



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Emergency Room System

(AMER)

Installation Guide & Release Notes

Version 3.0
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Table of Contents

1.0	Release Notes	1
2.0	Installation Notes	2
2.1	Contents of Distribution	2
2.2	Required Resources	2
2.3	Before You Begin.....	2
3.0	Installation Instructions	3
4.0	Sample Installation	5
5.0	Configuration	9
5.1	Configuration Options for Patient Registration.....	9
5.2	Configuration Options for PCC	10
5.3	Configuration Options for PIMS	10
5.4	Configuration Options within ERS.....	11
5.5	Using ERS with Electronic Health Record (EHR)	11
6.0	Contact Information	12

1.0 Release Notes

The Emergency Room System (ERS) is a tool that enables facilities to run and manage their emergency rooms. With ERS, you can register, admit, and discharge patients. In addition, this package includes a broad range of reports that enable you to monitor and manage both the patient flow through the Emergency Room (ER) and the staff workload.

ERS captures ER data in two stages: admission and discharge. Admission data is stored in the ER Admission file until the patient is discharged. Discharge information is stored in the ER Visit file. There is also a triage function that tracks patients through the ER visit process.

The Emergency Room System (AMER) interfaces with the following RPMS modules:

- Patient Registration (AG): allowing edits to the patient record in Patient Registration, during admission and editing of an ER VISIT, also allowing Mini Registration from the menu.
- Patient Information Management System (PIMS) Admission/Discharge/Transfer (ADT) Scheduling package: checking for scheduled visits and allowing the user to check-in to Scheduled Visits for the Clinic set up in the ERS Site Parameters.\
- PCC Data Transmission System (APCD) PCC Data Entry: creating PCC Visits upon admission and keeping affected fields in the Visit, V Provider, and V POV files updated with current information from the ER Visit file; also providing an option to view a PCC VISIT through ERS.

There are options to export pre-defined fields from the ER Visit file into tab delimited text files that can be imported into other applications.

2.0 Installation Notes

Prefix: AMER

Current Version: 3.0

Note: Read entire notes file prior to attempting any installation.

2.1 Contents of Distribution

- amer0300.k - Kids File
- amer030i.pdf - Installation Guide
- amer030u.pdf - User Manual
- amer030t.pdf - Technical Manual

2.2 Required Resources

Package	Minimum Version
Kernel (XU)	v8.0
Cache	v5.0 21
FileMan (DI)	v22 or later
MailMan (XM)	v7.1 patch 1006 (VA patch 50)
Patient Registration (AG)	v7.1 Patch 2
PCC Data Entry (APCD)	v2.0
PIMS	v5.3
IHS ICD/CPT Lookup & Grouper(AICD)	v3.51 patch 7

2.3 Before You Begin

- Make a copy of this distribution for offline storage.
- Print all notes/readme files.
- We recommend that you create a printed audit trail, in case there are any problems with the installation.
- To capture terminal output during the installation, use an auxport printer attached to the terminal on which you are performing the installation.
- Make sure you have the correct database privileges.

3.0 Installation Instructions

Note: Use the Installation options on the KIDS menu.

1. Save all AMER globals using **^%GO**.
2. At the system prompt, type **D ^XUP** to enter the kernel.
3. Select Option Name, **XPD MAIN** (KIDS Menu).
4. Select the Kernel Installation & Distribution System option, **Installation** to load KIDS Distribution.
5. Select Installation Option **1**, Load a Distribution.
 - a. Type **amer0300.k** at the “Enter a Host File” prompt.
 - b. At the “OK to continue with Load?” prompt, type **Y** (Yes).
 - c. At the “Want to Continue with Load?” prompt, type **Y** (Yes).
 - d. At the “Want to RUN the Environment Check Routine?” prompt, type **Y** (Yes).
 - e. At the “Has a SUCCESSFUL system backup been performed?” prompt, type **Y** (YES) or **N** (NO)
If NO is entered, the loaded distribution will not be installed
 - f. Verify the load using option **2** on the KIDS Installation menu.

Note: Consider using options 3 and 4 on the KIDS Installation menu to print and compare the Transport.

6. Select Installation from the Kernel Installation & Distribution System
 - a. Select **6** Install Package(s) from the Installation Menu
 - b. At the “Select INSTALL NAME” prompt, type **AMER 3.0**.
 - c. At the “Has a SUCCESSFUL system backup been performed?” prompt, type **Y** (Yes) or **N** (No).
If NO is entered, the loaded distribution will not be installed.
 - d. At the “Enter the Coordinator for the Mail Group ‘AMER ER PATIENT MERGE ALERTS’” prompt, type the user name of the coordinator.

Note: The user name entered should be the person responsible for the Emergency Room System operation.

- e. At the “Want KIDS to INHIBIT LOGONs during the install?” prompt, type **Y (YES) or N (NO)**
- f. At the “Device” prompt, identify a printer or press Enter to print the output to your terminal.

To view information about the installation,

A MailMan message is sent to the Coordinator entered in step 6-d.

View/print the AMER 3.0 entry from the Install File Print option:

- Select **UTILITIES** from the Kernel Installation & Distribution System menu.
- Select **INSTALL FILE PRINT** from the UTILITIES menu.

7. After the installation is complete:

- a. Enable logins and/or AMERMENU.
- b. Assign the following Security keys for this package to ER Users:

Key	Description
AMERZ9999	Enables users to edit all ER VISIT fields. Without this key, users see only fields that are not passed to PCC.
AMERZBATCH	Provides user access to the BAT - Batch Mode ER Admission/ Discharge option of the ERS menu.
AMERZEXP	Provides user access to the EXP - Export data Menu.
AMERZMENU	Provides user access to the ERS application interface.
AMERZPARA	Provides user access to the PAR - Table and Parameter Setup.
AMERZREPORT	Provides user access to the LIST - ER System Report Generator and the CAN - ER System Pre-Defined Reports options of the ERS Reports menu.

4.0 Sample Installation

```
D> D ^XUP <Enter>

Setting up programmer environment
This is a TEST account.

Terminal Type set to: C-VT100

Select OPTION NAME: XPD MAIN <Enter> Kernel Installation & Distribution System

    Edits and Distribution ...
    Utilities ...
    Installation ...

Select Kernel Installation & Distribution System Option: INSTALLATION <Enter>

    1   Load a Distribution
    2   Verify Checksums in Transport Global
    3   Print Transport Global
    4   Compare Transport Global to Current System
    5   Backup a Transport Global
    6   Install Package(s)
        Restart Install of Package(s)
        Unload a Distribution

Select Installation Option: 1 <Enter> Load a Distribution
Enter a Host File: amer0300.k <Enter>

KIDS Distribution saved on OCT 1,2008 AT 15:36
Comment: EMERGENCY ROOM SYSTEM v3.0

OK to continue with Load? NO// Y <Enter> YES

Distribution OK!

Want to Continue with Load? YES// <Enter>
Loading Distribution...

Build AMER 3.0 has an Environmental Check Routine
Want to RUN the Environment Check Routine? YES// <Enter>
    AMER 3.0
Will first run the Environment Check Routine, AMERENV1

Beginning of Pre Check.

Hello, STEPHANIE RANDOLPH

Need at least FileMan 22.0
    FileMan 22.0 found. OK.

Need at least Kernel 8.0.
    Kernel 8.0 found. OK.
```

```
Need at least PIMS 5.3.
  PIMS 5.3 found. OK.

Need XM patch 1006.
  MailMan Patch 1006 found OK.

Need AICD 3.51 patch 7.
  AICD 3.51 Patch 7 found OK.

Need IHS PATIENT REGISTRATION 7.1 patch 2.
  IHS PATIENT REGISTRATION 7.1 Patch 2 found OK.

Need PCC DATA ENTRY 2.0.
  PCC DATA ENTRY 2.0 found. OK.

ENVIRONMENT OK.

SYSTEM BACKUP Check.

Has a SUCCESSFUL system backup been performed? NO// YES <Enter>

BACKUPS CONFIRMED BY RANDOLPH,STEPHANIE ON OCT 1,2008 AT 15:36

Use INSTALL NAME: AMER 3.0 to install this Distribution.

  1   Load a Distribution
  2   Verify Checksums in Transport Global
  3   Print Transport Global
  4   Compare Transport Global to Current System
  5   Backup a Transport Global
  6   Install Package(s)
      Restart Install of Package(s)
      Unload a Distribution

Select Installation Option: 6 <Enter>  INStall Package(s)
Select INSTALL NAME: AMER 3.0 <Enter>      Loaded from Distribution      Loaded from
Distribution 10/1/08@15:36:43
=> EMERGENCY ROOM SYSTEM VERSION 3.0 ;Created on Oct 01, 2008@15:30:56

This Distribution was loaded on Oct 01, 2008@15:36:43 with header of
  EMERGENCY ROOM SYSTEM VERSION 3.0 ;Created on Oct 01, 2008@15:30:56
  It consisted of the following Install(s):
    AMER 3.0
Checking Install for Package AMER 3.0
Will first run the Environment Check Routine, AMERENV1

Beginning of Pre Check.

Hello, STEPHANIE RANDOLPH

Need at least FileMan 22.0
  FileMan 22.0 found. OK.

Need at least Kernel 8.0.
  Kernel 8.0 found. OK.

Need at least PIMS 5.3.
  PIMS 5.3 found. OK.

Need XM patch 1006.
  MailMan Patch 1006 found OK.
```

```
Need AICD 3.51 patch 7.
  AICD 3.51 Patch 7 found OK.

Need IHS PATIENT REGISTRATION 7.1 patch 2.
  IHS PATIENT REGISTRATION 7.1 Patch 2 found OK.

Need PCC DATA ENTRY 2.0.
  PCC DATA ENTRY 2.0 found. OK.

ENVIRONMENT OK.

SYSTEM BACKUP Check.

Has a SUCCESSFUL system backup been performed? NO// YES <Enter>
BACKUPS CONFIRMED BY RANDOLPH,STEPHANIE ON OCT 1,2008 AT 15:36

Install Questions for AMER 3.0

Incoming Files:

  9009080  ER VISIT
Note:  You already have the 'ER VISIT' File.

  9009080.1 ER AUDIT
Note:  You already have the 'ER AUDIT' File.

  9009081  ER ADMISSION
Note:  You already have the 'ER ADMISSION' File.

  9009082  ER CATEGORIES (including data)
Note:  You already have the 'ER CATEGORIES' File.
Data will NOT be added.

  9009082.1 ER LOCAL FACILITY
Note:  You already have the 'ER LOCAL FACILITY' File.

  9009082.2 ER METADICTIONARY (including data)
Note:  You already have the 'ER METADICTIONARY' File.
I will MERGE your data with mine.

  9009082.3 ER INPUT MAP (including data)
Note:  You already have the 'ER INPUT MAP' File.
I will REPLACE your data with mine.

  9009082.5 ER PREFERENCES
Note:  You already have the 'ER PREFERENCES' File.

  9009082.9 ER CONSULTANT TYPE (including data)
Note:  You already have the 'ER CONSULTANT TYPE' File.
Data will NOT be added.

  9009083  ER OPTIONS (including data)
Note:  You already have the 'ER OPTIONS' File.
Data will NOT be added.

  9009084  ER INSTRUCTIONS
Note:  You already have the 'ER INSTRUCTIONS' File.
```

```
Incoming Mail Groups:
```

```
Enter the Coordinator for Mail Group 'AMER ER PATIENT MERGE ALERTS': [Enter the RPMS  
USER NAME of the person responsible for the Emergency Room System operation]
```

```
Want KIDS to INHIBIT LOGONs during the install? YES// (Enter YES or NO)
```

```
Enter the Device you want to print the Install messages.  
Enter a '^' to abort the install.
```

```
DEVICE: HOME//
```

```
-----
```

```
Install Completed
```

5.0 Configuration

This section provides additional configuration instructions. It includes instructions for setting up ERS to interact with other RPMS applications, where to customize ER OPTIONS to allow detailed reporting, and where to define ERS Preferences for the location using the package.

5.1 Configuration Options for Patient Registration

This section describes how to access Patient Registration through AMER.

- **Adding Patients through ERS**

Users with appropriate FileMan permissions can add Patients through ERS, if the site is configured to allow “MINI REGISTRATION,” using the following AMER menu options:

- 1) Use the IN option to create a patient during ERS admission.
- 2) Use the UP > ADMISSIONS editing option to
 - Add or update information for a newly created patient.
 - Add a patient, who is misidentified as a returning patient but is actually a new patient.

- **Assigning Temporary Chart Numbers**

Temporary chart numbers can be assigned to new patients, if the site has been configured to allow temporary chart numbers.

- 1) Use the REG option to register a new patient after a required search for potential duplicates is performed.
- 2) At the “Do you need a temporary chart number for this new patient?” prompt, type YES to assign a temporary chart number.

- **Performing Full Patient Registration Update**

A full Patient-Registration update can be performed through ERS, if the ER clinic has been set up in PIMS and configured to allow this type of update.

- 1) Use REG option to select patient and update patient registration fields.

5.2 Configuration Options for PCC

- For sites where ERS is configured to use PCC, PCC VISITS are created for all ERS Visits. V PROVIDER and V POV entries are kept in synch with the ER VISIT whenever information in the ER VISIT changes, by confirming with the ERS user that they want to overwrite the PCC data. Similarly, when certain fields of a PCC VISIT file, V PROVIDER file, or V POV file are changed by other applications, the ERS Visit is updated with that information before editing or reporting the record through the ERS interface
- For sites configured to use PIMS, the OPTION USED TO CREATE field is populated with SD IHS PCC LINK in VISIT file entries.
- For sites not configured to use PIMS, the OPTION USED TO CREATE field is populated with ERS IHS PCC LINK in VISIT file entries.
- The Facility Parameter setup Option of the ERS Facility Setup Menu can be used to prevent un-coded diagnoses from being sent to PCC. Answer NO to the “send .9999 codes to PCC” prompt, if your site does not want to see .9999 codes and narrative information in the Visit Purpose of Visit entries (V POV).

5.3 Configuration Options for PIMS

- An EMERGENCY ROOM clinic can be set up in PIMS for sites that want to configure ERS to work with PIMS. For an example of how this set-up can be completed, see the addendum document, PIMS SCH SET UP EMERGENCY RM CLINIC and ERS, v3.

Once the clinic is set-up, it can be identified as the WALK-IN clinic in the SITE PARAMETERS through ERS, to complete the configuration.
- Sites that are configured to allow MINI PATIENT REGISTRATION in PIMS will be able to use that feature in ERS (for RPMS users holding the required keys)
- Sites that are configured to work with PIMS are able to see all future scheduled visits and to check-in the patient to a scheduled appointment on the day of the ER Visit.
- For help configuring ERS, contact the OIT Help Desk (IHS).

5.4 Configuration Options within ERS

- A default label printer can be identified in the Facility Parameter Setup Option of the Table and Parameter Set up Menu by a 3-character acronym for a device that is set up in the device file.
- A site can add or mark inactive ER CONSULTANT TYPES so that only appropriate types are available for selection with the PAR > CNS menu option.
- A site can add or modify ER OPTIONS to the ER OPTIONS file through the Facility Parameter setup Option of the Facility Setup Menu.
- A Mail-Group can be maintained through the ER Alerts Mail Group Edit option of the Facility Setup Menu that contains the people, who will receive notification, when a patient on an ER VISIT has been updated and associated RPMS files must be updated to a new patient IEN. At least one member of this Mail-Group should be a person in Medical Records, who can help identify and perform the required record merges.

5.5 Using ERS with Electronic Health Record (EHR)

- The Electronic Health Record interface can be used to view Emergency Room Visits.
- The Electronic Health Record interface can be used to update Purpose of Visit information (Diagnosis codes).

6.0 Contact Information

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

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

Fax: (505) 248-4363

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

Email: support@ihs.gov