can be locally defined.
- 9 - Abort -Quit data entry without saving changes. Use this function when you decide to start over completely.

16.30 Entering CPITN Data

NAME ADE-DVIS-EXAM-ENTR-FUNCTION-F2 RELTD FRAMES:

You may enter CPITN data at any time during the data entry process by pressing the F2 key (PF2 on the WYSE). A screen having six fields is then displayed. A CPITN score may be entered for each sextant of the mouth.

When you have finished entering CPITN data, press the F2 key again to return to data entry.

16.31 Using the F3 Function Key to Enter Surface Scores

NAME ADE-DVIS-EXAM-ENTR-FUNCTION-F3 RELTD FRAMES:

The oral examination package computes the DMFS (Decayed, Missing, and Filled Surfaces) for each patient according to data entered in the tooth boxes. Occasionally, a tooth may have more than one Status. For example, a tooth may be sealed on the occlusal surface but decayed on the mesial surface. In such a case, the user may specify the status of each tooth surface by pressing the F3 function key. A screen will be displayed with five data entry fields, one for each tooth surface. You may use the arrow keys to move from one field to the next. Surfaces may be scored D, F, S (for sealed) or N (for normal).

16.32 Using the F4 Key to Skip to a Tooth

NAME ADE-DVIS-EXAM-ENTR-FUNCTION-F4 RELTD FRAMES:

Use the F4 key when you want to skip from one tooth to another tooth quickly. For example, if the cursor is positioned on tooth number 3 and you want to position it on tooth number 17, press F4 and when asked which tooth you want to skip to, enter 17. The cursor will be repositioned in the Status portion of tooth number 17.

16.33 Using the Function Keys

NAME ADE-DVIS-EXAM-ENTR-KEYS RELTD FRAMES: CPITN, FUNCTION, SURFACE, SKIP

Function keys are used in dental exam entry to perform various actions. On WYSE and VT100 terminals, the Function keys are on the right side of the keyboard and are labeled PF1, PF2, PF3, and PF4. On Televideo terminals, the function keys used in the exam package are along the top of the keyboard and are labeled F1, F2, and so on.

Enter the keyword below to get help with a particular function key:

F1 - [FUNCTION] Displays a menu of additional functions

F2 - [CPITN] Displays the CPITN data entry screen

F3 - [SURFACE] Permits the scoring of each individual surface of a tooth as Decayed, Missing, Sealed, Filled or Normal

F4 - [SKIP] Allows you to skip from one tooth to another without using the arrow keys.

16.34 Answering the Prompt Sequence Questions

NAME ADE-DVIS-EXAM-ENTR-PROMPT RELTD FRAMES:

After you have selected a patient name, exam date, and provider, you will be asked if you want to have primary teeth included in the prompt sequence. Answer `Y' if the patient has many primary teeth. The cursor will then skip from permanent to primary teeth and back as you enter data. If you answer `N', the cursor will skip the primary teeth. You will still be able to edit primary teeth by moving the cursor to the primary teeth using the arrow keys.

16.35 The Location of a Dental Visit

NAME ADE-DVIS-FACILITY RELTD FRAMES: ADA CODE, ESIT

The location of a dental visit is where the encounter actually took place which is NOT necessarily the site where the data are reported into the computer! The locations you will enter data for MUST be set-up by the Dental Supervisor by using the 'Edit Dental Site Parameters' option [ESIT] and the selecting the 'Local Facilities' you wish to use. Do this BEFORE you begin entering data for any location!

The Location can be changed ONLY for the current visit by entering ^L at the prompt to 'Select ADA CODE (or Action):' under the Current Visit Entries Table, or it can be changed at the Constant Values Table, which will apply to all following visits you enter, until you change the constants table.

You may enter the 6-digit area/su/facility code if desired, but mnemonics are recommended instead. The nn-nn-99 code (UNDESIGNATED LOCATIONS) may be used to enter data for private dentists working in their own offices.

Contact your area dental office if an undesignated location does not already exist for your service unit. Do not use the -98 code for dental laboratories because such reporting will produce false dental visits in the RPMS patient records.

16.36 Limited and Enhanced Data Entry Modes

NAME ADE-DVIS-MODE RELTD FRAMES:

This version of the DDS package allows for the entry of DIRECT dental visit data using either the MINIMUM DATA mode or the ENHANCED DATA entry mode. The data entry mode is set by using the "Set Dental Site Parameters" option of the Dental Supervisor's data entry menu (as YES or NO value).

LIMITED DATA ENTRY MODE - captures only the minimum data elements required for central processing of dental visit data by the Indian Health Service. These data include: location of visit, reporting dentist, date of visit, patient ID, dental procedures (by ADA code), and the quantity of units associated with each procedure.

ENHANCED DATA ENTRY MODE - captures the minimum data requirements and more detailed data which are of value to patient management and program evaluation. The 'enhanced' database includes: linkage of ADA codes with anatomic (operative) site codes, the identification of auxiliary/hygienist providers, and entry options for narrative dental notes.

The local Site Manager and dental supervisor(s) must determine which mode of data entry will be supported by the local RPMS facilities. Use [more] to view additional information regarding this decision.

16.37 Narrative (Word-Processing) Visit Notes

NAME ADE-DVIS-NARR RELTD FRAMES: BRIEF, NAME

This option enables users to enter a narrative dental note of any desired length into a patient's dental service file record. This option may be used in lieu of or in addition to the one-line [BRIEF] note when a clinician wishes to add an extensive description or explanation involving therapy into a patient's record.

Narratives can be entered at any time after a direct or contract care visit has been created. The user must call up the visit through this option by entering the patient's [NAME] and the date of the visit. To see the complete list of visit dates from which to choose, enter ? at the `Select DATE OF VISIT:' prompt. The date of all dental visits for the patient selected will be displayed. After selecting the visit date you enter the narrative text. Anytime you press return twice in a row, you will be given the opportunity to use the line editor options of FileMan which are somewhat different from the full-screen text editing features of most word-processing software.

16.38 Narrative Notes for a Dental Visit

NAME ADE-DVIS-NOTES RELTD FRAMES: BRIEF, WP NOTE

The DDS contains two different options for entering a narrative dental note in a patient's RPMS treatment record. Either option is available for direct or contract visits in the LIMITED or the ENHANCED data entry modes. Both types of notes, the unlimited length W-P NARRATIVE notes and the one-line BRIEF notes will appear when the patient's dental record is reviewed under that patient's `Inquiry' option (^REVW) of the DDS.

The narrative (word-processing) note may be entered for an existing visit from the ^NARR suboption of the `Dental Visit Data Entry' menu, ^DVIS. Use the keyword [WP NOTE] to view more regarding this option.

The BRIEF NOTE FOR HEALTH SUMMARY allows the user to enter up to one full line (80 characters) of text to describe a significant aspect of the visit to inform both dental and non-dental care providers. The brief note will appear in PCC Health Summaries. If a note is not entered only the words "Dental/Oral Health Visit" will appear for that visit in the Health Summary.

Brief notes may be entered when ADA codes are entered for a visit, as the visit is created or later if desired. Use the keyword [BRIEF] to view more about entering these notes.

16.39 Using 'Brief Dental Notes'

NAME ADE-DVIS-NOTES-BRIEF RELTD FRAMES:

Brief dental notes can be created by entering ^N and return at the select `ADA CODE:' prompt during visit data entry. The note will appear in the header of the Current Visit Entries (CVE) Table. In order for `Brief Dental Notes' to be entered into the computer from the HSA 42-2 (the pink copy of Dental Progress Notes), dental personnel should make sure that the note is entered on the line immediately above the signature line of the HAS 42-2 in a consistent form which is legible and can be easily seen by the person who will enter the data into the DDS. Write the word `NOTE:' then enter the text on the same line.

=====> Remember, each note should not be more than one line long! <=====

The following are examples of brief notes which might be entered:

NOTE: PROLONGED HEMORRHAGE AFTER TOOTH EXTRACTION

NOTE: SEVERE PERIODONTITIS AS COMPLICATION OF DIABETES

NOTE: REFERRED FROM DENTAL DEPT. FOR HYPERTENSION EVAL.

NOTE: SEVERE ANXIETY RX TO ROUTINE DENTAL TX.

NOTE: ROUTINE DENTAL CARE COMPLETED; RTC IN ONE YEAR OR PRN.

NOTE: PLACED ON DENTAL TX WAITING LIST FOR PARTIAL DENTURE.

NOTE: REFERRED TO PRIVATE DENTIST FOR FURTHER WORK.

NOTE: ROUTINE DENTAL CARE - PATIENT WARNED ABOUT BREAKING APPTS.

16.40 Using Dental Operative Sites

NAME ADE-DVIS-OPSITE1 RELTD FRAMES: MORE, LETTER CODES

For certain types of ADA codes which are not full-mouth procedures, users will be asked to enter an OPERATIVE SITE (tooth numbers, sextants, etc) Anatomic names (or mnemonics) listed in the Dental Operative Site File are allowed.

The sites contained in this file are considered exhaustive for reporting purposes; therefore, editing of this file should not be undertaken by a local RPMS site without prior approval from area management. A listing of entries in the operative site file can be obtained through the Dental Supervisor's Print/Display Options of the DDS.

Users will not be asked to enter operative sites for ADA codes which involve the entire mouth (such as exams or prophylaxes).

Only Op-Sites for DECIDUOUS TEETH can be selected for the ADA codes designated for primary teeth (2110-2131).

You may enter deciduous teeth as numbers (4d thru 20d) or as [LETTER CODES] (A-T) at the Op-Site prompt.

Enter M and return to view [MORE] information on the use of dental op sites.

16.41 Dental Operative Sites (Frame 2)

NAME ADE-DVIS-OPSITE2 RELTD FRAMES: LETTER CODES, SURFACES

Although the dental operative site descriptive names may be used for data entry, use of the MNEMONIC for each site is recommended because it identifies each site uniquely and it is based upon the tooth-numbering system commonly in use. Select keyword [LETTER CODES] for more about using numbers or letter codes for deciduous teeth.

As many as 32 different operative sites can be entered for a procedure code in one visit by entering commas between each operative site mnemonic selected. For example, the following entry would store seven operative sites for code 7110 (simple tooth extraction):

Select ADA CODE: 7110

Select OP SITE: 3,4,7,8,9,13,16

These data would then appear in the `CURRENT ENTRIES' table which displayed above the inputs prompts as the data are entering for each visit.

To delete or edit an operative site you have already entered, re-enter the ADA CODE involved and the existing op site data for that code will be displayed as a default value at the Select OP SITE prompt. Enter `@' and the Opsite to delete the opsite, e.g. @3 Enter `+' and the Opsite to insert a new opsite, e.g. +5 Press S to learn how to enter [SURFACES].

16.42 Identifying a Dental Patient Name

NAME ADE-DVIS-PATIENT RELTD FRAMES: NAMES, MORE, UNIVERSAL LOOKUP RPMS conventions have been established for entering patient names. Use the keyword [NAMES] to view detailed instructions. It is recommended that the Health Record Number be used routinely to identify patients for dental visit data entry (in lieu of entering a name) in order to prevent errors. Therefore, the record

number must be entered clearly in the space provided (ID) on each HSA 42-2 and HSA 57 which is used for data entry into the DDS.

Patient names and Health Record Numbers are drawn from the database of the RPMS facility being used to report the dental visit data. Thus, patients who are registered at other facilities, but not at the reporting facility, will NOT be allowed unless their registration records have been merged with other facilities, including the RPMS facility where the data is being entered into the computer and [UNIVERSAL LOOKUP] is allowed in the Dental Site Parameters file by the Supervisor or Site Manager!!

If NO PREVIOUS DENTAL VISIT has been reported for a patient in the local RPMS database, the system will ask if the user wishes to add that patient to the names in the Dental Services File of the DDS and give the number of patients in that file, including the one being entered.

Use M to view [MORE] on entering and editing names.

16.43 Entering/Editing Patient Names (Continued)

NAME ADE-DVIS-PATIENT2 RELTD FRAMES: DELETED, CONSTANT VALUES TABLE

After a patient ID is entered, the name, sex, DOB, SSN and health record number will be displayed on the same input line. If these data do not match the data given on the data entry form (HSA 42-2 or 57), then enter `return' at the prompt to select the Visit Date. You may then re-enter the patient name or ID number. You may also edit the patient name by pressing `return' at the Visit Status Code prompt, or you can start over by entering the ^ and a return at the ADA Code prompt.

If you fail to correct a patient name before all data are entered and the visit files are `updated', you should then delete that visit using the VDEL option. Although you can re-enter the correct name and enter the data again under the DDV or CDV entry options, you must still delete the visit which was created under the wrong patient name.

If only a `return' is entered at the prompt to select a patient name, the [CONSTANT VALUES TABLE] will be displayed.

16.44 Dental Auxiliary Provider

NAME ADE-DVIS-PROVIDER RELTD FRAMES:

The dental HYGIENIST/THERAPIST is optional. All auxiliaries who will be named in this field MUST have `DENTAL HYGIENIST/AUXILIARY' entered in the `Provider Class' field of the RPMS Provider file by the local Site Manager prior to the

entry of visit data. Also, make sure their `Affiliation' is set to `IHS' for the Direct Dental Visit (DDV) option.

For data entry purposes, the MNEMONIC established for each EF auxiliary and hygienist should be entered on the HAS 42-2 over the mnemonic for the reporting dentist. For example, FJ/WN in the signature space would mean FJ is the expanded-duty auxiliary and WN is the reporting dentist.

The HYGIENIST/THERAPIST can be changed for the current visit for which you are entering data by entering ^H at the prompt to `Select ADA CODE or ACTION:' under the `Current Visit Entries' table.

After changing the HYGIENIST/THERAPIST you will be asked if you want to use this same HYGIENIST/THERAPIST for subsequent visits. If you answer NO, then the HYGIENIST/THERAPIST will be changed for the current visit only. If you answer YES, the HYGIENIST/THERAPIST you enter will become the default for subsequent visit entries until you change it again.

16.45 Reporting the Quantity of a Dental Procedure

NAME ADE-DVIS-QUANTITY RELTD FRAMES:

ADA Codes which do not require an Operative Site are automatically recorded with a Quantity of 1.

16.46 Reset Patient Record for Updating

NAME ADE-DVIS-RSET RELTD FRAMES: BACKGROUND MODE

If you are trying to enter data into a patient's record, but the system sends the message that the record is "being updated" and can not be edited at that time, wait for 10-15 minutes before trying to enter the data again. If you receive the same "updating" message then you will need to diagnose what has gone wrong. Use the Dental software diagnostics in the Supervisor's Menu to see if the 'background processor' is still running.

If the flag which marks a patient record as "being updated" refuses to go away, then the routine which updates patient records in background, ADEDQUE, has probably stopped. You should find out the reason it stopped first, and fix it, BEFORE using this option. If you feel uncomfortable fixing these kinds of problems, call for support at IHS Dental Headquarters West. You may choose to `disable' the [BACKGROUND MODE] DENTAL SITE PARAMETER entry until the problem is solved. This allows entry of new visit data without `hanging' more patient records (but it's slow!).

This option will release the flag which keeps the patient record from being updated, but it will NOT fix whatever caused the background routine to crash in the first place. Unless you do that, this option will only further complicate matters.

Starting with Version 5.4, this option will NOT release flags for patients with data waiting to be posted in the background.

16.47 ADA Code Screens

NAME ADE-DVIS-SCREEN RELTD FRAMES:

The RPMS Dental software checks the validity of ADA Procedure codes by applying code screens. If a particular procedure code fails to pass the edit screens, the software will take one of three actions:

1. If possible, the software will RECODE the procedure to an appropriate alternative code. For example, if an initial exam (0110) is entered for a patient who has already had an exam during the past twelve months, the software will recode the 0110 to 0120 (Periodic exam).
2. If the software cannot recode the procedure, then it will flag the procedure as UNREPORTABLE. Procedures flagged as unreportable remain in the patient record but do not appear in any of the workload reports and are not extracted and forwarded for central processing. Unreportable procedures are indicated by an asterisk (*) in the data entry display and on the computer-generated dental record review.
3. If a procedure code is logically incompatible with other procedures reported for the patient, the software will REJECT the code.

16.48 Entering Surface Data

NAME ADE-DVIS-SURFACES RELTD FRAMES:

To enter Surface data, put a slash '/' after the operative site and then type in the surface code. For example to enter mesioocclusal for tooth 3 use `3/MO'.

To enter the same surface for several operative sites, enter the surface after the last opsite. It will then apply to all sites. For example, to enter the occlusal surface for sites 3,14,19 and 30, use `3,14,19,30/O'.

You may also enter various combinations of opsites and surfaces. For example to enter occlusals on teeth 3 and 14, buccals on teeth 30 and 31, and no surface at all on teeth 4 and 5, use the following: `3,14/O,30,31/B,4,5'

16.49 Using the Dental Visit Status Codes

NAME ADE-DVIS-VCODE RELTD FRAMES: MORE

The Dental Visit status Codes (0000, 0190, 9130, and 9140) have been created by the Indian Health Service in order to count patients and visits in the central data processing system. Therefore you must always select a visit status code for each visit immediately after the VISIT DATE has been selected.

Every HSA 42-2 (pink copy) should have one of the dental visit status codes entered in the column provided for ADA codes before it is used to enter dental visit data into the DDS. This will prevent confusion when the 'pink slips' are used to key enter data, which may often be several days after the visit has occurred.

You can obtain detailed information about using the visit status codes by entering a ? and return at the 'Select Visit Status:' prompt, then entering the code(s) of interest. A general rule of thumb is that anytime a visit status code is missing from a 'pink slip', it should be returned to the dental clinic for correction, if practical. Otherwise a 'revisit' (0190) should be coded when the data are missing or if prior visits for the fiscal year are on record in the DDS files. Use [MORE] to see more about entering and editing these codes.

16.50 Using the Dental Visit Status Codes (Frame 3)

NAME ADE-DVIS-VCODE2 RELTD FRAMES:

The Visit Status Code can be edited like other ADA codes with certain exceptions. If you delete a Visit Status Code, you must add one back to the Current Visit Entries Table before the visit can be created in the DDS files. You may change a V.S. code by entering a new one and it will automatically replace the one listed on the current visit entries table.

If you enter the broken appointment (9130) or cancelled appointment code (9140), no other ADA codes can be added to the visit and any existing code entries will be cancelled. The use of either of these two codes will prevent a visit from being created in the DDS or PCC.

By pressing 'return' or ^ return at the Visit Status Code prompt, the entries in the Current Visit Entries Table will be cancelled and you will return to the select 'Patient Name:' prompt.

Use ^Q at the prompt below to enter a Visit Status Code and obtain more information about the specific codes.

16.51 Deleting Existing Dental Visits

NAME ADE-DVIS-VDEL RELTD FRAMES:

Direct or Contract dental care visits can be deleted by using the VDEL 'Delete Dental Visit' suboption of the DVIS Dental Visit Data Entry menu. The VDEL option will delete an existing visit by date from the DDS Dental Service File and the PCC records as well.

To delete a visit, you must enter the patient's ID or name in the accepted form. Make sure it is the same person for whom you wish to delete a visit before proceeding to the 'Date of Visit:' prompt!

At the Date of Visit prompt, you may enter a question mark to see a list of the visit dates for that patient. After you select the date of visit, the data for that visit will be displayed and you will be asked to confirm whether or not you want to delete the visit. Answer 'Y' to delete the visit.

16.52 Help Options for DDS Users

NAME ADE-HELP RELTD FRAMES:

Each DDS menu option contains one or more help frames to aid users.

16.53 Common Questions About Using the DDS

NAME ADE-HELP-CQ RELTD FRAMES: ARCHIVE, CODE EDIT, DATA PROCESS, NONREG, PTS, PCC, MORE

1. How often should dental data be extracted from the local data base for central processing and who is responsible? Use [DATA PROCESS].
2. Is there a policy regarding how long dental data should be stored on-line before it is purged (archived) off the local RPMS system? Use [ARCHIVE].
3. Can codes be changed or added to the ADA dental procedure code file by local Site Managers? Use [CODE EDIT].
4. How should dental data be handled for patients who are not registered at the facility where the DDS is operating? Use [NON-REG. PTS.].
5. What are the advantages to clinicians in using the Patient Care Component [PCC] of the RPMS along with the DDS package?

Enter ^T and 'return' to choose from related help frames which contain answers to the questions.

Enter M for [More] to view additional questions.

16.54 Common Questions About the DDS (Continued)

NAME ADE-HELP-CQ-2MORE RELTD FRAMES:

Additional questions will be added here as needed.

16.55 Taking Old Dental Data Off the Computer

NAME ADE-HELP-CQ-ARCHIVE RELTD FRAMES:

Although no formal policy exists regarding the 'purging' of local RPMS data files, the IHS dental program recommends that the dental patient data base be maintained on-line for three consecutive fiscal years if possible. This recommendation corresponds with need to maintain records on the '3-year' user population for resource analysis and allocation purposes. This also supports patient tracking for QA purposes. Please discuss this issue with your Site Manager to determine if this recommendation can be supported

This policy will provide users with convenient access to three-years of visit data at any point in time. At the close of each fiscal year the visit database from the fourth prior year can be saved to a tape cassette for storage.

16.56 Editing/Updating the Dental Procedure Code File

NAME ADE-HELP-CQ-CODES RELTD FRAMES:

The ADA CODE FILE (9999999.31) is regarded as a standard RPMS file which is distributed under name space AUT along with other standard tables and files by the Central Management Branch of the RPMS. Thus, the ADA Code Table is NOT a component of the DDS package per se, although it is used extensively by the package. Like the other standard IHS files, the ADA Code File can not be edited or modified by local RPMS sites. This is an important RPMS rule because the integrity of the file must be maintained to support centralized data processing by the IHS.

The ADA Code File will be updated periodically as the American Dental Association announces revisions to its standard nomenclature (usually about every 3-5 years). The updated file will be made available to RPMS sites with installation instructions relating to the changes. The dental procedure code file is designed to allow these periodic revisions without causing problems with ADA code data which are already stored in patient records.

'Spare' VARIABLE USE CODES are included in the ADA Code File to provide flexibility in code usage, if authorized by area management.

16.57 Handling Dental Data for Non-Registered Patients

NAME ADE-HELP-CQ-NONREG RELTD FRAMES:

This version of the DDS package handles only patients who are registered at, or have a health record number at the local site. Thus, visit data can not be entered for patients who are not in the registration data base of the RPMS system being used. The Patient Management Functions of the DDS also can not be used for such patients.

If non-registered patients need to be added to a dental treatment waiting list, it is recommended that a listing for these patients be maintained manually, or advise the patient that they can not be added to your `official' waiting list until they are registered at your facility.

It is also possible to create ways to handle non-registered patients in the RPMS system temporarily. However, this must be done with the approval of the RPMS Site Manager, and it is NOT recommended! Dental users may also create a file using FileMan to hold the names of non-registered patients. However, it is probably more convenient to use the recommended methods instead.

16.58 Benefits of Using the PCC and DDS

NAME ADE-HELP-CQ-PCC RELTD FRAMES:

There are important advantages in having the DDS as part of the Patient Care Component (PCC) as well as advantages in having the PCC operating in addition to the DDS package. The most obvious is that the PCC is designed to create an integrated, automated patient health record which can serve all health disciplines for various applications in care delivery, planning, management, and research. If the DDS is operating as part of the PCC, the dental visit data entered into the DDS options automatically generate a patient encounter in the PCC. This is important for administrative reasons, but it also generates information in the Patient Health Summary of the PCC which is of value to any type of care provider.

The PCC Health Summaries, Disease Problem Registers, and Surveillance functions each can be of significant value to dental and other care providers for patient treatment and tracking of individuals or target groups. For example, registers can be created for diabetics, crippled children, high risk pregnancies, unmet needs, and any other health problems (including dental) which clinicians wish to track for treatment or followup, or evaluation purposes. The surveillance module enables providers to trigger notification for procedures, such as dental exams.

16.59 Processing Dental Data – Frequency/Responsibility

NAME ADE-HELP-CQ-PROCESS RELTD FRAMES:

It is the responsibility of the Dental Program to extract dental services data for central processing. This should be done on at least a quarterly basis or on a monthly basis if possible. The Dental Supervisor should make arrangements with the local Site Manager and the area dental office to determine whether the data can be extracted monthly or quarterly.

Read the extensive help frames provided with the Dental Supervisor's 'Prepare Data for Central Processing' option to better understand this task.

In order to simplify the periodic extraction of data, it is essential that the dental visits data from HASA 42-2's be entered into the DDS on a routine basis, and that the un-entered 'pink' slips not be allowed to accumulate for many weeks. It is best to make sure that the data for each week gets entered daily, or by the end of each week if possible.

Visit data which are entered after a data extraction has been completed for the period of time of the visit(s) may be extracted during a subsequent extraction process.

16.60 Using Help Frames

NAME ADE-HELP-FRAMES RELTD FRAMES: MORE

You are using the HELP PROCESSOR (HP) feature of the VA KERNEL software which is operating on your local RPMS computer. The HP system provides for the creation of extensive 'help' information for users in the form of narrative 'Help Frames' which are linked with menu options of a particular set of applications (or package).

When you enter ??? and a 'return' at any prompt to select a menu option, a brief description of each option will appear, however, much more information, including instructions and examples, may also be available through the Help Processor if the words [Extended Help Available] appear after the Option Name described. To use an existing 'Help Frame' for a given menu option enter a ? followed immediately (no space) by either the:

1. option synonym (the 2-4 letters in front of the option name)
2. the option number, if no synonym is given, or,
3. the option name, using only the first letter or word whichever is unique on the menu names.

Help Frames may also contain `KEYWORDS' in brackets [] which link to related `Help Frames'.

To learn more about `Keywords' and the HP options enter M for [MORE] and press `return' at the prompt given below.

16.61 Using the Help Processor (Frame 2)

NAME ADE-HELP-FRAMES2 RELTD FRAMES: MORE

At the end of every `Help Frame' you will be given the prompt to `Select HELP SYSTEM action or <return>:'

This prompt allows several responses as follows:

- (enter ? and return to see the allowed responses)
- return only - goes back to previous level/screen
- keyword - to view a related help frame (use only first letter)
- ^Q - to quit the help processor immediately
- ^R - to review (re-display) the present help frame
- ^H - to see how you got here (the options path)
- ^T - to view the table of related help frames (convenient to use with numerous keywords)

At this time the HP does not provide a simple way to direct individual Help Frames to a printer. A template can be created to print selected frames directly through FileMan as a separate menu option.

Enter M and return to view [MORE] about printing and creating Help Frames.

16.62 Using the Help Process (Frame 3)

NAME ADE-HELP-FRAMES3 RELTD FRAMES: HP

The HELP PROCESSOR (HP) includes an option to print out an entire set of help frames in the same name space as a package. This, in effect, provide a complete User's Manual if sufficient Help Frames exist for a package. In fact, not all RPMS modules currently make use of the HP.

Existing Help Frames should be updated as necessary along with each new release of a software package. User's, Site Managers, and developers are encouraged, therefore, to create new frames and to edit existing frames as necessary.

To view more information about using the Help Processor to create help frames, select the following keyword(s):

Keyword	Description of Related Frames
[HP]	How to Use the Help Processor Options

16.63 Instructions for New Users

NAME ADE-HELP-GO RELTD FRAMES: HELP FRAMES, QUESTION MARKS, ADMIN

Welcome! Before you begin using the DDS package make sure that the administrative responsibilities for setting up the system have been addressed. These tasks are described in the brief user's manual which is distributed along with the software. Use the keyword [ADMIN] to review these tasks.

In addition to the DDS user's guide, the package also includes extensive automated 'help' information which user's can access while they are signed-on to the computer. This information is contained in narrative 'text' which has been created for most of the DDS menu options and data input prompts.

On-line help information is available anytime you are unsure of how to respond to the computer by entering one or more ? [QUESTION MARKS] and pressing the 'return' key (CR). A question mark can also be used to view extensive information regarding any DDS menu option by invoking [HELP FRAMES] stored in the computer. Many 'Help Frames' contain 'Keywords' (in brackets) which lead to related frames of information. To learn more about using the help frame system enter an H and press 'return' at the prompt below.

16.64 New Features of This Version

NAME ADE-HELP-NEW RELTD FRAMES: HELP, JUMP, FILES, EXTR, MGMT, PARAM, DATA ENTRY

Use the following keywords to view a description of new features of this version of the DDS package:

[FILES] CHANGES TO THE DENTAL DATA DICTIONARIES FOR VERSION 5.4

[PARAM] SETTING UP THE DENTAL SITE PARAMETERS

[HELP] KERNEL HELP FRAMES FOR DDS MENU OPTIONS

[JUMP] QUICK ACCESS TO MENU OPTIONS USING SYNONYMS

[EXTR] PREPARATION OF DATA FOR CENTRAL PROCESSING

[MGMT] VERSION 5.4 PATIENT MANAGEMENT OPTIONS

[DATA ENTRY] DATA ENTRY CHANGES IN VERSION 5.4

16.65 New Data Entry Features

NAME ADE-HELP-NEW-DATA RELTD FRAMES: CODE SCREENS,
SURFACE

Beginning with this version (5.4), the RPMS Dental package will apply many of the same screens and edits which have been applied in the past to contractors who bill the IHS for dental services. Application of code screens will

improve comparability in the information supplied by the Dental software.

For additional detail, enter [CODE SCREENS].

Tooth [SURFACE] coding is now included in the dental package to better support third-party billing applications.

16.66 Preparation of Data for Central Processing

NAME ADE-HELP-NEW-EXTR RELTD FRAMES:

Beginning with Version 5.4, the Dental Data Extraction process can be scheduled via TaskMan to run at specified times. Dental users should consult with their Area Information Systems Coordinator (ISC) to determine whether the Extraction process should be scheduled in this fashion.

Dental procedure codes which are flagged by the system as “unreportable” will not be extracted and forwarded for central processing. See the help frames which discuss changes in dental data entry for further information on “unreportable” codes.

16.67 Data Dictionary Changes for DDS V5

NAME ADE-HELP-NEW-FILES RELTD FRAMES:

Only very minor changes have been made to the data dictionaries comprising Version 5.4 of the dental package.

Installation of Version 5.4 does not require conversion of existing dental data.

New fields in the DENTAL PROCEDURE file have been added to store tooth surface information and to provide for flagging unreportable codes. See the help frame on changes to dental data entry for details.

16.68 Version 5 Patient Management

NAME ADE-HELP-NEW-MGMT RELTD FRAMES: PATIENT FOLLOWUP

New options are available to print mailing labels for patients on followup lists.

Use the keyword [PATIENT FOLLOWUP] to view general information about managing followup lists.

16.69 An Overview of the DDS Package

NAME ADE-HELP-OVERVIEW RELTD FRAMES: MORE

The Dental Data System (DDS) software package of the RPMS is a FileMan-based set of applications designed to support local program management as well as the data processing requirements and quality assurance standards of the Indian Health Service.

The package (namespace ADE) can operate as an integrated module of the Patient Care Component (PCC) or as an independent package linked with the IHS Patient Registration System. The DDS captures the minimum data requirements for direct care and contract care programs and includes data extraction and transmission routines for central processing. Various additional data entry/edit and retrieval options are available which may be used and modified according to the needs of the local site.

An important aspect of the package, therefore, is the ability to control access to the ad hoc file development and report generation capabilities. Although local development is encouraged by the IHS dental program management, system use beyond basic data key entry is determined by the local Site Manager.

[MORE] Enter M for `MORE' and press 'return' at the prompt below to view more text.

16.70 Overview of the DDS (Additional Information)

NAME ADE-HELP-OVERVIEW RELTD FRAMES:

Further development of the DDS package will occur under the auspices of the Dental PSG. Suggestions for improving the DDS are welcomed. Please direct questions and ideas regarding dental applications development to:

ATTN: Dental PSG

Field Support and Program Development Office
IHS Dental Program - HQ West

300 San Mateo NE Suite 600
Albuquerque, NM 87108 phone: 505 262-6319

You may also wish to converse with the Dental PSG via the Mailman system at the Headquarters West Dental Program at Albuquerque. To request an access/verify code and mailgroup assignment contact the office listed above for details.

16.71 Printing Out Help Frames

NAME ADE-HELP-PRT RELTD FRAMES:

To print individual 'Help Frames' which are included with the DDS package you must use the name of the help frame which is stored in the .01 field of the Help Frame File.

NAMES are based upon the SYNONYMS and KEYWORDS of the menu options. Each NAME in the DDS package includes every synonym which leads from the main menu to the option being used. For example, To print the help frame for the option: 'Extract Dental Services Data' you would use the name ADE-SUP-PREP-EXT. This name includes all the synonyms of the menu option tree which lead to the Data Extraction Option as follows:

ADE- the namespace for the DDS package

SUP- the Supervisory Functions option on the main menu

PREP- the Prepare Data For Central Processing option under supervisory functions

EXT- the Extract Dental Services Data Option under the Preparation of Data options.

You may print out all NAMES for the DDS package by using the 'Print NAMES' option. At the select name prompt,

FIRST// enter ADE-A and enter ADE-Z as the LAST// name selected.

16.72 Some Basic Conventions for RPMS Users

NAME ADE-HELP-RPMS RELTD FRAMES: ABBR, DEFAULTS, EXIT, KEYS, NAMES, OPTIONS, PROMPTS, SIGN-ON, DEVICES, MORE

There are common features and "general rules" (or conventions) for using RPMS applications which users should learn quickly. Basically, users should know the 'best' or most useful way to respond to 'prompts' for input from the computer terminal being used. Use the 'keywords' listed below to obtain information regarding some of the conventional "rules of the road" for RPMS users.

- [PROMPTS] Reading, understanding, and using input prompts.
- [KEYS] Some important symbols/keys on the keyboard.
- [ABBR] Using abbreviated responses, synonyms, and mnemonics.
- [DEFAULTS] Using default // values.
- [OPTIONS] Using the menu system.
- [SIGN-ON] Signing-on to the RPMS computer.
- [EXIT] Exiting from applications and the system.
- [DEVICES] Using Printers, Modems and other RPMS devices.
- [NAMES] Identifying patients to the computer.
- [MORE] To view additional keywords regarding RPMS conventions.

Enter the first letter of the `keywords' shown in brackets and press return to view related `HELP FRAMES'.

16.73 Basic Information for RPMS Users (Continued)

NAME ADE-HELP-RPMS-ABASIC RELTD FRAMES:

Additional keywords for new RPMS users on basic conventions (to be added).

16.74 Abbreviated Responses, Synonyms, and Mnemonics

NAME ADE-HELP-RPMS-ABBR RELTD FRAMES: JUMP

All RPMS applications allow abbreviated responses, synonyms, and mnemonics. This function permits users to enter only the first letter or series of letters for the response you wish to use. This saves time and helps control data entry errors. When a single letter response is sufficient to identify an item, your choice will be executed. When more than one possible answer exists based upon your response, the possible choices will be displayed (in groups of 5 items at a time) and you will be asked to select an item from those listed by entering its number. When entering a person's name it is best to use enough letters of their name to prevent getting a long list of possible choices.

SYNONYMS are pre-defined abbreviations of 2-4 characters in length used to identify menu options and other data items. Synonyms enable users to take advantage of the menu option [JUMP] function. Like synonyms, MNEMONICS are pre-defined set of abbreviations for frequently used data inputs. Each mnemonic is only two letters. Thus, by using two keystrokes, a user can enter an item quickly from a long list of possible answers, providing that mnemonics have been established for that list. This function is particularly useful to identify care providers, locations, and other items.

16.75 Administrative Responsibilities

NAME ADE-HELP-RPMS-ADMIN RELTD FRAMES:

The following summary of tasks and responsibilities for RPMS Site Managers and dental supervisors is provided for review. A more complete explanation is given in the DDS package Installation Guide.

SITE MANAGER:

1. Install DDS package into RPMS production or test UCI.
2. Set up user terminals, printer (slaved). Use highest baud rate possible (19,200) to support dental visit data entry.
3. Set up DDS users and add dental personnel and providers to system. Ensure SSN, AFFILIATION, and PROVIDER CLASS fields have been entered for all Dentists and Dental Hygienists. Allocate keys to designated users and restrict options as necessary.
4. Orient dental supervisor and determine policies for operations. Assist with periodic data extraction and updating of controlled files as necessary.

DENTAL SUPERVISOR:

1. Assist Site Manager with dental site preparations. Provide required data on personnel, providers, and key allocation.
2. Determine where/who will enter dental visit data and orient personnel. (This may be designated key-entry personnel outside of dental).
3. Add/edit data in controlled files and initiate periodic data extraction. Request changes/questions to site mgr via local Mailman.

16.76 Understanding and Using Default Values

NAME ADE-HELP-RPMS-DEFAULTS RELTD FRAMES:

All RPMS applications provide `default' functions for responding to most prompts. A default value can be defined loosely as the "most probable" answer or the most recent answer to a prompt for input.

Default values may be displayed automatically along with an input prompt in the following format:

Input prompt: DEFAULT VALUE //

The double slash marks // always identify a default value. Pressing the `return' key at a prompt with a default value will accept (use) that value as your input. If you do not wish to use the default value, enter the correct input value and press return.

Not all prompts will have a default value displayed. However, you can use the most recent value stored for a given prompt (data field) by pressing the SPACE BAR once then followed by a `return'. The `_CR' command works for menu options and other input prompts. But be careful, because indiscriminate use of this command can result in entering the wrong value into a database.

16.77 Using Printers, Modems, and Other RPMS Devices

NAME ADE-HELP-RPMS-DEVICES RELTD FRAMES: MODEM, PRINTER, TERMINAL

All RPMS computing facilities include various types of `DEVICES' which are peripheral to the computer itself, such as video terminals, printers, and modems. The characteristics of every device attached to an RPMS computer must be defined in the DEVICE FILE of that RPMS system by the Site Manager.

To view more about using peripheral devices use the first letter of the following KEYWORDS (in brackets) at the prompt given below them.

- [TERMINAL] User Terminals
- [PRINTER] Directing Output to a Printer
- [MODEM] Using Modems to Call other Computers

16.78 Exiting from Options and the DDS

NAME ADE-HELP-RPMS-HALT RELTD FRAMES: CONTINUE, HALT

There is more than one way to exit from RPMS applications.

By entering only `return' at each prompt you will `back out' of the option you are using and return to each preceding menu one layer at a time. When you press `return' at your assigned Primary Menu Option (which may be the Main Menu of the application you are using) the system will ask:

Do you really want to halt?: YES//

If you enter return, your session on the computer will end.

By entering [HALT] at any menu option you will exit from the application and from the computer immediately. You must then sign-on again to begin another session.

You may also use the [CONTINUE] command instead of the halt command when you wish to return immediately to a particular menu option the next time you sign-on.

Enter ^t and return to select the `keyword' help frames.

16.79 Some Important Symbols/Keys on the Keyboard

NAME ADE-HELP-RPMS-KEYS RELTD FRAMES:

Every RPMS user needs to become proficient on the computer terminal keyboard. Good typing skills enable users to take advantage of the efficiency of software. Poor typing skills do not. Enough said.

There are several keys which serve important functions in RPMS applications. Although the arrangement and labeling of keys on different types of computer keyboards do vary, every keyboard can be used to execute virtually the same functions. The following information applies to the WYSE terminals used by the IHS. Use the 'keywords' to view related Help Frames.

- [SET UP] Using the Set-Up Function for the Terminal
- [LOCK] Caps Lock - Using Upper Case
- [Return] The Carriage Return (CR) key
- [UPHAT] The Caret symbol or `Uphat'
- [HOLD] Scroll and no-scroll functions
- [BACKSPACE] Backspace/Delete Key Functions
- [Ctrl] Control, Break, and Escape Function Keys
- [DELETE] Using the @ symbol to Delete Values
- [EDIT] Using an Ellipsis to Delete Text

Note: The keywords are not active, please use the written guide entitled: `USER'S GUIDE TO COMPUTING' (published by the VA) for more information.

16.80 Using Modems in the RPMS Environment

NAME ADE-HELP-RPMS-MODEM RELTD FRAMES:

Modems are used to support telecommunication between RPMS computers. BISYNCHRONOUS communication is used to transmit batches of data and ASYNCHRONOUS communication enables users to interact with other computers as a remote user of the system which is dialed-up via the telephone.

In the UNIX/MSM it may be difficult for users to conduct telecommunication until more `friendly' and `safe' ways are developed to technically support such functions. At this time, telecommunication must be controlled by the Site Manager, who may or may not allow users to dial-out to other computers or allow others to dial-in to the local system. Various ways are being explored to conduct telecommunication between RPMS sites, which take advantage of the UNIX uucp functions.

If local users have the need to dial-up other RPMS systems, or to allow persons to dial-in to their local system as a user, this matter should be discussed with the Site Manager.

16.81 Identifying a Patient to the Computer

NAME ADE-HELP-RPMS-NAMES RELTD FRAMES:

Patient names (and most other names) are stored in the RPMS Patient File in the form: LASTNAME,FIRSTNAME MI. (Note there is no space after the comma between the first and last name).

To identify a patient at any "Select PATIENT:" or "Enter Patient's Name:" prompt you may enter either:

- the patient's health record number, if known, or
- any portion of the patient's name, in the form shown above. For example, entering the letters MIL will produce a list of all persons in the database whose last name begins with the letters MIL such as MILLER, MILTON, etc. The user then chooses from the names listed as choices.

Once a patient name is selected the computer will list the patient's name, date-of-birth, and health record number and ask:

OK?// At this moment it is important to MAKE SURE THESE DATA MATCH the person you wish to identify before accepting the name displayed.

16.82 Specifying Devices for Printing Reports

NAME ADE-HELP-RPMS-PARAMETERS RELTD FRAMES:

When generating an `output' from FileMan or MUMPS routines it is often necessary to respond to the `DEVICE:' prompt. By pressing `return' the output will be directed to your terminal screen, which is always the HOME// device. You can also send the output to another device, including other terminals or printers, by specifying the device number. Responding with a ? will present a list of devices that can be chosen. Entering the letter `P' will direct the output to the `Closest Printer' as designated in the RPMS Device File. The letter `Q' will QUEUE the output TO BE PRINTED AT A LATER TIME as specified by the user.

The 'RIGHT MARGIN:' prompt may appear after an output device is selected. The user should specify the page width of the output by the number of columns. Enter 80 for a standard page width or 132 if the printer is set up to support outputs with wider margins. The Site Manager may also allow you to use special print codes to produce bold, condensed or enlarged print for the output. The device, right margin and page length may all be specified at the 'DEVICE:' prompt by separating the parameter values with semicolons. For example, 75;96;60 would select device 75, for right margin at 96, and a page length of 60 lines. 'DEVICE: ;96;60 would send it to your terminal.

16.83 Entering Patient Names on the Computer

NAME ADE-HELP-RPMS-PATIENTS RELTD FRAMES:

16.84 Printers – Slaved Printers and Line Printers

NAME ADE-HELP-RPMS-PRINTER RELTD FRAMES:

RPMS users can direct outputs to a printer or any other local terminal by specifying: (1) the device number, (2) width of right margin for the report, and (3) by 'queuing' the report to print at a later time if necessary. Use keyword [PARAMETERS] to see more about these functions.

There are two basic ways printers can be set up to function at RPMS sites. They can be connected either to the computer itself, or to a video terminal. Printers connected to video terminals are called 'Slaved' printers. Slaved printers operate either through the 'PRINT-SCREEN' function of the terminal to which they are linked, or by entering 'S' for slave at the 'DEVICE:' prompt.

Printers connected directly to the computer (Line printers) can be accessed from any user terminal, unless restricted by the Site Manager. Such printers can produce outputs any time of day, even after the user has signed off, but 'slaved' printers usually cannot. Line printers are best for large jobs which can be queued to run overnight when fewer people are using the computer. Slaved printers are efficient for printing brief reports (e.g. individual health summaries or records) which are needed immediately.

16.85 Responding to Computer Prompts

NAME ADE-HELP-RPMS-PROMPT RELTD FRAMES: MORE

Users "talk" (interact) with RPMS computers by responding to specific requests for information called 'PROMPT' lines. A common problem in responding is that:

1. new users don't understand what a prompt is asking them to do, and

2. experienced users DON'T READ PROMPTS CAREFULLY before entering their responses.

All RPMS applications use prompts which accept the conventions for inputs that are described in other Help Frames (e.g. ABBR, DEFAULTS). The databases (files) are set up to allow responses in two basic ways:

1. to accept choices from only the existing entries in a file, or
2. allow users to add new entries to the list of choices as they use the application (also called LAYGO - learn as you go).

The 'Return' key MUST ALWAYS BE USED to "send" responses to the computer. When a response can not be 'matched' by the computer with one or more acceptable choices, the ?? (unknown value) will be displayed by the system and the same prompt line will reappear. By entering ?? at any prompt a user can view the possible choices and how they can be entered. To view an example of using a prompt enter M for [More] and a return.

16.86 Example of Using Reports

NAME ADE-HELP-RPMS-PROMPT2 RELTD FRAMES:

16.87 Using Question Marks to Get Help

NAME ADE-HELP-RPMS-QMARKS RELTD FRAMES:

Enter test and link with XQ frame.

16.88 The RPMS User Terminals

NAME ADE-HELP-RPMS-TERMINAL RELTD FRAMES:

Terminals include all devices which are linked to an I/O port on a computer by a cable or modem (for telecommunication). Each terminal must be defined in the 'Device File' by the local Site Manager. Many parameters can be set for each terminal, including restrictions on the time of day it can be used. When signing-on, users may be asked to specify a device type and a default value will be given. A list of device types which are supported can be obtained by entering ? and return. When a user communicates with another RPMS computer via a modem, the C-OTHER (dumb terminal) device type should be used. Users can control certain features of RPMS video terminals if necessary. The following information applies to WYSE terminals which are used at RPMS sites:

Use the 'Setup' key to the DISPLAY and KEYBOARD parameters as:

- to receive and transmit data at 19,200 baud. (The Site Manager will need to also set the UNIX pconfig file to the same values).
- set the keyboard parameter so that the backspace/delete function in lieu of backspace/cancel.

16.89 Inquiry to Patient File Options

NAME ADE-INQ RELTD FRAMES:

This option may be one of the most frequently used in the DDS package. It contains suboptions to allow users to 'inquire' into the patient records in the Registration data base, the DDS dental service file, and the Patient Care Component records.

Names can be scanned to determine if they are registered at the local site, or to obtain health record numbers prior to dental appointments.

A patient's dental record can also be listed (including narrative notes if entered). Data from the registration file can be reviewed, but entries can not be made in these records by dental personnel.

If the Patient Care Component (PCC) is operating locally, health summaries can be generated for individuals or groups. This is useful when health records are pulled prior to dental appointments or when a printed treatment summary is needed to accompany a patient who is referred to another facility for consultation or treatment. The content of Health Summaries can be 'tailored' (built) to suit the needs of dental care providers.

16.90 Scanning for Names of Registered Patients

NAME ADE-INQ-FIND RELTD FRAMES:

This option is used to scan the Patient Registration data base to find the names and health record numbers of individuals. This option is a valuable tool to determine if a patient is registered at this RPMS site and to obtain health record numbers so that the record can be retrieved from the Medical Records Dept. prior to a dental visit.

Either the Patient's name or health record number, if known, can be used to identify an individual.

The patient's sex, date of birth, record number, and current community will be displayed for the user to determine if these identifying data match those of the individual(s) sought.

16.91 Patient Health Summaries (from the PCC)

NAME ADE-INQ-HSUM RELTD FRAMES:

16.92 Last Dental Visit Summary

NAME ADE-INQ-LASTV RELTD FRAMES:

This option enables the receptionist or dentist to obtain a brief summary from a patient's dental record. The summary is useful when making appointments or prior to scheduled visits because it provides access to key data without having to pull the patient's chart from medical records. This summary currently includes:

1. Failed dental appointment history
2. Active followup actions - if the patient is listed on any recall or treatment waiting lists.
3. Previous followup activity - if patient was previously on recall or waiting lists.
4. Last dental visit - list of dental services provided during the patient's most recent visit. This includes any narrative notes entered for that visit.

16.93 Reviewing a Dental Patient's Record

NAME ADE-INQ-REVIEW RELTD FRAMES:

16.94 Review Patient's Dental Record

NAME ADE-INQ-REVV RELTD FRAMES: ESIT

This option enables the DDS user to printout the details of a patient's dental record for each visit to the dental clinic. It begins with a summary of failed/broken appointments, the patient's followup status on recall or waiting lists, and the list of dental services (ADA codes) reported for the patient at each dental visit, starting with the most recent visit. All Brief or Narrative dental notes are included.

The report automatically displays all dental visits over the past three years up to 10 encounters. However, the period of time (in years) and the maximum number of visits this report will display can be changed by the Dental Supervisor if desired. The Edit Dental Site Parameters option can be used for this purpose. Use [ESIT] to see more about this. Like all other reports, the REVW output can be displayed on the video screen or directed to a printer.

NOTE: If the PCC health summary system is available to you, the data included in this REVW option will also be included in all DENTAL HEALTH SUMMARIES you generate.

16.95 Viewing a Patient's Registration File

NAME ADE-INQ-VIEW RELTD FRAMES:

16.96 Using the Oral Exam Data Module

NAME ADE-OHS-MENU RELTD FRAMES:

The Oral Exam data capture module is still in its early stages of development. Users are encouraged to learn to use this module and provide comments to the dental PSG regarding the need for enhancements. Enough said.

The edit options have help frames which explain how exam data can be entered in two ways, either using the 'Tooth Boxes' and the full-screen editing mode or the simple list of tooth numbers/operative sites for entering data. Thus, you may enter data during an actual exam, or enter data retrospectively from previous exam records if desired for special studies.

The reports module can provide useful data for profiling the epidemiology and treatment needs of individual patients and target groups, such as Headstart children or the elderly.

A separate document is being prepared to aid users of this module. Please use the Help Frames which accompany the exam data entry options. Unfortunately Help Frames have not been prepared for the other options for distribution at this time. More detailed help will be included in the official RPMS release of DDS V5.2x scheduled for the summer 1990.

16.97 Patient Management Options

NAME ADE-PM RELTD FRAMES:

The Dental Patient Management options have been enhanced considerably with this version of the DDS package. The Appointment Scheduling option is actually a gateway to the RPMS Scheduling Package. Therefore, this package must be installed before the APPT option of the DDS package can be made available. The Patient Referral options are still under development by RPMS and thus, this option is also unavailable.

The dental treatment 'Waiting List' (WAIT) and 'Recall List' (CALL) menu options will take time for users to learn well. However, they enable users to set and change priorities, vary time intervals for recall, and maintain patients on more than one type of followup list over time. These data are also displayed when a patient's dental record is reviewed (RE VW).

Any TYPE of waiting or recall list can be created, but providers will be reminded, and asked to take action, after patients have remained on these lists for a specified period of time. Followup actions can be taken in various ways on individual patients and groups of patients.

Please use the Help Frames provided with each patient management option before they are used routinely. Call the dental PSG (505-262-6319) if you need assistance in using this portion of the package.

16.98 Using Patient Recall Options S

NAME ADE-PM-CALL RELTD FRAMES:

Although similar to the Waiting List Options, the Patient Recall functions use data fields of the Dental Services File rather than a separate File. After a registered Patient name is selected, the user must enter an approximate recall date (e.g. T+90 for 3mo. from today). Then enter a Recall Mailname (for sending letters) and a recall type from a set of one letter codes. The employee scheduling the recall must be specified and a recall 'PRIORITY' code must be assigned. Also the Recall Location (where the patient is to be seen) must also be given.

Future versions of the DDS will automatically generate 'recall' letters to patients as their 'recall date' approaches to advise them to contact the clinic for an appointment and delete their name after scheduling.

The DENTAL RECALL LIST option sorts all patients on the list by the Recall date, and includes (1) the recall type, (2)current community, and (3) who placed them on the list. Appointments can be arranged from this listing.

Persons must be manually deleted from the Recall list as necessary.

16.99 Printing Address Labels for Specific Patients

NAME ADE-PM-ILBL RELTD FRAMES:

Use this option to print address labels for individually selected patients. Patients may be selected from any file which has a pointer to the PATIENT file. Enter the name of the file at the 'Select FILE:' prompt. Then enter the names of patients for whom you wish to print address labels. When you have finished entering names, press 'Return'.

You will be asked whether you wish to print a test label. The test label allows you to make sure your labels are properly lined up in the printer. You will also be asked to enter the number of lines in your labels. Since the size of mailing labels varies, you should check your labels to see how many lines long they are. Print as many test labels as necessary and vary the number of lines until the printer positions each label properly.

16.100 Printing Labels from Search Templates

NAME ADE-PM-MLBL RELTD FRAMES:

This option allows users to generate Patient Mailing labels in a standard format from Search Templates which have been created from ANY patient file.

The Template must be created BEFORE using this option by using the SEARCH feature of FileMan or the options included in the Dental WAIT or RECALL list options. All patient names presently stored in the template will be printed in alphabetic order using the Mailing address data from the Patient Registration file.

A line printer with a tractor feed should be dedicated to support this option. If the Medical Records Dept already has a label printer set up, DDS users may consider using that printer when needed.

Bear in mind that Search Templates MUST BE UPDATED over time as new names are added to Dental Follow-up Lists or other lists of patients.

To use this option, users must specify the exact template name to be used. Enter ? and return at the Select Template prompt to see a list of existing templates.

16.101 Deferred Services Register

NAME ADE-PM-NEED RELTD FRAMES:

This module of the DDS package enables local program to maintain a DEFERRED SERVICES REGISTER based upon the guidelines established by the Contract Health Services (CHS) Branch of the IHS. Any registered patient can be entered into the registry, even if they have not had a dental visit at this clinic.

Fifteen types of needs can be entered along with the number of units for each need. The total cost estimate for each patient and for all types of patients is automatically computed based upon the CHS Fee values edited by the Dental Supervisor. These fees represent an estimate of the cost to contract the needed care to private dentists.

Deferred needs and their estimated costs are also organized into the basic categories designated by the CHS branch as: 1) Preventive/Primary Care, 2) Secondary Care (Acute & Chronic), and Tertiary Care (Acute and Chronic). Generally speaking, the options of this module are largely self-explained and can be easily used. Needs data for each patient be entered from a HSA 42-1 or HSA 42-2 (put it on back) or any other form a local program wishes to devise. This module functions independently of the Treatment Waiting List Options.

16.102 Print Patient Followup Summary

NAME ADE-PM-PFOL RELTD FRAMES:

This option prints a summary of the followup activity for an individual patient. The summary includes:

- FAILED DENTAL APPOINTMENTS (dates)
- ACTIVE DENTAL FOLLOWUP - lists they are presently on
- ACTIONS TAKEN - types and dates of followup activity
- PREVIOUS FOLLOWUP - inactive followup activity including dates when patient was added and removed from lists.

The Followup Summary is also automatically included in the options for reviewing a patient's dental record (REVW and

LAST) as well as in the DENTAL HEALTH SUMMARY component of the PCC (if it is running at your site).

16.103 Dental Patient Referral Functions

NAME ADE-PM-REFR RELTD FRAMES:

16.104 Patients Remover from Followup Lists

NAME ADE-PM-RREM RELTD FRAMES:

This report works the same way for Waiting Lists and Recall Lists. It provides a list of patient names who have been removed from the various follow-up lists during the past calendar year (365 days).

The report displays the data for all types of follow-up lists which have been created by the local dental program. Thus, the user is not prompted to select from a RANGE of follow-up list types. Only the output device to send the report to is asked.

More detailed follow-up data for individual patients is available through the options for reviewing a patient's dental record or last dental visit (REVW, LAST, HS).

16.105 How to Use Waiting List Options

NAME ADE-PM-WAIT RELTD FRAMES:

The Dental Waiting List Option enables users to place registered patients in a DDS file when they need, and request, further dental treatment, but an appointment can not be scheduled at that time.

You may create various TYPES of waiting lists as needed. The Patient's MAILING ADDRESS can be edited, their PRIORITY for treatment set, the DATE ADDED to the list, and the TIME INTERVAL for taking further followup action. Patients can be added to more than one list and they can be removed or their Priority (action interval) changed when necessary. The PROVIDER who requests the patient be added to the list MUST also be entered.

The WAITING LIST REPORTS can be used to sort patients by date and type of treatment in order to schedule patients for appointments when needed. These patient lists can be SEARCHED to create groups of patients who can then be deleted, sent letters, or other actions can be taken as desired.

16.106 Add Patient to Waiting or Recall List

NAME ADE-PM-WAIT-WADD RELTD FRAMES:

The options to add patients to followup lists (WAITING or RECALL) work in the same manner. In addition to the options WADD and RCAD in the Patient Management (PM) menu, you may also add patients to the followup lists during Direct Dental Visit (DDV) data entry by using the ^W or ^R command (for Wait or Recall) at the prompt to `Select ADA CODE (or Action):'

Using either method add a patient to a waiting/recall list you will first be prompted for a type of FOLLOWUP LIST. Enter a question mark to see a list of available types. New types can be added by the dental supervisor.

After selecting a PATIENT NAME, you will be prompted for the patient's current MAILING ADDRESS. If the mailing address is left blank, you will not be able to add the patient to the list. The phone # may be left blank.

You must select a PRIORITY category for the patient. The priority will determine the "action interval" as defined in the Followup List Type. (Priority codes: U = Urgent, H = High, R = routine) Enter the DATE ADDED to this list (not always the day entered in computer). Then you can enter a RECALL DATE or accept the date displayed by the computer based upon the patient's `priority' and `date added'. Finally, you select the PROVIDER who requested this patient be added.

16.107 Waiting List count by Community of Residence

NAME ADE-PM-WAIT-WCOM RELTD FRAMES: RANGES

This option prints a count of patients on the waiting list sorted by their community of residence. The printout can be restricted to only those patients placed on the waiting list within a certain range of dates by specifying beginning and ending dates at the 'START WITH:' and 'GO TO:' prompts.

For more help on specifying FileMan sort ranges, use the keyword RANGES.

16.108 Delete Individual from Waiting or Recall List

NAME ADE-PM-WAIT-WDEL RELTD FRAMES:

Select this option to remove an individual from a followup list.

You will first be prompted for the Waiting List Type, and then for the name of the patient. Once the patient is removed from the list, his followup record will automatically be updated to show that he was previously on the list and the date he was removed.

When a patient's dental record is reviewed using the REVW or LAST option the PREVIOUS FOLLOWUP history will be displayed along with active followup information and other data.

16.109 Deleting Groups from Followup using Search Templates

NAME ADE-PM-WAIT-WGRP RELTD FRAMES: SEARCH FOLLOWUP FILES

To use this option, you must first have created a Search Template using the [SEARCH FOLLOWUP FILES] option.

Be very careful using this option. It can remove large numbers of patients from your followup file. Before deleting groups, it's best to print out a list and verify that the group should be deleted.

To delete a group, specify the template name in which the entries are stored. **MAKE SURE YOU HAVE THE RIGHT TEMPLATE!** Each patient whose entry is stored in the template will be removed from active followup. An entry will automatically be made in that patient's dental file showing what date he was removed.

16.110 Print Waiting or Recall Lists Sorted by Action Date

NAME ADE-PM-WAIT-WPAC RELTD FRAMES:

This option prints patients on the followup list(s) sorted by their Action Date. The report can be restricted to a range of List Types (see help frame on printing followup lists sorted by Date Added).

Additionally, the report can be restricted to patients whose Action Dates fall within a given range. For example, to print a report showing all patients on all followup lists whose action intervals have already elapsed, respond to the prompts like this:

START WITH TYPE: FIRST// <Return> (This selects All Types)
START WITH ACTION DATE: FIRST// 1-1-84 (Arbitrarily early date)
GO TO ACTION DATE: LAST// T (For `Today')

Note: The Action Interval is defined by the Dental Supervisor when he sets up the List Type. The Action Date is the date the patient was added to the list plus the Action Interval. It is automatically calculated when the patient is added to the list.

16.111 Print Waiting or Recall Lists Sorted by Date Added

NAME ADE-PM-WAIT-WPDA RELTD FRAMES:

This option prints all patients on the followup list(s) sorted by the date they were added to the list.

The report can be limited to only one List Type by specifying the appropriate Range at the START WITH TYPE: FIRST// prompt. For example, to print only the ENDODONTIC list, start with `EN' and go to `EO' since the word ENDODONTIC collates alphabetically after `EN' and before `EO':

START WITH TYPE: FIRST// EN <Return>
GO TO TYPE: LAST// EO <Return>

To obtain a printout of ALL lists, accept the default `FIRST'. That is, press the `Return' key at the START WITH TYPE: FIRST// prompt.

16.112 Print Letter for Individual Patient

NAME ADE-PM-WAIT-WPLT RELTD FRAMES:

Select this option to print a letter to an individual patient. The letter printed will be the letter defined by the dental supervisor for that Followup List Type. The supervisor may modify the letter as he chooses.

If a patient is on more than one followup list, the system will ask you to choose which type of letter you want printed.

16.113 Printing Search Results

NAME ADE-PM-WAIT-WPRT RELTD FRAMES: SEARCH FOLLOWUP FILE

To use this option, you must first have created a Search Template using the [SEARCH FOLLOWUP FILE] Option. Once you have created a template, this option allows you to print out each entry in the template in one of three formats. You may print Letters, a Standard List, or a list which you design yourself.

The dental supervisor may edit and customize the format of the letters using an option available in the Supervisor's Data Entry menu

The Standard List is a pre-formatted printout which gives most of the information in the followup file.

The Customized list allows you to use FileMan formatting specifications to create your own list.

If the output format is a list, you will be prompted for an ACTION TO BE TAKEN. Enter the action for which you plan to use the list. For example, if you plan to use the list to telephone patients, enter PATIENT CALLED. This action will be printed out whenever the patient's followup summary is displayed. To skip this prompt, press <Return> without entering anything.

16.114 Waiting List Report

NAME ADE-PM-WAIT-WREP RELTD FRAMES: OUTPUT RANGES

This report lists patients in the Dental Waiting List File, including their name, mailing address, phone number, and type of treatment needed.

The names are listed by the date they were placed on the list, starting with the earliest date. The user can limit the report to include only those patients placed on the list within a range of dates by specifying the `START WITH' date and a `GO TO' date at the prompts given. This report can be further limited to only certain types of patients on the waiting list by specifying the waiting type codes at the `START WITH WAITING TYPE:' prompt and at the `GO TO WAITING TYPE PROMPT:'.

Since FileMan sorts items in alphabetic order, you must start with a code letter which precedes the `go to' letter code specified. You will receive all the `waiting types' between those two code letters. For example, starting with B (for bridgework) and going to P for perio would include patients for all the waiting list treatment types between those two letters. Use [TYPES] to view waiting type codes allowed.

If you are unfamiliar with how to specify ranges when generating a report with FileMan, use the keyword [OUTPUT RANGES] to learn more.

16.115 Followup File Search

NAME ADE-PM-WAIT-WSEA RELTD FRAMES: MORE

The Search option for the Waiting list and Recall files allows you to search the followup file based on criteria of your choice. You may store the names of patients found in the search in a Template. You may then print out lists or letters to the patients stored in that Template using the WPRT and RPRT Options. You may also

delete entire groups from the waiting and recall lists based on templates created with the Search option.

The Search option is very flexible so that it may be used in a variety of clinical settings. The price of that flexibility is that the Search option requires some study and forethought.

Since the Search option uses FileMan's Search utility, general details of interacting with the search prompts can be found in the FileMan User's Guide. For specific examples of how to use the Search option with the Dental Followup files, enter [MORE].

16.116 Searching the Followup Files - Examples

NAME ADE-PM-WAIT-WSEA1 RELTD FRAMES: COMBINED, CRITERIA, MORE, NAME, TYPE

There are 4 steps involved in searching the followup files:

1. Select the Followup [TYPE].
2. Specify the Search [CRITERIA].
3. Specify the manner in which the criteria are to be [COMBINED].
4. Select a Template [NAME]

For specific instructions on each step, enter the keyword for that step. Or, just enter [MORE] to go through the steps in sequence.

16.117 Selecting the Followup Type

NAME ADE-PM-WAIT-WSEA10 RELTD FRAMES: MORE

When prompted for the followup type (e.g. Waiting List Type or Recall List Type), enter the name of the waiting or recall list you wish to search. The followup types are created by the dental supervisor, who may add as many types as he wishes. To get a list of the available followup types, enter a question mark at the prompt.

Enter [MORE] to see the next step in searching the followup files.

16.118 Specifying Followup Search Criteria

NAME ADE-PM-WAIT-WSEA20 RELTD FRAMES: MORE

Search criteria are "truth tests" which are applied to a field in the followup file. Here is an example of specifying two truth tests:

- A- SEARCH FOR FIELD: AGE
- A- CONDITION: LESS THAN
- A- AGE: 10
- B- SEARCH FOR FIELD: BA
- B- CONDITION: GREATER THAN
- B- GREATER THAN: 2

The system assigns the letter "A" to the first test, "B" to the second, and so on for as many different conditions as you enter. In the example above, we are searching for patients whose age is less than ten and who have had more than two broken appointments in the past year. At any of the prompts, entering a question mark will display the range of choices available to you. It's a good idea to use the question mark liberally not only here, but throughout the system.

Enter [MORE] to go to the next step in searching the followup files.

16.119 Combining the Search Criteria

NAME ADE-PM-WAIT-WSEA30 RELTD FRAMES: MORE

After specifying the search criteria, you must tell the system how to combine the criteria. This is done at the `IF:' prompt. The examples below refer to the criteria described in the previous help frame:

IF: A&B The search will pick out entries in which both A (age is less than 10) and B (BA's greater than 2) are true.

IF: A&'B The search will pick out entries in which A is true but B is NOT true (the ' means NOT).

A second combination can be specified at the OR: prompt. So to pick out patients whose age is less than ten OR who have had more than two broken appointments:

IF: A(Age is less than 10) OR: B (BA's are greater than 2)

To skip the OR: prompt simply press Return when it comes up.

Enter [MORE] to go to the next step in searching the followup files.

16.120 Specifying the Template Name

NAME ADE-PM-WAIT-WSEA40 RELTD FRAMES:

After specifying the criteria and their combinations, the system will ask you for a template name in which to store the results. You may use any name which strikes your fancy, but to stay organized, it's best to have a systematic way of selecting names. For example, you may want to prefix your template names with your initials to distinguish them from templates others may have made.

Once you have given the template a name, the Search option scans the followup file for all those entries which meet the criteria you specified. It stores the entries under the template name you gave it. Later, you can use that template name to print a list of the patients, print letters to the patients, or even to delete all the patients stored in that template from the followup file.

Enter ^Q to go back to the main menu.

16.121 The 'Quality Assurance Module' Option

NAME ADE-QAT RELTD FRAMES:

Selecting this option will display the menu of Quality Assurance - Management, Community, and Technical – functions which are organized according to the sections of the IHS Dental Quality Assurance Program Document.

Each of the three applications will undergo extensive development by the dental PSG in future versions. The MGT section is designed to document activity for training and infection control requirements as well as to maintain an address directory for patient referrals and other support functions. The community section (COPC) allows the capture of fluoridation surveillance data which can be extracted for central processing in a future version. The TECH section includes only a single option at this time to support patient record audits based upon dental procedures reported by ADA code.

There is no general requirement to use the QA section of the DDS at this time. It is the responsibility of the dental program to maintain the records in the QA data files. Suggestions for improving the QAT options in the DDS should be submitted to the dental PSG.

16.122 Community (Disease Prevention) QA Functions

NAME ADE-QAT-COPC RELTD FRAMES:

This menu option is designed to link with various suboptions for tracking specific Community-Oriented Primary Care (COPC) functions. In this version of the DDS these functions include: (1) water fluoridation surveillance, and 2) community-based Health Promotion and Disease Prevention (HPDP) activities usually directed at

`target' groups in or outside the clinical setting. Presently the HPDP tracking functions are unavailable to DDS users pending further development.

The fluoridation tracking options provide sufficient documentation to meet IHS Quality Assurance standards and to provide surveillance data for central processing. These options are explained further in help frames associated with those menu options.

16.123 Community-Based Dental Health Activities

NAME ADE-QAT-COPC-HPDP RELTD FRAMES:

This option will include data capture for oral health promotion and disease prevention activities which can not be stored in the patient files. Now in development.

16.124 Program Management QA Functions

NAME ADE-QAT-MGT RELTD FRAMES:

This set of options supports the Program Management Section of the IHS Dental Quality Assurance Program. The functions included in this version of the DDS include:

1. A Resource Directory - to maintain a listing of names, addresses, and phone numbers of persons and organizations which are used to refer patients, seek consults, and order dental items.
2. Continuing Education Records - to maintain records of all creditable staff development activities which occur inhouse or at other locations.
3. Sterilizer Testing Records - to maintain a log for weekly testing of the effectiveness by each sterilizer used by the dental program including any special action taken.

These and other `MGT' functions of the QA program will be developed further to support the need for central data bases if desired or to include the range of information deemed useful by local program managers. The use of these options in the DDS is not required, however, it is recommended that their utility be evaluated by each local program.

16.125 Sterilizer Testing Functions

NAME ADE-QAT-MGT-IC RELTD FRAMES: IC DATA, IC REPORT

The Sterilizer Testing Functions enable a program to maintain required Infection Control Program records to support IHS Quality Assurance Standards as well as JCAH program review criteria.

Records can be maintained separately for each sterilizer which is on file in the DENTAL STERILIZER FILE - use [IC DATA] to view more.

A report option allows users to print out the records for each sterilizer as needed - use [IC REPORT] to view more.

16.126 Entering Sterilizer Spore Test Data

NAME ADE-QAT-MGT-IC-DATA RELTD FRAMES:

According to IHS standards each dental sterilizer should be tested at least weekly use acceptable `spore' test methods and appropriate corrective action should be taken when necessary.

In order to create spore test monitoring records, the Dental supervisor must first enter each sterilizer in the DENTAL STERILIZER FILE in order to identify it for weekly testing.

The user will be asked to enter the following data for each spore test:

STERILIZER TEST IDENTIFICATION: - uses sterilizer ID from sterilizer file

SPORE TEST DATE: -enter date the test was performed

TESTOR: - enter name of person from dental employee file

TEST RESULTS: - enter N for negative or P if findings were positive.

ACTION TAKEN: - this is a word-processing field to be used when tests are positive or other preventive maintenance action is taken. For example, entries might include:

Test NEG, but maintenance dept advised that seal is starting to leak - parts on order.

Test POS on retesting, taken out of service on this date.

16.127 Sterilizer Testing Reports

NAME ADE-QAT-MGT-IC-REPT RELTD FRAMES:

The Sterilizer Test Results report lists all the data entered into the STERILIZER TEST FILE (9002002.51) from a date selected by the user. In other words, all test results will be displayed from the starting date (you pick) up to the present date.

The report lists the data reported for each sterilizer entered into the STERILIZER FILE (9002002.5) including the `ACTION TAKEN' narratives, if entered.

16.128 Maintaining the Dental Resource Directory

NAME ADE-QAT-MGT-RDIR RELTD FRAMES: DIR NAMES, TYPE

The DENTAL RESOURCE DIRECTORY FILE (9002005) is used for maintaining a list of names, addresses, and phone numbers for persons or organizations which are used to refer patients, seek consultation, and purchase dental items. The DDS package is delivered with a data global for this file which contains common entries. Local programs can use this global, or start from scratch, at their own discretion. Use the keyword [DIR NAMES] to view more about this global.

Because the Resource directory is a free-text entry file, care must be taken to assure that duplicate and misspelled are avoided. Use last name first, or other conventions to prevent this problem. Care should also be taken in entering the resource [TYPE] so that persons are not misclassified. In this DDS version, each entry is identified by only one resource type and address, however, a persons name can be entered in multiple ways, so they can be listed under more than one `type' if desired.

The Inquiry option allows users to find `names' which are in the directory. The List option enables users to sort the directory by `Resource Type' and city when referring patients. The entire directory can be printed out using this option to check the accuracy of entries.

16.129 Maintaining Dental Staff Training Records

NAME ADE-QAT-MGT-TRNG RELTD FRAMES: CDE, PRNT CDE

The Dental Staff Training Record is designed to provide documentation for IHS Quality Assurance Standards, JCAH reviews, and State or national dental board re-certification requirements. Eventually, these data may be transmitted to area offices for central processing of needs data for staff development and other resource analysis activity.

The training record is maintained through the data entry option which uses the DENTAL CONTINUING EDUCATION FILE. This file points to the DENTAL EMPLOYEE FILE for possible names. Use the word [CDE] to view more about data entry in the training record.

A print option is available to display training records sorted by employee. Use [PRNT CDE] to view more on this option.

16.130 Entering Data in the Training Record

NAME ADE-QAT-MGT-TRNG-DATA RELTD FRAMES:

The dental staff training record stores data in the DENTAL CONTINUING EDUCATION FILE (9002002.6) of the DDS data dictionary. When creating a

training record for a dental employee you will be asked to enter the following data for each educational activity:

The user should have these data IN HAND BEFORE selecting this option.

EMPLOYEE NAME: - points to the Dental Employee File, therefore the dental supervisor must have entered the name in that file before you can create a training record for an employee.

BEGINNING DATE: - enter the date the educational activity began.

ENDING DATE: - enter the date the activity ended

COURSE TITLE: - a free-text description of the activity name.

CONDUCTING AGENCY: - free-text entry which indicates who sponsored the activity.

HOURS CE CREDIT: - enter the number of hours of credit for the course.

SOURCE OF FUNDING: - set of codes to identify how the course was funded.

LEAVE TYPE: - set of codes indicating the type of leave taken, if necessary.

16.131 The Dental Staff Training Report

NAME ADE-QAT-MGT-TRNG-REPT RELTD FRAMES:

The 'CDE REPORT' allows the user to print a report of staff development activities entered in the Continuing Education File. You may create a report by selecting a dental employee and then specifying the starting date for the sort. All CDE activities reported into the DDS will be displayed for each employee as of the starting date selected until the present. The subtotal (for each activity) and the total number of credit hours for each employee is automatically computed and displayed.

16.132 Technical QA Functions

NAME ADE-QAT-TECH RELTD FRAMES:

This menu option will contain various suboptions to support periodic evaluation of the technical quality of care provided to patients based upon record audits. Numerous utilization review options will be developed and added to this menu in future versions of the DDS.

The one suboption presently available is designed to enable a reviewer to retrieve patient records by the type of dental procedure(s) provided. By selecting one or more procedure codes within a range of dates a listing of patients who have received those

services will be retrieved. The patient's health record number also will be displayed and can be used to retrieve the patient's chart from the medical records department. The record can then be reviewed relative to various dental QA criteria associated with the procedure(s) of concern or patient's can be scheduled for recall as part of an on-going local QA process, or they can be scheduled at a time when an external QA review is planned.

16.133 Clinical Services Reports

NAME ADE-REPT RELTD FRAMES:

This option includes a few 'routine' reports of data stored in the Dental Services file of the DDS. The reports are based upon FileMan templates and MUMPS programs which are not easily modified by the local site. Although rudimentary in nature, it is hoped the reports included in this version of the DDS will be useful to local program management. Suggestions for improving the reports or adding additional reports which might be of common value to dental programs should be submitted to the dental PSG.

This option also allows access to ad hoc data retrievals from the dental visits records or any DDS files through the use of FileMan General – which includes various options for data retrieval. This option is under the control of the local RPMS Site Manager who can decide whether or not to allow dental users to use FileMan General as well as to restrict the time of day that ad hoc retrievals and the 'routine' reports can be used. It is recommended that dental users become familiar with FileMan before attempting to generate ad hoc reports. Educational materials are available from the IHS Dental Services Branch. The local Site Manager also may be able to generate certain types of reports for you if requested.

16.134 Individual Patient Visit Data by Auxiliary Provider

NAME ADE-REPT-AUXIL RELTD FRAMES:

This report is the same as the option for 'Individual Patient Services by Dentist' except it lists the detailed data based upon who was entered as the 'auxiliary' for each visit. Only those who have 'DENTAL HYGIENIST/AUXILIARY' entered as their Provider Class in the RPMS Provider File will be included in this report.

16.135 Average CHS Fees by Dentist

NAME ADE-REPT-CHSFEEs RELTD FRAMES:

16.136 Contract Visits by Dentist

NAME ADE-REPT-CHSVISITS RELTD FRAMES: RANGES

This report lists the contract care (fee-for-service) visit data by dentist, by date(s), and by patient name(s) as specified by the user. Only services provided by Contract Providers are printed. This includes all dentists who are NOT entered as `IHS' in the AFFILIATION data field of the RPMS Provider File.

NOTE: for this version, it is recommended that Tribal programs using `direct care' (salaried) dentists and auxiliaries enter them as `IHS' in the Affiliation field, even though the clinic is recognized as being Tribally-managed.

Use care when specifying the sorting ranges in this report to narrow down the sorting criteria. If you accept the default FIRST// for each sort range, you will wind up with a very long printout of questionable value. But by narrowing down the range of patient names and reporting dentist names, you can produce a useful report.

Use the keyword [RANGES] to see more on specifying FileMan sorting criteria.

16.137 Dental Visits by Community or Residence

NAME ADE-REPT-COMMUNITY RELTD FRAMES: DATA RANGES, DEVICE

This report lists the VISIT STATUS CODES Reported for each dental facility by the `Current Community' of each patient. The Current Community is the Community of Residence entered into the RPMS Patient Registration file. Each page of the report lists the totals for one facility with the final page listing the total for all facilities combined. The data listed are:

FIRST VISITS	REVISITS	BROKEN APPOINTMENTS	PLANNED TX COMPLETED
(0000)	(0190)	(9130)	(9990)

Users may specify the [DATA RANGES] for visit dates to be covered by the report and then select the [DEVICE] to display the output.

NOTE: The totals generated by this report presently INCLUDE both direct and contract program data, as well as all Indian and non-Indian patients. For separate contract totals and non-Indian data totals, users must select other options on the menus.

16.138 Total Services and Minutes by Provider

NAME ADE-REPT-DIRSVCS RELTD FRAMES: RANGES

This option prepares a report of the total number of services and service minutes in each Level of Service subtotaled by Provider and Facility. The range of dates covered by the report can be specified by the user.

Use the keyword [RANGES] to see more on specifying FileMan sort criteria.

16.139 Using FileMan to Generate Ad Hoc Reports

NAME ADE-REPT-FMG RELTD FRAMES:

This option allows DDS users to access the 'read only' options of FileMan in order to generate reports from RPMS files. To use these options effectively some knowledge of these FileMan options as well.

Users should also become familiar with the data dictionaries of the files which will be used to generate ad hoc reports. The 'List File Attributes' option of FileMan is included in the menu for this purpose.

The local Site Manager can restrict access to any or all of these data retrieval options if necessary. Access to the options can also be restricted by time of day in order to maintain the overall efficiency of operations on the RPMS computer. It is recommended that these ad hoc report generating options be used at appropriate times when retrievals will not 'slow down' the system for other users. The same recommendation is made for generating all 'Clinical Services Report' options.

16.140 Individual Patient Services by Reporting Dentists

NAME ADE-REPT-MINUTES RELTD FRAMES: RANGES

This report lists dental patient visits by a range of dates specified and/or a range of Reporting Dentist names as specified by the user.

The dental procedure codes reported for each visit are listed and the total service minutes associated with each code and the visit are also computed and displayed.

Use the keyword [RANGES] to see more on specifying FileMan sort criteria.

16.141 Services for Non-Indian Patients

NAME ADE-REPT-NONI RELTD FRAMES:

This report includes visit data only for dental patients who have been officially registered as 'NON-INDIAN BENEFICIARY' in the RPMS Patient File.

NOTE: The `Service Minutes for Dentists and for Auxiliaries' reports presently INCLUDE non-Indian patient data in the totals.

Dental services and service minutes provided totals are organized into the LEVELS OF CARE defined by the IHS SCHEDULE OF DENTAL SERVICES.

The totals for each dental facility are displayed separately with the total for all facilities combined being listed last.

16.142 Specifying Ranges for Reports

NAME ADE-REPT-RANGES RELTD FRAMES: MORE

When producing a report from the DDS menu options, users must specify data ranges from which to sort and print the output. After selecting a report option (display/print or list) you will be prompted to choose one or more sets of data ranges to be included in the output by entering values at the following prompts:

START WITH (data name) : FIRST//

and, GO TO (data name) : LAST//

If you accept the default value `FIRST' by pressing return at the prompt, you will not be prompted for a GO TO range at all and ALL the file entries will be sorted and listed on the output, starting alphabetically, numerically, or chronologically with the first entry through the last.

By specifying other values at the data range prompts you can : (1) limit the report to only the data entries which interest you, and (2) conserve the data processing time required to produce the output. These features are especially important when large data bases are involved.

Use [MORE] to view additional information on specifying output ranges.

16.143 Specifying Data Ranges (Frame 2)

NAME ADE-REPT-RANGES2 RELTD FRAMES:

For example, to limit a report to data pertaining only to the First Quarter of FY88, enter 1 OCT 88 at the START WITH prompt and then enter 31 DEC 88 at the GO TO prompt like this:

START WITH DATE: FIRST// 1 OCT 87

GO TO DATE: LAST// 31 DEC 87

To print a report which is sorted by Provider name and restrict the output to only those providers named Marlowe, answer the prompts like this:

START WITH PROVIDER: FIRST// MARLOWE,A

GO TO PROVIDER: LAST// MARLOWE,Z

To restrict a report to a single person, e.g. an individual patient, first look up that patient's name using the FIND option to find out the exact spelling. Then answer both the FIRST// and the LAST// prompts with the full patient name, like this:

START WITH PATIENT NAME: FIRST// SMITH,JANE E

GO TO PATIENT NAME: LAST// SMITH,JANE E

This will only work if you spell the name exactly as it is spelled in the computer -- commas, spaces, and all.

16.144 Attending Dentist Statement

NAME ADE-REPT-RATT RELTD FRAMES:

The Attending Dentist Statement option can be used to prepare a statement of charges to be sent to an insurance company. To use the option, first select a patient and visit date. The visit must have been a direct, not contract, visit. The visit data will be displayed on the screen in much the same fashion as it is seen when it was entered.

If fees have been entered in the Dental Fee file by the dental supervisor, the fee will be displayed with the codes. Fees can be entered or modified by selecting an ADA Code and entering a fee. The Total Charge for the visit automatically reflects the sum of the fees for each code. The Total Charge can be modified by entering '^C' at the 'Select ADA Code' prompt.

16.145 Dental Medicaid Eligibility Report

NAME ADE-REPT-RMED RELTD FRAMES:

This option prints a list of patients who visited the dental clinic during a given time period. Only patients whose names have been added to the MEDICAID ELIGIBLE file and only Direct Care visits are printed. The report is alphabetically sorted within the age groups 0-18, 19-21, and 22+ years.

The capability of adding screening logic to this report does not exist with this version but is a planned enhancement for future versions. Such an enhancement would allow the user to specify which procedures are billable under Medicaid at his location.

16.146 Service Minutes by Dentist (Contract)

NAME ADE-REPT-RMIN-CHS RELTD FRAMES:

16.147 Medicaid Verification Listing

NAME ADE-REPT-RVER RELTD FRAMES:

16.148 Dental Services and Minutes by Levels of Care

NAME ADE-REPT-SVCMIN RELTD FRAMES:

This menu has sub-options for generating various types of reports based the LEVELS OF CARE defined in the IHS SCHEDULE OF DENTAL SERVICES. Please refer to the IHS Oral Health Program Guide for an explanation regarding each Level of Care.

These reports display the total number of services (procedures) and service minutes provided in each care level (I-VI) and provides the total for all levels at the bottom.

Each report option allows the user to display or printout the most recent report previously generated, or to choose a new data range for a report.

16.149 Visits by Tribal Membership

NAME ADE-REPT-TRIB RELTD FRAMES:

This report displays visits based upon the Tribal membership of each dental patient. The user can select the time period to be covered by the report. The totals for every dental facility in the Service Unit are displayed separately in alphabetic order, followed by the grand total of visits, revisits, broken appointments, and PTC's (treatment completed) for all facilities combined.

16.150 Report of Visits by Facility and Dentist

NAME ADE-REPT-VISITS RELTD FRAMES: DATA RANGES, DEVICE

This report summarizes visits at each dental facility based upon the VISIT STATUS CODES reported:

FIRST VISITS REVISITS BROKEN APPOINTMENTS PLANNED TX
COMPLETED (0000) (0190) (9130) (9990)

The total for each facility is subtotaled by Reporting Dentist(s) at that facility. Each facility report is presented on separate pages with the final page providing the grand total for all the dental facilities combined.

Users can specify [DATA RANGES] for the dates to be included in the report and select a [DEVICE] to produce the output. The last output generated through this option is automatically saved in the computer and the user will be asked if they wish to re-print that report or specify new data ranges for a new report.

NOTE: This report presently includes all direct & contract and Indian & non-Indian data.

16.151 Sealant Recode Logic

NAME ADE-SEAL RELTD FRAMES:

Three codes are used to monitor dental sealant activity: 1350 - Sealant 1351 - Sealant (Molar) 1355 - Sealant Reapplication Of these three codes, only 1350 is standard and universally acceptable by 3rd party payors. The other two codes, 1351 and 1355 were created by the IHS to support evaluation of sealant programs. The Dental software contains logic to convert 1350 codes into 1351 and 1355 codes during data entry when appropriate. If this conversion interferes with 3rd party billing for sealants, then turn off the conversion logic using the ESE0 option. To restore the logic, use the ESE1 option.

16.152 Using Supervisory Functions

NAME ADE-SUP RELTD FRAMES: ADMIN

The Dental Supervisory Functions include those options which should be controlled by person(s) who are assigned that responsibility. Persons who are not assigned the supervisory `key' ADEMZSUPFUN by the RPMS Site Manager will not have access to these functions.

The Supervisory Functions include: (1) preparation of data for central processing, (2) update (edit) certain DDS files, and (3) to print or display the data in these files. It is essential that these responsibilities be maintained carefully to prevent unnecessary problems and to maintain the integrity of the controlled files.

The Dental Supervisor must work closely with the RPMS Site Manager to meet these responsibilities. The supervisor can communicate requests to the Site Manager (e.g. to add a new provider, or to schedule data extraction) using the local Mailman system if desired. Acceptable arrangements between the Site Manager and Dental Supervisor needed to be determined before problems arise, particularly during the start-up phase of DDS operations. To review some of the basic administrative responsibilities for using the DDS package, use the keyword [ADMIN].

16.153 Missing

NAME ADE-SUP-CHK RELTD FRAMES:

16.154 Supervisor's Data Entry/Edit Options

NAME ADE-SUP-DEO RELTD FRAMES: DENTAL EMPLOYEE, DENTAL SITE PARAMETERS, RESOURCE TYPE, STERILIZER, WATER SYSTEM

The ability to enter data into certain files of the DDS package is controlled by the Dental Supervisor who is given the key ADEMZSUPFUN by the Site Manager in order to access these files. Even the supervisor can not edit certain files such as: the ADA Code File and the Dental Operative Site File. The following files are those which can be edited only by the dental supervisor or Site Manager:

[DENTAL SITE PARAMETERS] [DENTAL EMPLOYEE] [RESOURCE TYPE]
[WATER SYSTEM] [STERILIZER]

Use these File names as keywords to view more about maintaining and editing them.

16.155 Dentist File Data Entry/Edit

NAME ADE-SUP-DEO-DENTIST RELTD FRAMES:

16.156 Restarting the Dental Background Processes

NAME ADE-SUP-DEO-EBAK RELTD FRAMES:

This option may be used to restart the dental background processes if for some reason (e.g. TaskMan failure, etc.) the processes should fail. The routine called, ADEREQUE, will check several possible points of failure before requeuing the background processes.

Background processing will not start up if:

1. TaskMan is not running.
2. The ^%ZOSF("TRAP") node is not set or is improperly set.
3. Background processing is not enabled in the Dental Site Parameter File

NOTE: Before restarting the background process, you should ascertain why the process failed in the first place. Otherwise, restarting may only complicate an already complicated situation. Contact Dental Headquarters in Albuquerque for support if necessary.

16.157 Creating Dental Followup Types

NAME ADE-SUP-DEO-EFOL RELTD FRAMES: MODEL LETTERS

Use this option to create various types of Recall or Waiting lists. When you create a new followup type, you will be prompted for several pieces of information:

LIST NAME: Enter the name you will use for this list

CATEGORY TYPE: Either Waiting or Recall (Referral type unavailable)

ACTION This is the time interval (in days) with which the

INTERVAL: Action Date will be computed. The Action Date is the date by which some sort of action should be taken for patients on the list. There are two ACTION INTERVALS, one for Routine priority patients, and one for High or Urgent priority patients.

LETTER TEXT: This word processing field contains the text of letters to be sent to patients placed on this type of followup. The DDS package comes with several generic followup list types. You can use the pre-packaged [MODEL LETTERS] when creating your own followup types. Before using the pre-packaged letters, you should edit them to customize them to your own facility.

16.158 Creating Patient Followup Letters

NAME ADE-SUP-DEO-EFOL2 RELTD FRAMES:

The Dental Supervisor may create unique letter text for each Waiting and Recall list by starting with the MODEL LETTER FORMAT which includes pre-programmed PATIENT MAILING ADDRESS WINDOWS. To do this:

1. Create the types of lists you will be using to follow-up patients. Name them as desired, specify each list as WAIT or RECALL, and enter the action intervals for Urgent and Routine. Leave the TEXT field blank
2. Have the Site Manager use FileMan to transfer the generic letter format to each type of list you create. Execute the TRANSFER FILE ENTRIES option and use the DENTAL FOLLOWUP CATEGORY file as both the INPUT and TRANSFER DATA TO file. Then transfer data from one of the follow-up categories which came with the package into each of the new lists you have created. Answer NO to questions regarding deletion of this entry after it is transferred, and updating pointers.
3. Select the EFOL option again to create specific letter text (starting on line 23 of the model format) for each type of follow-up list, including the followup lists which came with the package. If you are not familiar with FileMan's TEXT

EDITOR ask the Site Manager for assistance or contact the Dental PSG at Albuquerque.

16.159 Dental Employee File Data Entry/Edit

NAME ADE-SUP-DEO-EMPLOYEES RELTD FRAMES: MORE

The Dental Package draws upon data in three files to obtain information related to dental employees and providers.

Information in these files must be entered BEFORE using the Dental Package and should be updated as individuals associated with the dental program arrive or leave permanently Each file is listed below with a description of the types of persons who should be entered in the file:

PERSON: All persons, other than patients, who will be referenced by the Dental Package, including dentists, assistants, students, volunteers, sanitarians, Tribal employees, etc.

PROVIDER: People who will actually provide dental care to patients, including dentists, and dental hygienists/assistants.

DENTAL EMPLOYEE: Dental employees for whom entries will be made in the Continuing Dental Education file, and employees who will be entering Dental Sterilizer Test results.

Use M to read [MORE] on maintaining these files.

16.160 Using the Dental Employee File (Page 2)

NAME ADE-SUP-DEO-EMPLOYEES2 RELTD FRAMES:

The Dental Supervisor should provide the following information to the Site Manager for each person entered in the PERSON file: LAST NAME, FIRST NAME ; D.O.B ; SOCIAL SECURITY NUMBER.

For each person to be entered in the PROVIDER file, the Dental Supervisor must supply the above information PLUS the provider's Affiliation (IHS Direct or Contract) and the provider Class (Dentist or Dental Hygienist)

After the above names have been entered in the PERSON and PROVIDER Files by the Site Manager, the Dental Supervisor should enter each local dental employee's name in the DENTAL EMPLOYEE file.

When all names have been entered in the appropriate files, the Dental Supervisor should print out a list of the Dental Providers using the option on the Supervisor's List

menu. For data processing purposes, it is especially important that the (1) Social Security Numbers, (2) Affiliation, and (3) Provider Class are accurate.

16.161 Dental Site Parameter File (Frame 2)

NAME ADE-SUP-DEO-ESIT1 RELTD FRAMES: MORE

The first parameter, DENTAL SITE, must be the same as the entry already set by the Site Manager in the RPMS SITE file (no other entries allowed)

Then enter the LOCATION(S) FOR DATA ENTRY (clinics) which will use this computer to enter their visit data. Entries are selected from the RPMS Location File (9999999.06). You must then specify if the "UNIVERSAL LOOKUP" for patient health record numbers from these facilities is allowed. If the Universal Lookup routines are NOT allowed you will not be able to enter visit data for patients registered at other clinics in the service unit, if they have different chart numbers at each facility.

At clinics having only one dentist the DEFAULT DENTIST parameter can be set to always be that dentist. This makes it unnecessary to enter a name of an attending dentist during dental visit data entry. At multi- dentist clinics the 'Default Dentist' should be left blank.

Limited data entry mode is no longer supported by the dental package. Thus the Site Parameter entry which refers to this mode has no effect on operation of the package.

Enter [MORE] to continue help with Dental Site Parameters.

16.162 Editing Dental Site Parameters (Frame 3)

NAME ADE-SUP-DEO-ESIT1.2 RELTD FRAMES: MORE

Two parameters are included to aid in troubleshooting if problems occur during dental visit data entry.

ENABLE BACKGROUND MODE should be set to 'NO' for the first few days the package is in operation. This will aid in diagnosing any technical problems in storing visit data in the DDS files or PCC files. Users can still enter visit data with these 'background' routines disabled, but these options will run much more slowly than when it is enabled. If no problems are noticed, the Dental Supervisor should set this parameter to 'YES' after a week's worth of visit data have been entered. If problems are noticed later, either when patient records get 'hung' and can not be edited, or if the Postmaster reports error 'bulletins' to DDS users, the background mode can again be disabled until the problem is fixed.

ENABLE PCC LINK should be set to yes if the Patient Care Component (PCC) is running at this site. This will enable dental visits to be stored in the PCC file (V DENTAL) as well as the DDS (Dental Procedure File).

Enter [MORE] to see the next page.

16.163 Dental Site Parameters (Frame 4)

NAME ADE-SUP-DEO-ESIT2 RELTD FRAMES: MORE

EXTRACT CONTRACT DENTAL SERVICES DATA: Contract Dental procedure data should NOT be extracted by the DDS for sites using the IHS Fiscal Intermediary (FI). Such sites should answer `NO' to the question `Extract Contract Services'. Contact your Area Dental Consultant if you are unsure whether contract dental services should be extracted by DDS at your site for central processing.

WATER SAMPLING COMPLIANCE STANDARD: The Fluoridation Compliance Report judges whether a water system is in compliance based on two factors:

1. the monthly weighted PPM of the system
2. the count of samples submitted by the system.

The second factor, sample count, varies by Area and can be set by answering the question `F- Sample Compliance Minimum' with the minimum number of samples required in your Area for a system to be considered `in compliance'. Contact your Area Dental Consultant to determine the minimum sample count in your Area.

Enter [MORE] to conclude the Dental Site Parameter help frame series.

16.164 Dental Site Parameters (Frame 5)

NAME ADE-SUP-DEO-ESIT3 RELTD FRAMES:

DENTAL RECORD REVIEW PARAMETERS: The number of visits displayed by the `Review Dental Record' option can be controlled via two site parameters:

The total number of visits displayed in the review can be limited via the `Maximum Occurrences' parameter.

The parameter `Time Limit' can be used to limit the data displayed to only visits occurring within a given time frame. For example, to display only visits occurring within the past 2 years, enter `2Y' at the `Time Limit' prompt.

Enter ^Q to return to the menu system.

16.165 ADA Code Fee File Data Entry/Edit

NAME ADE-SUP-DEO-FEES RELTD FRAMES:

Use this option to create a fee table for third party billing. If fee data have been entered using this option, the fees will be used as defaults when printing out an Attending Dentist Statement (Option RATT under the Reports Menu).

16.166 Edit Dental Letters File

NAME ADE-SUP-DEO-LETTERS RELTD FRAMES:

16.167 Resource Directory Data Entry/Edit

NAME ADE-SUP-DEO-RDIR RELTD FRAMES:

This version of the DDS includes a `start up' set of names for the Dental Resource Directory which local programs can use to save time to get this started, without having to re-enter resource names which are used by all programs. These names include the IHS Dental Specialist Consultants, HQ administrative offices, large dental supplies/equipment vendors (including Perry Point) and others. These names are contained in a separate data global which can be transferred after the data dictionaries (files) are installed. The names of any resource used to refer patients should be included in the directory, including direct clinics and contract dentists. Also, the area dental office and other key resources in the area should be added.

The number of entries in this file will grow with time and it must be edited with care to avoid duplicate (same person, different spellings) entries and misclassifications by resource type! It is recommended that the Dental Supervisor prepare names for entry by creating an entry form which contains the required data for each name entered, using a convention of the last name first. These data can then be entered by other employees into the DDS at a convenient time.

16.168 Edit Resource Type File

NAME ADE-SUP-DEO-RESTYPE RELTD FRAMES:

The RESOURCE TYPE FILE (9002010.05) is used to support the Dental Resources Directory of the DDS. The `TYPE' data field of the directory points to the Resource Type file. The resource types are used to find the names of related resources in the directory efficiently. For example, orthodontists would all be listed under the same resource type.

This file is included in the DDS package with 30 entries which represent the common resource types that dental programs might wish to include in their resource directory. These entries have been included to save the Dental Supervisor time in setting up this

file for use. The entries may be deleted, edited or added to in any manner which the local site sees fit. Future versions (updates) of the DDS package will not come with these entries, unless requested, so as not to erase the resource type entries you may already be using.

Use the Supervisor's Print/Display Options to see a listing of the existing entries in the Resource Type File. This listing will be useful in setting up the Dental Resource Directory.

16.169 Editing Dental Site Parameters

NAME ADE-SUP-DEO-SITE RELTD FRAMES: MORE

The Dental Site Parameters File (9002006) has been created to enable local sites to use or not use various functions included in the DDS package depending upon their needs or ability to support the functions.

The person(s) assigned the Dental Supervisor's security key ADEZMSUPFUN have the responsibility to maintain these parameters at their site. The following parameters are included with this version of the DDS package

DENTAL SITE The RPMS Site using this package

LOCATION(S) FOR DATA Clinics which will report data on this computer

LIMITED DATA ENTRY No Longer Supported in this version

DEFAULT DENTIST Set-up one dentist for visit data entry

ENABLE BACKGROUND Start/stop background routines for data entry

DDS - PCC LINK Activate link routines with the PCC

EXTRACT CHS DATA Allows export of CHS data for processing

FH2O SAMPLE STD Set minimum water samples for fluoride system

MAX OCCURRENCES Maximum of visits displayed in patient records

TIME LIMIT Years to include in patient record reviews

Enter [MORE] to see more about the Dental Site Parameter file.

16.170 Sterilizer File Data Entry

NAME ADE-SUP-DEO-STERILIZER RELTD FRAMES:

The DENTAL STERILIZER FILE (9002002.5) is used to support the infection control spore testing functions of the Quality Assurance Tracking options. Before spore test results can be entered for a sterilizer, the sterilizer I.D. name(s) MUST be entered into the Sterilizer File using this (ESTE) menu option.

Each sterilizer which is used by the dental program should be identified by a name. The user can create a unique name for each instrument, or use the make, model number or other identifiers. For example, the following sterilizer identification names might be created:

SPEEDCLAVE1 A-DEC (IN LAB)

A-DEC (IN CLEANUP) DRICLAVE (IN SURG)

SPEEDCLAVE2

Basically use anything you want to create unique identifiers for each autoclave (from 3-30 characters in length).

16.171 Supervisor's Print/Display Functions

NAME ADE-SUP-LST RELTD FRAMES:

This option enables the Dental Supervisor to obtain a display (on the video terminal) or a printed copy of the entries in the DDS files controlled by the Supervisor. This includes the two files which the Supervisor can not edit: the ADA CODE TABLE and the DENTAL OPERATIVE SITE file.

It is recommended that each time the Supervisor's files are edited the print/display option for the file(s) edited be used to make certain that the entries in the files are correct.

The Dentist Listing provides important data for persons who have been entered into the RPMS Provider File. These data are linked with dental visit data, and they must be accurate! The Dental Employee listing includes all persons in that, including the providers if they have also been added to this file to support the DDS QA Tracking Functions.

16.172 Standard Dental Procedure Code Listing

NAME ADE-SUP-LST-CODES RELTD FRAMES:

16.173 The Listing of Dentists

NAME ADE-SUP-LST-DENTISTS RELTD FRAMES:

16.174 Dental Employee List

NAME ADE-SUP-LST-EMPLOYEES RELTD FRAMES:

16.175 Dental Operative Site Listing

NAME ADE-SUP-LST-OPSITES RELTD FRAMES:

16.176 Water System List for Fluoridation

NAME ADE-SUP-LST-WSYSTEMS RELTD FRAMES:

16.177 Area Data Merge and Transmission options

NAME ADE-SUP-PREP-AREA RELTD FRAMES:

16.178 Help for Users

NAME ADED-FRAME1 RELTD FRAMES:

This Dental Community-Based Activity Reporting System (CBARS) is designed to create an integrated database of community-based activity reported by dental health program staff. Only basic knowledge and skills are needed to begin using this module. Instruction and technical assistance is available through the IHS Dental Services Branch in Albuquerque (call 505-262-6319). The following steps are necessary for implementation of this module:

1. Make sure field personnel have data entry forms available to them and
2. that they have received instructions regarding how to submit data.
3. With the assistance of your Site Manager, set up the names and required data for all principal providers who will be reporting non-clinical dental services into this database. (Note: These names must first be added to the RPMS Person/Provider Files BEFORE you add them as a CBARS provider File of this Module. This adds a step, but it is necessary to maintain lists of correct names on the computer.

16.179 Edit Water System File

NAME ADEF-DUP-DEO-WSYSTEMS RELTD FRAMES:

The DENTAL WATER SYSTEM FILE(9002004) is used to support the Fluoridation Surveillance functions included in the DDS package. The results of water sample analyses can not be entered until the involved water system is defined in this file by the Dental Supervisor. Before making new entries into the water system file, determine which systems need to be tracked and obtain the following data for each system: (If necessary, get assistance from local sanitarian or the area office).

WATER SYSTEM NAME: - use the common name as you wish

SFC: - this is the standard Sanitary Facility Code assigned to each water system by the IHS (this 7-digit number must be correct!!)

MNEMONIC: - use a unique two-letter abbreviation for identification. Create your own, but each system must have a different one.

NATURAL FLUORIDE CONC: - natural level in part per million

COMMUNITY: -use the principal community name served by the system (note: multiple water system names may serve the same community and vice versa).

OPTIMUM FLUORIDE CONCENTRATION:- use the value established by the IHS.

POPULATION SERVED: - entered the approximate number of people using the water system (homes will do instead).

16.180 Water Fluoridation Surveillance Functions

NAME ADEF-QAT-COPC-WFL RELTD FRAMES: FDATA, REPORTS

The water fluoridation surveillance functions include an option for entering water sample analysis data for each water system which needs to be monitored and also two report options to display the results

To assure the safety and effectiveness of fluoridation efforts the QA standards call for compliance with official program policy. The HIS Fluoridation Policy calls for weekly monitoring of water supplies when the fluoride ion concentration is being adjusted to an optimum level. Standard forms exist for reporting water sample analyses for central processing by the IHS on a monthly basis. These forms may also be used to report water analyses into the FLUORIDE SURVEILLANCE FILE (9002002.1) of the DDS package. Use the keyword [FDATA] to view detailed information regarding the entry of these data.

The fluoridation surveillance reports generated by the DDS are designed to serve two functions if needed: to enable users to keep an up-to-date summary of the status of each water system and to submit data for central processing if desired until automated extraction of these data becomes available. Use [REPORTS] to view more.

16.181 Water Sample Analysis Data Entry

NAME ADEF-QAT-COPC-WFL-ENTRY RELTD FRAMES: WATER SYS

In order to enter water sample test results for a water system, the system must first be entered into the DENTAL WATER SYSTEM FILE by the Dental Supervisor. Use [WATER SYS] to view recommendations about entering systems into that file.

In entering test results the user will be asked:

1. to select a FLUORIDE SURVEILLANCE SYSTEM NAME: from the water system file. The name, mnemonic, or SFC can be used.
2. enter a TEST DATE: (the date the sample was collected).
3. enter the PPM: (fluoride concentration in parts per million) use a number between 0 and 9, 1 decimal place allowed.
4. TEST INSTRUMENT TYPE: enter a letter from a set of codes allowed.
5. ANALYST: enter a person from the PERSON file (if the analyst's name is not in the PERSON file, contact the Site Manager and ask him to add the analyst to the file) You will then be prompted for a 'TEST DATE' again in order to enter more results for the same water system. Pressing return will prompt you for another water system name. You may edit existing test results by entering a test date already on file for the water system. The data for that test date will be given as default // values which can be corrected.

16.182 Fluoridation Surveillance Reports

NAME ADEF-QAT-COPC-WFL-REPTS RELTD FRAMES:

The two fluoridation tracking reports automatically generated by this version of the DDS package are: Compliance Summary by Water System and, Surveillance Summary Listing (for key entry) Both reports allow the user to select a range of dates and water systems to be covered in the output, then to direct the report to a printer.

The Compliance Report lists, for each water system, the average weighted PPM, sample count, whether or not the weighted PPM is in range, and whether or not the system is in compliance. A system is in compliance if its weighted PPM is in range AND two or more samples were recorded that month.

The Surveillance Summary Listing provides a line-by-line listing of test results for each system for the range covered. The Sanitary Facility Code (SFC) and analyst ID are listed in order to make this report acceptable for submission to a key-entry source (UNICOR) for central processing. Either these reports or the standard forms can be used for that purpose. This report can also be used to 'check' the accuracy of reports received from the central processing database.

16.183 Prepare Dental Data for Processing

NAME ADEF-SUP-PREP RELTD FRAMES: MORE

Dental Service Data and Fluoridation Surveillance data must be periodically extracted from the local database and forwarded to Headquarters. The DDS provides utilities which check the data for errors, extract the data, and save the data to transportable media such as tape.

Data should normally be extracted on a monthly basis and no less than a quarterly basis. This option requires assistance from the local RPMS Site Manager in order to save the extracted data to a floppy disk or tape cassette. It would be a good idea to schedule the extraction of data by the 5th day of each month (or quarter). The Site Manager may request that the data be extracted after normal working hours.

Enter [MORE] for a discussion of the steps involved in extracting and transmitting dental data.

16.184 Checking Visit Records for Errors

NAME ADEF-SUP-PREP-CHK RELTD FRAMES: MORE

Prior to running the extraction process, check the data for errors using the CHK option. (All options discussed here are in the DPRP submenu of the Dental Supervisor's menu.) The first thing the error checking program does is look to see if a previous error report is on file. If so, you will be given the option of printing out the old report. Otherwise, you will be prompted for a beginning date and an ending date for the new report. Since both the error check and extraction routines ask for beginning and ending dates, it's important to know how to select these dates.

Use the same beginning and ending dates in the error check that you plan to use in the actual data extraction. The error check and extraction routines will ignore records of encounters before the beginning date and after the ending date.

Select a beginning date that is sure to pick up any records that were entered late. No harm will come from specifying a beginning date which is too early, except that the routines will take a little longer to run.

Enter [MORE] for a further discussion

16.185 Check the Data For Errors (Page 3)

NAME ADEF-SUP-PREP-CH RELTD FRAMES: MORE, LOG

For example, imagine today is 31 Dec 88 and it's time to extract dental records for the month of December. The last data extraction, according to the extraction [LOG], was performed on 30 Nov 88, covering the time period 1 Oct 88 thru 30 Nov 88. Most of the data extracted today will be for encounters in December. But if data entry got behind, there may be some records from November or even October, which have been entered since the last extraction. So to be safe, specify 1 Oct 88 as the beginning date.

Once you have entered the range of dates, the error checking routine scans the dental service file looking for errors which will cause trouble when the data is extracted. At the end of its scan, the routine reports how many records it scanned and how many errors were found. If errors were found a detailed summary of the errors will be printed out. These errors should be fixed before running the extraction routine. If no errors were found, you may proceed with the data extraction.

Enter [MORE] for a discussion of how to correct the errors.

16.186 How to Correct Data from the Visit Errors Report

NAME ADEF-SUP-PREP-CHK2 RELTD FRAMES: MORE

The Dental data entry routines were designed to minimize the number of errors in the dental service file. Nevertheless, errors may sneak into your database. Using the report generated by the Error Check routine, and some knowledge of the structure of the Dental Service File, you can fix these errors. (If you run up against an error that you cannot repair, you can still run the data extraction. But the extraction routine would skip any patient records with errors in them. Best bet is to get help and fix the error.)

There are two basic varieties of error: 1) errors in the Dental Service File itself, and 2) errors in the supporting files, such as the Provider file. In its display of errors, the error report refers to patients by their entry number in the Dental Service file. This entry number is NOT the same as the patient's chart number. To look up a Dental Service file entry by its entry number, use the accent character (it looks like this: ` and is not the same as the apostrophe which looks like this: ') along with the patient's entry number at the Select Patient prompt.

Enter [MORE] for a further discussion of error correcting.

16.187 Correcting Visit Errors (Continued)

NAME ADEF-SUP-PREP-CHK3 RELTD FRAMES:

Likewise, the error report refers to visits by their subentry numbers. Each patient in the Dental Service file has one or more visit subentries. Look up visit subentries the same way you look up Dental Service file entries – use the accent with the subentry number.

EXAMPLE: Suppose your error report contains the following message:

"MISSING LOCATION OF ENCOUNTER DATA FOR VISIT 3 IN DENTAL SERVICE FILE ENTRY 98394"

If you know which Location should have been entered, you can edit this record using the normal data entry options. At the Select Patient prompt, enter `98394 and at the Select Date of Visit prompt, enter `3. Then proceed with data entry as normal.

If you don't know which location should have been entered, or there are other problems with the record, you may choose to delete the visit entirely. Use the Visit Delete option of the DDS to select the patient and visit using the accent character and the entry numbers.

16.188 Extracting Dental and Fluoridation Records for Processing

NAME ADEF-SUP-PREP-EXT RELTD FRAMES: DATES, ERROR REPORT, LOG

The main function of the data extraction routines is to move data from the Dental and Fluoride files into a temporary storage global. The extraction routines also perform several housekeeping duties, including maintaining a [LOG] of previous extractions by date. The extraction routine also 'flags' records that have already been extracted so they won't be extracted again.

In addition to the standard extraction of data, the extraction routines also allow the duplication of a previous data extraction session. If, for example, your 1st Quarter data gets lost in the mail and you don't find out about it until the 4th Quarter, you can duplicate the data extraction and resend it.

Help is available at each prompt in the extraction routine by entering a question mark. Select the same Beginning and Ending [DATES] for the extraction as you selected for the [ERROR REPORT]. If your database is large, or it has been several months since you last extracted dental data, be prepared for a 1-2 hour wait while the extraction routine works. The extraction may be queued to run at night by entering Q at the DEVICE: prompt.

16.189 Dental Data Extraction Log File

NAME ADEF-SUP-PREP-LOG RELTD FRAMES:

The Data Extraction Log contains an entry for each date that a data extraction was performed. The log file also contains the beginning date and the ending date of each extraction as well as the total number of records extracted.

The log file is automatically updated by the extraction process. Entries in the log file should NOT be edited or deleted by the user, or the log file will become 'out of sync' with the actual dates of extraction.

Use the LOG option on the menu to view existing entries (by date of extraction) in the log file.

16.190 Saving Extracted Dental and Fluoridation Service Data

NAME ADEF-SUP-PREP-SAVE RELTD FRAMES: MORE

As soon as possible after the dental or fluoride data has been extracted into the temporary global via the extraction routines, the temporary global must be saved to a medium which can be transported or telecommunicated to Area Headquarters. The SAVE option will accomplish this for you. The media you use (tape, diskette, or Unix file) will depend on the type of MUMPS software you are using and on whatever arrangement you have made with your Area Office. Although the data extraction routine maintains a log of its extractions, there is NO such log to record what data has been saved and forwarded to Area. It would be a good idea to maintain your own log of this activity, noting the date the data was saved and when it was forwarded.

If you save the temporary global to tape or diskette, first make sure that a tape or diskette is loaded on the computer. Then follow the prompts. After the save of the data to tape or diskette is completed, remove the tape or diskette from the machine and mail it to Area Office.

Enter [MORE] to continue.

16.191 Saving Extracted Services (Continued)

NAME ADEF-SUP-PREP-SAVE1 RELTD FRAMES:

The temporary global in which Dental Services data is stored is called ^ADENDATA. (The temporary global for Fluoridation data is called ^ADEFDATA. It is handled in the same fashion as the Dental Service global.)

If you save the ^ADENDATA global to a Unix file, it will be saved to a file whose name is the word "ADEN" combined with your facility code combined with a period and a number. For example, if your facility code is 303101, the Unix file will be

named ADEN303101.XXX where XXX is a 3-digit number. This number is called the export number. It should be recorded and given to the computer operator at Area office who handles your data. Arrange with your Site Manager to have the Unix file transmitted to Area Office via the Unix utility uucp.

16.192 Preparing Data for Central Processing (Continued)

NAME ADEF-SUP-PREP1 RELTD FRAMES: CHK, COR, EXT, SAV, LOG

There are five steps involved in moving dental data from the Facility to the Area office. Fluoridation data and Dental Services data are both handled in the same way, except there is no separate error checking step for Fluoridation data.

The steps are:

[LOG] Check the Data Extraction Log

[CHK] Check the data for errors. (Unavailable for Fluoridation Data)

[COR] Correct errors reported by the Error Check Routine

[EXT] Extract the Data

[SAV] Save the extracted data to a transportable media

These steps should be performed in the order listed and as closely together in time as possible. For example, it would do little good to run an error check on the database and then delay the data extraction for a week since new errors might have occurred during the week.

17.0 Security Keys

ADEZMENU: Locks top dental menu option ADEMENU

ADEZMSUPFUN: Locks the Supervisory menu of the Dental System

18.0 Published Entry Points

PCC^ADERVW, when called by the PCC Health Summary package, will produce the dental component of the Health Summary for a patient whose internal entry number in the PATIENT File is contained in local variable APCHSPAT.

19.0 Taskable Options

Option ADEX-AUTO may be scheduled via TaskMan to perform the routine extraction of dental data for forwarding to central processing. An output device must be specified. Use of this option should be coordinated with the Area ISC.

Option ADESTARTUP may be scheduled to run each time the Kernel is restarted via the Special Queuing field of the Option file. This option will restart the dental background filer to post any unfiled dental data. If dental background processing is disabled via the Dental Site Parameter file, this option will have no effect.

20.0 Unsubscribed Globals Killed

The following unsubscribed globals are killed by the package during its operation. These globals are transient working globals.

GLOBAL ROUTINE(S)

ADENDATA ADEXSU1

ADEFDATA ADEFLEX0

ADERROR ADEXER, ADEXER1