RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Information Management System

(PIMS)

User Manual

Version 5.3
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Information Technology Support Center
Division of Information Resources
Albuquerque, New Mexico
Preface

The purpose of this manual is to provide user information about the Admission/Discharge/Transfer (ADT) module that is part of Patient Information and Management System (PIMS) package version 5.3. Included in this manual is the information providing instructional guidance to a broad range of users within IHS medical facilities in daily use of the ADT Module of the PIMS software.
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1.0 Introduction

The PIMS user manual is divided into two modules, ADT and Scheduling. The PIMS ADT user manual provides instructional guidance to a broad range of users within VA medical facilities in daily use of the Admission-Discharge-Transfer (ADT) Module of the PIMS software.

The ADT module of the PIMS package provides a comprehensive range of software dedicated to the support of administrative functions related to patient admission, discharge, transfer, and registration. The functions of this package apply throughout a patient's inpatient and/or outpatient stay, from registration, eligibility determination, and means testing through discharge.

Several features have been designed to maximize efficiency and maintain control over user access of specified sensitive patient records. The Patient Sensitivity function enables a level of security to be assigned to certain records within your database (i.e., records of employees, government officials, etc.) in order to maintain control over unauthorized user access. The Patient Lookup screens user access of these records. It also provides for efficient and faster retrieval of patient records and identifies potential duplicate patient entries.

The information gathered and maintained by the ADT software is available online to a broad range of users within the medical facility to assist in daily operations, providing for greater efficiency, reduction of paperwork, and minimization of error. The ADT software provides for efficient and accurate collection, maintenance, and output of data, thus enhancing your health care facility's ability to provide quality care to its patients.

ADT is fully integrated with FileMan, thus enabling ad hoc reports to be extracted by non-programmer personnel.

ADT includes the following menus:

- Bed Control
- Day Surgery
- Incomplete Chart
- ADT Reports
- ADT Supervisor

Other related materials are the PIMS technical manual, the PIMS installation guide, and the PIMS release notes. The technical manual is provided to assist the site manager in maintenance of the software. The installation guide provides assistance in installation of the package and the release notes describe any modifications and enhancements to the software that are new to the version.
The ADT module makes use of Current Procedural Terminology (CPT) codes, which is an America Medical Association (AMA) copyrighted product. Its use is governed by the terms of the agreement between the IHS and the American Medical Association.

Documentation for the options in the Eligibility/ID Maintenance menu can be found in the PIMS technical manual under the Implementation and Maintenance section.

**Note:** MAS is an acronym for Medical Administration Service. This service, where it still exists, is now generally referred to as Health Administration Service. Several file names, option names, and reports in the PIMS software contain the initials MAS. These will be retained to avoid confusion and ensure continuity.
2.0 Orientation

2.1 How To Use This Manual

The ADT user manual is provided in Adobe Acrobat PDF (portable document format) files. The Acrobat Reader is used to view the documents. If you do not have the Acrobat Reader loaded, it is available from the Adobe home page (www.adobe.com).

Once you open the PDF file, you can click on the entry name in the table of contents on the left side of the screen to go to that entry in the document. You can print any or all pages of the file. Click on the Print icon and select the pages you need, then click OK.

Each menu file contains a listing of the menu, a brief description of the options contained therein, and the actual option documentation. The option documentation gives a detailed description of the option and what it is used for. It contains any special instructions related to the option.

2.2 Online Help

When the format of a response is specific, there usually is a HELP message provided for that prompt. HELP messages provide lists of acceptable responses or format requirements that provide instruction on how to respond.

A HELP message can be requested by typing ? or ?? at a prompt that does not have a HELP message, the system will repeat the prompt. For example:

```
Sort by TREATING SPECIALTY: ?
   CHOOSE FROM:
    01 SURGERY
    1 CARDIOLOGY
    12 PSYCHIATRY
Sort by TREATING SPECIALTY:
```

For some prompts, the system will list the possible answers from which you can select. Any time choices are displayed with numbers, the system will usually accept the number or the name.

A HELP message may not be available for every prompt. If you type ? or ?? at a prompt that does not have a HELP message, the system will repeat the prompt.

2.3 Note to Users With "QUME" Terminals

It is very important that you set up your Qume terminal properly. After typing your access and verify codes, you will see:
Select TERMINAL TYPE NAME: [type]//

Please make sure that C-QUME is entered here. Once you type this, it will become the default and you can then press the Return key for all subsequent log-ins. If any other terminal type configuration is set, options using the List Manager utility (such as Appointment Management and Scheduling Parameters) will neither display nor function properly on your terminal.
3.0 Bed Control (BC)

Use this option to enter/edit patient information. In this menu, you can admit, discharge, or transfer a patient. You can also inquire on an inpatient’s status, print a locator card on a patient, print a seriously ill list, or move a patient to a different bed.

To select the Bed Control menu, type BC at the “Select ADT Menu Option:” prompt in the ADT Main menu (Figure 3-1).

---

** INDIAN HEALTH SERVICE **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
** VERSION 5.3 **

UNSPECIFIED HO

BC Bed Control ...
DS Day Surgery Menu ...
IC Incomplete Chart Menu ...
PI Patient Inquiry
PV Provider Inquiry
RM ADT Reports Menu ...
SI Seriously Ill List Entry
SM ADT Supervisor Menu ...
SV Scheduled Visit Entry/Edit

Select ADT Menu Option: BC

---

Figure 3-1: Accessing the BC menu

The Bed Control menu will be displayed (Figure 3-2). Sections 3.1 through 3.9 explain how to use each option.

---

Bed Control

(UNSPECIFIED HO)

ADM Admit a Patient
DSC Discharge a Patient
EBC Extended Bed Control
EPI Extended Inpatient Inquiry
PCH Provider Change
SWB Switch Bed
TTX Treating Specialty Transfer
WTX Ward Transfer

Select Bed Control Option:

---

Figure 3-2: Using the Bed Control menu
3.1 Admit a Patient (ADM)

Use this option to admit a patient to your facility for inpatient or observation status. The treating specialty you select will determine the status. You can also use this option to change admission data typed in error but only if the patient has not yet been discharged.

To admit a patient, type ADM at the prompt at the “Select Bed Control Option:” prompt in the Bed Control menu.

Type the patient’s name, IHS chart number, date of birth, or social security number at the “Admit Patient:” prompt.

The patient’s current statistics (e.g., inpatient status, previous discharge date, admission date, ward, provider, discharge date, room/bed, and specialty) will be displayed (Figure 3-3).

To continue the admission process, type C (continue) or M (view more data about the patient before continuing) at the “Continue, More, or Quit” prompt.

Type the date the patient was admitted at the “Select Admission Date:”. If a patient is currently being admitted, press the Return key or type NOW at the “Select Admission Date:” prompt and the current date and time will be recorded as the admission date.
and time. The date and time must be typed with no spaces, as follows: Feb 18,2002@2:00pm or 02/18/02@1400.

Type Y (Yes) at the “Sure You Want to Add “(Date-Time) as a New Admissions Date?” prompt to verify the new admission date.

Type admission information (e.g., type of admission, admitting diagnosis, ward location, room-bed, facility treating specialty, admitting physician, and additional comments) as prompted and then press the Return key at each prompt to record the entries, as displayed in Figure 3-4.

**Note:** To view a list of available options at a prompt type ??.

When all admission information has been entered, Patient Admitted will be displayed on the screen.

At the “Condition: Seriously Ill” prompt, type S (Seriously Ill), D (Do Not Resuscitate), B (SI and DNR), or @ to delete off the list.
Select ADMISSION DATE: NOW// [RET] (SEP 26,2002@14:41:50)

SURE YOU WANT TO ADD 'SEP 26,2002@14:41:50' AS A NEW ADMISSION DATE? // Y
(Yes)
ADMISSION TYPE-UB92: ??

Choose from:
1  EMERGENCY
2  URGENT
3  ELECTIVE
4  NEWBORN

ADMISSION TYPE-UB92: EMERGENCY

ADMISSION SOURCE-UB92: PHYSICIAN REFERAL

TYPE OF ADMISSION: ??
Choose from:
1  DIRECT ADMISSION ACTIVE 1
2  TRANS-NON IHS HOSPITAL ADMISSION ACTIVE 2
3  TRANS-IHS HOSPITAL ADMISSION ACTIVE 3
4  REFERRED FROM IHS CLINIC ADMISSION ACTIVE 4
5  OTHER ADMISSION ACTIVE 5

TYPE OF ADMISSION: DIRECT

DIAGNOSIS [SHORT]: Broken Leg

WARD LOCATION: Peds

ROOM-BED: 200-1

FACILITY TREATING SPECIALTY: ORTHOPEDICS

REFERRING PROVIDER: ADAMS, ADAM

ADMITTING PROVIDER: DOCTOR, KARYN

ATTENDING PHYSICIAN: PROVIDER, JADE

ADDITIONAL COMMENTS: PATIENT IN EXTREME PAIN

Patient Admitted

CONDITION: ??
Choose from:
S  SERIOUSLY ILL
D  DO NOT RESUSCITATE
B  SI & DNR

CONDITION: S SERIOUSLY ILL
Visit created for date of admission

Figure 3-4: Admitting a patient (steps 5-9)

The system will then automatically prompt for the printing of the A sheet. If you do not want to print an A sheet, type ^ to bypass the option.

Type Y or N at the “Print Bottom Half of A Sheet:” prompt.
Type the number of copies of the report you need at the “Print How Many Copies:” prompt.

Type the name of the print device at the “Device:” prompt.

```
Printing A Sheet for admission. Type ^ to bypass.
Print Bottom Half of A Sheet? YES// N
Print How Many Copies: (1-10): 1// [RET]
DEVICE: HOME//
```

Figure 3-5: Admitting a patient (steps 10-13)

An A sheet will print (Figure 3-6). Press the Return key to scroll through the report.

```
CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**

<table>
<thead>
<tr>
<th>1 IHS Unit No.</th>
<th>2 Soc Sec No</th>
<th>10 Classif.</th>
<th>11 Facility</th>
<th>12 Facility Code</th>
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<tbody>
<tr>
<td>00-17-45</td>
<td>697-31-1756</td>
<td>INDIAN/ALAS</td>
<td>UNSPECIFIED HO</td>
<td>202301</td>
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<table>
<thead>
<tr>
<th>3 Last Name, First, Middle</th>
<th>13 Age</th>
<th>14 Religion</th>
<th>15 Hr Admit</th>
<th>16 Admit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT, ANNE MARIE</td>
<td>42</td>
<td></td>
<td>9:34 AM</td>
<td>1 DIRECT</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>4 Birthdate</th>
<th>5 Sex</th>
<th>6 Tribe</th>
<th>17&amp;18 Admit Srvc &amp; Code</th>
<th>19 Admit Date</th>
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<tbody>
<tr>
<td>08/20/1960</td>
<td>F</td>
<td>CHI042</td>
<td>FAMLP 17</td>
<td>SEP 27, 2002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 Community, County, State Code</th>
<th>Ward</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>351-91-67</td>
<td>PED</td>
<td>PROVIDER, JADE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9 Present Address</th>
<th>22 Length of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSPECIFIED, NM 88340</td>
<td>1 days</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23 Next of Kin</th>
<th>Telephone</th>
<th>Address</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT, SONYA</td>
<td>,</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>24 Person to Notify</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT, MICHA</td>
<td>671-4640</td>
<td>P.O. BOX 142</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25 Admitting Diagnosis</th>
<th>Insurance Coverage</th>
</tr>
</thead>
<tbody>
<tr>
<td>DDD</td>
<td></td>
</tr>
</tbody>
</table>
```

Figure 3-6: Admitting a patient (step 14)

Type the information requested at the remaining prompts, then press the Return key after each entry to record the changes.
3.2 Edit Admission Data

Use the following steps to edit patient admission data.

To edit admission data on an active inpatient, type the name (or chart number) of the patient to be admitted at the “Admit Patient:” prompt.

The patient’s current statistics (e.g., inpatient status, previous discharge date, admission date, ward, provider, discharge date, room/bed, and specialty) will be displayed.

Type the new information at the default prompts and then press the Return key to record the changes (Figure 3-8).
Admit PATIENT: PATIENT, ANDREA B

Status: ACTIVE INPATIENT-on WARD (SI & DNR)

Admitted: SEP 26, 2002@15:33:30
Ward: GMS
Provider: PROVIDER, JADE
Attending: PROVIDER, JADE

Admission LOS: 1

CONTINUE, MORE, or QUIT? CONTINUE// [RET]

CHOOSE FROM:
1> SEP 26, 2002@15:33:30 DIRECT TO: GMS [219-1]

Select ADMISSION DATE: SEP 26, 2002@15:33:30 // 1 [RET]
ADMISSION DATE: SEP 26, 2002@15:33:30 // [RET]
ADMISSION TYPE-UB92: URGENT// EMERGENCY
ADMISSION SOURCE-UB92: PHYSICIAN REFERRAL// [RET]
TYPE OF ADMISSION: DIRECT// [RET]
DIAGNOSIS [SHORT]: BLAH// BROKEN LEG
WARD LOCATION: GMS// [RET]
ROOM-BED: 219-1// [RET]
FACILITY TREATING SPECIALTY: INTERNAL MEDICINE// ORTHOPEDICS
REFERRING PROVIDER: JOE BLW// [RET]
ADMITTING PROVIDER: PROVIDER, JADE// [RET]
ATTENDING PHYSICIAN: PROVIDER, JADE// [RET]
ADDITIONAL COMMENTS: [RET]
No existing text
Edit? NO// [RET]
CONDITION: SI & DNR// [RET]

Admit PATIENT:

Figure 3-8: Editing patient admission data

3.3 Discharge a Patient (DSC)

Use this option to enter the date and time a patient is discharged as well as the type of discharge. Use this option to release an inpatient or an observation patient from your facility. You will be asked for IHS discharge type, disposition code, transfer facility, if appropriate, and discharge provider. Once a patient is discharged, use the Edit Past Day Surgeries option (section 4.5) to edit the patient’s data.

To discharge a patient, type DSC at the “Select Bed Control Option:” prompt in the Bed Control menu.
Bed Control
(UNSPECIFIED HO)

ADM    Admit a Patient
DSC    Discharge a Patient
EBC    Extended Bed Control
EPI    Extended Inpatient Inquiry
PCH    Provider Change
SWB    Switch Bed
TTX    Treating Specialty Transfer
WTX    Ward Transfer

Select Bed Control Option: DSC

Figure 3-9: Discharging a patient (step 1)

Type the name of the patient to be discharged at the “Discharge Patient:” prompt.

**Note:** If only the last name of the patient is typed and if more than one patient is registered by the last name typed, a list will be displayed (Figure 3-10). Type the number of the patient to be viewed at the “Choose 1-5:” prompt (Figure 3-10).

Type C (to continue) or M (to view more data about the patient before continuing) at the “Continue, More, or Quit” prompt.

Type the date and time the patient was discharged at the “Discharge Date:” prompt. If a patient is currently being discharged, press the Return key or type NOW at the “Discharge Date:” prompt.

**Note:** The date and time must be typed with no spaces, as follows: Feb 18, 1997@2:00pm (FEB 18, 1997@14:00:00).

Type the discharge type at the “Type of Discharge:” prompt. To view a list of available options, type ?? at the “Type of Discharge” prompt (Figure 3-10).

When the discharge process is complete, Patient Discharged will be displayed.
Discharge PATIENT: **PATIENT**

1  PATIENT, ANDREA B.  F  07-05-1901  000775162  MH  7852
2  PATIENT, ANNE MARIE  F  08-20-1901  000311756  MH  1745
3  PATIENT, ANNETTE FLORENE  F  08-29-1901  000287093  MH  4294
4  PATIENT, AVALINE M.  F  07-04-1901  000660902  MH  5640
5  PATIENT, BEN  M  10-31-1973  000444448  MH  6133

ENTER '^' TO STOP, OR

**CHOOSE 1-5:**  **2**

PATIENT, ANNE MARIE  F  08-20-1901  000311756  MH  1745

Status : ACTIVE INPATIENT-on WARD

Admitted : SEP 27,2002@09:34:05  Transferred :
Ward : PED  Room-Bed/Ext : 211-1 /
Provider : PROVIDER, JADE  Specialty : FAMILY PRACTICE
Attending : PROVIDER, JADE  Admitted by : PROVIDER, JADE

Admission LOS: 1

<C>ontinue, <M>ore, or <Q>uit?  **C**

DISCHARGE DATE:  NOW  (SEP 27,2002@09:58:39)  [RET]

TYPE OF DISCHARGE: ??

Choose the type of movement this patient had. You will be selecting from active
FACILITY MOVEMENT TYPES for which the TRANSACTION TYPE of this movement matches the
TRANSACTION TYPE of the FACILITY MOVEMENT TYPE. For example, if you are admitting a
patient, you will only be able to select active admission types.

Choose from:

<table>
<thead>
<tr>
<th></th>
<th>REGULAR DISCHARGE</th>
<th>DISCHARGE</th>
<th>ACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>REGULAR DISCHARGE</td>
<td>DISCHARGE</td>
<td>ACTIVE 1</td>
</tr>
<tr>
<td>13</td>
<td>TRANSFERRED</td>
<td>DISCHARGE</td>
<td>ACTIVE 2</td>
</tr>
<tr>
<td>15</td>
<td>DEATH W/I 48 HRS W AUTOPSY</td>
<td>DISCHARGE</td>
<td>ACTIVE 4</td>
</tr>
<tr>
<td>16</td>
<td>DEATH W/I 48 HRS W/O AUTOPSY</td>
<td>DISCHARGE</td>
<td>ACTIVE 5</td>
</tr>
<tr>
<td>17</td>
<td>DEATH AFTER 48 HRS W AUTOPSY</td>
<td>DISCHARGE</td>
<td>ACTIVE 6</td>
</tr>
<tr>
<td>18</td>
<td>DEATH AFTER 48 HRS W/O AUTOPSY</td>
<td>DISCHARGE</td>
<td>ACTIVE 7</td>
</tr>
<tr>
<td>21</td>
<td>IRREGULAR (AMA)</td>
<td>DISCHARGE</td>
<td>ACTIVE 3</td>
</tr>
</tbody>
</table>

TYPE OF DISCHARGE:  **12**  REGULAR DISCHARGE

DISCHARGE STATUS-UB92:  [RET]

Patient Discharged

V Hospitalization Entry Created
Updating automated team lists...completed.
Updating appointment status...completed.

**Figure 3-10: Discharging a patient (steps 2-6)**

### 3.4 Extended Bed Control (EBC)

Use this option to edit any past admission, transfer, or discharge data on a patient. You will not be able to edit any item older than 250 days. To correct older items, please contact your application coordinator.

To use the Extended Bed Control option, type EBC at the “Select Bed Control Option:” prompt in the Bed Control menu.
Select Bed Control Option: EBC

Figure 3-11: Editing patient information (step 1)

Type the name or chart number of the patient whose data needs to be edited at the “Select Patient Name:” prompt.

Note: If only the last name of the patient is typed and if more than one patient is registered by the last name typed, a list will be displayed. Type the number of the patient to be viewed at the “Choose 1-5:” prompt (Figure 3-12).

Figure 3-12: Editing patient information (step 2)

Type the number of the admission date to be displayed. A summary of patient data and an option to edit that data will be displayed (Figure 3-13).
3.4.1 Admit Patient (1)

Use this option to edit or view any past admission data on a patient.

To view or edit admission data, type 1 at the “Select Option:” prompt.

Type the new information, if any, at the default prompts and then press the Return key to record the changes (Figure 3-14).

3.4.2 Transfer Patient (2)

Use this option to transfer a patient or to edit any transfer data on a patient.

To transfer a patient, type 2 at the “Select Option:” prompt.
1. Type the date and time the patient will be transferred (or press the Return key to accept now as the transfer date and time) at the “Select Transfer Date:” prompt (Figure 3-15).

2. Type Y (Yes) at the “Sure You Want To Add (Date/Time) as a New Transfer Date?” prompt to confirm the transfer date.

3. Type the ward location number, name, or room where the patient will be placed at the “Ward Location:” prompt.

   **Note:** To view a list of available options, type ?? at the “Ward Location:” prompt.

Type the patient’s room and bed at the “Room-Bed:” prompt.

   **Note:** Only unoccupied beds can be selected.

To enter the name of the treating specialty assigned to the patient, type Y (Yes) at the “Do you wish to associate a ‘facility treating specialty’ transfer?” prompt.

Type the name of the provider assigned to the patient at the “Attending Physician:” prompt.

Type @ at the “Condition:” prompt to bypass this option, or type ?? for more options on the patients condition.

If the patient was properly transferred, Patient Transferred will be displayed.

![Figure 3-15: Transferring a patient]

### 3.4.3 Discharge Patient (3)

Use this option to discharge a patient or to edit any discharge data on a patient.

To edit or view the patient’s discharge data, type 3 at the “Select Option:” prompt.
Type the discharge date at the “Discharge Date:” prompt.

Type the discharge type at the “Type of Discharge:” prompt. Type ?? for a list of discharge types.

Type the discharge status at the “Discharge Status-UB92:” prompt. Type ?? for a list of discharge status types.

Select Option: 3 DISCHARGE PATIENT
DISCHARGE DATE: NOW// [RET] (FEB 20,1997@14:09:03)

TYPE OF DISCHARGE: ??
Choose the type of movement this patient had. You will be selecting from active FACILITY MOVEMENT TYPES for which the TRANSACTION TYPE of this movement matches the TRANSACTION TYPE of the FACILITY MOVEMENT TYPE. For example, if you are admitting a patient, you will only be able to select active admission types.

Choose from:

12 REGULAR DISCHARGE DISCHARGE ACTIVE 1
13 TRANSFERRED DISCHARGE ACTIVE 2
15 DEATH W/I 48 HRS W AUTOPOSY DISCHARGE ACTIVE 4
16 DEATH W/I 48 HRS W/O AUTOPOSY DISCHARGE ACTIVE 5
17 DEATH AFTER 48 HRS W AUTOPOSY DISCHARGE ACTIVE 6
18 DEATH AFTER 48 HRS W/O AUTOPOSY DISCHARGE ACTIVE 4
7
21 IRREGULAR (AMA) DISCHARGE ACTIVE 3

TYPE OF DISCHARGE: 15 DEATH W/I 48 HRS W AUTOPOSY DISCHARGE ACTIVE 4

DISCHARGE STATUS-UB92: ??

Choose from:

1 HOME
2 OTHER HOSP
3 SNF
4 INTER. CARE FAC
5 OTHER TYPE FAC
6 HOME UNDER HMO
7 LEFT AGAINST MEDICAL ADVISE
10 MENTAL HEALTH FAC
20 EXPIRED
30 STILL PATIENT

DISCHARGE STATUS-UB92: 20 EXPIRED

Patient Discharged
V Hospitalization Entry Created
Updating automated team lists...completed.

Figure 3-16: Discharging a patient

3.5 Extended Inpatient Inquiry (EPI)

Use this option to view all information about a specific patient for an individual admission.
To use the Extended Inpatient Inquiry option, type EPI at the “Select Bed Control Option:” prompt in the Bed Control menu.

```
Bed Control
(UNSPECIFIED HO)

ADM   Admit a Patient
DSC   Discharge a Patient
EBC   Extended Bed Control
EPI   Extended Inpatient Inquiry
PCH   Provider Change
SWB   Switch Bed
TTX   Treating Specialty Transfer
WTX   Ward Transfer
```

Select Bed Control Option: EPI

Figure 3-17: Viewing inpatient information (step 1)

Type the name of the patient for whom data will be displayed at the “Select Patient Name:” prompt.

Type the number of the admission date to be displayed at the “Choose:” prompt.

```
Select PATIENT NAME: CAT,BLUE F 04-23-96 423961118 AH 111911
CHOOSE FROM:
1>  JAN 29,1997@12:07:47   DIRECT               TO:  3EA
CHOOSE 1-1: 1
```

Figure 3-18: Viewing inpatient information (steps 2-3)

A summary of patient data will be displayed (Figure 3-19). Use the options at the bottom of the screen to navigate through the screen.
3.6 Provider Change (PCH)

Use this option to change both the provider's primary provider and attending provider during an inpatient stay. This option can also be used when a treating specialty transfer does not accompany a change of provider.

To use the Provider Change option, type PCH at the “Select Bed Control Option:” prompt in the Bed Control menu.
Select Bed Control Option: PCH

Figure 3-20: Changing providers (step 1)

Type the patient’s name at the “Provider Change for Patient:” prompt.

Type C, M, or Q at the “<C>ontinue, <M>ore, or <Q>uit?” prompt.

Type the number of the admission date to be used at the “Choose From:” prompt.

Type the date of the provider change at the “Select Provider Change Date:” prompt.

Press the Return key to confirm the date change at the “Provider Change Date:” prompt.

Type the name of the patient’s new provider at the “Attending Physician:” prompt. Type ?? for a list of providers.

Type Y at the “Edit?” prompt to enter comments, or type N at the “Edit?” prompt if you do not have any comments to type.

Type Y or N at the “Print Locator Card?” prompt.
Provider Change for PATIENT: PATIENT, ANNE MARIE

Status : INACTIVE INPATIENT
Admitted: SEP 27, 2002@09:34:05
Ward : PED
Provider : PROVIDER, JADE
Attending : PROVIDER, JADE

Admission LOS: 1

CONTINUE, MORE, or QUIT? CONTINUE

CHOOSE FROM:
1> SEP 27, 2002@09:34:05 SPECIALTY: FAMILY PRACTICE
PROVIDER : PROVIDER, JADE
ATTENDING: PROVIDER, JADE
ADMITTING: PROVIDER, JADE

Select PROVIDER CHANGE DATE: SEP 27, 2002@09:34:05
PROVIDER CHANGE DATE: SEP 27, 2002@09:34:05
ATTENDING PHYSICIAN: PROVIDER, JADE / PROVIDER, LEONA
ADDITIONAL COMMENTS:
No existing text
Edit? NO
Print Locator Card? NO

Updating automated team lists...completed.

Figure 3-21: Changing providers (steps 2-9)

3.7 Switch Bed (SWB)

Use this option to record a change in a patient’s bed assignment within the same ward.

To use the Switch Bed option, type SWB at the “Select Bed Control Option:” prompt in the Bed Control menu.

Figure 3-22: Switching beds (step 1)

Type the patient’s name at the “Switch Bed for Patient:” prompt.
Type the bed number of the bed you are moving the patient to at the “Room-Bed:” prompt. Type ? for a list of available beds.

Type Y or N at the “Print Bottom Half of A Sheet?” prompt, or type ^ to bypass this option.

Type the number of copies of the Clinical Record you need at the “Print How Many Copies: (1-10):” prompt.

Type a printer device name at the “Device:” prompt.

Type Y or N at the “Print Locator Card?” prompt.

---

**Figure 3-23: Switching beds (steps 2-7)**

---

### 3.8 Treating Specialty Transfer (TTX)

Use this option to enter a specialty change (e.g., General Medicine, Newborn, Obstetrics, Pediatrics, or Surgery) for an inpatient. Select the option that best describes the care an inpatient is receiving. For example, a patient’s treating specialty can change from Newborn to Pediatrics if that patient is a newborn with special needs.
To use the Treating Specialty Transfer option, type TTX at the “Select Bed Control Option:” prompt in the Bed Control menu.

<table>
<thead>
<tr>
<th>Bed Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>(UNSPECIFIED HO)</td>
</tr>
<tr>
<td>ADM</td>
</tr>
<tr>
<td>DSC</td>
</tr>
<tr>
<td>EBC</td>
</tr>
<tr>
<td>EPI</td>
</tr>
<tr>
<td>PCH</td>
</tr>
<tr>
<td>SWB</td>
</tr>
<tr>
<td>TTX</td>
</tr>
<tr>
<td>WTX</td>
</tr>
</tbody>
</table>

Select Bed Control Option: TTX

Figure 3-24: Transferring a treating specialty (step 1)

Type the name of the inpatient for whom a specialty change will be entered at the “Specialty Change for Patient:” prompt. The inpatient’s current status (date admitted, ward, provider, etc.) will be displayed.

To continue the specialty change process, type C (to continue) or M (to view more data about the patient before continuing) at the “<C>ontinue, <M>ore, or <Q>uit?” prompt.

<table>
<thead>
<tr>
<th>Specialty Change for PATIENT: PATIENT, ALLISON</th>
</tr>
</thead>
<tbody>
<tr>
<td>M 02-02-1901 000785650 MH 4298</td>
</tr>
<tr>
<td>Status : ACTIVE INPATIENT-on WARD</td>
</tr>
<tr>
<td>Admitted : OCT 7, 2002@14:59</td>
</tr>
<tr>
<td>Ward : GMS</td>
</tr>
<tr>
<td>Provider : PROVIDER, JADE</td>
</tr>
<tr>
<td>Attending : PROVIDER, JADE</td>
</tr>
<tr>
<td>Admission LOS : 1</td>
</tr>
</tbody>
</table>

<C>ontinue, <M>ore, or <Q>uit? C

Figure 3-25: Transferring a treating specialty (steps 2-3)

Type the date the specialty change was entered at to the “Select Specialty Transfer Date:” prompt, or if a new specialty change is currently being entered for an inpatient, type NOW at to the “Select Specialty Transfer Date:” prompt and the current (today's) date and time will be recorded. To view a list of available options, type ? at the “Select Specialty Transfer Date” prompt.

Type Y (Yes) at the “Sure You Want to Add (Date-Time) as a New Specialty Transfer Date?” prompt to verify the new specialty transfer date.
Type the new treating specialty assigned to the inpatient that best describes the care the inpatient is receiving at the “Facility Treating Specialty:” prompt. Type ?? to display a list of available options.

```
CHOOSE FROM:
1> OCT 7,2002@14:59     SPECIALTY: INTERNAL MEDICINE
    PROVIDER : PROVIDER,JADE
    ATTENDING: PROVIDER,JADE
    ADMITTING: PROVIDER,JADE

Select SPECIALTY TRANSFER DATE: NOW
SURE YOU WANT TO ADD 'OCT 8,2002@13:11:52' AS A NEW SPECIALTY TRANSFER
DATE? Yes// Y
FACILITY TREATING SPECIALTY: PEDIATRICS
```

Figure 3-26: Transferring a treating specialty (steps 4-6)

Type the healthcare provider that has primary responsibility for direct care of the inpatient at the “Admitting Physician:” prompt.

Type comments at the “Additional Comments:” prompt, or press the Return key at the “Additional Comments:” prompt if there are no comments.

When the required specialty transfer changes are entered, Updating automated team lists...completed will be displayed on the screen.

```
ATTENDING PHYSICIAN: PROVIDER,JADE
ADDITIONAL COMMENTS:
    No existing text
    Edit? NO

Updating automated team lists...completed.
```

Figure 3-27: Transferring a treating specialty (steps 7-9)

### 3.9 Ward Transfer (WTX)

Use this option to transfer a patient between wards. You will also be prompted with the "Treating Specialty Transfer Date:" prompt where you can transfer the patient’s treating specialty and/or provider if either are changed at the time of transfer.

To use the Ward Transfer option, type WTX at the “Select Bed Control Option:” prompt in the Bed Control menu.
Bed Control
(UNSPECIFIED HO)

ADM     Admit a Patient
DSC     Discharge a Patient
EBC     Extended Bed Control
EPI     Extended Inpatient Inquiry
PCH     Provider Change
SWB     Switch Bed
TTX     Treating Specialty Transfer
WTX     Ward Transfer

Select Bed Control Option: WTX  Ward Transfer

Figure 3-28: Transferring wards (step 1)

Type the name of the patient to be transferred at the “Transfer Patient:” prompt. The patient’s current status will be displayed.

To continue the transfer process, type C (to continue) or M (to view more data about the patient before continuing) at the “<C>ontinue, <M>ore, or <Q>uit?” prompt.

Transfer PATIENT: PATIENT,ALLISON  M 02-02-1901 000785650  MH 4298

Status      : ACTIVE INPATIENT-on WARD

Admitted    : OCT 7,2002@14:59         Transferred    :
Ward        : GMS                      Room-Bed/Ext   : 219-1 /
Provider    : PROVIDER,JADE              Specialty      : PEDIATRICS
Attending   : PROVIDER,JADE              Admitted by    : PROVIDER,JADE

Admission LOS: 1

<C>ontinue, <M>ore, or <Q>uit?  C

Figure 3-29: Transferring wards (steps 2-3)

Type the date and time the patient will be transferred (or press the Return key to record the present as the transfer date and time) at the “Select Transfer Date:” prompt.

Type Y (Yes) at the “Sure You Want To Add “(Date/Time)” as a New Transfer Date?” prompt.

Type the information requested at the prompts that follow. To view a list of available options at any prompt, type ?? at the prompt to display a list of the available options.

When the transfer process is complete, Patient Transferred will be displayed.
Select TRANSFER DATE: NOW// [RET]
SURE YOU WANT TO ADD 'OCT 8, 2002 13:40:14' AS A NEW TRANSFER DATE? Yes// (Yes)
WARD LOCATION: PED
ROOM-BED: 211-1
Do you wish to associate a 'facility treating specialty' transfer? Y
FACILITY TREATING SPECIALTY: CARDIOLOGY
ATTENDING PHYSICIAN: PHYSICIAN, ISABEL
ADDITIONAL COMMENTS:
  No existing text
  Edit? NO
Patient Transferred.

Updating automated team lists...completed.

Figure 3-30: Transferring wards (steps 4-7)
4.0 **Day Surgery Menu (DS)**

Use this menu to track patients in an Ambulatory Surgery program at a facility. Also, use this menu to track surgeries by service, patients who stayed overnight for observation, patients admitted directly from day surgery, patients admitted within a specified number of days after the surgery, no-shows, and canceled surgeries.

To use the Day Surgery menu, type **DS** at the “Select ADT Menu Option:” prompt in the ADT main menu.

4.1 **Day Surgery Audit Report (DSAU)**

Use this option to print the total number of all patients who have had day surgery between specified dates. At the end of the report, the total number of patients in each category (e.g., total sent to OBS, total unescorted, total admitted from DS, etc.) is listed separately.

To print a Day Surgery Audit report, type **DSAU** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the date to begin printing the Day Surgery Audit Report at the “Select Beginning Date:” prompt.

Type the date to stop printing the Day Surgery Audit Report at the “Select Ending Date:” prompt.

Type a print device at the “Device:” prompt.
4.2 Day Surgery Enter/Edit (DSE)

Use this option to record basic data on a day surgery visit and to edit data on a day surgery inpatient. Also, use this option to edit a day surgery visit, as long as the patient is an inpatient. Once the patient has been released, use the Edit Past Day Surgeries option (Section 4.5) to edit a day surgery visit.
**Important Note:** You must have a valid HOSPITAL LOCATION entered in to the DAY SURGERY HOSP LOCATION field, found in the 'Edit ADT Parameters' menu or you will see the following error:

Each Division must have a valid Clinic entered in the DAY SURGERY HOSPITAL LOCATION field, found in the ADT parameters setup (see install manual for details).

To add or edit a day surgery patient, type DSE at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

<table>
<thead>
<tr>
<th>Day Surgery Menu (UNSPECIFIED HO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSAU</td>
</tr>
<tr>
<td>DSE</td>
</tr>
<tr>
<td>DSL</td>
</tr>
<tr>
<td>DSNR</td>
</tr>
<tr>
<td>DSP</td>
</tr>
<tr>
<td>DSPC</td>
</tr>
<tr>
<td>DSPQ</td>
</tr>
<tr>
<td>DSQ</td>
</tr>
<tr>
<td>DTX</td>
</tr>
<tr>
<td>DSW</td>
</tr>
</tbody>
</table>

Select Day Surgery Menu Option: **DSE** Day Surgery Enter/Edit

Figure 4-4: Entering/Editing day surgery

4.2.1 **Add a Day Surgery Inpatient**

Use this option to add a new day surgery inpatient into your system.

Type the name of the patient being added to the day surgery list at the “Select Day Surgery Patient:” prompt.

Type Y (Yes) at the “Are you adding “(patient name)” as a new Day Surgery?” prompt to verify the entry to confirm your entry.

The patient’s data will be displayed. Press the Return key at the “Enter Return to continue or “^” to exit:” prompt to begin admitting a patient to day surgery.
Select Day Surgery Patient: **PATIENT,ALLISON**  F 02-02-1901 000785650   MH 4298

Are you adding 'PATIENT,ALLISON' as a new DAY SURGERY? No// Y (Yes)

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PATIENT,ALLISON                  HRCN: 00-42-98        DOB: FEB 2,1901
(505)555-8031                   PHONE: 464-4775       PROV: PROVIDER,JADE
UNSPECIFIED NM  88340            ELIG: CHS & DIRECT    SSN: 000785650

Inpatient Status:  ACTIVE INPATIENT-on WARD  Admission LOS: 18 days

Admitted    : OCT 7,2002@14:59         Transferred    : OCT 8,2002@13:40:14
Ward        : PED                      Room-Bed       : 211-1
Provider    : PROVIDER,ISABEL          Specialty      : UROLOGY

Future Appointments:  Date      Time   Clinic
======================================================
10/30/02  9:00   CARDIOLOGY
10/31/02 14:00   CARDIOLOGY
10/31/02 15:00   CARDIOLOGY
11/07/02 14:00   CARDIOLOGY
11/07/02 15:00   CARDIOLOGY
12/02/02  9:00   CARDIOLOGY

Enter RETURN to continue or '^' to exit: [RET]

Figure 4-5: Adding a day surgery patient (steps 1-3)

Type the date and time the day surgery will take place at the “Select Day Surgery Date/Time:” prompt.

**Note:** A time is not required for entry of the day surgery date/time field, but the prompt for releasing the patient will not be displayed until a time is included. The time is needed to calculate the length of stay in hours.

To verify the new entry, type Y (Yes) at the “Are you adding “(Date of Surgery)” as a new Day Surgery Date/Time (the 1st for this Day Surgery)?” prompt.

Press the Return key again to confirm the day surgery date and time at the “Day Surgery Date/Time:” prompt. You can add the time at this prompt, if you have not already done so.

Type the procedure the patient is having at the “Procedure:” prompt. This field is free text.

Type the diagnosis of the patient at the “Diagnosis:” prompt. This field is free text.

Type the date and time the patient was moved to a regular ward while still a day surgery patient at the “Date/Time To Observation:” prompt. The observation date and time must after surgery has occurred.
Type the required admission information at each prompt (ward location, room-bed, specialty, provider, and comments) and press the Return key at each prompt to record the entries. If you need more help with the prompts, you can type ?? for a list of options.

Select DAY SURGERY DATE/TIME: OCT 25, 2002@900
Are you adding 'OCT 25, 2002@9' as a new DAY SURGERY DATE/TIME (the 1ST for this DAY SURGERY)? No// Y

Remember to include the time before discharging the patient

DAY SURGERY DATE/TIME: OCT 25, 2002@9// [RET] (OCT 25, 2002@09:00)
PROCEDURE: ACL REPAIR
DIAGNOSIS: Ruptured ACL
DATE/TIME TO OBSERVATION: 10/25/02@1500 (OCT 25, 2002@15:00)
WARD LOCATION: PED
ROOM-BED: 200
SPECIALTY: SURGERY
PROVIDER: DOCTOR, KATHRYN MRQ MEDICAL OFFICER
INTERVIEW COMMENTS:
No existing text
Edit? NO// [RET]

Figure 4-6: Adding a day surgery patient (steps 5-10)

When the patient is released from day surgery, type the release information at the “Release Date/Time:” prompt.

If the patient had surgery press the Return key at the “No-Show:” prompt to bypass the prompt. If the patient did not show up for surgery, type Y (Yes) at the “No-Show?” prompt. If Y is typed, no release date will be entered.

Follow the remaining prompts as they are displayed on your screen. You can type Y or press the Return key to bypass the prompt if the answer is no.

RELEASE DATE/TIME: 10/25/02@1500 (OCT 25, 2002@15:00)
NO-SHOW?: [RET]
SURGERY CANCELLED?: [RET]
UNESCORTED?: [RET]
PATIENT ADMITTED?: [RET]
POST-OP COMMENTS: NONE

Creating entry in DS Incomplete Chart file....

Figure 4-7: Adding a day surgery patient (steps 11-13)

4.2.2 Edit a Day Surgery Inpatient

Use this option to edit a day surgery inpatient.
Type the name of the day surgery inpatient to be edited at the “Select Day Surgery Patient:” prompt.

The Patient’s Data will be summarized and displayed onscreen.

To edit entries for a Day Surgery inpatient, type the changes at the default prompt and press the Return key to record the changes.

Figure 4-8: Editing a day surgery inpatient

4.3 Patient List by Day Surgery Date (DSL)

Use this option to print a list of patients who have had day surgery between the dates specified. Sections 4.3.1 and 4.3.2 detail how to use this option.

To use the Patient List by Day Surgery Date, type DSL at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Figure 4-9: Accessing patient list by day surgery date

4.3.1 Print List of All Day Surgery Patients

Use DSL to print a list of all patients who have had day surgery at a facility.

To print a list of all patients who have had day surgery at your facility, press the Return key at the “Start With Day Surgery Date/Time: First/” prompt.

Type a print device at the “Device:” prompt.

All recorded day surgeries at a facility (up to the present date) will print.
4.3.2 Print List of Day Surgery Patients Between Specified Dates

Use DSL to print a list of all day surgery patients between specified dates.

To print a list of day surgery patients between dates, type the date to begin printing the list at the “Start With Day Surgery Date/Time: First//” prompt.

Type the date to stop printing the list at the “Go to Day Surgery Date/Time: Last//” prompt.

Type a print device at the “Device:” prompt.

![Figure 4-10: Printing a list of all day surgery patients]

4.4 List of Patients Not Released (DSNR)

Use this option to print a list of patients not yet released from day surgery.

To print a list of patients in day surgery, type DSNR at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the date to start printing the list of day surgery patients at the “Beginning date:” prompt.

Type the date to stop printing the list of day surgery patients at the “Ending date:” prompt.

Type a print device at the “Device:” prompt.

![Figure 4-11: Printing a list of day surgery patients between dates]
4.5   Edit Past Day Surgeries (DSP)

Use this option to edit a day surgery visit after the patient has been released from day surgery.

To edit a past day surgery visit, type DSP at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the name of the patient whose past day surgery visit needs to be edited at the “Select Day Surgery Patient:” prompt.

The patient’s data will be displayed.

Press the Return key at the “Press Return to continue or “^” to exit:” prompt.
Select Day Surgery Menu Option: DSP  Edit Past Day Surgeries

Select Day Surgery Patient: PATIENT,ALLISON  F 02-02-1901 000785650    MH 4298

***Confidential Patient Data Covered by Privacy Act***

PATIENT,ALLISON        HRCN: 00-42-98        DOB: FEB 2,1901
(505)555-8031        PHONE: 464-4775        PROV: PROVIDER,JADE
UNSPECIFIED  NM 88340        ELIG: CHS & DIRECT        SSN: 000785650

Inpatient Status: ACTIVE INPATIENT-on WARD Admission LOS: 18 days

Admitted : OCT 7,2002@14:59        Transferred : OCT 8,2002@13:40:14
Ward : PED        Room-Bed : 211-1
Provider : PROVIDER,ISABEL        Specialty : UROLOGY

DAY SURGERY date: OCT 25,2002@09:00   Released: OCT 25,2002@15:00  LOS: 6.0 hrs
Service: SURGERY        Provider: DOCTOR,KATHRYN

Future Appointments: Date    Time    Clinic
---------------------------------------------------------------------
  10/30/02   9:00   CARDIOLOGY
  10/31/02  14:00   CARDIOLOGY
  10/31/02  15:00   CARDIOLOGY
  11/07/02  14:00   CARDIOLOGY
  11/07/02  15:00   CARDIOLOGY
  12/02/02  9:00   CARDIOLOGY
---------------------------------------------------------------------

Enter RETURN to continue or '"' to exit: [RET]

Figure 4-13: Editing past day surgeries (steps 1-4)

Type the date and time of the day surgery visit to be edited at the “Select Day Surgery Date/Time:” prompt.

Note: To view a list of the selected patient’s previous day surgery visits, type ?? at the “Select Day Surgery Date/Time:” prompt.

To edit entries for a Day Surgery inpatient, type the changes at the default prompts and press the Return key to record the changes.
Select DAY SURGERY DATE/TIME: ??
1            OCT 25, 2002@09:00

Select DAY SURGERY DATE/TIME: 1 10-25-2002@09:00:00

DAY SURGERY DATE/TIME: OCT 25, 2002@09:00// 102602@10 (OCT 26, 2002@10:00)
PROCEDURE: Leg Surgery// Knee Surgery
DIAGNOSIS: Knee pain// Torn Ligament
DATE/TIME TO OBSERVATION: OCT 25, 2002@15:00//[RET]
WARD LOCATION: PED//[RET]
ROOM-BED: 200//[RET]
SPECIALTY: SURGERY//[RET]
PROVIDER: DOCTOR,KATHRYN//[RET]
INTERVIEW COMMENTS:
No existing text
Edit? NO//[RET]
RELEASE DATE/TIME: OCT 25, 2002@15:00//[RET]
NO-SHOW?: [RET]
SURGERY CANCELLED?: [RET]
UNESCORTED?: [RET]
PATIENT ADMITTED?: YES//[RET]
POST-OP COMMENTS: [RET]
Print Clinical Record Brief? NO//[RET]

Figure 4-14: Editing past day surgeries (steps 5-6)

4.6 PCC Day Surgery Visits Listing (DSPC)

Use this option to print all day surgery visits and their diagnosis and procedures as coded in the PCC. If you have a link with PCC, an ambulatory visit will automatically be created when a patient is discharged from the facility. All PCC coding is done through the PCC Data Entry menu.

To print day surgery visits linked with the PCC, type DSPC at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the date to begin printing day surgery visits at the “Select beginning date:” prompt.

Type the date to stop printing day surgery visits at the “Select ending date:” prompt.

Type a print device at the “Device:” prompt.
Day Surgery Menu

(UNSPECIFIED HO)

DSAU   Day Surgery Audit Report
DSE    Day Surgery Enter/Edit
DSL    Patient List by Day Surgery Date
DSNR   List of Patients Not Released
DSP    Edit Past Day Surgeries
DSPC   PCC Day Surgery Visits Listing
DSPQ   Provider QA Report
DSQ    Inquiry Day Surgery Entry
DSTX   Statistics by Treating Specialty
DSW    Print DS Worksheet

Select Day Surgery Menu Option: dspc   PCC Day Surgery Visits Listing

DAY SURGERY VISITS WITH ICD CODES

Select beginning date:  T-365   (OCT 25, 2001)
Select ending date: T   (OCT 25, 2002)
DEVICE: HOME//

Figure 4-15: Printing a PCC Day Surgery Visits listing (steps 1-4)

A PCC Day Surgery Visits Listing Screen will print as seen in Figure 4-16.

*****Confidential Patient Data Covered by Privacy Act*****

JAC                              UNSPECIFIED HO                        Page
1  
1:54 pm               CLINIC VISITS FOR DAY SURGERY (44)
OCT 25,2002                 for 10/25/01 to 10/25/02

NAME            HRCN  AGE  VISIT DATE    PRV  ICD    PROV NARRATIVE
PATIENT,ALLISO    4298  41 10/25/02 0900

TOTAL PATIENTS FOR CLINIC:  1
TOTAL VISITS FOR CLINIC:  1

Enter RETURN to continue or '^' to exit:

RUN TIME (H.M.S): 0.0.1
End of report.  HIT RETURN:

Figure 4-16: Printing a PCC Day Surgery Visits listing (step 5)

4.7 Provider QA report (DSPQ)

Use this option to print a Quality Assurance (QA) Report on a selected provider or all providers at a facility. The QA Report is used by the Day Surgery supervisory to check the data in the system against the manual log. It is printed for a range of dates listing each patient with chart number, age, service, and procedure. This report also notes the date of an admission that occurred within a week of the day surgery.
To use Provider QA reports, type DSPQ at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

```
Day Surgery Menu

(UNSPECIFIED HO)

DSAU  Day Surgery Audit Report
DSE   Day Surgery Enter/Edit
DSL   Patient List by Day Surgery Date
DSNR  List of Patients Not Released
DSP   Edit Past Day Surgeries
DSPC  PCC Day Surgery Visits Listing
DSPQ  Provider QA Report
DSQ   Inquiry Day Surgery Entry
DSTX  Statistics by Treating Specialty
DSW   Print DS Worksheet

Select Day Surgery Menu Option: DSPQ  Provider QA Report
```

4.7.1 Print QA Report for All Providers

Use this report to print a QA report for all providers.

To print a QA report for all providers, type DSPQ at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the date to begin printing the QA Provider report at the “Select beginning date:” prompt.

Type the date to stop printing the QA Provider report at the “Select ending date” prompt.

Type Y (Yes) at the “Print Report for All Providers:” prompt.

Type a print device at the “Device:” prompt.

A QA Report for all providers (similar to the QA Report for Individual Provider, see Figure 4-19) will print.
# Day Surgery Menu

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSAU</td>
<td>Day Surgery Audit Report</td>
</tr>
<tr>
<td>DSE</td>
<td>Day Surgery Enter/Edit</td>
</tr>
<tr>
<td>DSL</td>
<td>Patient List by Day Surgery Date</td>
</tr>
<tr>
<td>DSNR</td>
<td>List of Patients Not Released</td>
</tr>
<tr>
<td>DSP</td>
<td>Edit Past Day Surgeries</td>
</tr>
<tr>
<td>DSPC</td>
<td>PCC Day Surgery Visits Listing</td>
</tr>
<tr>
<td>DSPQ</td>
<td>Provider QA Report</td>
</tr>
<tr>
<td>DSQ</td>
<td>Inquiry Day Surgery Entry</td>
</tr>
<tr>
<td>DSTX</td>
<td>Statistics by Treating Specialty</td>
</tr>
<tr>
<td>DSW</td>
<td>Print DS Worksheet</td>
</tr>
</tbody>
</table>

Select Day Surgery Menu Option: **DSPQ** Provider QA Report

**DAY SURGERY PROVIDER QA REPORT**

Select beginning date: **T-365** (OCT 25, 2001)

Select ending date: **T** (OCT 25, 2002)

Print Report for ALL Providers? **NO**

Report requires wide printer or condensed print.

DEVICE: **HOME**

---

## 4.7.2 Print QA Report for Individual Provider

Use this report to print a QA report for individual providers.

To print a QA Report for an individual provider, type **DSPQ** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the date to begin printing the QA Provider Report at the “Select beginning date:” prompt.

Type the date to stop printing the QA Provider Report at the “Select ending date” prompt.

Press the Return key at the “Print Report for All Providers:” prompt.

Type the provider’s name at the “Select Provider:” prompt.

Type a print device at the “Device:” prompt.
Select Day Surgery Menu Option: **DSPQ** Provider QA Report

---

**DAY SURGERY PROVIDER QA REPORT**

Select beginning date: **T-365** (OCT 25, 2001)
Select ending date: **T** (OCT 25, 2002)
Print Report for ALL Providers? NO// [RET]
Select PROVIDER: **DOCTOR, KATHRYN** FAMILY PRACTICE
OTHER
IHS 980IHS

Report requires wide printer or condensed print.

**DEVICE:**

---

**Figure 4-18: Printing a QA report for one provider (steps 1-6)**

A QA report for an individual provider will print, as displayed in Figure 4-19.

---

**Figure 4-19: QA Report for Individual Provider**

---

### 4.8 Inquiry Day Surgery Entry (DSQ)

Use this option to print data on a selected day surgery patient.
To print day surgery history on a selected patient, type DSQ at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Type the name of the day surgery patient whose data will be printed at the “Select Day Surgery Patient Name:” prompt.

Type a print device at the “Device:” prompt.

A list of the selected patient’s day surgeries will be printed (Figure 4-21).

<table>
<thead>
<tr>
<th>DAY SURGERY LIST</th>
<th>OCT 25, 2002 14:57 PAGE 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>-------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>PATIENT NAME: PATIENT, ALLISON</td>
<td></td>
</tr>
<tr>
<td>DAY SURGERY DATE/TIME: OCT 26, 2002@10:00</td>
<td></td>
</tr>
<tr>
<td>PROCEDURE: Knee Surgery</td>
<td>WARD LOCATION: PED</td>
</tr>
<tr>
<td>ROOM-BED: 200</td>
<td>SPECIALTY: SURGERY</td>
</tr>
<tr>
<td>PROVIDER: DOCTOR, KATHRYN</td>
<td></td>
</tr>
<tr>
<td>DATE/TIME TO OBSERVATION: OCT 25, 2002@15:00</td>
<td></td>
</tr>
<tr>
<td>RELEASE DATE/TIME: OCT 25, 2002@15:00</td>
<td>PATIENT ADMITTED?: YES</td>
</tr>
<tr>
<td>DIAGNOSIS: Torn Ligament</td>
<td></td>
</tr>
</tbody>
</table>

Figure 4-21: Printing a day surgery inquiry (step 4)

4.9 Statistics by Treating Specialty (DSTX)

Use this option to print the total number of day surgery patients in each of the treating specialty categories (e.g., general medicine, pediatrics, surgery, etc.).

To print the total number of day surgery patients by treating specialty, type DSTX at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
Type the date to begin printing the Day Surgery Statistics by Service (Treating Specialty) at the “Select beginning date:” prompt.

Type the date to stop printing the Day Surgery Statistics by Service (treating specialty) at the “Select ending date” prompt.

Type a print device at the “Device:” prompt

![Day Surgery Menu](image)

**DAY SURGERY STATISTICS BY SERVICE**

```
Select beginning date: T-65  (AUG 21, 2002)
Select ending date: T  (OCT 25, 2002)
DEVICE: HOME
```

Figure 4-22: Printing statistic by treating specialty (step 1-4)

A Day Surgery Statistics by Service report will print (Figure 4-23).

```
JAC                  UNSPECIFIED HO
3:11 pm               DAY SURGERY STATISTICS BY SERVICE
10/25/02               from 08/21/2002 to 10/25/2002

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>ADULT</th>
<th>PEDS</th>
<th>TOTAL FOR SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLASTIC SURGERY</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTALS: 1 0 1
```

Press RETURN to continue:

Figure 4-23: Statistics by treating specialty screen (step 5)

### 4.10 Print DS Worksheet (DSW)

Use this option to print a day surgery patient’s statistical data. There will be a separate worksheet for each surgery date. If a patient has had three day surgeries,
there will be three worksheets. Basic information (e.g., name, address, etc.) will be
the same on each worksheet; however, information such as surgery date, release date,
procedure, etc., will change with each day surgery.

To print a Day Surgery worksheet for a patient, type DSW at the “Select Day Surgery
Menu Option:” prompt in the Day Surgery menu.

Type the name of the patient whose worksheet will be printed at the “Select Patient
Name:” prompt.

Type the day surgery date and time at the “Select Day Surgery Date/Time:” prompt.

**Note:** To view a list of the selected patient’s previous day surgery
visits, type ?? at the “Select Day Surgery Date/Time:”
prompt.

```
Day Surgery Menu
(UNSPECIFIED HO)

DSAU Day Surgery Audit Report
DSE Day Surgery Enter/Edit
DSL Patient List by Day Surgery Date
DSNR List of Patients Not Released
DSP Edit Past Day Surgeries
DSPC PCC Day Surgery Visits Listing
DSPQ Provider QA Report
DSQ Inquiry Day Surgery Entry
DSTX Statistics by Treating Specialty
DSW Print DS Worksheet

Select Day Surgery Menu Option: DSW Print DS Worksheet
Select PATIENT NAME: PATIENT,ALLISON

F 02-02-1901 000785650 MH 4298
Select DAY SURGERY DATE/TIME: OCT 26, 2002@10:00// [RET] OCT 26,
2002@10:00

Print bottom half of form? NO//[RET]
Print How Many Copies: (1-10): 1//[RET]
DEVICE: HOME//[RET]
```

**Figure 4-24:** Printing a DS worksheet (steps 1-3)

The Day Surgery worksheet for the surgery date selected will print (Figure 4-25).
### DAY SURGERY WORKSHEET **Confidential Patient Data Covered by Privacy Act**

<table>
<thead>
<tr>
<th>1</th>
<th>IHS Unit No.</th>
<th>2</th>
<th>Soc Sec No</th>
<th>10</th>
<th>Classif.</th>
<th>11</th>
<th>Facility</th>
<th>12</th>
<th>Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>00-42-98</td>
<td></td>
<td>559-78-5650</td>
<td></td>
<td>IND-01</td>
<td></td>
<td>UNSPECIFIED HO</td>
<td>20-23-01</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>3</th>
<th>Last Name, First, Middle</th>
<th>13</th>
<th>Age</th>
<th>14</th>
<th>Religion</th>
<th>15</th>
<th>Hr Arrvd</th>
<th>16</th>
<th>Visit Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT, ALLISON</td>
<td>41</td>
<td>CATHOLIC</td>
<td>1000</td>
<td>DAY SURGERY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4</th>
<th>Birthdate</th>
<th>5</th>
<th>Sex</th>
<th>6</th>
<th>Tribe</th>
<th>17</th>
<th>Service &amp; Code</th>
<th>18</th>
<th>Service &amp; Code</th>
<th>19</th>
<th>Surgery Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FEB 2, 1901</td>
<td>F</td>
<td>APA008</td>
<td>SUR 04</td>
<td>OCT 26, 2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8</th>
<th>Community, County, State Code</th>
<th>Ward</th>
<th>Provider</th>
</tr>
</thead>
<tbody>
<tr>
<td>167-19-35</td>
<td>PED</td>
<td>DOCTOR, KATHRYN</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>Present Address</th>
<th>22</th>
<th>Length of Stay</th>
</tr>
</thead>
<tbody>
<tr>
<td>(505)555-8031</td>
<td>UNSPECIFIED, NM 88340</td>
<td>-19.0 hrs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>23</th>
<th>Next of Kin</th>
<th>Telephone</th>
<th>Address</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>KIN, NANCY</td>
<td>,</td>
<td>AUNT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KIN, CAROLYN</td>
<td>671-9114 P.O. BOX 4092</td>
<td>FRIEND</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>25</th>
<th>DX, Procedure &amp; Comments</th>
<th>25a Medicaid #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Torn Ligament</td>
<td>Medicare #</td>
<td></td>
</tr>
<tr>
<td>Railroad #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Figure 4-25: Day Surgery worksheet**
5.0 Incomplete Chart Menu (IC)

Use this option to record and/or edit patient data (e.g., clinical data, death information, incomplete chart, day surgery incomplete chart, and chart deficiency information). Also, use this option to print various reports (e.g., Final A sheet, Daily Discharges listing, Listing of Coded A sheets, and the status of Coded A sheets and Incomplete charts for patients and providers). In this menu, incomplete charts for day surgery patients can also be printed.

To select the Incomplete Chart menu, type IC at the prompt in the ADT Main menu.

```
*************************
**   INDIAN HEALTH SERVICE   **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
**       VERSION 5.3           **
*************************

BC     Bed Control ...
DS     Day Surgery Menu ...
IC     Incomplete Chart Menu ...
PI     Patient Inquiry
PV     Provider Inquiry
RM     ADT Reports Menu ...
SI     Seriously Ill List Entry
SM     ADT Supervisor Menu ...
SV     Scheduled Visit Entry/Edit

Select ADT Menu Option: IC Incomplete Chart Menu
```

Figure 5-1: Accessing the incomplete chart menu

5.1 Inpatient Chart Coding (CODE)

This option is used to code inpatient visits. The actual coding is done in PCC to which link option links the user. Any data in common between ADT and PCC, if edited here, will be updated in both databases.

To use Inpatient Chart Coding, type CODE at the “Select Incomplete Chart Menu Option:” prompt.

Type the patient’s name whose chart needs coding at the “Select Patient:” prompt.

Type the visit number that you need to code at the “Select Hospitalization:” prompt.
CODE Inpatient Chart Coding
ECD Edit Chart Deficiency List
FVH Fix Missing V Hospitalization Entries
ICE Incomplete Charts Edit
ICF Incomplete Chart Forms
ICR Incomplete Chart Reports
ICS Incomplete Chart Statistics
ICV Fix Visit in ICE

Select Incomplete Chart Menu Option: CODE Inpatient Chart Coding
Select Patient: PATIENT, ALLISON

Select from these recent admissions:
1. Admitted on OCT 07, 2002@14:59 Current Inpatient
Select Hospitalization: (1-1): 1/

Figure 5-2: Accessing the Code Inpatient Visit screen (steps 1-3)

The Code Inpatient Visit screen will be displayed (Figure 5-3). Sections 5.1.1 through 5.1.8 will explain how to use the options listed at the bottom of the screen.

5.1.1 Admission Data

Use this option to code the patient’s admission. You can also view and edit patient visit information, including number of consults, admitting diagnosis, transfers, and discharge date.

To code a patient’s admission information, type 1 at the “Select Action:” prompt.

Type responses to each of the prompts as they are displayed on your screen. Type new or edited information at the prompts, or press the Return key to go to the next prompt.

Note: If prior information has not been recorded on a given prompt, you will need to type the information to continue.
Type 1 (admit patient), 2 (transfer patient), or 3 (discharge patient) at the “Select Action:” prompt in the Admission Data option to edit or view information under these options.

Follow each of the prompts as they are displayed on your screen. Type new or edited information at the prompts, or press the Return key to go to the next prompt.

Type a new patient name at the “Select Patient Name:” prompt, or press the Return key to return to Code Inpatient Visit screen.

```plaintext
Select Action: Quit
1 Admission Data

NUMBER OF CONSULTS: 1

ADMITTING DX: 733.82

ADMISSION:
OCT 7, 2002@14:59 DIRECT TO: GMS [219-1]

TRANSFERS:
OCT 8, 2002@13:40:14 INTERWARD TRANSFER TO: PED [211-1]

TREATING SPECIALTY CHANGES:
OCT 7, 2002@14:59 SPECIALTY: INTERNAL MEDICINE
PROVIDER: PROVIDER,JADE
ATTENDING: PROVIDER,JADE
ADMITTING: PROVIDER,JADE

OCT 8, 2002@13:11:52 SPECIALTY: PEDIATRICS
PROVIDER: PROVIDER,JADE
ATTENDING: PROVIDER,JADE

OCT 8, 2002@13:40:14 SPECIALTY: UROLOGY
PROVIDER: DOCTOR, ISABEL
ATTENDING: DOCTOR, ISABEL

DISCHARGE:
OCT 29, 2002@15:27:29 REGULAR DISCHARGE

CHOOSE FROM:
1 - Admit Patient
2 - Transfer Patient
3 - Discharge Patient

Select Option: 1 ADMIT PATIENT

ADMISSION DATE: OCT 7, 2002@14:59
ADMISSION TYPE-UB92: ELECTIVE
ADMISSION SOURCE-UB92: PHYSICIAN REFERRAL
TYPE OF ADMISSION: DIRECT
DIAGNOSIS [SHORT]: BLAH
WARD LOCATION: GMS
ROOM-BED: 219-1
FACILITY TREATING SPECIALTY: INTERNAL MEDICINE
REFERRING PROVIDER: PROVIDER,JADE
ADMITTING PROVIDER: PROVIDER,JADE
ATTENDING PHYSICIAN: PROVIDER, JADE
ADDITIONAL COMMENTS:
No existing text
Edit? NO

Select PATIENT NAME:
```

Figure 5-4: Using admission data
5.1.2 Add/Modify PCC Data

Use this option to add or modify PCC data in your system.

To add or edit PCC data, type 2 at the “Select Action:” prompt.

Type a number from the list of options at the “Select One: (1-6)” prompt.

Type A to add information or M to modify existing information at the “Select Mode:” prompt.

Follow the prompts as they are displayed on your screen to add or modify the information into the patient’s file. Type ?? at any of the prompts to display all the options available.

<table>
<thead>
<tr>
<th>Select Action:Quit// 2</th>
<th>Add/Modify PCC Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) DIAGNOSIS</td>
<td>(4) ADMITTING DX</td>
</tr>
<tr>
<td>(2) PROCEDURES</td>
<td>(5) IMMUNIZATIONS</td>
</tr>
<tr>
<td>(3) PROVIDERS</td>
<td>(6) OTHER MNEMONICS</td>
</tr>
<tr>
<td>Select One: (1-6): 1</td>
<td></td>
</tr>
</tbody>
</table>

Select one of the following:

A ADD
M MODIFY

Select MODE: A (ADD)

Figure 5-5: Adding o modifying PCC data.

5.1.3 Problem List Update

Use this option to update the patient’s problem list.

To update a problem list, type 3 at the “Select Action:” prompt.

Type the location where the problem happened at the “Location where Problem List Update Occurred:” prompt.

The Problem List Update screen will be displayed. Use the options at the bottom of the screen to execute any of the listed options (e.g. add a problem, add a note, edit a problem).

Follow the prompts as they are displayed on your screen. Type Q at the “Select Action:” prompt to return to the Code Inpatient Visit screen.

<table>
<thead>
<tr>
<th>Select Action:Next Screen// 3</th>
<th>Problem List Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location where Problem List update occurred: UNSPECIFIED HO 569 ALB</td>
<td></td>
</tr>
</tbody>
</table>

Figure 5-6: Updating the problem list (steps 1-2)
Problem List Update  Oct 30, 2002 08:59:22  Page:  1 of  0

Patient Name: PATIENT, ALLISON   DOB: FEB 02, 1901   Sex: F   HRN: 4298

No Problems currently on file

Enter ?? for more actions  >>>
AP  Add Problem          IP  Inactivate Problem   RN  Remove Note
EP  Edit Problem         DD  Detail Display       HS  Health Summary
DE  Delete Problem       NO  Add Note             FA  Face Sheet
AC  Activate Problem     MN  Edit Note            Q   Quit

Figure 5-7: Updating the problem list (steps 3-4)

5.1.4 List I Visits

Use this option to list and or edit I visits.

To list an I visit, type 4 at the “Select Action:” prompt.

The List I Visits screen will be displayed (Figure 5-8). Use the options at the bottom of the screen to make changes or view more information on the I visits listed. You can edit a service category, edit visit, or view visit.

When you have completed all changes, type Q at the “Select Action:” prompt to return to the Code Inpatient Visit screen.

Select Action: Next Screen//  4   List 'I' Visits

LIST 'I' VISITS  Oct 30, 2002 09:14:53  Page:  1 of  1
Confidential Patient Data Covered by Privacy Act
PATIENT, ALLISON  4298
Visit Date  Category  Associated Data
1. OCT 25, 2002@09:00  S  No Dependent Entries

Enter ?? for more actions
1  Edit Service Category  2  Edit Visit  3  View Visit

Select Action: Quit//

Figure 5-8: Listing I visits

5.1.5 Display All Data

Use this option to display all data on a given patient’s inpatient visit.
To display data on a patient’s visit, type 5 at the “Select Action:” prompt.

The PCC Visit Display screen will be displayed (Figure 5-9). Use the options at the bottom of the screen to navigate through the report.

```
Select Action: Next Screen// 5 Display all data


Patient Name:       PATIENT, ALLISON
Chart #:            4298
Date of Birth:      FEB 02, 1901
Sex:               F

================ VISIT FILE ===============
VISIT/ADMIT DATE&TIME: OCT 07, 2002@14:59
DATE VISIT CREATED: OCT 07, 2002
TYPE:             IHS
THIRD PARTY BILLED: NO 'V' FILES POINTING TO THIS VISIT
PATIENT NAME:      PATIENT, ALLISON
LOC. OF ENCOUNTER: UNSPECIFIED HO
SERVICE CATEGORY: HOSPITALIZATION
DEPENDENT ENTRY COUNT: 2
DATE LAST MODIFIED: OCT 30, 2002
CREATED BY USER: PROVIDER, JADE
USER LAST UPDATE: PROVIDER, JADE
DRG:               DRG8

+    Enter ?? for more actions
+    Next Screen    - Previous Screen    Q    Quit

Select Action: +//
```

Figure 5-9: Displaying all data

### 5.1.6 Final A Sheet

Use this option to print a final A sheet. You have the ability to include a CPT list or print a Medicare/Medicaid A sheet.

To print a final A sheet, type 6 at the “Select Action:” prompt.

Type the number of the type of A sheet you want to print at the “Select Report to Print:” prompt.

Type the number of copies of this report you want at the “Print How Many Copies:” prompt.

Type a print device name at the “Device:” prompt.
5.1.7 Run Edit Check

Use this option to run an edit check on a patient’s file. This option will determine if there are still actions that need to be taken on a patient’s file.

To run an edit check, type 7 at the “Select Action:” prompt.

A list of the actions still needing to be taken on the patient’s file will be displayed (Figure 5-11).

Press the Return key at the “Press Enter to Continue:” prompt to return to the Code Inpatient Visit screen.

5.1.8 Rebuild Display

Use this option to refresh the Code Inpatient Visit screen.

Type 8 at the “Select Action:” prompt and the screen will automatically display any updates to the screen.

5.2 Edit Chart Deficiency List (ECD)

Use this option to add or edit the list of available chart deficiencies for use in the Incomplete Chart process. Usually, add the chart deficiencies needed the first time
the Admit, Discharge, Transfer System is used. The most common groupings (categories) are Signature, A sheet, Summary, and Op report.

To edit or add a chart deficiency, type ECD at the “Select Incomplete Chart Menu Option:” prompt in the Incomplete Chart menu.

<table>
<thead>
<tr>
<th>CODE</th>
<th>Inpatient Chart Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD</td>
<td>Edit Chart Deficiency List</td>
</tr>
<tr>
<td>FVH</td>
<td>Fix Missing V Hospitalization Entries</td>
</tr>
<tr>
<td>ICE</td>
<td>Incomplete Charts Edit</td>
</tr>
<tr>
<td>ICF</td>
<td>Incomplete Chart Forms</td>
</tr>
<tr>
<td>ICR</td>
<td>Incomplete Chart Reports</td>
</tr>
<tr>
<td>ICS</td>
<td>Incomplete Chart Statistics</td>
</tr>
<tr>
<td>ICV</td>
<td>Fix Visit in ICE</td>
</tr>
</tbody>
</table>

Select Incomplete Chart Menu Option: ECD  Edit Chart Deficiency List

**Figure 5-12: Accessing the Chart Deficiency List**

### 5.2.1 Add a Chart Deficiency

Use this option to add a new chart deficiency into your system.

To add a new chart deficiency, type the name of the new deficiency at the “Select Chart Deficiency Name:” prompt.

Type Y (Yes) at the “Are you adding “(Chart Deficiency Name)” as a new Chart Deficiency?” prompt to confirm the new entry.

Type any changes to the name of the new deficiency at the “Replace:” prompt or press the Return key to continue.

Type a synonym (equivalent term) for the new chart deficiency at the “Chart Deficiency Synonym:” prompt.

Type 1 (active) or 0 (inactive) at the “Inactive:” prompt.

Type the grouping field (Signature, A sheet, Summary, and OP report - each of which is a reason for calling a chart delinquent) the new chart deficiency would fall under at the “Grouping:” prompt.

If the Grouping category is left blank when a chart deficiency is added, the new chart deficiency will be listed without a group.
Note: To view a list of available grouping fields, type ?? at the “Grouping:” prompt. If the grouping fields listed below are not currently available, add them following the steps in this section.

```
Select CHART DEFICIENCY NAME: NEW CHART DEFICIENCY
Are you adding 'new chart deficiency' as a new CHART DEFICIENCY (the 44TH)? No// Y (Yes)
NAME: NEW CHART DEFICIENCY Replace [RET]
SYNONYM: NEW
ACTIVE/INACTIVE: ??
    Choose from:
        0    INACTIVE
        1    ACTIVE
ACTIVE/INACTIVE: 1    ACTIVE
GROUPING: ??
    Choose from:
        ASH    A SHEET
        OPR    OP REPORT
        SIG    SIGNATURE
        SUM    DSCH SUMMARY
GROUPING: ASH    A SHEET
```

Figure 5-13: Adding a chart deficiency

5.2.2 Edit Chart Deficiency Entry

Use this option to edit a chart deficiency entry that already exist in your system.

Type the name of the chart deficiency to be edited at the “Select Chart Deficiency Name:” prompt. You can type ?? at the “Select Chart Deficiency Name:” prompt to display a list of available deficiencies.

Type the changes at each prompt (e.g., Name, Synonym, Grouping, Active/Inactive) and press the Return key to record the changes.

```
Select CHART DEFICIENCY NAME: CHART
NAME: CHART// [RET]
SYNONYM: CH//[RET]
ACTIVE/INACTIVE: 1    ACTIVE
GROUPING: A SHEET
```

Figure 5-14: Editing a chart deficiency

5.3 Fix Missing V Hospitalization Entries (FVH)

Use this option when the link with PCC did not create a visit or V hospitalization entry for an admission, if this has not already been done in the PCC. This option prints a list of patients who need a visit created for an admission date.
To fix missing V Hospitalization entries, type FVH at the “Select Incomplete Chart Menu Option:” prompt in the Incomplete Chart menu.

Type the date to begin printing the missing V Hospitalization entries at the “Beginning Discharge Date:” prompt.

Type the date to stop printing the missing V Hospitalization entries at the “Ending Discharge Date:” prompt.

Type a print device at the “Device:” prompt.

The Fix Missing V Hospitalization Entries Screen will print (Figure 5-16), press the Return key to fix the entries.

Use this option to track and edit all inpatient, observation, and day surgery charts for discharged inpatients. Upon discharge, the patient’s name, discharge date, admission date, ward, and service are automatically recorded into the patient’s file. The rest of
the fields in this file are used to determine what still needs to be done to the chart. The following section details these fields.

You can track deficiencies by provider and completion dates for different phases of the incomplete chart process. Entries can no longer be deleted upon completion, just marked as completed.

To use the Incomplete Chart Entry/Edit option, type ICE at the prompt in the Incomplete Chart menu.

Type the name of the patient at the “Select Patient:” prompt. If the patient has more than one visit, you will be prompted to select the visit that you need.

<table>
<thead>
<tr>
<th>Incomplete Chart Menu</th>
<th>(UNSPECIFIED HO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE CODE</td>
<td>Inpatient Chart Coding</td>
</tr>
<tr>
<td>ECD ECD</td>
<td>Edit Chart Deficiency List</td>
</tr>
<tr>
<td>FVH FVH</td>
<td>Fix Missing V Hospitalization Entries</td>
</tr>
<tr>
<td>ICE ICE</td>
<td>Incomplete Charts Edit</td>
</tr>
<tr>
<td>ICF ICF</td>
<td>Incomplete Chart Forms</td>
</tr>
<tr>
<td>ICR ICR</td>
<td>Incomplete Chart Reports</td>
</tr>
<tr>
<td>ICS ICS</td>
<td>Incomplete Chart Statistics</td>
</tr>
<tr>
<td>ICV ICV</td>
<td>Fix Visit in ICE</td>
</tr>
</tbody>
</table>

Select Incomplete Chart Menu Option: ICE Incomplete Charts Edit
Select Patient: PATIENT, ALLISON

Incomplete Chart Entries for PATIENT, ALLISON:
1  OCT 29, 2002@15:27  HOSPITALIZATION
2  ADD NEW ENTRY
Select Discharge Date: (1-3): 2

Figure 5-17: Using the incomplete chart menu option (steps 1-2)

The Incomplete Chart Edit screen will be displayed (Figure 5-18). This screen uses ScreenMan. When using ScreenMan for entering data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. You can type ?? at any prompt to display your options at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.
Figure 5-18: Using the incomplete chart menu option (steps 3-4)

5.5 Incomplete Chart Forms (ICF)

This option gives you a choice of forms to print such as discharge outguides and final A sheet.

To access Incomplete Chart Forms menu, type ICF at the “Select Incomplete Chart Menu Option:” prompt.

Figure 5-19: Accessing the incomplete chart forms menu

The Incomplete Chart Forms menu will be displayed (Figure 5-20). Sections 5.5.1 through 5.5.5 detail how to use each form.
5.5.1 Discharge Outguides

Use this option to print a one page charge-out slip to be used by the incomplete chart staff when pulling charts. For a given date range, one outguide will print for every discharge.

To use the Discharge Outguides report, type 1 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.

Type the beginning date and time at the “Start with Date/Time:” prompt. You can press the Return key to print discharge outguides from the first to last.

Type the ending date and time at the “Go to Date/Time:” prompt.

Type a print device at the “Device:” prompt.

5.5.2 Deficiency Worksheets

Use this option to print deficiency worksheets, which serve as checklists for providers when reviewing incomplete charts. After the incomplete chart clerk reviews the chart, determines the deficiencies and records them in the software, a one page worksheet can be printed which lists all the deficiencies and the provider assigned to correct each.

To use the Deficiency Worksheets report, type 2 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.

Type 1 (inpatients), 2 (day surgeries), or 3 (both) at the “Select Records to Print:” prompt.

Type the name of the patient at the “Select Patient Record:” prompt.

If the patient has more than one incomplete chart, the system will prompt you to select which one of the patient’s charts you want to use.
When you are done selecting patient charts, press the Return key at a blank “Select Another Patient Record:” prompt.

Type the name of a print device at the “Device:” prompt.

<table>
<thead>
<tr>
<th>Choose Setup Option: (1-5): 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select one of the following:</td>
</tr>
<tr>
<td>1 Inpatients</td>
</tr>
<tr>
<td>2 Day Surgeries</td>
</tr>
<tr>
<td>3 Both</td>
</tr>
</tbody>
</table>

<p>| Select Records to Print: 1 Inpatients |</p>
<table>
<thead>
<tr>
<th>Select PATIENT Record: PATIENT,ALLISON</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 PATIENT,ALLISON</td>
</tr>
<tr>
<td>2 PATIENT,ALLISON</td>
</tr>
</tbody>
</table>

| CHOOSE 1-2: 1 PATIENT,ALLISON        |
| Select Another PATIENT Record: [RET]|
| DEVICE: HOME// [RET]                 |

Figure 5-22: Printing deficiency worksheets

### 5.5.3 Incomplete Chart Summary

Use this option to display all the data stored on an incomplete chart entry. From this option, all active and completed entries can be viewed. This option will also list all deficiencies with their date resolved and how long it took to have them completed.

To use the Incomplete Chart Summary, type 3 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.

Type the name of the patient at the “Select Patient:” prompt

The system will display a list of all the data stored on the patient’s incomplete chart entry.

<table>
<thead>
<tr>
<th>Choose Setup Option: (1-5): 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Patient: PATIENT,KYLE</td>
</tr>
</tbody>
</table>

| Incomplete Chart Entries for PATIENT,KYLE: |

Figure 5-23: Printing incomplete chart summary

### 5.5.4 Final A Sheet/Bill Prep Worksheet

Use this option to print a final A sheet (or Clinical Record Brief). This is printed after the inpatient stay has been coded.

To use the Final A sheet/Bill prep worksheet option, type 4 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.
Type the name of the patient at the “Select Patient:” prompt.

If the patient has more than one admission you will be prompted to select the one that you need.

Type 1 (A sheet only), 2 (A sheet with CPT list), or 3 (Medicare/Medicaid A sheet) at the “Select Report to Print:” prompt.

Type the number of copies that you want to print at the “Print How Many Copies:” prompt.

Type a print device at the “Device:” prompt.

Choose Setup Option: (1-5): 4  
Select Patient: PATIENT, ALLISON  
F 02-02-1901 000785650 MH 4298

Admission(s)
1. OCT 07, 2002@14:59 Hospitalization

Select one of the following:
1 A Sheet Only
2 A Sheet with CPT List
3 Medicare/Medicaid A Sheet

Select Report to Print: 2// 2 A Sheet with CPT List

Printing A Sheet for admission. Type ^ to bypass.
Print How Many Copies: (1-10): 1// [RET]
DEVICE:

Figure 5-24: Printing a final A sheet

5.5.5 Online Help (Report Descriptions)

Use this option to display a detailed description of each of the reports in the incomplete chart forms submenu. All the descriptions will be onscreen.

To display Online help, type 5 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.

Type the number of the report at the “Select Help System Action or <Return>:” prompt.
Choose Setup Option:  (1-5): 5

INCOMPLETE CHART FORMS

Use this option to print various forms used in the Incomplete Chart process. Select a form from the list for details.

1  Discharge Outguides
2  Deficiency Worksheets
3  Incomplete Chart Summary
4  Final A Sheet/Bill Prep Worksheet

Select HELP SYSTEM action or <return>: 1

Figure 5-25: Using online help

5.6 Incomplete Chart Reports (ICR)

Use this option to run various reports based on the incomplete chart file. Use this option to access the various ways of listing incomplete and delinquent charts. See the online help for details on each report.

To access the Incomplete Chart reports submenu, type ICR at the “Select Incomplete Chart Menu Option:” prompt.

Incomplete Chart Menu

(UNSPECIFIED HO)

CODE  Inpatient Chart Coding
ECD   Edit Chart Deficiency List
FVH   Fix Missing V Hospitalization Entries
ICE   Incomplete Charts Edit
ICF   Incomplete Chart Forms
ICR   Incomplete Chart Reports
ICS   Incomplete Chart Statistics
ICV   Fix Visit in ICE

Select Incomplete Chart Menu Option: ICR  Incomplete Chart Reports

Figure 5-26: Accessing the incomplete chart report menu

The Incomplete Chart Report menu will be displayed (Figure 5-27). Sections 5.6.1 through 5.6.7 detail how to use each report.
1. Discharges by Date
2. Day Surgeries by Date
3. Incomplete Charts by Patient
4. Incomplete Charts by Provider
5. Daily/Weekly Completed Charts
6. Listing of Coded A Sheets
7. Online Help (Report Descriptions)

Choose Setup Option:  (1-7):

Figure 5-27: Accessing the incomplete chart report menu

### 5.6.1 Discharges by Date

Use this report to produce a simple list of all discharges for a specific date range. The list is drawn from entries in the Incomplete Chart file for hospitalizations.

To run Discharges by Date, type 1 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

- Type the beginning date of the report at the “Start with Discharge Date:” prompt.
- Type the ending date of the report at the “Go to Discharge Date:” prompt.
- Type a print device at the “Device:” prompt.

Choose Setup Option:  (1-7): 1

* Previous selection: DISCHARGE DATE from Mar 2, 2002 to Mar 4, 2002@24:00
START WITH DISCHARGE DATE: FIRST// T-365  (OCT 28, 2001)
GO TO DISCHARGE DATE: LAST//  (OCT 28, 2002@24:00)
DEVICE:

Figure 5-28: Printing a discharges by date report

### 5.6.2 Day Surgeries by Date

Use this report to produce a simple list of all day surgeries for a specific date range. The list is drawn from entries in the Incomplete Chart file.

To run Day Surgeries by Date, type 2 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

- Type the beginning date of the report at the “Start with Surgery Date:” prompt.
- Type the ending date of the report at the “Go to Surgery Date:” prompt.
- Type a print device at the “Device:” prompt.
Choose Setup Option: (1-7): 2

* Previous selection: SURGERY DATE from Feb 1, 2002 to Feb 28, 2002
START WITH SURGERY DATE: FIRST// T-365  (OCT 28, 2001)
GO TO SURGERY DATE: LAST// T  (OCT 28, 2002)

Device:

Figure 5-29: Printing a day surgeries by date report

### 5.6.3 Incomplete Charts by Patient

Use this report to list all incomplete charts (inpatient, day surgery or both) either alphabetically by patient name or by chart number terminal digit order. You will have the option to subsort the report by discharge date and can include only those waiting to be coded.

To use the Incomplete Charts by Patient report, type 3 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

Type 1 (inpatient only), 2 (day surgeries only), or 3 (both) at the “Select Visit Types to Include:” prompt.

Type the beginning date of the report at the “Start with Discharge/Surgery Date:” prompt.

Type the ending date of the report at the “Go to Discharge/Surgery Date:” prompt.

Type a number that corresponds to the type of chart you need printed at the “Select Charts to Print: (1-7):” prompt.

Type 1 or 2 to select the method that you would like your report sorted at the “Select Patient Sort:” prompt.

Select a method of displaying/printing the report at the “Print Mode:” prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select and printer and a number of copies needed.
Choose Setup Option: (1-7): 3

Select one of the following:

1. Inpatients Only
2. Day Surgeries Only
3. Both

Select Visit Types to Include: 3 Both
Select Beginning Discharge/Surgery Date: T-365 (OCT 28, 2001)
Select Ending Discharge/Surgery Date: T (OCT 28, 2002)

1. All Incomplete Charts
2. Charts Not Yet Received
3. Charts Not Yet Tagged
4. Insurance Not Identified
5. Not Coded (Tagged or Not)
6. Coded, Not Completed
7. Completed, In Bill Prep
Select Charts to Print: (1-7): 1//

Select one of the following:

1. Sort Alphabetically by Name
2. Sort by Terminal Digit

Select Patient Sort: 1 Sort Alphabetically by Name

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE// [RET]

Figure 5-30: Printing incomplete charts by patient

5.6.4 Incomplete Charts by Provider

Use this report to list incomplete charts by provider. This report can be run for all providers, for those within select hospital services, within select provider classes or by name.

Type 4 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

Type the number of the visit type you want to include in your report at the “Select Visit Types to Include:” prompt.

Type Y or N at the “Print Report for All Providers:” prompt.

Type the number that corresponds to the selection criteria you want to include on your report at the “Choose Selection Criteria:” prompt.
Choose Setup Option: (1-7): 4

Select one of the following:

1  Inpatients Only
2  Day Surgeries Only
3  Both

Select Visit Types to Include: 1  Inpatients Only

Charts with Discharge dates BEFORE Oct 18, 2002 are flagged as DELINQUENT.

Print Report for ALL Providers? NO// [RET]

Select one of the following:

1  For a Service
2  For a Class
3  For Providers by Name

Choose Selection Criteria: 3  For Providers by Name

Figure 5-31: Printing incomplete charts by provider (steps 1-4)

If you typed 1 (service), type a hospital service at the “Select Hospital Service Name:” prompt. If you typed 2 (class), type providers class at the “Select a Provider Class:” prompt. If you typed 3 (providers by name), type the provider’s name at the “Select Provider Name:” prompt. When you are done making entries, press the Return key at the “Select Another Provider/Class/Service:” prompt.

Type the number of the report you want to print at the “Select Report to Print:” prompt.

Select a method of displaying/printing the report at the “Print Mode:” prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select and printer and a number of copies needed.

Select Provider Name: DOCTOR, KATHRYN MRQ MEDICAL OFFICER
Select Another Provider Name: [RET]

Select one of the following:

1  Individual Provider Listings Only
2  Summary Page Only
3  Both

Select Report to Print: 3  Both

Select one of the following:

B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE// [RET]

Figure 5-32: Printing incomplete charts by provider (steps 5-7)
5.6.5 Daily/Weekly Completed Charts

Use this report to produce a list of charts that have been coded, completed, or finished in the bill prep phase for a date range you specify. You can use the report for daily lists of charts that need to be passed on to the staff that processes the chart in its next stage.

Type 5 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

Type the number of the completion stage at the “Select Completion Stage:” prompt.

Type the beginning date of the report at the “Beginning Date Coded:” prompt.

Type the ending date of the report at the “Ending Date Coded:” prompt.

Choose Setup Option:  (1-7):  5

Select one of the following:

1  Coded
2  Completed
3  Bill Prep Done

Select Completion Stage:  1  Coded
Enter Beginning Date Coded:  T-365  (OCT 28, 2001)
Enter Ending Date Coded:  T  (OCT 28, 2002)

Figure 5-33: Running daily/weekly completed charts (steps 1-4)

Type the number of the sorting method at the “Select Sorting Choice:” prompt.

Type the number of the visit type you want to include at the “Select Visit Types to Include:” prompt.

Select a method of displaying/printing the report at the “Print Mode:” prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select and printer and a number of copies needed.
5.6.6 Listing of Coded A Sheets

Use this report to list all coded inpatient records for a range of discharge dates. It can be run listing the date coded or the date the visit was exported.

To use the Listing of Coded A sheets options, type 6 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

Type the number of the sorting option for your report at the “Select Coded A Sheet Report:” prompt.

Type the beginning date of the report at the “Select Beginning Discharge Date:” prompt.

Type the ending date of the report at the “Select Ending Discharge Date:” prompt.

Type a print device at the “Device:” prompt. Press the Return key to display the report onscreen.
Choose Setup Option: (1-7): 6

CODED A SHEET REPORTS

Select one of the following:

1 WITH DATE CODED
2 WITH DATE EXPORTED

Select CODED A SHEET REPORT: 1 WITH DATE CODED
Select BEGINNING Discharge Date: T-365 (OCT 28, 2001)
Select ENDING Discharge Date: T (OCT 28, 2002)
DEVICE: HOME// [RET]

Figure 5-35: Running a listing of coded A sheets

5.6.7 **Online Help (Report Descriptions)**

Use this option to display detailed report descriptions of all reports in the incomplete report submenu. All reports descriptions will be displayed on your screen.

Type 7 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.

Type the number of the report for which you need a description at the “Select Help System Action or <Return>:” prompt.

Choose Setup Option: (1-7): 7

INCOMPLETE CHART REPORTS

These reports show incomplete chart data from many different angles. Select a report by number for details on it.

1 Discharges by Date
2 Day Surgeries by Date
3 Incomplete Charts by Patient
4 Incomplete Charts by Provider
5 Daily/Weekly Completed Charts
6 Listing of Coded A Sheets

Select HELP SYSTEM action or <return>:

Figure 5-36: Using online help

5.7 **Incomplete Chart Statistics (ICS)**

Use this option to access reports giving statistics on current and past incomplete/delinquent charts.
To Access the Incomplete Chart Statistics submenu, type ICS at the “Select Incomplete Chart Menu Option:” prompt in the Incomplete Chart menu.

<table>
<thead>
<tr>
<th>CODE</th>
<th>Inpatient Chart Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD</td>
<td>Edit Chart Deficiency List</td>
</tr>
<tr>
<td>FVH</td>
<td>Fix Missing V Hospitalization Entries</td>
</tr>
<tr>
<td>ICE</td>
<td>Incomplete Charts Edit</td>
</tr>
<tr>
<td>ICF</td>
<td>Incomplete Chart Forms</td>
</tr>
<tr>
<td>ICR</td>
<td>Incomplete Chart Reports</td>
</tr>
<tr>
<td>ICS</td>
<td>Incomplete Chart Statistics</td>
</tr>
<tr>
<td>ICV</td>
<td>Fix Visit in ICE</td>
</tr>
</tbody>
</table>

Select Incomplete Chart Menu Option: **ICS** Incomplete Chart Statistics

Figure 5-37: Accessing the incomplete chart statistics menu

The Incomplete Chart Statistics menu will be displayed (Figure 5-38). Sections 5.7.1 through 5.7.4 detail how to use each report.

| 1. Inpatient Coding Status Report |
| 2. Day Surgery Coding Status Report |
| 3. Workload Report (Completion Times) |
| 4. Online Help (Report Descriptions) |

Choose Setup Option: (1-4):

Figure 5-38: Incomplete chart statistics menu

### 5.7.1 Inpatient Coding Status Report

Use this report as a replacement of the ASR - Coding Status of A Sheets report from MAS. For the months selected, this report will count the number of discharges, number coded, number not coded, number exported and number of errors. Errors are any inpatient record where there is something not correct with the ADT or PCC entry.

To use the Inpatient Coding Status report, type 1 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.

Type the date that you want your report to start at the “Select Beginning Month:” prompt.

Type the date that you want your report to end at the “Select Ending Month:” prompt.

Type a print device at the “Device:” prompt.
5.7.2 Day Surgery Coding Status Report

Use this report like the Inpatient Coding Status report but this report counts day surgery visits. For the months selected, it will count the number of day surgeries, number coded, number not coded, number exported, and number of errors. Errors are any inpatient record where there is something not correct with entry.

To run the Day Surgery Coding Status report, type 2 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.

Type the date that you want your report to start at the “Select Beginning Month:” prompt.

Type the date that you want your report to end at the “Select Ending Month:” prompt.

Type a print device at the “Device:” prompt.

5.7.3 Workload Report (Completion Times)

Use this report to show how long each stage in the completion process takes. You select to report on either inpatients or day surgery patients and sort the list alphabetically or by chart number terminal digit.

To run a Workload report, type 3 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.

Type the number of the visit type you need at the “Select Visit Type to Include:” prompt.

Type the beginning date of your report at the “Select Beginning Discharge Date:” prompt.

Type the ending date of your report at the “Select Ending Discharge Date:” prompt.
Type the number of the patient sort for your report at the “Select Patient Sort:” prompt.

Type the name of a print device at the “Device:” prompt.

Choose Setup Option:  (1-4): 3

Select one of the following:
1 Inpatients
2 Day Surgeries

Select Visit Type to Include: 1 Inpatients
Select Beginning Discharge Date:  T-7 (OCT 21, 2002)
Select Ending Discharge Date:  T (OCT 28, 2002)

Select one of the following:
1 Sort Alphabetically by Name
2 Sort by Terminal Digit

Select Patient Sort: 1 Sort Alphabetically by Name

If printing to paper, please use wide paper or condensed print
DEVICE: HOME// [RET]

Figure 5-41: Printing a workload report

5.7.4 Online Help (Report Descriptions)

Use this report to display detailed report descriptions of the incomplete chart statistic reports. All descriptions will be displayed onscreen.

Type 4 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.

Type the number of the report for which you would like a description at the “Select Help System action or <return>:” prompt.
Choose Setup Option: (1-4): 4

INCOMPLETE STATISTICAL REPORTS

Welcome to the online help for the Incomplete Chart Statistical Reports. These reports give various views of the status of incomplete charts. For incomplete chart listings use the ICR option. Please select from the list below for details on the selected report.

1  Inpatient Coding Status Report
2  Day Surgery Coding Status Report
3  Workload Report (Completion Times)

Select HELP SYSTEM action or <return>:

Figure 5-42: Using online help

5.8  Fix Visit in ICE (ICV)

Use this option to edit all inpatient, observation, and day surgery charts for completion. This option edits the visit pointer in Incomplete Chart entries. You will want to use this option when the links with ADT and Day Surgery do not work properly or when an entry was added manually.

To run Fix Visit in ICE, type ICV at the “Select Incomplete Chart Menu Option:” prompt.

Type the name of the patient at the “Select Incomplete Chart Patient:” prompt.

Type the date of the visit at the “Visit:” prompt. If the patient has more than one incomplete chart, the system will display the available choices.

Make any corrections necessary at the prompts as they are displayed on your screen.
<table>
<thead>
<tr>
<th>CODE</th>
<th>Inpatient Chart Coding</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECD</td>
<td>Edit Chart Deficiency List</td>
</tr>
<tr>
<td>FVH</td>
<td>Fix Missing V Hospitalization Entries</td>
</tr>
<tr>
<td>ICE</td>
<td>Incomplete Charts Edit</td>
</tr>
<tr>
<td>ICF</td>
<td>Incomplete Chart Forms</td>
</tr>
<tr>
<td>ICR</td>
<td>Incomplete Chart Reports</td>
</tr>
<tr>
<td>ICS</td>
<td>Incomplete Chart Statistics</td>
</tr>
<tr>
<td>ICV</td>
<td>Fix Visit in ICE</td>
</tr>
</tbody>
</table>

Select Incomplete Chart Menu Option: **ICV** Fix Visit in ICE

Select INCOMPLETE CHART PATIENT: **PATIENT, ALLISON**

<table>
<thead>
<tr>
<th></th>
<th>PATIENT, ALLISON</th>
<th>10-25-2002</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PATIENT, ALLISON</td>
<td>10-25-2002</td>
</tr>
<tr>
<td>2</td>
<td>PATIENT, ALLISON</td>
<td>10-25-2002</td>
</tr>
</tbody>
</table>

CHOOSE 1-2: 1 PATIENT, ALLISON 10-25-2002
VISIT: OCT 25, 2002@09:00//

Figure 5-43: Fixing a visit in ICE
6.0 Patient Inquiry (PI)

Use this option to view basic demographic, admission, appointment, and chart information. You can expand each section for more detail.

To view a Patient Inquiry, type PI at the “Select ADT Menu Option:” prompt.

Type the name of the patient at the “Select Patient:” prompt.

```
** INDIAN HEALTH SERVICE **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
** VERSION 5.3 **
**********************
UNSPECIFIED HO

BC Bed Control
DS Day Surgery Menu
IC Incomplete Chart Menu
PI Patient Inquiry
PV Provider Inquiry
RM ADT Reports Menu
SI Seriously Ill List Entry
SM ADT Supervisor Menu
SV Scheduled Visit Entry/Edit

Select ADT Menu Option: PI Patient Inquiry
Select PATIENT: PATIENT, ALLISON
```

Figure 6-1: Inquiring about a patient (steps 1-2)

The Patient Inquiry screen will be displayed (Figure 6-2). Use the options at the bottom of the screen to navigate through the report.

To expand an entry, type X at the “Select Action:” prompt, then type the number of the section that needs expansion. When done with the section, type Q to return to Patient Inquiry Main screen.
(1) Demographics -
PATIENT, ALLISON                  HRCN: 4298            DOB: 02/02/1901
(505) 555-8031                    PHONE: 464-4775        SEX: FEMALE
UNSPECIFIED, NM 88340             ELIG: CHS & DIRECT    SSN: 559-78-5650
(UNSPECIFIED Service Unit)
PCP/TEAM: PROVIDER, JADE / CARDIOLOGY

(2) Current Inpatient Status - Patient currently an Inpatient on PED
Admitted    : OCT 7, 2002@14:59         Transferred    : OCT 8, 2002@13:40:14
Ward        : PED                      Room-Bed/Ext   : 211-1 /
Admitted by : PROVIDER, JADE              Specialty      : UROLOGY
Attending   : DOCTOR, ISABEL

(3) Last Day Surgery -
Service:                     Surgeon:

+ Enter ?? for more actions
X Expand Entry C CWAD Display Q Quit
Select Action: Next Screen/
7.0 Provider Inquiry (PV)

Use this option to display the current patient information on a given provider. This includes information about current inpatients, surgeries, and appointments. An expanded view of each patient encounter is also available.

To run a Provider Inquiry, type PV at the “Select ADT Menu Option:” prompt.

Type the name of the physician at the “Select Provider Name:” prompt.

To sort your report by service, type SERVICE at the “Inpatients Sorted by Ward or Service:” prompt, or press the Return key to sort by ward.

Type B (browse onscreen) or P (print on paper) at the “Print Mode:” prompt. If you type P, you will be prompted to select a printer.

| BC  | Bed Control ... |
| DS  | Day Surgery Menu ... |
| IC  | Incomplete Chart Menu ... |
| PI  | Patient Inquiry |
| PV  | Provider Inquiry |
| RM  | ADT Reports Menu ... |
| SI  | Seriously Ill List Entry |
| SM  | ADT Supervisor Menu ... |
| SV  | Scheduled Visit Entry/Edit |

** INDIAN HEALTH SERVICE **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
** VERSION 5.3 **

UNSPECIFIED HO

Select ADT Menu Option: PV Provider Inquiry

Select PROVIDER NAME: PROVIDER, JADE
Inpatients sorted by Ward or Service: WARD// [RET]

Select one of the following:

| B  | BROWSE ON SCREEN |
| P  | PRINT ON PAPER |

PRINT MODE: BROWSE// [RET]

Figure 7-1: Running a provider inquiry (steps 1-4)

The Provider Inquiry screen will be displayed. Use the options at the bottom of the screen to navigate through the report.

To expand an entry, type X at the “Select Action:” prompt, then type the number of the section that needs expansion. When done with the section type Q to return to Patient Inquiry Main screen.
** Confidential Patient Data Covered by Privacy Act **

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Wrd/Srv</th>
<th>Room-Bed</th>
<th>Admit Date</th>
<th>Dx</th>
<th>Admitting Provider:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROVIDER, JADE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1) PATIENT, A. PAUL 7897 GM OCT 07, 2002 54544 PROVIDER, JADE/PROVIDER, JADE/

Admitting Provider:
For GMS Ward
2) PATIENT, NICOLE 7744 SURG 216-4 SEP 26, 2002 HEART ATTACK DOCTOR, MD/PROVIDER, JADE/

For PED Ward
3) PATIENT, ALLISON 4298 UROL 211-1 OCT 07, 2002 BLAH DOCTOR, ISABEL/PROVIDER, JADE/PROVIDER, JADE

Attending/Admitting/Primary Care
X Expand Entry C CWAD Display Q Quit
Select Action: Quit//

Figure 7-2: Provider Inquiry screen (excerpt)
8.0 ADT Reports Menu (RM)

Use this option to print various reports to obtain information on admissions and discharges, A sheets, bed availability, and incomplete charts.

To access the ADT Reports menu, type RM at the “Select ADT Menu Option:” prompt from the ADT main menu.

The ADT Reports menu will be displayed (Figure 8-2). The options in the ADT Reports menu are explained in the sections 8.1 through 8.11.

8.1 Admission Forms (AFM)

Use this option to print the various admission forms available.
To print admission forms, type AFM at the “Select ADT Reports Menu Option:” prompt.

<table>
<thead>
<tr>
<th>ADT Reports Menu</th>
<th>(UNSPECIFIED HO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFM</td>
<td>Admission Forms</td>
</tr>
<tr>
<td>ASR</td>
<td>ADT Statistical Reports</td>
</tr>
<tr>
<td>BED</td>
<td>Bed Availability</td>
</tr>
<tr>
<td>CIC</td>
<td>Current Inpatient Census</td>
</tr>
<tr>
<td>CIL</td>
<td>Current Inpatient Listings</td>
</tr>
<tr>
<td>ILD</td>
<td>Inpatient Listings by Date</td>
</tr>
<tr>
<td>IWA</td>
<td>Inpatients with Appointments</td>
</tr>
<tr>
<td>OIL</td>
<td>Operators' Inpatient List</td>
</tr>
<tr>
<td>PMR</td>
<td>Patient Movement Reports</td>
</tr>
<tr>
<td>SVL</td>
<td>Scheduled Visits Listing</td>
</tr>
<tr>
<td>VAH</td>
<td>View Admission History</td>
</tr>
</tbody>
</table>

Select ADT Reports Menu Option: **AFM** Admission Forms

Figure 8-3: Accessing admission forms

The admission form menu will be displayed. How to use these options is explained in sections 8.1.1 through 8.1.4.

<table>
<thead>
<tr>
<th>Select one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Locator Card</td>
</tr>
<tr>
<td>2 A Sheet</td>
</tr>
<tr>
<td>3 A Sheets by Admit Date</td>
</tr>
<tr>
<td>4 Final A Sheet</td>
</tr>
</tbody>
</table>

Select Admission Form to Print:

Figure 8-4: Accessing admission forms

8.1.1 Locator Card (1)

Use this option to print a locator card for an individual patient.

To print a Locator Card, type 1 at the “Select Admission Form to Print:” prompt.

Type the name of the patient at the “Select Patient:” prompt.

If the patient has more than one admission, you will be prompted to select a particular visit.

Type a printer device at the “Device:” prompt or type HOME to display the information on the screen.

A locator card similar to what is seen in Figure 8-6 will print.
Select Admission Form to Print: 1 Locator Card
Select Patient: PATIENT, ALLISON

Admission(s)
1. OCT 07, 2002 @ 14:59
DEVICE: HOME

Figure 8-5: Printing a locator card

***Confidential Patient Data***
PATIENT, ALLISON  Chart #: 4298
Age: 41 YRS  Date of Birth: 02/02/1901
Sex: F  Religion: CATHOLIC

Patient's Address:
(505) 555-8031  UNSPECIFIED, NM  88340

Next of Kin:
KIN, NANCY

Admission Date: Oct 07, 2002 2:59 pm

Figure 8-6: Sample Locator card

8.1.2 A Sheet (2)

Use this option to print an A sheet for an individual patient.

To print an A sheet, type 2 at the “Select Admission Form to Print:” prompt.

Type the name of the patient at the “Select Patient:” prompt.

If the patient has more than one admission, you will be prompted to select a particular admission date.

Type Y or N at the “Print Bottom Half of A sheet?” prompt.

Type the number of copies you need at the “Print How Many Copies:” prompt.

Type a print device at the “Device:” prompt or type HOME to display the information on the screen.

An A sheet similar to the one seen in Figure 8-7 will print.
Select Admission Form to Print: 2 A Sheet
Select Patient: PATIENT, ALLISON  F 02-02-1901 000785650 MH 4298

Admission(s)
1. OCT 07, 2002@14:59 Hospitalization

Printing A Sheet for admission. Type ^ to bypass.
Print Bottom Half of A Sheet? YES// N
Print How Many Copies: (1-10): 1// 2
DEVICE: HOME

CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**
---------------------------------------------------------------------------
<table>
<thead>
<tr>
<th>1 IHS Unit No.</th>
<th>2 Soc Sec No</th>
<th>10 Classif.</th>
<th>11 Facility</th>
<th>12 Facility Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>00-42-98</td>
<td>559-78-5650</td>
<td>INDIAN/ALAS</td>
<td>UNSPECIFIED HO</td>
<td>202301</td>
</tr>
</tbody>
</table>
---------------------------------------------------------------------------
| 3 Last Name, First, Middle | 13 Age | 14 Religion | 15 Hr Admit | 16 Admit Code |
| PATIENT, ALLISON | 41 | 2:59 PM | 1 DIRECT |
---------------------------------------------------------------------------
| 4 Birthdate | 5 Sex | 6 Tribe | 17&18 Admit Srvc & Code | 19 Admit Date |
| 02/02/1901 | F | APA008 | INTM 06 | OCT 07, 2002 |
---------------------------------------------------------------------------
| 8 Community, County, State Code | Ward | Provider |
| 351-91-67 | GMS | PROVIDER, JADE |
---------------------------------------------------------------------------
| 9 Present Address | 22 Length of Stay |
| (505)555-8031 UNSPECIFIED, NM 88340 | 22 days |
---------------------------------------------------------------------------
| 23 Next of Kin | Telephone | Address | Relationship |
| KIN, NANCY | | | |
| 24 Person to Notify | Telephone | Address |
| FRIEND, CAROLYN | 555-9114 | P.O. BOX 4092 |
---------------------------------------------------------------------------
| 25 Admitting Diagnosis | Insurance Coverage |
| BLAH | |

Figure 8-7: Printing an A Sheet

8.1.3 A Sheets by Admission Dates (3)

Use this option to print an A sheet by an admission date.
To print an A sheet by admission dates, type 3 at the “Select Admission Form to Print:” prompt.

Type the admission date at the “Select Admission Date:” prompt.

Type Y or N at the “Print Bottom Half of A Sheet:” prompt.

Type the number of copies you would like to print at the “Print How Many Copies:” prompt.

Type a print device name at the “Device:” prompt.

![Printed output showing the selection of A Sheet by Admission Date with the details filled in.

8.1.4 Final A Sheet

Use this option to print a final A sheet. You have the ability to include a CPT list or print a Medicare/Medicaid A sheet.

To print a final A sheet, type 4 at the “Select Admission Form to Print:” prompt.

Type the name of the patient at the “Select Patient:” prompt.

If the patient has more than one admission date, you will be prompted to select which date interests you.

Type the number of the type of A sheet you want to print at the “Select Report to Print:” prompt.

Type the number of copies of this report you want at the “Print How Many Copies:” prompt.

Type a print device name at the “Device:” prompt.
Select Admission Form to Print: 4 Final A Sheet
Select Patient: PATIENT, allISON

F 02-02-1901 000785650    MH 4298

Admission(s)
1. OCT 07, 2002@14:59        Hospitalization

Select one of the following:
1 A Sheet Only
2 A Sheet with CPT List
3 Medicare/Medicaid A Sheet

Select Report to Print: 2// 2 A Sheet with CPT List

Printing A Sheet for admission. Type ^ to bypass.
Print How Many Copies: (1-10): 1//
DEVICE: HOME

Figure 8-9: Printing a final A sheet

8.2 ADT Statistical Reports (ASR)

Use this option to review ADT census and other statistics by ward or by service. Each report gives a different view of the ADT activity at your facility.

To access the ADT Statistical Reports menu, type ASR at the “Select ADT Reports Menu Option:” prompt in the ADT Reports menu.

The ADT Statistical Report options menu will be displayed (Figure 8-11). Sections 8.2.1 through 8.2.4 explain how to use each option.
8.2.1 Average Daily Patient Load (ADPL)

Use this option to run a report showing the average daily patient load sorted by ward or service. This report lists the total patient days and average number of patients per day for wards or services. You have the choice of including inactive wards or services. This would be used when reporting statistics for a date range when a ward or service was active but is now inactivated.

To use the Average Daily Patient Load option, type 1 at the “Choose Report from List:” prompt.

Type 1 (by ward) or 2 (by service) at the “Select Format:” prompt to select the way you would like your report sorted.

Type Y or N at the “Include Inactive Services/Wards:” prompt.

Type the date that you would like your report to start at the “Select Beginning Date:” prompt.

Type the date that you would like your report to end at the “Select Ending Date:” prompt.

Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.

A report similar to Figure 8-13 will printed. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.
Inpatient Stats by Ward       Oct 29, 2002 11:53:36        Page:    1 of 1

For Oct 29, 2001 through Oct 29, 2002

<table>
<thead>
<tr>
<th>Ward</th>
<th>Patient Days</th>
<th>ADPL</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS</td>
<td>138</td>
<td>0.38</td>
</tr>
<tr>
<td>PED</td>
<td>7</td>
<td>0.02</td>
</tr>
</tbody>
</table>

===========================================================================

TOTALS                                    145                     0.40

Enter ?? for more actions

Select Action: Quit//

Figure 8-13: Sample average daily patient load output

8.2.2 Inpatient Statistics by Ward

Use this option to print an inpatient statistics report by ward report.

To print Inpatient Statistics by Ward, type 2 at the “Choose Report from List:” prompt.

Type the date that you would like your report to start at the “Select Beginning Date:” prompt.

Type the date that you would like your report to end at the “Select Ending Date:” prompt.

Type Y or N at the “Include Inactive Wards:” prompt.

Type a patient type at the “Select Patient Type:” prompt.

Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.
Choose Report from List: (1-4): 2
Select Beginning Date: T-365 (OCT 29, 2001)
Select Ending Date: T (OCT 29, 2002)
Include INACTIVE Wards? NO//Y (YES)

Select one of the following:
1      Inpatients Only
2      Observation Patients Only
3      Both

Select Patient Type: BOTH//3 Both
DEVICE: HOME

Figure 8-14: Printing inpatient statistics by ward (steps 1-6)

A report similar to Figure 8-15 prints. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

ADT Statistics by Ward Oct 29, 2002 12:05:59 Page: 1 of 1
For Oct 29, 2001 through Oct 29, 2002
Includes Inpatients AND Observations

<table>
<thead>
<tr>
<th>Ward</th>
<th>ADM</th>
<th>TXI</th>
<th>TXO</th>
<th>DSC</th>
<th>DTH</th>
<th>1DAY</th>
<th>DAYS</th>
<th>ADPL</th>
<th>LOSD</th>
<th>LOSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS</td>
<td>19</td>
<td>0</td>
<td>0</td>
<td>17</td>
<td>1</td>
<td>1</td>
<td>138</td>
<td>0.38</td>
<td>61 / 1</td>
<td>7</td>
</tr>
<tr>
<td>PED</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>6</td>
<td>0</td>
<td>0</td>
<td>7</td>
<td>0.02</td>
<td>7 / 0</td>
<td>1</td>
</tr>
</tbody>
</table>

TOTAL: 25 0 0 23 1 1 145 0.40 68 / 2 5

ADM = admissions, TXI = ward transfers in
TXO = ward transfer out, DSC = discharges
DTH = deaths, 1DAY = admitted & discharged same day
DAYS = total patient days, ADPL = ave daily patient load
LOSD = length of stay for patients discharged: total / average
(discharged = TXO + DSC + DTH)
LOSA = length of stay by admissions (inpt days/#ADM+TXI)

Enter ?? for more actions

Select Action: Quit/

Figure 8-15: Sample inpatient statistics by ward output

8.2.3 Inpatient Statistics by Service

Use this option to print an inpatient statistic by service report.

To print an inpatient statistic by service, type 3 at the “Choose Report from List:” prompt.

Type the date that you would like your report to start at the “Select Beginning Date:” prompt.
Type the date that you would like your report to end at the “Select Ending Date:” prompt.

Type Y or N at the “Include Inactive Services:” prompt.

Type a patient type at the “Select Patient Type:” prompt.

Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.

Choose Report from List: (1-4): 3
Select Beginning Date: T-365 (OCT 29, 2001)
Select Ending Date: T (OCT 29, 2002)
Include INACTIVE Services? NO// Y

Select one of the following:

1 Inpatient Services Only
2 Observation Services Only
3 Both

Select Patient Type: BOTH// 3 Both
DEVICE: HOME

Figure 8-16: Printing inpatient statistics by service (steps 1-6)

A report similar to Figure 8-17 will printed. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

<table>
<thead>
<tr>
<th>Serv</th>
<th>ADM</th>
<th>TXI</th>
<th>TXO</th>
<th>DSC</th>
<th>DTH</th>
<th>1DAY</th>
<th>DAYS</th>
<th>ADPL</th>
<th>LOSD</th>
<th>LOSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>/ 0 0</td>
</tr>
<tr>
<td>Pediatric Patients</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUBTOTAL:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>/ 0 0</td>
</tr>
<tr>
<td>TOTAL:</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>/ 0 0</td>
</tr>
</tbody>
</table>

ADM = admissions, TXI = ward transfers in
TXO = ward transfer out, DSC = discharges
DTH = deaths, 1DAY = admitted & discharged same day
TPD = total patient days, ADPL = ave daily patient load
+ Enter ?? for more actions

Select Action:Next Screen//

Figure 8-17: Sample inpatient statistics by service output
8.2.4 Online Help (Report Descriptions)

Use this option to view a detailed description of each of the reports in the ADT statistical report menu. All descriptions will be displayed on your screen.

To use the Online Help option, type 4 at the “Choose Report from List:” prompt.

Type the abbreviation of the report that you would like a description at the “Select Help System Action or <Return>:” prompt.

<table>
<thead>
<tr>
<th>ADT STATISTICAL REPORTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to the online help for the ADT Statistical Reports. These reports display data stored in the ADT Census files. For listings of patient admissions or discharges, use the Inpatient Listings by Date option. Please select from the list below for details on the selected report.</td>
</tr>
<tr>
<td>ADPL Average Daily Patient Load</td>
</tr>
<tr>
<td>WARD ADT Statistics by Ward</td>
</tr>
<tr>
<td>SERV ADT Statistics by Service</td>
</tr>
</tbody>
</table>

Select HELP SYSTEM action or <return>:

Figure 8-18: Using online help

<table>
<thead>
<tr>
<th>ADT Statistics by Ward</th>
</tr>
</thead>
<tbody>
<tr>
<td>Use this option to report patient movement and workload statistics by ward. The following statistics are reported:</td>
</tr>
<tr>
<td>ADM: # of admissions for date range</td>
</tr>
<tr>
<td>TXI: # of transfers into ward from other wards</td>
</tr>
<tr>
<td>TXO: # of transfers to other wards</td>
</tr>
<tr>
<td>DSC: # of discharges for date range (excluding deaths)</td>
</tr>
<tr>
<td>DTH: # of deaths</td>
</tr>
<tr>
<td>1DAY: # of one day patients (admitted and discharged on same day)</td>
</tr>
<tr>
<td>DAYS: # of patients remaining at midnight plus one day patients</td>
</tr>
<tr>
<td>ADPL: Average # of patients per day (total patient days/# of days)</td>
</tr>
<tr>
<td>TLOS: Length of stay of all patients discharged during date range</td>
</tr>
<tr>
<td>ALOS: Average length of stay of all discharged patients</td>
</tr>
</tbody>
</table>

You have a choice to include only inpatients, only observation patients or both. Newborn numbers are always separated out and listed at the end of the report. You have the choice to include inactive wards.

Select HELP SYSTEM action or <return>:

Figure 8-19: Sample online report help for the ASR option
8.3 Bed Availability (BED)

Use this option to produce a listing of available beds. You can select to see the bed availability for a single ward (abbreviated listing) or multiple wards or services (expanded listing). You can select to have the room-bed description displayed on either listing.

The expanded report can be sorted by ward or service. One, many, or all wards/services can be selected. The user can also select to have the report show future scheduled admissions and/or lodgers. If there are no beds available on a selected ward/service, a message stating this will be displayed.

To use the Bed Availability report, type BED at the “Select ADT Reports Menu Option:” prompt. Sections 8.3.1 through 8.3.2 will detail how to run an abbreviated and expanded listing.

<table>
<thead>
<tr>
<th>Select ADT Reports Menu Option: <strong>BED</strong> Bed Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>(A)bbreviated or (E)xpanded Bed Availability Listing?</td>
</tr>
</tbody>
</table>

Figure 8-20: Accessing bed availability report

8.3.1 Abbreviated Listing

Use this option to view bed availability for a single ward on your screen.

To run an abbreviated listing, type A at the “(A)bbreviated or (E)xpanded Bed Availability Listing? “ prompt.

Type the name of the ward at the “Select Ward Location Name:” prompt. Type ?? for a listing of wards.

Type Y or N at the “Do you want to display room-bed descriptions?” prompt.

The bed availability for the ward you selected will be displayed (Figure 8-22).
8.3.2 Expanded Listing

Use this option to print or display bed availability for multiple wards or services.

To run an expanded listing, type `E` at the “(A)bbreviated or (E)xpanded Bed Availability Listing? “ prompt.

Type the name of one/many/all divisions at the “Select Division:” prompt. When you are done typing division names, press the Return key at the “Select Another Division:” prompt.

Type the name of one/many/all wards at the “Select Ward:” prompt. When you are done typing ward names, press the Return key at the “Select Another Ward:” prompt.

Type `Y` or `N` at the “Do you want to display scheduled admissions?” prompt.

Type `Y` or `N` at the “Do you want to display lodgers?” prompt.

Type `Y` or `N` at the “Do you want to display room-bed descriptions?” prompt.

Type the name of a print device at the “Device:” prompt or type `HOME` to display the report on your screen.
A report similar to Figure 8-24 will print. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

```
GMS:
219-1  (NO DESCRIPTION)  219-2  (NO DESCRIPTION)

Scheduled Admissions for next 2 weeks:
  PATIENT, ALLISON -- 4298 on OCT 30, 2002

PED:
211-2  (NO DESCRIPTION)  213-1  (NO DESCRIPTION)
213-2  (NO DESCRIPTION)  216-1  (NO DESCRIPTION)
216-2  (NO DESCRIPTION)  216-3  (NO DESCRIPTION)
216-4  (NO DESCRIPTION)  219-1  (NO DESCRIPTION)
219-2  (NO DESCRIPTION)  279-1  (NO DESCRIPTION)
279-2  (NO DESCRIPTION)

Enter ?? for more actions
```

Select Action: Quit

Figure 8-24: Sample extended bed availability output

### 8.4 Current Inpatient Census (CIC)

Use this option to print or view the total number of inpatients and observation patients currently admitted to your facility. You can sort this report by ward and by service.

To run a Current Inpatient Census report, type CIC at the “Select ADT Reports Menu Option:” prompt.

Type P (print on paper) or B (browse onscreen) at the “Print Mode:” prompt. If you select P, you will be prompted to select a printer name.
ADT Reports Menu
(UNSPECIFIED HO)

AFM Admission Forms
ASR ADT Statistical Reports
BED Bed Availability
CIC Current Inpatient Census
CIL Current Inpatient Listings
ILD Inpatient Listings by Date
IWA Inpatients with Appointments
OIL Operators’ Inpatient List
PMR Patient Movement Reports
SVL Scheduled Visits Listing
VAH View Admission History

Select ADT Reports Menu Option: CIC Current Inpatient Census

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: B

Figure 8-25: Printing current inpatient census (steps 1 and 2)

A report similar to Figure 8-26 will printed. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

Figure 8-26: Sample output of the current inpatient census

8.5 Current Inpatient Listings (CIL)

Use this option to print nine different types of inpatient reports (e.g. alphabetical listing, list by ward and patient, list by ward and room, list by service and patient, list by service and provider, chaplain's list, insurance coverage list, LOS >n days listing, and seriously ill/DNR list).

To access the Current Inpatient Listing menu, type CIL at the “Select ADT Reports Menu Option in the ADT Reports menu.
ADT Reports Menu
(UNSPECIFIED HO)

AFM  Admission Forms
ASR  ADT Statistical Reports
BED  Bed Availability
CIC  Current Inpatient Census
CIL  Current Inpatient Listings
ILD  Inpatient Listings by Date
IWA  Inpatients with Appointments
OIL  Operators’ Inpatient List
PMR  Patient Movement Reports
SVL  Scheduled Visits Listing
VAH  View Admission History

Select ADT Reports Menu Option: CIL  Current Inpatient Listings

Figure 8-27: Accessing the current inpatient listing menu

The Current Inpatient Listing menu will be displayed (Figure 8-28). Sections 8.5.1 through 8.5.10 will explain how to use each report.

1. Alphabetical Listing
2. List by Ward and Patient
3. List by Ward and Room
4. List by Service and Patient
5. List by Service and Provider
6. Chaplain's List
7. Insurance Coverage List
8. LOS >n Days Listing
9. Seriously Ill/DNR List
10. Online Help (Report Descriptions)
Choose Report from List: (1-10):

Figure 8-28: Current Inpatient Listing menu

8.5.1 Alphabetical Listing

Use this report to print a list of inpatient demographic information including inpatient visit information. This report is a combination of the alphabetical listing under MAS Patient List by Ward option and MAS Listing of Current Inpatients option.

To print an Alphabetical Listing report, type 1 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
1. Alphabetical Listing
2. List by Ward and Patient
3. List by Ward and Room
4. List by Service and Patient
5. List by Service and Provider
6. Chaplain's List
7. Insurance Coverage List
8. LOS >n Days Listing
9. Seriously Ill/DNR List
10. Online Help (Report Descriptions)

Choose Report from List:  (1-10): 1

Select one of the following:

B   BROWSE ON SCREEN
P   PRINT ON PAPER

PRINT MODE: BROWSE/

Figure 8-29: Printing the alphabetical inpatient list (steps 1-2)

The Alphabetical Inpatient list will print (Figure 8-30). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

** Confidential Patient Data Covered by Privacy Act **

<table>
<thead>
<tr>
<th>Patient</th>
<th>Chart #</th>
<th>Age</th>
<th>Community</th>
<th>Insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) PATIENT, BERNARD</td>
<td>00-72-50</td>
<td>24 YR</td>
<td>UNKNOWN</td>
<td>IHS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2) PATIENT, NICOLE</td>
<td>00-77-44</td>
<td>4 YR</td>
<td>UNKNOWN</td>
<td>MCD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) PATIENT, CHIP</td>
<td>11-01-10</td>
<td>30 YR</td>
<td>UNKNOWN</td>
<td>MCD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4) PATIENT, PAUL</td>
<td>00-78-97</td>
<td>6 YR</td>
<td>UNKNOWN</td>
<td>IHS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5) PATIENT, BRIAN</td>
<td>00-88-96</td>
<td>8 YR</td>
<td>UNKNOWN</td>
<td>MCD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

+ Enter ?? for more actions
1  View Demographics     2  View ADT Record     3  View PCC Record
Select Action:Next Screen//

Figure 8-30: Printing the alphabetical inpatient list (step 3)

8.5.2 List by Ward and Patient

Use this option to print an alphabetical listing of current inpatients at a facility. The inpatients will be printed by ward. This report lists patient name, chart number, age, admission date, length of stay, room-bed, and current provider. You have the option to print the list for all wards or just one. Within each ward, the list will be sorted by patient name. This report is a revision of the MAS Inpatient Roster report.
To print a List by Ward and Patient report, type 2 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Wards:” prompt. If you select N, you will be prompted to enter the individual ward name.

Type Y or N at the “Would you like the Report Double Spaced?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List:  (1-10):  2
Print for ALL Wards? NO// N
Select Ward Name:  PED
Would you like the report DOUBLE SPACED? NO// Y  YES

Select one of the following:
B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE:  BROWSE//
```

Figure 8-31: Printing list by ward and patient (steps 1-4)

The Inpatient List by Ward/Name report will print (Figure 8-32). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

```
Inpatient List by Ward/Name   Oct 30, 2002 14:58:50          Page:    1 of 1

** Confidential Patient Data Covered by Privacy Act **
PED

Patient Name      Chart #  Age     Admitted   LOS  Room   Provider
1) PATIENT,BERNARD 00-72-50  24 YR  04/19/02   194  207-1  DOCTOR,KAREN
2) PATIENT,BRIAN    00-88-96   8 YR  10/29/02     1  211-2  PROVIDER,JADE

Enter ?? for more actions
1   View Demographics     2   View ADT Record       3   View PCC Record
Select Action:Quit//    QUIT
```

Figure 8-32: Printing list by ward and patient (step 5)
8.5.3 List by Ward and Room

Use this option to print an inpatient list sorted by ward. You have the option to print the list for all wards or just a single ward. Within each ward, the list will be sorted by room-bed. Any patients not assigned to a room-bed will be listed at the end of each ward. You will also be able to customize the report by deciding what to have displayed in the last column. This report displays room-bed, patient name, chart number, age, length of stay, and primary and attending providers. This report is a revision of the MAS Patient List by Ward report.

To run a List by Ward and Room report, type 3 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Wards:” prompt. If you select N, you will be prompted to type the individual ward name.

Type the number of the data option you would like to include in the last column of your report at the “Select Last Column Data:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

---

```
Choose Report from List: (1-10): 3
Print for ALL Wards? NO// N
Select Ward Name: GMS

Select one of the following:
1   With Diagnosis
2   With Service
3   Nursing Notes
4   Brief Listing

Select Last Column Data: 1   With Diagnosis

Select one of the following:
B   BROWSE ON SCREEN
P   PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-33: Printing list by ward and room (steps 1-4)

The Inpatient List by Ward/Room report will print (Figure 8-34). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.
### List by Service and Patient

Use this option to print an inpatient listing sorted by service and patient (e.g., General Medicine, Pediatrics, Surgery, etc.). Within each service, the list will be sorted by patient name. Any patient that was admitted to a service and then transferred to another will be listed at the end of the admission service's section. This report displays patient name, chart number, ward, room-bed, and providers (primary/attending). This report is a revision of the MAS Patient List by Service report.

To run a List by Service and Patient report, type 4 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Treating Specialties:” prompt. If you type N, you will be prompted to type the name of the individual treating specialty. If you type Y, you will be prompted to select the type of service you would like included (e.g. inpatient, observation, or both).

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List: (1-10): 4  
Print for ALL Treating Specialties? NO//N  
Select Treating Specialty: UROLOGY

   Select one of the following:  
   B    BROWSE ON SCREEN  
   P    PRINT ON PAPER  

PRINT MODE: BROWSE//

Figure 8-35: Printing list by service and patient (steps 1-3)

The Current Inpatients by Service report will print (Figure 8-36). If you typed B (browse on screen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient’s demographics, view ADT record, and view PCC visit.

```
Current Inpatients by Service Oct 30, 2002 15:34:29          Page:    1 of 1
** Confidential Patient Data Covered by Privacy Act **

UROLOGY

UROLOGY
1) PROVIDER,BRIAN CLAY       8896   PED    211-2       PROVIDER,JADE
2) PROVIDER,ALEX LEIGH       1234   GMS    216-1       AAAAA,MD DAVID T.

Enter ?? for more actions
1   View Demographics     2   View ADT Record       3   View PCC Record
Select Action:Quit//
```

Figure 8-36: Printing list by service and patient (step 4)

8.5.5 List by Service and Provider

Use this option to print an inpatient listing sorted by service and then sorted by provider. You have the option to print the list for all services and providers or just a single provider. If a patient was transferred from an admitting service, they will be listed at the end of that service’s section. This report displays patient name, chart number, age, sex, community, admitting diagnosis, ward, room-bed, admit date, and length of stay.

To run a List by Service and Provider report, type 5 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Treating Specialties?” prompt. If you type N, you will be prompted to type the individual treating specialty. If you type Y, you will be
prompted to select the type of service you would like included (e.g. inpatient, observation, or both).

Type the number of the service type you would like to include in your report at the “Select Service Type:” prompt.

Type the name of the treating specialty you would like to include in your report at the “Select Treating Specialty:” prompt.

Type Y or N at the “Print for All Attending Providers?” prompt. If you type N, you will be prompted to type the individual provider’s name.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List: (1-10): 5
Print for ALL Treating Specialties? NO// Y YES

Select one of the following:

1  Inpatient Services Only
2  Observation Services Only
3  Both

Select Service Type: Both// 3 Both

Select Treating Specialty: PEDIATRICS
Print for ALL Attending Providers? NO// N
Select Provider: DOCTOR, KATHRYN  MRQ  MEDICAL OFFICER

Select one of the following:

B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-37: Printing list by service and provider (steps 1-6)

The Current Inpatients by Service/Provider report will print (Figure 8-38). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.
8.5.6 Chaplain's List

Use this report to print a list of inpatients sorted by religion. This report is a new report to be used by the hospital chaplains to visit patients. You have the option to print the list for all religions or just one. Within each religion, the list will be sorted by ward then room. This report includes patient ward, room, patient name, age, community, and admission date.

To print the Chaplain’s list, type 6 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print All Religions?” prompt. If you type N, you will be prompted to type the name of the individual religion.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List: (1-10): 6
Print ALL Religions? NO// N
Select RELIGION: CATHOLIC

Select one of the following:

B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-39: Printing Chaplin list (steps 1-3)

The Chaplin list will print (Figure 8-40). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can also select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

<table>
<thead>
<tr>
<th>Ward</th>
<th>Room</th>
<th>Patient Name</th>
<th>Age</th>
<th>Community</th>
<th>Admit Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GMS</td>
<td>216-1</td>
<td>DEMO, ALEX LEIGH</td>
<td>11 YR</td>
<td>RUIDOSO</td>
<td>02/25/02</td>
</tr>
<tr>
<td>GMS</td>
<td>216-2</td>
<td>DEMO, ELENA LOUIS</td>
<td>37 YR</td>
<td>VIRGINIA UNK</td>
<td>05/08/02</td>
</tr>
<tr>
<td>GMS</td>
<td>216-3</td>
<td>DEMO, ALICIA</td>
<td>59 YR</td>
<td>UNSPECIFIED RES</td>
<td>05/29/02</td>
</tr>
<tr>
<td>GMS</td>
<td>216-4</td>
<td>DEMO, NICOLE RACHE</td>
<td>4 YR</td>
<td>TULAROSA</td>
<td>09/26/02</td>
</tr>
<tr>
<td>GMS</td>
<td>UNK</td>
<td>DEMO, A.PAUL</td>
<td>6 YR</td>
<td>RUIDOSO</td>
<td>10/07/02</td>
</tr>
</tbody>
</table>

Enter ?? for more actions
Select Action: Quit//

Figure 8-40: Printing Chaplin list (step 4)

8.5.7 Insurance Coverage List

Use this option to print a list of patients who are covered by insurance and listed by the patient’s discharge date. This report is sorted by patient and displays patient name, chart number, room, service, provider, admit date, admitting diagnosis, medicare/medicaid numbers (if any), patients with current private insurance coverage, one line will print for each policy displaying insurer, and policy number. This is a revision of the MAS Inpatient Medicare/Medicaid Listing report.

To print the Insurance Coverage list, type 7 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Ward?” prompt. If you type N, you will be prompted to type the name of the individual ward.
Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List:  (1-10): 7
Print for ALL Wards? NO// N
Select Ward Name: GMS

Select one of the following:

B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-41: Printing the insurance coverage list (steps 1-3)

The Inpatient Insurance Coverage report will print (Figure 8-42). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

** Confidential Patient Data Covered by Privacy Act **

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Room</th>
<th>Srv</th>
<th>Provider</th>
<th>Admit Date</th>
<th>Adx Dx:</th>
<th>Adx Dx:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADAMS,NICOLE RACHE</td>
<td>00-77-44</td>
<td>216-4</td>
<td>SURG</td>
<td>BOB,MD</td>
<td>09/26/02</td>
<td>HEART ATTACK</td>
<td>No Additional Coverage</td>
</tr>
<tr>
<td>DEMO,CHIP</td>
<td>11-01-10</td>
<td>213-1</td>
<td>INTM</td>
<td>PROVIDER,MINDY</td>
<td>02/13/02</td>
<td>PUNCTURED LUNG</td>
<td>Medicaid #575201972</td>
</tr>
<tr>
<td>DEMO,A.PAUL</td>
<td>00-78-97</td>
<td></td>
<td>GM</td>
<td>PROVIDER,JADE</td>
<td>10/07/02</td>
<td></td>
<td>No Additional Coverage</td>
</tr>
<tr>
<td>DEMO,ALICIA</td>
<td>00-01-29</td>
<td>216-3</td>
<td>GM</td>
<td>AAAAA,BOB</td>
<td>05/29/02</td>
<td>NECK PAIN</td>
<td>No Additional Coverage</td>
</tr>
<tr>
<td>DEMO,ALEX LEIGH</td>
<td>00-12-34</td>
<td>216-1</td>
<td>UROL</td>
<td>AAAAAA,MD DAVID</td>
<td>02/25/02</td>
<td>BLADDER PROBLEM</td>
<td>No Additional Coverage</td>
</tr>
<tr>
<td>DEMO,ELENA LOUIS</td>
<td>00-07-74</td>
<td>216-2</td>
<td>GM</td>
<td>AAAAA,MD DAVID</td>
<td>05/08/02</td>
<td></td>
<td>No Additional Coverage</td>
</tr>
</tbody>
</table>

+ Enter ?? for more actions
1  View Demographics  2  View ADT Record  3  View PCC Record
Select Action:Next Screen//

Figure 8-42: Printing the insurance coverage list (step 4)

8.5.8  LOS >n Days Listing

Use this option to print a list of patients who have been inpatients for a specified number of days or more. The list printed will include patients who have been inpatients for the number of days entered or more. Within each ward, the list will be sorted by patient name. You will be asked to specify a minimum length of stay for the report. This report displays patient name, chart number, age, length of stay, room-bed,
service, and community. This report is a revision of the MAS Los > n Days Inpatient List report.

To print the LOS>n Days list, type 8 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Ward?” prompt. If you type N, you will be prompted to type the name of the individual ward.

Type the minimum length of stay that you want for your report in days at the “What is the Minimum Length of Stay for this Report:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List: (1-10): 8
Print for ALL Wards? NO// N
Select Ward Name: PED
What is the minimum length of Stay for this report: 2

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-43: Printing LOS>n days listing (steps 1-4)

The Inpatient by length of stay report will print (Figure 8-44). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.
Inpatients by Length of Stay  Oct 31, 2002 07:33:53        Page:    1 of    1
** Confidential Patient Data Covered by Privacy Act **
For ALL Ward Locations
With LOS of 1 Days or Greater

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Age</th>
<th>Admit</th>
<th>LOS</th>
<th>Srv</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) ADAMS, NICOLE RACHE</td>
<td>7744</td>
<td>4 YR</td>
<td>SEP 26</td>
<td>35</td>
<td>SURG</td>
<td>TULAROSA</td>
</tr>
<tr>
<td>2) DEMO, CHIP</td>
<td>110110</td>
<td>30 YR</td>
<td>FEB 13</td>
<td>260</td>
<td>INTM</td>
<td>ANCHOR POINT</td>
</tr>
<tr>
<td>3) DEMO, A. PAUL</td>
<td>7897</td>
<td>6 YR</td>
<td>OCT 07</td>
<td>24</td>
<td>GM</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>4) DEMO, ALEX LEIGH</td>
<td>129</td>
<td>59 YR</td>
<td>MAY 29</td>
<td>155</td>
<td>GM</td>
<td>UNSPECIFIED</td>
</tr>
<tr>
<td>5) DEMO, ALICIA</td>
<td>1234</td>
<td>11 YR</td>
<td>FEB 25</td>
<td>248</td>
<td>UROL</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>6) DEMO, ELENA LOUIS</td>
<td>774</td>
<td>37 YR</td>
<td>MAY 08</td>
<td>176</td>
<td>GM</td>
<td>VIRGINIA UNK</td>
</tr>
<tr>
<td>7) DEMO, KATHRYN MAR</td>
<td>8779</td>
<td>22 YR</td>
<td>JUN 03</td>
<td>150</td>
<td>GM</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>8) DEMO, SANTEE NATA</td>
<td>5053</td>
<td>68 YR</td>
<td>DEC 17</td>
<td>318</td>
<td>GM</td>
<td>UNSPECIFIED RES</td>
</tr>
</tbody>
</table>

WARD: PED
<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Age</th>
<th>Admit</th>
<th>LOS</th>
<th>Srv</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>9) DEMO, BERNARD</td>
<td>7250</td>
<td>24 YR</td>
<td>APR 19</td>
<td>195</td>
<td>GM</td>
<td>ALAMOGORDO</td>
</tr>
<tr>
<td>10) DEMO, BRIAN CLAY</td>
<td>8896</td>
<td>8 YR</td>
<td>OCT 29</td>
<td>2</td>
<td>UROL</td>
<td>LINCOLN CO O</td>
</tr>
</tbody>
</table>

Enter ?? for more actions
1  View Demographics     2  View ADT Record       3  View PCC Record
Select Action: Quit/

Figure 8-44: Printing LOS>n days listing (step 5)

8.5.9 Seriously Ill/DNR List

Use this option to print a list of patients currently on the Seriously Ill List. To add or delete from the list, use the Seriously Ill Enter/Edit option in the ADT menu. Within each ward, the list will be sorted by patient name. You will be asked if you want to also include DNR (Do Not Resuscitate) patients in addition to the Seriously Ill patients. If you include DNR patients, then the first sort will be by SI vs. DNR followed by ward. This report displays patient name, chart number, age, room-bed, service, provider and the date the patient was added to the list. This report is a revision of the MAS Seriously Ill List report.

To print the Seriously Ill/DNR list, type 9 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type Y or N at the “Print for All Ward?” prompt. If you type N, you will be prompted to type the name of the individual ward.

Type Y or N at the “Include DNR Patients on List?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-10): 9
Print for ALL Wards? NO// N
Select Ward Name: PED
Include DNR Patients on List? YES// N

Select one of the following:

B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-45: Printing the seriously ill/DNR list (step 1-4)

The Seriously Ill List will print (Figure 8-46). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Age</th>
<th>Room</th>
<th>Srv</th>
<th>Provider</th>
<th>Added</th>
</tr>
</thead>
</table>

Seriously Ill List

Do Not Resuscitate List

Enter ?? for more actions

1  View Demographics  2  View ADT Record  3  View PCC Record

Select Action: Quit//

Figure 8-46: Printing the seriously ill/DNR list (step 5)

8.5.10 Online Help (Report Descriptions)

Use this option to get a detailed description of each of the reports in the Current Inpatient Listing menu. All report descriptions will be displayed on your screen.

To use the Online Help option, type 10 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.

Type the number of the report that you need a description of at the “Select Help System Action or <Return>:” prompt.
Welcome to the online help for the Current Inpatient Listings. Please choose a report from the list for detailed information about that report.

1. Alphabetical Listing
2. List by Ward and Patient
3. List by Ward and Room
4. List by Service and Patient
5. List by Service and Provider
6. Chaplain’s List
7. Insurance Coverage List
8. LOS > n Days
9. Seriously Ill/DNR List

Select HELP SYSTEM action or <return>:

Figure 8-47: Using the online help option

8.6 Inpatient Listings by Date (ILD)

Use this report to access reports that provide various inpatient information listed by date. The reports available include admissions, readmissions, non-beneficiary admissions, ICU transfers, discharges, inter-facility transfers, inpatient deaths, and LOS by discharge month and ward. You will be given several sorting options for each report, and you will be able to either print the report on paper or display it on the screen.

To display the Inpatient Listings by Date menu, type ILD at the “Select ADT Reports Menu Option:” prompt in the ADT Reports menu.

Figure 8-48: Accessing the inpatient listings by date menu
The Inpatient Listings by Date menu will be displayed (Figure 8-49). Sections 8.6.1 through 8.6.9 will explain how to use each report.

<table>
<thead>
<tr>
<th>1. Admissions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Readmissions</td>
</tr>
<tr>
<td>3. Non-Beneficiary Admissions</td>
</tr>
<tr>
<td>4. ICU Transfers</td>
</tr>
<tr>
<td>5. Discharges</td>
</tr>
<tr>
<td>6. Inter-Facility Transfers</td>
</tr>
<tr>
<td>7. Inpatient Deaths</td>
</tr>
<tr>
<td>8. LOS by Discharge Month &amp; Ward</td>
</tr>
<tr>
<td>9. Online Help (Report Descriptions)</td>
</tr>
<tr>
<td>Choose Report from List: (1-9):</td>
</tr>
</tbody>
</table>

Figure 8-49: Inpatient listings by date menu

8.6.1 Admissions

Use this report to list patient admissions (inpatient and observations) for a given date range. You can sort this report by date, ward, service, admitting provider, admitting provider's hospital service, or alphabetically by patient name.

To run the Admissions report, type 1 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date at the “Select Beginning Date:” prompt.

Type the ending date at the “Select Ending Date:” prompt.

Type the number of the type of admissions report you would like to run at the “Select Admission Report to Run:” prompt. Each report will prompt you for different information.

Follow the prompts for the report selection you selected as they are displayed on your screen.

Type Y or N at the “Include Insurance Coverage on Report?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-9): 1  
Select Beginning Date:  **T-365**  (OCT 31, 2001)  
Select Ending Date:  T  (OCT 31, 2002)  

Select one of the following:  
1  By DATE Only  
2  By WARD  
3  By SERVICE  
4  By ADMITTING Provider  
5  By Provider's SERVICE  
6  By Community  
7  By Service Unit  
8  By Patient Name  

Select Admission Report to Run: 1  By DATE Only  
Include Insurance Coverage on Report? NO// Y YES  

Select one of the following:  
B  BROWSE ON SCREEN  
P  PRINT ON PAPER  

PRINT MODE: BROWSE//  

Figure 8-50: Printing admissions listing (steps 1-7)  

The Admissions by Date report will print (Figure 8-51). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.  

Figure 8-51: Printing admissions listing (step 8)
8.6.2 Readmissions

Use this report to list patient readmissions within a certain number of days since the patient’s last discharge. This report also includes admissions after release from day surgery as long as they fall within the selected time limit. You select the time limit and date range.

To run the Readmissions report, type 2 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the type of readmission report you would like to run at the “Select Readmission Report to Run:” prompt. Each report will prompt you for different information.

Follow the prompts for the report selection you selected as they are displayed on your screen.

Type the maximum number of days you would like to include in your report at the “Maximum # of Days between Admissions:” prompt.

Type Y or N at the “Include Insurance Coverage on Report?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-9): 2
This includes admissions after release from Day Surgery.

Select Beginning Date:  T-365  (OCT 31, 2001)
Select Ending Date:  T  (OCT 31, 2002)

Select one of the following:
1  By DATE Only
2  By WARD
3  By SERVICE
4  By ADMITTING Provider
5  By Provider's SERVICE
6  BY Community
7  By Service Unit
8  By Patient Name

Select Readmission Report to Run: 2  By WARD
Print for ALL Wards? NO// [RET]
Select Ward Name: PED
Select Another Ward Name: GMS
Select Another Ward Name: [RET]
MAXIMUM # of Days between admissions:  (1-365): 365
Include Insurance Coverage on Report? NO// Y  YES

Select one of the following:
B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-52: Printing a readmissions list (steps 1-8)

The Readmissions by Date report will print (Figure 8-53). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.
### Non-Beneficiary Admissions

Use this report to list patient admissions (inpatient and observations) for a given date range for patients with an eligibility listing of ineligible. This report can be sorted by date, ward, service, admitting provider, admitting provider's hospital service or alphabetically by patient name.

To list Non-Beneficiary admissions, type 3 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the type of non-beneficiary report you would like to run at the “Select Non-beneficiary Report to Run:” prompt. Each report will prompt you for different information.

Follow the prompts for the report selection you selected as they are displayed on your screen.
Type the number of the service type you would like to include in your report at the “Select Service Type:” prompt.

Type Y or N at the “Include Insurance Coverage on Report?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List: (1-9): 3
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:
1. By DATE Only
2. By WARD
3. By SERVICE
4. By ADMITTING Provider
5. By Provider’s SERVICE
6. By Community
7. By Service Unit
8. By Patient Name

Select Non-beneficiary Admission Report to Run: 3 By SERVICE
Print for ALL Treating Specialties? NO//YES

Select one of the following:
1. Inpatient Services Only
2. Observations Only
3. Both

Select Service Type: Both//[RET]
Include Insurance Coverage on Report? YES//[RET]

Select one of the following:
B. BROWSE ON SCREEN
P. PRINT ON PAPER
PRINT MODE: BROWSE//

Figure 8-54: Printing the non-beneficiary admissions list (steps 1-8)

The Non-Beneficiary Admits report will print (Figure 8-55). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.
### 8.6.4 ICU Transfers

Use this report to list ICU transfers or to list returns to ICU for a given date range.

To list ICU transfers, type 4 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the ICU report you would like to print at the “Select ICU Report to Run:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-9): 4  
Select Beginning Date:  T-365  (OCT 31, 2001)  
Select Ending Date:  T  (OCT 31, 2002)  

Select one of the following:  
1  TRANSFERS to ICU  
2  RETURNS to ICU  

Select ICU Report to Run: 1  TRANSFERS to ICU  

Select one of the following:  
B  BROWSE ON SCREEN  
P  PRINT ON PAPER  

PRINT MODE: BROWSE//  

Figure 8-56: Printing the ICU transfer list (steps 1-5)  

The ICU Transfers report will print (Figure 8-57). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.  

---  

ICU TRANSFERS  
Oct 31, 2002 10:54:39  
Page: 1 of 1  

*** Confidential Patient Data Covered by Privacy Act ***  
Transfers to ICU  
For Oct 31, 2001 through Oct 31, 2002  

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>Chart #</th>
<th>Transferred</th>
<th>Serv</th>
<th>Admitting Dx</th>
</tr>
</thead>
<tbody>
<tr>
<td>No data found</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter ?? for more actions  
Select Action: Quit//  

Figure 8-57: Printing the ICU transfer list (step 6)  

---  

8.6.5 Discharges  

Use this report to list patient discharges (inpatient and observations) for a given date range. You can then sort the report by date, ward, service, attending provider, attending provider's hospital service or alphabetically by patient name.  

To run a list of patient discharges, type 5 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.  

Type the starting date you would like your report to cover at the “Select Beginning Date:” prompt.
Type the ending date you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the type of discharge report you would like to run at the “Select Discharges Report to Run:” prompt. Each report will prompt you for different information.

Follow the prompts for your report selection as they are displayed on your screen.

Type Y or N at the “Include Insurance Coverage on Report?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List:  (1-9): 5
Select Beginning Date:  T-365  (OCT 31, 2001)
Select Ending Date:  T  (OCT 31, 2002)

Select one of the following:
1  By DATE Only
2  By WARD
3  By SERVICE
4  By ATTENDING Provider
5  By Provider's SERVICE
6  By Community
7  By Service Unit
8  By Patient Name

Select Discharges Report to Run: 4  By ATTENDING Provider
Print for ALL Providers? NO// [RET]
Select Provider Name:  DOCTOR, KATHRYN   MRQ   MEDICAL OFFICER
Select Another Provider Name:  PROVIDER, JADE   JAC
Select Another Provider Name: [RET]
Include Insurance Coverage on Report? NO// YES

Select one of the following:
B  BROWSE ON SCREEN
P  PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-58: Printing discharges by date (step 1-7)

The Discharges by Date report will print (Figure 8-59). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.
8.6.6 Inter-Facility Transfers

Use this report to list all admissions and all discharges that were direct transfers from or to other inpatient facilities. You can print just the list of patients, just the statistics counting the number to and from each facility or both. The patient listings are sorted by date, then service and then transfer facility.

To list inter-facility transfers, type 6 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the report you would like to run at the “Select Report to Run:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-9): 6
Select Beginning Date:  T-36  (SEP 25, 2002)
Select Ending Date:  T  (OCT 31, 2002)

Select one of the following:
1   LISTING Only
2   STATISTICS Only
3   BOTH Listing and Stats

Select Report to Run: 1 LISTING Only

Select one of the following:
B   BROWSE ON SCREEN
P   PRINT ON PAPER

PRINT MODE: BROWSE/

Figure 8-60: Printing inter-facility transfers list (steps 1-5)

The Inter-Facility Transfers report will print (Figure 8-61). If you selected to browse
the report onscreen, use the options at the bottom of the screen to navigate through
the report.


Confidential Patient Data Covered by Privacy Act
Transfers to/from UNSPECIFIED HO
Sep 25, 2002 to Oct 31, 2002
Admt/Dsch Date Patient Name HRCN Serv Facility
ADMISSIONS
10/07/2002@1503 PATIENT,A.PAUL 7897 GM ALBUQUERQUE
HOSPIT

DISCHARGES

Enter ?? for more actions

Select Action: Quit/

Figure 8-61: Printing inter-facility transfers list (step 6)

8.6.7 Inpatient Deaths

Use this report to list patient deaths (inpatient and observations) for the date range
you specify. You can sort the report by date, ward, service, attending provider,
attending provider's hospital service, or alphabetically by patient name.

To list inpatient deaths, type 7 at the “Choose Report from List: (1-9):” prompt in the
Inpatient Listing by Date menu.
Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type the number of the type of discharge report you would like to run at the “Select Discharges Report to Run:” prompt. Each report will prompt you for different information.

Follow the prompts for your report selection as they are displayed on your screen.

Type Y or N at the “Include Insurance Coverage on Report?” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-9): 7
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:
1   By DATE Only
2   By WARD
3   By SERVICE
4   By ATTENDING Provider
5   By Provider's SERVICE
6   By Community
7   By Service Unit
8   By Patient Name

Select Discharges Report to Run: 6 By Community
Print for ALL Communities? NO/[/RET]
Select Community Name: UNSPECIFIED RES OTERO NEW MEXICO 167 3519167
Select Another Community Name: MILE CORN PINAL ARIZONA 207 0411207
Select Another Community Name: [/RET]
Include Insurance Coverage on Report? YES/[/RET]

Select one of the following:
   B     BROWSE ON SCREEN
   P     PRINT ON PAPER

PRINT MODE: BROWSE/[/RET]
```

Figure 8-62: Printing inpatient death list (steps 1-7)

The Inpatient Deaths report will print (Figure 8-63). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.
8.6.8 LOS by Discharge Month & Ward

Use this report to list patients in order by month discharged, and within month by the discharge ward. This report is designed to review length of stay trends by ward. The report lists month discharged, ward, patient name, chart number, admission date and length of stay.

To list LOS by discharge month and ward, type 8 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Choose Report from List:  (1-9): 8
LENGTH OF STAY BY DISCHARGE MONTH AND WARD

Select Beginning Date:  T-365  (OCT 31, 2001)
Select Ending Date:  T  (OCT 31, 2002)

Select one of the following:
B         BROWSE ON SCREEN
P         PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-64: Printing LOS by discharge month & ward (steps 1-4)

The LOS by Discharge Month and Ward report will print (Figure 8-65). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

<table>
<thead>
<tr>
<th>Month</th>
<th>Ward</th>
<th>Patient</th>
<th>Chart #</th>
<th>Admit Date</th>
<th>LOS (days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 2001</td>
<td>GMS</td>
<td>PATIENT, CHRISLYNN</td>
<td>3793</td>
<td>OCT 30, 2001</td>
<td>2</td>
</tr>
<tr>
<td>Oct 2001</td>
<td>GMS</td>
<td>PATIENT, LARRY AL</td>
<td>5791</td>
<td>OCT 31, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, MARGARET</td>
<td>5617</td>
<td>NOV 01, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, LORRAINE MAR412</td>
<td>NOV 19, 2001</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, STEVE ANDRE</td>
<td>6198</td>
<td>NOV 21, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, SHARON NON</td>
<td>5545</td>
<td>NOV 05, 2001</td>
<td>9</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, CHRISLYNN</td>
<td>3793</td>
<td>OCT 30, 2001</td>
<td>6</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, LARRY AL</td>
<td>5791</td>
<td>NOV 04, 2001</td>
<td>5</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, LARRY AL</td>
<td>5791</td>
<td>NOV 16, 2001</td>
<td>6</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, REGINA</td>
<td>3205</td>
<td>NOV 27, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, NIKONA SEVAN4670</td>
<td>NOV 04, 2001</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, ANGELO JOS</td>
<td>6596</td>
<td>NOV 07, 2001</td>
<td>6</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, ANDREANNA</td>
<td>5832</td>
<td>NOV 13, 2001</td>
<td>3</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>GMS</td>
<td>PATIENT, TOBY RAY</td>
<td>5088</td>
<td>NOV 30, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>PED</td>
<td>PATIENT, HORSE, TRA</td>
<td>8836</td>
<td>NOV 07, 2001</td>
<td>1</td>
</tr>
<tr>
<td>Nov 2001</td>
<td>PED</td>
<td>PATIENT, BERNDA LOU</td>
<td>9164</td>
<td>NOV 27, 2001</td>
<td>1</td>
</tr>
</tbody>
</table>

Figure 8-65: Printing LOS by discharge month & ward (step 5)

8.6.9 Online Help (Report Descriptions)

Use this option to view detailed descriptions of each of the reports in the Inpatient Listings by Date menu. All report descriptions will be displayed onscreen.

To use the Online Help option, type 9 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.

Type the abbreviation of the report that you would like a description at the “Select Help System Action or <Return>:” prompt.
Choose Report from List:  (1-9): 9

Inpatient Listings by Date

These are a series of reports by date range listing patient data on a variety of ADT events. Please choose report by number for details:

1  Admissions
2  Readmissions
3  Non-Beneficiary Admissions
4  ICU Transfers
5  Discharges
6  Inter-Facility Transfers
7  Inpatient Deaths
8  LOS by Discharge Month & Ward

Select HELP SYSTEM action or <return>:

Figure 8-66: Using the online help option

### 8.7 Inpatients with Appointments (IWA)

Use this option to produce a report that lists all patients admitted on a particular date that have pending appointments at the facility. The report is sorted alphabetically by patient name and includes the patient ID number, ward, scheduled appointment date/time, and clinic. Using this information, appointments can be kept, cancelled, or rescheduled as necessary.

To display the Inpatients with Appointments options, type IWA at the “Select ADT Reports Menu Option:” prompt in the ADT report menu.

<table>
<thead>
<tr>
<th>ADT Reports Menu</th>
<th>(UNSPECIFIED HO)</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFM</td>
<td>Admission Forms</td>
</tr>
<tr>
<td>ASR</td>
<td>ADT Statistical Reports</td>
</tr>
<tr>
<td>BED</td>
<td>Bed Availability</td>
</tr>
<tr>
<td>CIC</td>
<td>Current Inpatient Census</td>
</tr>
<tr>
<td>CIL</td>
<td>Current Inpatient Listings</td>
</tr>
<tr>
<td>ILD</td>
<td>Inpatient Listings by Date</td>
</tr>
<tr>
<td>IWA</td>
<td>Inpatients with Appointments</td>
</tr>
<tr>
<td>OIL</td>
<td>Operators' Inpatient List</td>
</tr>
<tr>
<td>PMR</td>
<td>Patient Movement Reports</td>
</tr>
<tr>
<td>SVL</td>
<td>Scheduled Visits Listing</td>
</tr>
<tr>
<td>VAH</td>
<td>View Admission History</td>
</tr>
</tbody>
</table>

Select ADT Reports Menu Option: IWA  Inpatients with Appointments

Figure 8-67: Accessing inpatients with appointments
The Inpatient with Appointments menu will be displayed (Figure 8-68). Sections 8.7.1 and 8.7.2 will explain how to use each report.

<table>
<thead>
<tr>
<th>Select one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Future Appts for New Admissions</td>
</tr>
<tr>
<td>2  Appts for Current Inpatients</td>
</tr>
</tbody>
</table>

Select Report to Run:

Figure 8-68: Inpatients with appointments menu

### 8.7.1 Future Appointments for New Admissions

Use this report to print a list of future or new inpatients with pending appointments.

To print a list of future appointments for new inpatients, type 1 at the “Select Report to Run:” prompt in the Inpatient with Appointments menu.

Type the patient’s admission date at the “List Patients with Pending Appointments Admitted on Date:” prompt.

Type the name of a print device at the “Device:” prompt. Type HOME at the “Device:” prompt to display the report onscreen.

<table>
<thead>
<tr>
<th>Select one of the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Future Appts for New Admissions</td>
</tr>
<tr>
<td>2  Appts for Current Inpatients</td>
</tr>
</tbody>
</table>

Select Report to Run: 1  Future Appts for New Admissions

LIST PATIENTS WITH PENDING APPOINTMENTS ADMITTED ON DATE:10/25/02 (OCT 25, 2002)

DEVICE: HOME//

Figure 8-69: Printing the future appointments for new admissions report (steps 1-3)

The Future Appointments for New Admits report will print (Figure 8-70). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

---

*** Confidential Patient Data Covered by Privacy Act ***
For patients admitted on Oct 25, 2002
Patient Name/Clinic  Pat ID  Ward  Appt Date  Appt Time

NO PATIENTS FOUND

Enter ?? for more actions

Select Action: Quit//

Figure 8-70: Printing the future appointments for new admissions report (step 4)
Appointments for Current Inpatients

Use this report to print a list of appointments for current inpatients.

To print a list of appointments for current inpatients, type 2 at the “Select Report to Run:” prompt in the Inpatient with Appointments menu.

Type the name of one, many, or all divisions at the “Select Division:” prompt. When you are done typing division names, press the Return key at a blank “Select Another Division:” prompt.

Type the name of one, many, or all wards at the “Select Ward:” prompt. When you are done typing ward names, press the Return key at a blank “Select Another Ward:” prompt.

Type the name of one, many, or all clinics at the “Select Clinic:” prompt. When you are done typing clinic names, press the Return key at a blank “Select Another Clinic:” prompt.

Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.

Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Select one of the following:

1 Future Appts for New Admissions
2 Appts for Current Inpatients

Select Report to Run: 2 Appts for Current Inpatients
Select division: ALL// UNSPECIFIED INDIAN HOSPITAL 1569
Select another division: [RET]
Select ward: ALL// PED
Select another ward: GMS
Select another ward: [RET]
Select clinic: ALL// CARDIOLOGY
Select another clinic: PEDIATRIC
Select another clinic: [RET]
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-71: Printing appointments for current inpatients (steps 1-7)
The Appointments for Current Inpatients report will print (Figure 8-72). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

<table>
<thead>
<tr>
<th>Appt D/T</th>
<th>Patient Name</th>
<th>Chart #</th>
<th>Clinic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 25, 2002</td>
<td>PATIENT, ALICIA</td>
<td>129</td>
<td>CARDIOLOGY</td>
</tr>
</tbody>
</table>

![Figure 8-72: Printing appointments for current inpatients (step 8)](image)

### 8.8 Operator's Inpatient List (OIL)

Use this option for an alphabetical list of current inpatients with no clinical information displayed.

To print the Operator’s Inpatient list, type OIL at the “Select ADT Reports Menu Option:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
ADT Reports Menu
(UNSPECIFIED HO)

AFM Admission Forms
ASR ADT Statistical Reports
BED Bed Availability
CIC Current Inpatient Census
CIL Current Inpatient Listings
ILD Inpatient Listings by Date
IWA Inpatients with Appointments
OIL Operators' Inpatient List
PMR Patient Movement Reports
SVL Scheduled Visits Listing
VAH View Admission History

Select ADT Reports Menu Option: OIL Operators' Inpatient List

Select one of the following:
B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-73: Printing operator's inpatient list (steps 1 and 2)

The Appointments for Current Inpatients report will print (Figure 8-72). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

Operators' Inpatient List Oct 31, 2002 14:08:17 Page: 1 of 1
** Confidential Patient Data Covered by Privacy Act **

<table>
<thead>
<tr>
<th>Patient</th>
<th>Phone</th>
<th>Room</th>
<th>Ward</th>
<th>Sex</th>
<th>Age</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMO, BERNARD</td>
<td>x247-207207-1</td>
<td>PED</td>
<td>M</td>
<td>24</td>
<td>YRS</td>
<td>ALAMOGORDO</td>
</tr>
<tr>
<td>DEMO, NICOLE RACHEL</td>
<td>216-4</td>
<td>GMS</td>
<td>F</td>
<td>4</td>
<td>YRS</td>
<td>TULAROSA</td>
</tr>
<tr>
<td>DEMO, CHIP</td>
<td>213-1</td>
<td>GMS</td>
<td>M</td>
<td>30</td>
<td>YRS</td>
<td>ANCHOR POINT</td>
</tr>
<tr>
<td>DEMO, A. PAUL</td>
<td></td>
<td>GMS</td>
<td>M</td>
<td>6</td>
<td>YRS</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>DEMO, BRIAN CLAY</td>
<td>211-2</td>
<td>PED</td>
<td>M</td>
<td>8</td>
<td>YRS</td>
<td>LINCOLN CO O</td>
</tr>
<tr>
<td>DEMO, ALICIA</td>
<td>216-3</td>
<td>GMS</td>
<td>F</td>
<td>59</td>
<td>YRS</td>
<td>UNSPECIFIED</td>
</tr>
<tr>
<td>DEMO, ALEX LEIGH</td>
<td>216-1</td>
<td>GMS</td>
<td>F</td>
<td>11</td>
<td>YRS</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>DEMO, ELENA LOUISE</td>
<td>216-2</td>
<td>GMS</td>
<td>F</td>
<td>37</td>
<td>YRS</td>
<td>VIRGINIA UNK</td>
</tr>
<tr>
<td>DEMO, KATHRYN MARIE</td>
<td>x247-207207-1</td>
<td>GMS</td>
<td>F</td>
<td>22</td>
<td>YRS</td>
<td>RUIDOSO</td>
</tr>
<tr>
<td>DEMO, SANTAN NATAHA</td>
<td>213-2</td>
<td>GMS</td>
<td>F</td>
<td>68</td>
<td>YRS</td>
<td>UNSPECIFIED</td>
</tr>
</tbody>
</table>

Enter ?? for more actions
Select Action: Quit//

Figure 8-74: Printing operator's inpatient list (step 3)

8.9 Patient Movement Reports (PMR)

Use this option to display reports that produce a listing of all patient movements from a specified date/time in the past to the current date. The starting date for this list cannot be more than five days in the past. The report will include all admissions, discharges, and transfers that occurred within the designated time frame. This listing
will be generated in chronological order by admission/discharge/transfer date. If a time is not typed, all movements for the selected date range will be displayed.

To display the Patient Movement Report menu, type PMR at the “Select ADT Reports Menu Option:” prompt in the ADT report menu.

<table>
<thead>
<tr>
<th>ADT Reports Menu</th>
</tr>
</thead>
<tbody>
<tr>
<td>(UNSPECIFIED HO)</td>
</tr>
<tr>
<td>AFM Admission Forms</td>
</tr>
<tr>
<td>ASR ADT Statistical Reports</td>
</tr>
<tr>
<td>BED Bed Availability</td>
</tr>
<tr>
<td>CIC Current Inpatient Census</td>
</tr>
<tr>
<td>CIL Current Inpatient Listings</td>
</tr>
<tr>
<td>ILD Inpatient Listings by Date</td>
</tr>
<tr>
<td>IWA Inpatients with Appointments</td>
</tr>
<tr>
<td>OIL Operators' Inpatient List</td>
</tr>
<tr>
<td>PMR Patient Movement Reports</td>
</tr>
<tr>
<td>SVL Scheduled Visits Listing</td>
</tr>
<tr>
<td>VAH View Admission History</td>
</tr>
</tbody>
</table>

Select ADT Reports Menu Option: PMR Patient Movement Reports

Figure 8-75: Accessing the PMR option

The PMR menu will be displayed (Figure 8-76). Sections 8.9.1 through 8.9.5 will explain how to use each of these options.

Figure 8-76: PMR menu

8.9.1 Reprint Admissions & Discharges Sheet

Use this option to list a daily report that lists census for a facility. The Admission and Discharges (A&D) Sheet lists admissions, discharges, and transfers. This report also records the changes in the census files for reporting purposes. The A&D Sheet must be run daily even if no patient movements occurred at the facility. The G&L report must be updated in order to run this report. This update can be done through the REC option in the Supervisors menu (section 10.4).

To use the Reprint Admissions and Discharges Sheet option, type 1 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.

A list of earliest dates for the report will be displayed (Figure 8-77). Type the date that you would like your report to start compiling information at the “Print Reports for Which Date:” prompt.
Type D (detailed) or S (summary) at the “Select Report Format – Detailed or Summary: (D/S):” prompt.

Type the name of a print device at the “Device:” prompt. You can type HOME at the “Device:” prompt to display the report on your screen.

Choose Report from List: (1-5): 1

<<< ADMISSIONS & DISCHARGES SHEET >>>
<< Also called GAINS & LOSSES [G&L] >>

Earliest Date for G&L.....................................OCT 1,1995
Earliest Date for Treating Specialty Report..............OCT 1,1995
Earliest Date to Recalculate................................OCT 1,1995

LAST BED STATUS REPORT TOTALS EXIST FOR OCT 31,2002

PRINT REPORTS FOR WHICH DATE: OCT 31,2002 (OCT 31, 2002)

Select Report Format – DETAILED or SUMMARY: (D/S): D Detailed Format

Paper margin must be at least 110.

Printing to HOME puts report into browse mode.

DEVICE: HOME// [RET]

Figure 8-77: Reprinting admission and discharge sheets (steps 1-4)

The Admission and Discharge Sheet report will print (Figure 8-78). If you typed HOME at the “Device:” prompt, the report will be displayed onscreen. Use the options at the bottom of the screen to navigate through the report.
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>REMAINING (Prev Day)</th>
<th>ADMIT IN</th>
<th>TRANSFERS OUT</th>
<th>DEATHS</th>
<th>DISCH</th>
<th>REMAINING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALCOHOLISM</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ENT</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>FAMILY PRACTICE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GENERAL MEDICINE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>GYNECOLOGY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>INTERNAL MEDICINE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MENTAL HEALTH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>NEUROLOGY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OBSTETRICS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ORTHOPEDICS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PEDIATRICS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PLASTIC SURGERY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>PODIATRY</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

+ Enter ?? for more actions

Select Action: Next Screen//

Figure 8-78: Reprinting admission and discharge sheets (step 5)

8.9.2 Selected Patient Movements

Use this option to view a report that will enable you to see the patient movements from a given date and time up to the present. You can only go back 14 days. It is intended for viewing recent movements only.

To use the Selected Patient Movements option, type 2 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.

Type the date you would like your report to start at the “Start with Date@Time:” prompt.

Type the letter of the type of movement report you would like to print at the “Choose Movements to Display:” prompt.

Type the name of a print device at the “Device:” prompt. You can type HOME at the “Device:” prompt to display your report onscreen.
Figure 8-79: Printing selected patient movements (steps 1-4)

The Patient Movement screen will print (Figure 8-80). If you displayed the report on your screen, press the Return key when you are done with the report.

Figure 8-80: Printing selected patient movements (step 5)

8.9.3 Census Movement Worksheet

Use this option to print a worksheet used by inpatient nursing units to double check the information in the computer with the manual records. This review will assist the admitting office in balancing the daily census.

To print the Census Movement Worksheet, type 3 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.

Type Y or N at the “Print for All Ward?” prompt. If you type N, you will prompted to type the name of the individual ward you would like your report to include.
Type the beginning date and time of your report at the “Select Beginning Date and Time:” prompt.

Type the ending date and time of your report at the “Select ending Date and Time:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List:  (1-5): 3
Print for ALL Wards? N NO
Select Ward: PED
Select beginning date and time: 10/25/02@9 (OCT 25, 2002@09:00)
Select ending date and time: (10/25/2002 - 11/1/2002): T@9 (NOV 01, 2002@09:00)

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

Print Mode:

Figure 8-81: Printing census movement information (steps 1-5)

The Patient Movement worksheet will print (Figure 8-82). If you displayed the report on your screen, use the options at the bottom of the screen to navigate through the report.

Patient Movement Worksheet Nov 01, 2002 09:27:24 Page: 1 of 1
Confidential Patient Data Covered by Privacy Act
Oct 25, 2002@09:00 to Nov 01, 2002@09:00
For PED

Date/Time Patient Name Chart #
*** PED ***
ADMISSIONS
Oct 29, 2002@15:17 DEMO, BRIAN CLAY 8896
SUBTOTAL: 1

DISCHARGES
Oct 29, 2002@15:27 PATIENT, ALLISON 4298
SUBTOTAL: 1
CENSUS CHANGE FOR WARD: 0
NEWBORN CENSUS CHANGE FOR WARD: 0

Enter ?? for more actions
Select Action: Quit//

Figure 8-82: Printing census movement information (step 6)
8.9.4 Track Census by Ward

Use this option to display the census changes for one ward over time. For a given date range this report will list, in columns, the number of admissions, transfers in, transfers out, discharges and deaths for a ward. The last 2 columns are the number of patients remaining at the end of each day and a unit score.

To use the Track Census by Ward option, type 4 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.

Type the name of the ward you would like to track at the “Select Ward:” prompt. You will only be able to type one ward for this report.

Type the beginning date of your report at the “Select Beginning Date:” prompt.

Type the ending date of your report at the “Select ending Date:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

<table>
<thead>
<tr>
<th>Choose Report from List: (1-5):</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Ward:</td>
<td>PED</td>
</tr>
<tr>
<td>Select one of the following:</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>BROWSE ON SCREEN</td>
</tr>
<tr>
<td>P</td>
<td>PRINT ON PAPER</td>
</tr>
</tbody>
</table>

PRINT MODE: BROWSE/|

Figure 8-83: Tracking census by ward (steps 1-5)

The Track Census by Ward report will print (Figure 8-84). If you displayed the report on your screen, use the options at the bottom of the screen to navigate through the report.
### 8.9.5 Online Help (Report Descriptions)

Use this option to display detailed report descriptions of the reports in the Patient Movement Reports option. All report descriptions will be displayed onscreen.

To use online help, type 5 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.

Type the number of the report that you would like a description at the “Select Help System Action or <Return>:” prompt.

**PATIENT MOVEMENT REPORTS**

These are a series of reports on any patient movement that affects census data designed for use by inpatient unit staff. Please select the report by number for details.

1. Reprint Admissions & Discharges Sheet
2. Selected Patient Movements
3. Census Movement Worksheet
4. Track Census by Ward

Select HELP SYSTEM action or <return>:

Figure 8-85: Using online help

### 8.10 Scheduled Visits Listing (SVL)

Use this option to run a printout of scheduled admissions within a selected date range. You have the option of producing reports listing future scheduled admissions that
have been cancelled, future scheduled admissions that are still active, or both. The report is sorted chronologically by date of scheduled admission.

Information provided in the report includes division name, patient's name, last four digits of social security number, phone number, reservation date, treating specialty or ward location, care provider, whether or not the patient is to undergo surgery, the scheduled admission's status, etc. At multidivisional facilities, the report will be broken down by division.

The output format of this option can be changed by substituting a local template in place of the distributed template through the Supervisor ADT menu option, Template Selection.

8.11 View Admission History (VAH)

Use this option to view a concise list of all patient stays at your facility. Use this option to view a condensed list of all inpatient and observation stays for a patient at your facility. This report will be displayed on your screen. If you need to print this report, use the PL option.

To use the View Admission History option, type VAH at the “Select ADT Reports Menu Option:” prompt in the ADT Reports menu.

Type the name of the patient whose admission history you would like to view at the “Select Patient:” prompt.

```
Figure 8-86: Viewing admission history (steps 1-2)

The View Admission History report will print (Figure 8-87). Use the option at the bottom of the screen to navigate through the report. Type PL at the “Select Action:” prompt to print the report.
```
### Confidential Patient Data Covered by Privacy Act

**PATIENT, ALLISON #4298 DOB: 02/02/1901 (41 YRS)**

<table>
<thead>
<tr>
<th>Inpatient Status: Active Day Surgery Incomplete Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Admit - Discharge</strong></td>
</tr>
<tr>
<td>10/07/2002 - 10/29/2002</td>
</tr>
</tbody>
</table>

Enter ?? for more actions

Select Action: Quit

---

**Figure 8-87: Viewing admission history (step 3)**
9.0 Seriously Ill List Entry (SI)

Use this option to designate certain patients as seriously ill or DNR (do not resuscitate) or both.

To designate a patient as seriously ill, type SI at the “Select ADT Menu Option:” prompt.

Type the name of the patient at the “Select Patient Name:” prompt.

Type S (Seriously Ill), D (Do Not Resuscitate), or B (SI and DNR) at the “Condition:” prompt.

Type the date you want the patient recorded on the SI list or press the Return key to accept the current date at the “Date Entered on SI List:” prompt.

```
Select ADT Menu Option: SI Seriously Ill List Entry
Select PATIENT NAME: PATIENT, ALLISON F 02-02-1901 000785650 MH 4298
CONDITION: ??

Choose from:
S SERIOUSLY ILL
D DO NOT RESUSCITATE
B SI & DNR

CONDITION: S SERIOUSLY ILL
DATE ENTERED ON SI LIST: OCT 28, 2002// [RET]
```

Figure 9-1: Entering a patient as seriously ill
10.0 ADT Supervisor Menu (SM)

Use this option to access a menu of items to be used only by an admissions supervisor or application coordinator. The menu will enable you to send A&D bulletin, view census information, recalculate A&D totals, set up system parameters, and view any A&D changes made.

To access the Supervisor ADT menu, type SM at the “Select ADT Menu Option:” prompt in the ADT Main menu.

** ***************
** INDIAN HEALTH SERVICE **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
** VERSION 5.3 **
** ***************

UNSPECIFIED HO

BC    Bed Control ...
DS    Day Surgery Menu ...
IC    Incomplete Chart Menu ...
PI    Patient Inquiry
PV    Provider Inquiry
RM    ADT Reports Menu ...
SI    Seriously Ill List Entry
SM    ADT Supervisor Menu ...
SV    Scheduled Visit Entry/Edit

Select ADT Menu Option: SM  ADT Supervisor Menu

Figure 10-1: Accessing the ADT supervisor menu

The Supervisor ADT menu will be displayed (Figure 10-2). Each of the options in the Supervisor ADT menu will be explained in section 10.1 through 10.6.

** ADT Supervisor Menu**

(UNSPECIFIED HO)

ADS    Admissions & Discharges Sheet
BUL    Post A&D Sheet Bulletin
CEN    Census Reports Menu ...
REC    Recalculate Census Totals
SYS    ADT System Definition Menu ...
VAD    View A&D Corrections

Select ADT Supervisor Menu Option:

Figure 10-2: ADT supervisor menu options

10.1 Admissions & Discharges Sheet (ADS)

Use this option to report the daily census for a facility. The Admission and Discharges (A&D) sheet lists admissions, discharges, and transfers. It also records the changes in the census files for reporting purposes. The A&D sheet must be run daily even if no patient movements occurred at the facility.
To use the A&D sheet, type ADS at the “Select Supervisor ADT menu Option:” prompt in the Supervisor ADT menu.

Type the date the report will be printed at the “Print Report For Which Date:” prompt.

Type Y (Yes) or N (No) at the “Recalculate totals?” prompt to indicate if existing totals need to be recalculated.

Type D (Detailed) or S (Summary) to indicate the type of report to be printed.

Type a print device at the “Device:” prompt.

```
ADT Supervisor Menu
(UNSPECIFIED HO)

ADS Admissions & Discharges Sheet
BUL Post A&D Sheet Bulletin
CEN Census Reports Menu ...
REC Recalculate Census Totals
SYS ADT System Definition Menu ...
VAD View A&D Corrections

Select ADT Supervisor Menu Option: ADS Admissions & Discharges Sheet

<<<ADMISSIONS & DISCHARGES SHEET>>>
Earliest Date for G&L........... OCT 1,1995
Earliest Date to Recalculate.................. OCT 1,1995

LAST TOTALS EXIST FOR JUL 27,1997

Recalculate totals? N (No)
Select Report Format - DETAILED or SUMMARY: (D/S): Detailed Format

DEVICE: HOME//
```

Figure 10-3: Printing and admission and discharge sheet (steps 1-5)

Either a detailed or Summary report of Admissions and Discharges will print. A detailed report is shown in Figure 10-4.
10.2 Post A&D Sheet Bulletin (BUL)

Use this option to print an Admission and Discharges (A&D) Sheet Bulletin. This bulletin informs users throughout the facility that the Admissions & Discharges Sheet for a particular day has been checked and verified and can now be reprinted by users.

To print an A&D Sheet Bulletin, type BUL at the “Select Supervisor ADT menu Option:” prompt in the Supervisor ADT menu.

Type the date of the report to be printed at the “Enter A&D Sheet Date:” prompt.

Type Y (Yes) or N (No) to indicate if the bulletin should be posted immediately at the “Okay to Post Bulletin Now?” prompt.

Type other information as requested at the prompts and press the Return key after each prompt to record the entry.
ADT Supervisor Menu
(UNSPECIFIED HO)

ADS  Admissions & Discharges Sheet
BUL  Post A&D Sheet Bulletin
CEN  Census Reports Menu ...
REC  Recalculate Census Totals
SYS  ADT System Definition Menu ...
VAD  View A&D Corrections

Select ADT Supervisor Menu Option: BUL  Post A&D Sheet Bulletin

MANUALLY POST BULLETIN THAT A&D SHEET IS READY

Fill in the date for the message below:
The Admissions & Discharges Sheet for |1| is now ready to print.
Please use the Reprint Admissions and Discharges Sheet option on the ADT Menu.
Thank you.

Enter A&D Sheet Date: T
Okay to Post Bulletin Now? Y  YES

Figure 10-5: Posting an A&D sheet bulletin

10.3 Census Reports Menu (CEN)

Use this option to access the Census Report menu. This menu contains reports used by ADT Supervisor staff to balance census files and report on them.

To access the Census Reports menu, type CEN at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.

ADT Supervisor Menu
(UNSPECIFIED HO)

ADS  Admissions & Discharges Sheet
BUL  Post A&D Sheet Bulletin
CEN  Census Reports Menu ...
REC  Recalculate Census Totals
SYS  ADT System Definition Menu ...
VAD  View A&D Corrections

Select ADT Supervisor Menu Option: CEN  Census Reports Menu

Figure 10-6: Accessing the census reports menu

The Census Reports menu will be displayed (Figure 10-7). Each option in the Census Reports menu will be explained in sections 10.3.1 through 10.3.6.
10.3.1 Track Census by Ward (AID1)

Use this option to list an overview of the bed movements for a particular ward for a date range. This report also includes a calculation of ward activity; a benchmark based on number of movements against the number of patients remaining.

To list the Track Census by Ward report, type AID1 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

Type the name of the ward to be printed at the “Select Ward:” prompt.

Type the date to begin printing the census at the “Select beginning date:” prompt.

Type the date to stop printing the census at the “Select ending date:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

The census data for the selected ward will print (Figure 10-9). The census data for each day between the beginning and ending dates typed will print.
### Track Census by Ward

Use this option to view activity for a service within a ward for a date range. You will also be asked to select between adult or pediatric movements for that service.

To print a list of patient movements, type **AID2** at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

Type the name of the ward that interests you at the “Select Ward:” prompt.

Type **A** (All treating specialties) or **O** (One treating specialty) at the “Choose Report Format:” prompt. If you typed **A**, go to step 5.

Type the name of the treating specialty at the “Within Ward, List Which Treating Specialty:” prompt.

Type **A** (Adult) or **P** (Pediatric) at the “Adult or Pediatric Census:” prompt.

Type the date to begin printing a list of patient movements at the “Select beginning date:” prompt.

Type the date to stop printing a list of patient movements at the “Select ending date:” prompt.

Type **B** (to browse the report onscreen) or **P** (to print the report on paper) at the “Print Mode:” prompt. If you select **P**, you must then select the printer where you would like your report to print.

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Admits</th>
<th>Trans In</th>
<th>Trans Out</th>
<th>Disch</th>
<th>Deaths</th>
<th>Remaining</th>
<th>Unit</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/25/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/26/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/27/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/28/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/29/02</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td></td>
<td>200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/30/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>10/31/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>11/01/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>11/02/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>11/03/02</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

Average: 20

Enter ?? for more actions

Select Action: Quit//
Select Census Reports Menu Option: **AID2** Track Census by Ward & Service

Select Ward: **GMS**

Select one of the following:

- **A** ALL TREATING SPECIALTIES
- **O** ONE SPECIALTY ONLY

Choose Report Format: **O** ONE SPECIALTY ONLY

Within Ward, List Which Treating Specialty: **UROLOGY**

Select one of the following:

- **A** ADULT
- **P** PEDIATRIC

Adult or Pediatric Census: **A** ADULT

Select beginning date: **T-365** (NOV 04, 2001)

Select ending date: **T** (NOV 04, 2002)

Select one of the following:

- **B** BROWSE ON SCREEN
- **P** PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 10-10: Tracking census by ward and service (steps 1-8)

The Track Census by Ward & Service report print (Figure 10-11). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```
Track Census by Ward & ServiceNov 04, 2002 14:12:58 Page: 1 of 2
Nov 04, 2001 to Nov 04, 2002
PED - All Treating Specialties

Date  Admits  Trans In  Trans Out  Disch  Deaths  Remaining

10/25/02 1        1        0         0 9
10/26/02 1        0        0         0 9
10/27/02 1        0        0         0 9
10/28/02 1        0        0         0 9
10/29/02 1        1        0         0 9
  UROL 1        0        0         0 9
10/30/02 0
  UROL 0
10/31/02 0
+ Enter ?? for more actions
```

Select Action:Next Screen//

Figure 10-11: Tracking census by ward and service (step 9)
10.3.3 Track Census by Service (AID3)

Use this option to view service changes in your facility for a date range. You will be given the choice between adult or pediatric movements. This report will also search for errors in the census numbers for inpatient services.

To print the Track Census by Service report, type AID3 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

Type the name of the treating specialty to be printed at the “Select ADT Census-Treating Specialty:” prompt.

Type A or P (depending on the type of information needed in the census) at the “Adult or Pediatric Census:” prompt.

Type the date to begin printing the census at the “Select beginning date:” prompt.

Type the date to stop printing the census at the “Select ending date:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

![Select Census Reports Menu Option: AID3 Track Census by Service](image)

Figure 10-12: Tracking census by service (steps 1-6)

The Track Census by Service report will print (Figure 10-13). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.
10.3.4 List Ward Census Movements (AID4)

Use this option to ensure that all patient movements (e.g., admissions, transfers, discharges, and deaths) that occurred between the specified dates are recorded. At the end of the report, if run for the entire facility, a summary sheet is printed to check numbers of patients in each ward. It can also help the admitting supervisor find errors.

To print a list of patient movements, type AID4 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

To print a list of patient movements on all wards, type Y (Yes) at the “Print All Wards?” prompt, or to print a list of patient movements on a selected ward, type N (No) at the “Print All Wards?” prompt.

Type the ward name at the “Select Ward:” prompt (if printing for a select ward).

Type the date to begin printing a list of patient movements at the “Select beginning date and time:” prompt.

Type the date to stop printing a list of patient movements at the “Select ending date and time:” prompt.

Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.
Select Census Reports Menu Option: **AID4** List Ward Census Movements

Print for ALL Wards? NO// [RET]
Select Ward: **PED**

Select beginning date and time: **T-365@9** (NOV 04, 2001@09:00)
Select ending date and time: (11/4/2001 - 11/4/2002): **T@10** (NOV 04, 2002@10:00)

Select one of the following:

**B** BROWSE ON SCREEN
**P** PRINT ON PAPER

PRINT MODE: BROWSE//

**Figure 10-14:** Listing ward census movements (steps 1-6)

The Patient Movement Worksheet will print (Figure 10-15). If you selected to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

**Patient Movement Worksheet**

Nov 04, 2002 15:00:24        Page:    1 of 3

Confidential Patient Data Covered by Privacy Act
For PED

Date/Time                  Patient Name                        Chart #
---                       ---------------                        -----

*** PED ***

**ADMISSIONS**

Nov 07, 2001@06:00  PATIENT, TRAVIS CLARK             08836
Nov 23, 2001@02:30  PATIENT, ALYS                     07990
Nov 27, 2001@11:30  PATIENT, BERDINA LOU             09164
Nov 29, 2001@10:30  PATIENT, JANICE T.                08736
Dec 04, 2001@23:05  PATIENT, MELFORD FRANCIS         07564
Apr 19, 2002@13:46  PATIENT, BERNARD                 07250
Sep 27, 2002@09:34  PATIENT, ANNE MARIE              01745
Oct 29, 2002@15:17  PATIENT, BRIAN CLAY              08896

SUBTOTAL:   8

**WARD TRANSFERS IN**

Oct 08, 2002@08:15  PATIENT, ANDREA B.                7852
+ Enter ?? for more actions

Select Action: Next Screen//

**Figure 10-15:** Listing ward census movements (step 7)

**10.3.5** **(HSA-202-1) Monthly Report of Inpatient Services (M202)**

Use this option to print the HSA-202-1 form for reporting inpatient services at your facility for a specific month. Unlike most ADT reports, this report is designed to print only on paper so it is not available in ListMan. This report has inpatient services for a selected month at a facility.
To print the Monthly Report of Inpatient Services, type M202 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

Type the month for which the report will be printed at the “Print report for which month:” prompt.

Type a print device at the “Device:” prompt.

Type Y or N at the “Do you want your output Queued?” prompt.

Select Census Reports Menu Option: M202 Monthly report of Inpatient Services (HSA-202-1)

Print Report for Which Month: December 2002

DEVICE: MIH106 fdesk

Do you want your output QUEUED? NO// [RET] (NO)

Figure 10-16: Printing a (HSA-202-1) monthly report of inpatient services (steps 1-4)

A Monthly Report of Inpatient Services at the facility will print (Figure 10-17).

<table>
<thead>
<tr>
<th>Monthly Report of Inpatient Services IHS Hospitals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and Location of Hospital</td>
</tr>
<tr>
<td>ALBUQUERQUE HOSPITAL Albuquerque, NM</td>
</tr>
</tbody>
</table>

Part I - Service and Census

<table>
<thead>
<tr>
<th>Medical Services Provided Census</th>
<th>Bom</th>
<th>Discharges</th>
<th>Death</th>
<th>Other Census</th>
<th>Inpatient Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL &amp; SURGICAL (Adult)</td>
<td>1</td>
<td>3</td>
<td>0</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>MEDICAL &amp; SURGICAL (Ped.)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>OBSTETRIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TUBERCULOSIS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALCOHOLISM/SUBST ABUSE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MENTAL HEALTH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1</td>
<td>4</td>
<td>0</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

| NEWBORN                         |    0| 0          | 0     | 1            | 6              |

Part II - Special Information

<table>
<thead>
<tr>
<th>Peak Census, Excluding Newborn</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Census, Excluding Newborn</td>
<td>0</td>
</tr>
</tbody>
</table>

Figure 10-17: Printing a (HSA-202-1) monthly report of inpatient services (step 5)
10.3.6 (HSA-202-1) Report by Range of Dates (Y202)

Use this report to print a one page report similar to the official M202 but for a range of months. To be used internally not a submitted report.

To print a Range of Months Report of Inpatient Services, type Y202 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.

Type the date to start printing the report at the “Select starting month:” prompt.

Type the date to stop printing the report at the “Select ending month:” prompt.

Type a print device at the “Device:” prompt.

<table>
<thead>
<tr>
<th>Select Census Reports Menu Option: Y202</th>
<th>HSA-202-1 Report by Range of Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Report with Which Month:</td>
<td>JAN02 (JAN 02, 2002)</td>
</tr>
<tr>
<td>End Report with Which Month:</td>
<td>NOV02 (NOV 02, 2002)</td>
</tr>
<tr>
<td>DEVICE: HOME//</td>
<td></td>
</tr>
</tbody>
</table>

Figure 10-18: Printing (HSA-202-1) report by range of dates (steps 1-4)

A Range of Months Report of Inpatient Services report at the facility will print (Figure 10-19).
RANGE OF MONTHS REPORT FOR INPATIENT SERVICES

<table>
<thead>
<tr>
<th>Name and Location of Hospital</th>
<th>Month and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNSPECIFIED HO</td>
<td>UNSPECIFIED, NEW MEXICO</td>
</tr>
<tr>
<td></td>
<td>Jan 02, 2002 to Nov 02, 2002</td>
</tr>
</tbody>
</table>

Part I - Service and Census

<table>
<thead>
<tr>
<th>Medical Services Provided</th>
<th>Bom</th>
<th>Discharges</th>
<th>Eom</th>
<th>Inpatient</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL &amp; SURGICAL (Adult)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>MEDICAL &amp; SURGICAL (Ped.)</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OBSTETRIC</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TUBERCULOSIS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>ALCOHOLISM/SUBSTANCE ABUSE</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>MENTAL HEALTH</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>TOTAL</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

NEWBORN

<table>
<thead>
<tr>
<th>Medical Services Provided</th>
<th>Bom</th>
<th>Discharges</th>
<th>Eom</th>
<th>Inpatient</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Part II - Special Information

| Peak Census, Excluding Newborn         | 0   |
| Minimum Census, Excluding Newborn     | 0   |

Figure 10-19: Printing a (HSA-202-1) report by range of dates (step 5)

### 10.4 Recalculate Census Totals (REC)

Use this option to run an update to the census fields without printing out any A&D sheets. This option is best used when there are many dates that need to be recalculated.

To access the Census Reports menu, type REC at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.

Type the date from which you want totals recalculated at the “Recalculate Totals from which Date:” prompt.
10.5 ADT System Definition Menu (SYS)

Use this option to set up the Administrative/Discharge/Transfer System in a way that best suits the facility. This menu contains all parameter setup options.

To access the ADT System Definition menu, type SYS at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.
10.5.1 Check ADT-PCC Link (CKL)

Use this option to displays the status of the link between ADT and PCC. Link must be turned on for data to be passed to PCC.

To use the Check ADT-PCC Link option, type CKL at the “Select ADT System Definition Menu Option:” prompt.

The ADT-PCC Link Environment screen will be displayed. When you are done looking over the information on the screen, press the Return key to return to the ADT System Definition menu.

```
ADT System Definition Menu
(UNSPECIFIED HO)

CKL    Check ADT-PCC Link
EAP    Edit ADT Parameters
ICF    Initialize Census Files
KEY    List ADT Security Keys
SAF    Setup ADT Files

Select ADT System Definition Menu Option: CKL Check ADT-PCC Link

ADT-PCC LINK ENVIRONMENT
------------------------
1) PCC is running at this site (RPMS SITE file): YES
2) PCC MASTER CONTROL file is defined for this site: YES
3) VISIT TYPE defined in the PCC MASTER CONTROL file: IHS
4) ADT Division in IHS ADT PARAMETER file: UNSPEC INDIAN HOSPITAL
5) PIMS package defined in the PACKAGE file: YES
6) PIMS entry exists in the PCC MASTER CONTROL file: YES
7) PIMS entry has "PASS DATA TO PCC" set to: YES
** PCC link is turned ON. **

Press ENTER to continue: [RET]
```

Figure 10-23: Checking the ADT-PCC link

10.5.2 Edit ADT Parameters (EAP)

Use this option to set up and maintain facility and system parameters dealing with the ADT functions in PIMS.

To edit ADT parameters, type EAP at the “Select Application Coordinator Menu Option:” prompt located in the Application Coordinator menu.
10.5.2.1 Editing System Wide Parameters

Use this option to edit the Primary Facility Name and whether or not the facility is a Multidivisional Medical Center.

Type the name of the Primary Facility at the “Primary Facility Name:” prompt, or press the Return key to keep the current default name.

Type Y or N depending if your facility is a multidivisional Medical Center at the “Multidivision Med Center?:” prompt.

10.5.2.2 Editing facility-wide parameters:

Use this option to edit the parameters within your facility. You will be able to edit several ADT parameters and default entries.

Type the division name or number where you will be making changes at the “Select IHS ADT Parameters Division:” prompt.

Type Y to confirm your selection at the “OK?” prompt.

Type the number or name of the facility where you want to set the file pointer at the “Institution File Pointer:” prompt. Type ?? for more detail on this option.

Type the number of your facility at the “Facility Number:” prompt or press the Return key to accept the default entry.
Editing facility-wide parameters:

Select IHS ADT PARAMETERS NAME: UNSPECIFIED INDIAN HOSPITAL
...OK? Y (Yes)

INSTITUTION FILE POINTER: UNSPECIFIED HO// [RET]
FACILITY NUMBER: 1569// [RET]

Figure 10-26: Editing facility-wide parameters (steps 1-4)

The system will display the ADT Parameters screen. This screen uses ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. You can type ?? at any prompt to display your options at the bottom of the screen.

Type answers to each of the fields to customize your site (please refer to the PIMS install guide for more information).

When you are done typing answers for page one, move the cursor to the command line located at the bottom of the screen and type N or NEXT PAGE.

Again, type answer to each of the fields to customize your site.

It is important to note that if you do not populate the Day Surgery Hospital field, when users select the Day Surgery (DSE) option they will see the following error (Figure 10-27):

Each Division must have a valid Clinic entered in the DAY SURGERY HOSP LOCATION field, found in the ADT parameters set up

Press ENTER to continue:

Figure 10-27: Error message

When you are done typing answers for page two, move the cursor to the command line and type EXIT.
Figure 10-28: Editing facility-wide parameters, screen 1

Figure 10-29: Editing facility-wide parameters, screen 2
10.5.3 Initialize Census Files (ICF)

Use this option ONLY when you need to start over with your census files. It will be required to run upon installation of ADT to bring in the service with ward figures.

To initialize census files, type ICF at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.

Type the minimum age for adult patients at the “Minimum Age for Adult Patients:” prompt or press the Return key to accept the default age.

Type the earliest date for G&L at the “Earliest Date for G&L:” prompt or press the Return key to accept the default date.

Type Y at the “Ready to Initialize Census for Oct, 01, 1995?” prompt to initialize files. Type N, to escape this option.

<table>
<thead>
<tr>
<th>CKL</th>
<th>Check ADT-PCC Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>EAP</td>
<td>Edit ADT Parameters</td>
</tr>
<tr>
<td>ICF</td>
<td>Initialize Census Files</td>
</tr>
<tr>
<td>KEY</td>
<td>List ADT Security Keys</td>
</tr>
<tr>
<td>SAF</td>
<td>Setup ADT Files</td>
</tr>
</tbody>
</table>

Select ADT System Definition Menu Option: ICF Initialize Census Files

Minimum Age for Adult Patients: 15 // [RET]

Earliest Date for G&L: OCT 1, 1995 // [RET]

I will now DELETE all data in your census files and start over.

Ready to Initialize Census for Oct 01, 1995? NO // Y

Figure 10-30: Initializing census files

10.5.4 List ADT Security Keys (KEY)

Use this option to view the active ADT keys. For each key, the criteria for allocating it will also display.

To list the ADT security keys, type KEY at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.

The ADT Security Keys screen will be displayed (Figure 10-31). To navigate through the screen, use the options at the bottom of the screen.
Select ADT System Definition Menu Option: **KEY** List ADT Security Keys

**Listing of security keys used by this module**

- **DGZADS** *(OBSOLETE - No longer used)*
  Scheduled for deletion.

- **DGZADT** *(Unlocks Bed Control options)*
  Assign this key to staff who will be entering the actual admissions, discharges and transfers.

- **DGZAUTH** *(Unlocks Scheduled Visit Edit)*
  Assign to users who will be doing the data entry for the Scheduled Visit module.

- **DGZBC** *(OBSOLETE - No longer used)*
  Scheduled for deletion.

- **DGZDAY** *(Unlocks Day Surgery Menu)*
  Assign to users who need access to the Day Surgery Menu. **DO NOT assign this key if your facility uses the VA Surgery package.**

+ Enter ?? for more actions

**Select Action:** Next Screen

---

**10.5.5 Setup ADT Files (SAF)**

Use this option to access the Setup ADT Files menu that will enable you to set up and modify local fields in the ADT standard files. You can add local entries to standard ADT files and edit local fields in those same files.

To access the Setup ADT Files menu, type SAF at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.
The SAF menu will be displayed (Figure 10-33). Sections 10.5.5.1 through 10.5.5.8 will explain how to use each option.

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)

Choose Setup Option:  (1-8):

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)

Choose Setup Option:  (1-8): 1

The Hospital Service Setup screen will be displayed (Figure 10-35). You have the option to add or edit any hospital service. Type the number of the option you would like to use at the “Select Action:” prompt.
The editing/adding will done using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.

Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

10.5.5.2 Treating Specialty Setup

Use this option to edit the treating specialties for your facility. This setup option presents all official IHS inpatient services and the corresponding IHS code in alphabetical order. The display also includes abbreviations, hospital service, and
whether or not this treating specialty is set up as an active admitting service at your facility. Only those set up correctly can be chosen when admitting a patient.

To use the Treating Specialty Setup option, type 2 at the “Choose Setup Option:” prompt in the SAF menu.

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 10-37: Setting up treating specialties (step 1)

The Treating Specialty Setup screen will be displayed (Figure 10-38). To edit a treating specialty, type 1 at the “Select Action:” prompt, then type the number of the specialty at the “Select Treating Specialty:” prompt, or to print the treating specialty list, type 2 at the “Select Action:” prompt and then type the name of a print device at the “Device:” prompt.

<table>
<thead>
<tr>
<th>TREATING SPECIALTY SETUP</th>
<th>Nov 05, 2002 09:34:05</th>
<th>Page: 1 of 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Treating Specialty Name</td>
<td>Abbr</td>
<td>Code</td>
</tr>
<tr>
<td>1. ALCOHOLISM</td>
<td>ALCOH</td>
<td>15</td>
</tr>
<tr>
<td>2. DENTAL</td>
<td>DENT</td>
<td>01</td>
</tr>
<tr>
<td>3. DENTAL OBSERVATION</td>
<td>DENO</td>
<td>01O</td>
</tr>
<tr>
<td>4. ENT</td>
<td>ENT</td>
<td>02</td>
</tr>
<tr>
<td>5. ENT OBSERVATION</td>
<td>ENTO</td>
<td>02O</td>
</tr>
<tr>
<td>6. FAMILY PRACTICE</td>
<td>FAMLP</td>
<td>17</td>
</tr>
<tr>
<td>7. FAMILY PRACTICE OBSERVATION</td>
<td>FAMPO</td>
<td>17O</td>
</tr>
<tr>
<td>8. GENERAL MEDICINE</td>
<td>GM</td>
<td>03</td>
</tr>
<tr>
<td>9. GYN OBSERVATION</td>
<td>GYNO</td>
<td>05O</td>
</tr>
<tr>
<td>10. GYNECOLOGY</td>
<td>GYN</td>
<td>05</td>
</tr>
<tr>
<td>11. INTERNAL MED O</td>
<td>MEKO</td>
<td>06O</td>
</tr>
<tr>
<td>12. INTERNAL MEDICINE</td>
<td>INTM</td>
<td>06</td>
</tr>
<tr>
<td>13. MEDICINE OBSERVATION</td>
<td>MEDO</td>
<td>03O</td>
</tr>
<tr>
<td>14. MENTAL HEALTH</td>
<td>MENTL</td>
<td>12</td>
</tr>
<tr>
<td>15. MENTAL HEALTH OBSERVATION</td>
<td>MO</td>
<td>12O</td>
</tr>
<tr>
<td>16. NEUROLOGY</td>
<td>NEURO</td>
<td>20</td>
</tr>
</tbody>
</table>

+ Enter ?? for more actions
1 Edit Entry 2 Print List Q Quit
Select Action: Next Screen// 1 Edit Entry
Select Treating Specialty: (1-16): 1

Figure 10-38: Editing a treating specialty (step 2)

The editing will done using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.
Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

<table>
<thead>
<tr>
<th>NAME: ALCOHOLISM</th>
<th>IHS CODE: 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABBREVIATION: ALCOH</td>
<td></td>
</tr>
<tr>
<td>HOSPITAL SERVICE: CLINIC</td>
<td></td>
</tr>
<tr>
<td>ADMITTING SERVICE?: YES</td>
<td></td>
</tr>
<tr>
<td>Effective Date</td>
<td>Active?</td>
</tr>
<tr>
<td>FEB 11,2002</td>
<td>YES</td>
</tr>
</tbody>
</table>

Figure 10-39: Editing a treating specialty (step 3)

### 10.5.5.3 Wards Setup

Use this option to add or edit a ward at your facility. The system will list your wards using ListMan and then you can add/edit them using ScreenMan. This setup option presents all active and inactive wards contained in your files.

To use the Wards Setup option, type 3 at the “Choose Setup Option:” prompt in the SAF menu.

| 1. Hospital Service Setup |
| 2. Treating Specialty Setup |
| 3. Wards Setup |
| 4. Room-Bed Setup |
| 5. Transfer Facilities Setup |
| 6. ADT Event Driver View |
| 7. Add Mail Groups to PIMS Bulletins |
| 8. Online Help (Report Descriptions) |

Choose Setup Option: (1-8): 3

Figure 10-40: Setting up wards

The Inpatient Ward Setup screen will be displayed (Figure 10-41).
Edit an Inpatient Ward

Use this option to edit an existing inpatient ward at your facility.

To edit an inpatient ward, type 2 at the “Select Action:” prompt.

Type the number of the ward you wish to edit at the “Select Ward:” prompt.

The Inpatient Ward Setup screen will be displayed. (Figure 10-42). This screen uses ScreenMan which enables you to edit any of the fields on display. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.
Select Action: Quit// 2 Edit Entry
Select Ward: (1-2): 1

INPATIENT WARD SETUP

NAME: GMS                              DIVISION: UNSPECIFIED INDIAN HOSPITAL
ABBREVIATION: GMS                        INACTIVE: ACTIVE

ICU/SCU WARD?: NO                  # ICU/SCU BEDS: 0
PROGRESSIVE CARE UNIT?:                         # PCU BEDS: 0
# ADULT MEDICAL BEDS: 0            # ADULT SURGICAL BEDS: 0
# PEDIATRIC MEDICAL BEDS: 0        # PEDIATRIC SURGICAL BEDS: 0
# OBSTETRIC BEDS: 0                # NEWBORN BEDS: 0
# TUBERCULOSIS BEDS: 0
# ALCOHOL/SUBSTANCE ABUSE BEDS: 0
# MENTAL HEALTH BEDS: 0

A SHEET PRINTER:
SERIOUSLY ILL WARD?: INCLUDE ON SERIOUSLY ILL LIST
PRINT ORDER: 1

COMMAND:                                     Press <PF1>H for help
Insert

Figure 10-42: Editing an inpatient ward

Add an Inpatient Ward

Use this option to add a new ward to your facility.

To add an inpatient ward, type 1 at the “Select Action:” prompt.

Type the name of the new ward at the “Select Ward Location Name:” prompt.

Type Y at the “Are you adding '(new name)' as a new Ward Location?” prompt to confirm your selection.

Type the file pointer name at the “Ward Location Hospital Location File Pointer:” prompt.

Type the name of the division that this ward belongs to at the “Ward Location Division:” prompt.

Figure 10-43: Adding an inpatient ward
The Inpatient Ward Setup screen will be displayed. (Figure 10-42). This screen uses ScreenMan to enable you to edit any of the fields on display. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

10.5.5.4 Room-Bed Setup

Use this option to add or edit a room or bed at your facility. This setup option presents all defined room-beds in your facility. Those that have been inactivated are listed last. For each, the room-bed designation is displayed along with description, bed phone number and inactive if inactive.

To use Room-Bed Setup option, type 4 at the “Choose Setup Option:” prompt in the SAF menu.

| 1. Hospital Service Setup |
| 2. Treating Specialty Setup |
| 3. Wards Setup |
| 4. Room-Bed Setup |
| 5. Transfer Facilities Setup |
| 6. ADT Event Driver View |
| 7. Add Mail Groups to PIMS Bulletins |
| 8. Online Help (Report Descriptions) |

Choose Setup Option:  (1-8): 4

Figure 10-44: Selecting Room-Bed setup

The Room-Bed Setup screen will be displayed (Figure 10-45). Use the options at the bottom of the screen to navigate through the screen. You can add information, edit information, or print the screen.
### ROOM-BED SETUP

**UNSPECIFIED INDIAN HOSPITAL**

<table>
<thead>
<tr>
<th>Room-Bed</th>
<th>Description</th>
<th>Bed Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 207-1</td>
<td>NO DESCRIPTION</td>
<td>247-2071</td>
</tr>
<tr>
<td>2. 207-1</td>
<td>NO DESCRIPTION</td>
<td>247-2071</td>
</tr>
<tr>
<td>3. 211-1</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>4. 211-2</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>5. 213-1</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>6. 213-1</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>7. 213-2</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>8. 213-2</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>9. 216-1</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>10. 216-1</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>11. 216-2</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>12. 216-2</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>13. 216-3</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>14. 216-3</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>15. 216-4</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>16. 216-4</td>
<td>NO DESCRIPTION</td>
<td></td>
</tr>
</tbody>
</table>

+ Enter ?? for more actions

1. Add New Entry  
2. Edit Entry  
3. Print List

**Figure 10-45:** Adding, editing, or printing a room-bed

If you select to add or edit a room-bed, you will do so using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

**Figure 10-46:** Adding or editing information in the Room-bed setup screen
10.5.5.5 Transfer Facilities Setup

Use this option to edit or add transfer facility parameters. This setup option presents a list of all transfer facilities used by your site so far. During the installation of ADT version 5.3 the transfer facility fields in ADT and PCC were converted from variable pointers looking at 2 files (Institution and Vendor). They now point to one locally maintained table. This option displays the entries in this new table.

To use Transfer Facilities Setup option, type 5 at the “Choose Setup Option:” prompt in the SAF menu.

<table>
<thead>
<tr>
<th>Transfer Facility Name</th>
<th>Inactive Date</th>
<th>Link to IHS Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALBUQUERQUE HOSPITAL</td>
<td></td>
<td>ALBUQUERQUE HOSPITAL</td>
</tr>
<tr>
<td>ALLIANCE HOSP OF SANTA TERESA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASA ARENA BLANCA NURSING CTR</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EASTERN NM MED CTR - NORTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EASTERN NM MED CTR - SOUTH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EASTERN NM MEDICAL CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENERAL MEMORIAL (LAS CRUCES)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GERALD CHAMPION MEM HOSP</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LA GRONE FUNERAL CHAPEL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LAS CRUCES RADIOLOGY ASSOC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINCOLN COUNTY MED CTR - EMS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LINCOLN COUNTY MEDICAL CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MEMORIAL MEDICAL CENTER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPECIFIED APACHE REHAB</td>
<td></td>
<td>UNSPECIFIED APACHE REHA</td>
</tr>
<tr>
<td>MESILLA VALLEY HOSPITAL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MESILLA VALLEY PSYCH HOSPITAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Action: 1 Add Facility  2 Edit Facility  3 Print List

Add a New Facility

Use this option to add a new transfer facility.

To add a new facility, type 1 at the “Select Action:” prompt.
Type the name of the new facility at the “Select Transfer Facility Name:” prompt.

Type Y at the “Are you adding (new facility name) as a new Transfer Facility:” prompt to confirm your selection.

Follow the remaining prompts as they are displayed on your screen.

Select Action:Next Screen// 1   Add Facility
Select TRANSFER FACILITY NAME: NEW
  Are you adding 'NEW' as a new TRANSFER FACILITY (the 33RD)? No// Y  (Yes)

Figure 10-49: Adding a new transfer facility

Edit a Transfer Facility

Use this option to edit an existing transfer facility.

To edit an existing facility, type 2 at the “Select Action:” prompt.

Type the number of the facility that you want to edit at the “Select Facility:” prompt.

Type the new name of the facility at the “Name:” prompt or press the Return key to keep the default setting.

If you are typing this facility as inactive, type the inactive date at the “Inactivation Date:” prompt or press the Return key to bypass this option.

Type the name of the facility that this transfer facility is linked with at the “Facility Link:” prompt or press the Return key to keep the default setting.

Select Action:Next Screen// 2   Edit Facility
Select Facility:  (1-16): 1
  NAME: ABQ HOSPITAL//[RET]
  INACTIVATION DATE: [RET]
  FACILITY LINK: ALBUQUERQUE HOSPITAL// [RET]

Figure 10-50: Editing a transfer facility

10.5.5.6 ADT Event Driver View

Use this option to view the ADT event driver. You cannot make any changes to the driver.

To use the ADT Event Driver View option, type 6 at the “Choose Setup Option:” prompt in the SAF menu.

The ADT Event Driver screen will be displayed (Figure 10-51). Use the options at the bottom of the screen to navigate through the report.
1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)

Choose Setup Option: (1-8): 6

ADT EVENT DRIVER
Nov 05, 2002 12:30:03  Page: 1 of 4

Seq Protocol Description

1  BDGPM VISIT UPDATE UPDATES VISIT POINTER
20  BDGPM A SHEET CLINICAL RECORD BRIEF
25  BDGPM LOCATOR LOCATOR CARD PRINT
27  BDGPM REQUEST CHART Request Chart at Admission
50  BDGPM INCOMPLETE CHART UPDATE UPDATES INCOMPLETE CHART FILE
101 ORU PATIENT MOVMT Review Orders on Patient Movement
105 ORU AUTOLIST Update OE/RR Patient Lists
110 DGOERR NOTE MAS Notifications
115 SD APPT STATUS Appointment Status Update in Event Drive
120 PSJ OR PAT ADT Inpatient Medications Actions on Patient
150 AQAL ADT EVENT QI/ADT LINKAGE EVENTS
201 SC PCMM INPATIENT ACTIVITY PCMM Inpatient Activity
205 BDGPM BULLETINS ADT BULLETINS
210 GMRADGPM MARK CHART FIRE MARK CHART BULLETIN ON NEW ADMISSION

+ Enter ?? for more actions

Select Action: Next Screen

Figure 10-51: Viewing the ADT event driver

10.5.5.7 Add Mail Groups to PIMS Bulletins

Use this option to add mail groups to PIMS bulletins. This setup option is used if you turned on any of the ADT bulletins. The bulletins will not fire if there are no recipients. For those bulletins you have turned on, please type at least one mail group to receive that bulletin. The creation of mail groups must be done under MailMan.

To use the Add Mail Groups to PIMS Bulletins option, type 7 at the “Choose Setup Option:” prompt in the SAF menu.

Figure 10-52: Adding a mail group (step 1)
The Add Mail Groups to Bulletins screen will be displayed (Figure 10-53).

<table>
<thead>
<tr>
<th>Bulletin Name</th>
<th>Mail Group(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. BDG A&amp;D READY</td>
<td>PIMS INSTALL GRP</td>
</tr>
<tr>
<td>2. BDG ADMIT AFTER DAY SURG</td>
<td></td>
</tr>
<tr>
<td>3. BDG AMA DISCHARGE</td>
<td></td>
</tr>
<tr>
<td>4. BDG DEATH</td>
<td>PIMS INSTALL GRP</td>
</tr>
<tr>
<td>5. BDG DELETED ADMITS</td>
<td></td>
</tr>
<tr>
<td>6. BDG ICU TRANSFER</td>
<td></td>
</tr>
<tr>
<td>7. BDG ONE DAY ADMIT</td>
<td></td>
</tr>
<tr>
<td>8. BDG READMISSION</td>
<td></td>
</tr>
<tr>
<td>9. BDG RETURN TO ICU</td>
<td></td>
</tr>
<tr>
<td>10. BDG SAME ADMIT</td>
<td></td>
</tr>
<tr>
<td>11. BDG TRANSFER IN ADMIT</td>
<td></td>
</tr>
<tr>
<td>12. BDG TRANSFER OUT DISCH</td>
<td></td>
</tr>
</tbody>
</table>

Enter ?? for more actions
1  Edit Entry             2  Print List             Q  Quit

Select Action: Quit/

Figure 10-53: Adding a mail group (step 2)

Type 1 at the “Select Action:” prompt.

Type the number of the bulletin name you wish to edit at the “Select Bulletin:” prompt.

Type the name of the mail group at the “Select Mail Group:” prompt. You can add a new mail group at this prompt. Follow the prompts as they are displayed on your screen to add a new group.

Select Action: Quit// 1 Edit Entry
Select Bulletin: (1-12): 1
BULLETIN: BDG A&D READY

Select MAIL GROUP: PIMS INSTALL GRP// NEW GROUP
Are you adding 'new group' as a new MAIL GROUP (the 47TH)? No// Y (Yes)
MAIL GROUP COORDINATOR: PROVIDER, JADE
JAC
Are you adding 'MY GROUP' as a new MAIL GROUP (the 1ST for this BULLETIN)? No// Y (Yes)

Figure 10-54: Adding a mail group (steps 3-4)

10.5.5.8 Online Help (Report Descriptions)

Use this option to view report descriptions for the reports in the SAF menu. All report descriptions will be displayed onscreen.

To use the Online Help option, type 8 at the “Choose Setup Option:” prompt in the SAF menu.
Type the number of the report of which you would like to see a description at the “Select Help System action or <return>:” prompt.

Choose Setup Option:  (1-8): 8

Set up ADT Files

Use this option to maintain the various tables used by ADT. Each choice will display the entries in the file in browse mode and then allow you to edit the entry, print the list and in some cases, add new entries. Choose by number for details on that particular choice.

1  Hospital Service Setup
2  Treating Specialty Setup
3  Wards Setup
4  Room-Bed Setup
5  Transfer Facilities Setup
6  ADT Event Driver View
7  Add Mail Groups to PIMS Bulletins

Select HELP SYSTEM action or <return>:

---

10.6 View A&D Corrections (VAD)

Use this option to view any corrections (edits) in the Admissions and Discharges Sheet. You can select the correction to be viewed and you can type the date of the correction or, if known, the patient for whom the correction was made.

To display the View A&D Corrections Screen, type VAD at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.

Type the date the change to be viewed was made at the “Select G&L Corrections Date of Change:” prompt.

The changes made on that date will be displayed (Figure 10-56).
ADT Supervisor Menu
(UNSPECIFIED HO)

- ADS  Admissions & Discharges Sheet
- BUL  Post A&D Sheet Bulletin
- CEN  Census Reports Menu ...
- REC  Recalculate Census Totals
- SYS  ADT System Definition Menu ...
- VAD  View A&D Corrections

Select ADT Supervisor Menu Option: **VAD**  View A&D Corrections

Select G&L CORRECTIONS DATE OF CHANGE: **T-365**  NOV 05, 2001

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Description</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>11-5-2001</td>
<td>ADMISSION ENTERED</td>
<td>DEMO, MARGARET MARIE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>2</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, MARGARET MARIE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>3</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, MARGARET MARIE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>4</td>
<td>11-5-2001</td>
<td>FACILITY TS ENTERED</td>
<td>DEMO, MARGARET MARIE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>5</td>
<td>11-5-2001</td>
<td>ADMISSION ENTERED</td>
<td>DEMO, BEVERLY FAYE</td>
<td>11-01-01</td>
</tr>
</tbody>
</table>

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-5:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Description</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, BEVERLY FAYE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>7</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, BEVERLY FAYE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>8</td>
<td>11-5-2001</td>
<td>FACILITY TS ENTERED</td>
<td>DEMO, BEVERLY FAYE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>9</td>
<td>11-5-2001</td>
<td>DISCHARGE ENTERED</td>
<td>DEMO, MARGARET MARIE</td>
<td>11-01-01</td>
</tr>
<tr>
<td>10</td>
<td>11-5-2001</td>
<td>DISCHARGE ENTERED</td>
<td>DEMO, BEVERLY FAYE</td>
<td>11-01-01</td>
</tr>
</tbody>
</table>

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-10:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Description</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>11-5-2001</td>
<td>ADMISSION ENTERED</td>
<td>DEMO, LARRY ALBERT</td>
<td>11-04-01</td>
</tr>
<tr>
<td>12</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, LARRY ALBERT</td>
<td>11-04-01</td>
</tr>
<tr>
<td>13</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, LARRY ALBERT</td>
<td>11-04-01</td>
</tr>
<tr>
<td>14</td>
<td>11-5-2001</td>
<td>FACILITY TS ENTERED</td>
<td>DEMO, LARRY ALBERT</td>
<td>11-04-01</td>
</tr>
<tr>
<td>15</td>
<td>11-5-2001</td>
<td>ADMISSION ENTERED</td>
<td>DEMO, NIKONA SEVAN</td>
<td>11-04-01</td>
</tr>
</tbody>
</table>

Press <RETURN> to see more, '^' to exit this list, OR

CHOOSE 1-15:

<table>
<thead>
<tr>
<th></th>
<th>Date</th>
<th>Description</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>16</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, NIKONA SEVAN</td>
<td>11-04-01</td>
</tr>
<tr>
<td>17</td>
<td>11-5-2001</td>
<td>FACILITY TS DATE EDITED</td>
<td>DEMO, NIKONA SEVAN</td>
<td>11-04-01</td>
</tr>
<tr>
<td>18</td>
<td>11-5-2001</td>
<td>FACILITY TS ENTERED</td>
<td>DEMO, NIKONA SEVAN</td>
<td>11-04-01</td>
</tr>
</tbody>
</table>

CHOOSE 1-18: ??

Select G&L CORRECTIONS DATE OF CHANGE:
11.0 Scheduled Visit Entry/Edit (SV)

Use this option to record or track a scheduled admissions, scheduled day surgeries, and scheduled outpatient visits from outside this service unit. Patients can be scheduled to a specific ward or treating specialty. This option also includes travel and housing information is included. You can also print a scheduled visit summary using this option.

To enter/edit an upcoming patient visit, type `SV` at the “Select ADT Menu Option:” prompt.

The “Select Patient:” prompt will be displayed (Figure 11-1).

```
Figure 11-1: Accessing Scheduled Visit Entry/Edit
```

11.1 Record a New Patient Visit

Use this option to record a new visit for a patient.

To record a new patient visit, type the name of the patient who has an upcoming visit at the “Select Patient:” prompt.

Type `Y` (Yes) at the “Okay to Add New Scheduled Visit?” prompt to verify the entry, or if the patient already has existing scheduled visits, type `A` at the “Select Date by Number or ” prompt to Add New Entry:” prompt.

Type the date of the expected appointment at the “Scheduled Visit Date Expected:” prompt.
Type the visit type at the “Scheduled Visit Visit Type:” prompt. Type ?? to see a list of available visit types.

Select Patient: PATIENT, ALLISON F 02-02-1901 000785650 MH 4298

No Scheduled Visits found for patient
OKAY TO ADD NEW SCHEDULED VISIT? NO// Y YES
SCHEDULED VISIT DATE EXPECTED: 10/30/02 (OCT 30, 2002)
SCHEDULED VISIT VISIT TYPE: ??

Choose from:
A ADMISSION
D DAY SURGERY
O OUTPATIENT VISIT

OKAY TO ADD NEW SCHEDULED VISIT? A

Figure 11-2: Entering a new patient appointment (steps 1-4)

If you typed A, the Scheduled Admission screen will be displayed. If you typed D, the Scheduled Day Surgery screen will be displayed. If you typed O, the Scheduled Outpatient Visit screen will be displayed. These screens use ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.

Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.
<table>
<thead>
<tr>
<th>SCHEDULED ADMISSION</th>
<th>Page 1 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT: PATIENT, ALLISON</td>
<td>CHART #: 4298</td>
</tr>
<tr>
<td>COMMUNITY: UNSPECIFIED RES</td>
<td>AGE: 41</td>
</tr>
<tr>
<td>DATE EXPECTED: OCT 30, 2002</td>
<td>EXPECTED LENGTH OF STAY:</td>
</tr>
<tr>
<td>AUTHORIZING PROVIDER: DOCTOR, KATHRYN</td>
<td></td>
</tr>
<tr>
<td>CASE MANAGER: MANAGER, HEATHER E</td>
<td></td>
</tr>
<tr>
<td>TREATING SPECIALTY: SURGERY</td>
<td></td>
</tr>
<tr>
<td>WARD: GMS</td>
<td></td>
</tr>
<tr>
<td>DIAGNOSIS: bad valve</td>
<td></td>
</tr>
<tr>
<td>REFERRING PROVIDER: PROVIDER</td>
<td></td>
</tr>
<tr>
<td>SURGERY DATE: OCT 30, 2002</td>
<td>SAME DAY ADMIT?: YES</td>
</tr>
<tr>
<td>PROCEDURE: heart transplant</td>
<td></td>
</tr>
</tbody>
</table>

VISIT DISPOSITION: 

Exit  Save  Next Page  Refresh

COMMAND: Next Page  Press <PF1>H for help  Insert Enter a command or '^' followed by a caption to jump to a specific field.

<table>
<thead>
<tr>
<th>SCHEDULED ADMISSION</th>
<th>Page 2 of 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PATIENT: PATIENT, ALLISON</td>
<td>CHART #: 4298</td>
</tr>
<tr>
<td>COMMUNITY: UNSPECIFIED RES</td>
<td>AGE: 41</td>
</tr>
<tr>
<td>TRAVEL AUTHORIZATION:</td>
<td></td>
</tr>
<tr>
<td>HOUSING AUTHORIZED:</td>
<td></td>
</tr>
<tr>
<td># OF DAYS HOUSING AUTHORIZED:</td>
<td>PATIENT HOUSING STATUS:</td>
</tr>
<tr>
<td>TRAVEL/HOUSING DETAILS:</td>
<td></td>
</tr>
<tr>
<td>NAME OF ESCORT:</td>
<td></td>
</tr>
<tr>
<td>TRAVEL AUTHORIZED FOR ESCORT?:</td>
<td></td>
</tr>
<tr>
<td>HOUSING FOR ESCORT AUTHORIZED?:</td>
<td></td>
</tr>
<tr>
<td># OF DAYS HOUSING FOR ESCORT:</td>
<td>ESCORT HOUSING STATUS:</td>
</tr>
<tr>
<td>ESCORT DETAILS:</td>
<td></td>
</tr>
</tbody>
</table>

ADDITIONAL COMMENTS:

Exit  Save  Next Page  Refresh

COMMAND: EXIT  Press <PF1>H for help  Insert Enter a command or '^' followed by a caption to jump to a specific field.

Figure 11-3: Entering a new patient visit (steps 5 – 7)

When you exit the ScreenMan screen, type Y or N at the “Want to Print Scheduled Visit Summary?” prompt. If you type Y, you will be prompted to select between printing the report on paper or browsing onscreen.
Want to print Scheduled Visit Summary? NO// Y YES

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: B

Scheduled Visits Summary Oct 29, 2002 07:17:56 Page: 1 of 1

Confidential Patient Data Covered by Privacy Act
PATIENT, ALLISON #4298 Age: 41 Comm: UNSPECIFIED RES

SCHEDULED ADMISSION

DATE EXPECTED: OCT 30, 2002
AUTHORIZING PROVIDER: DOCTOR, KATHRYN
CASE MANAGER: JONES, HEATHER E
TREATING SPECIALTY: SURGERY
WARD: GMS
DIAGNOSIS: bad valve
REFERRING PROVIDER: PROVIDER
SURGERY DATE: OCT 30, 2002
SAME DAY ADMIT?: YES
PROCEDURE: heart transplant

Enter ?? for more actions

Select Action: Quit// QUIT

Figure 11-4: Entering a new patient visit (step 8)

11.2 Edit a Patient Visit

Use this option to edit an existing patient visit.

To edit a patient visit, type the name of the patient whose upcoming visit needs to be edited at the “Select Patient:” prompt.

Type the date of the scheduled visit that needs to be edited or select from the list of scheduled visit entries at the “Select Date by Number or "A" to Add New Entry:” prompt.

Type changes to be made at the prompts to then press the Return key to record the changes.
Select Patient: PATIENT, ALLISON

Scheduled Visit Entries for PATIENT, ALLISON:
1  NOV 05, 2002  OUTPATIENT VISIT  Open/Pending
2  NOV 01, 2002  DAY SURGERY  Open/Pending
3  OCT 30, 2002  ADMISSION  Open/Pending

Select Date by Number or "A" to Add New Entry: 1

SCHEDULED OUTPATIENT VISIT  Page 1 of 2

PATIENT: PATIENT, ALLISON  CHART #: 4298
COMMUNITY: UNSPECIFIED RES  AGE: 41

DATE EXPECTED: NOV 5, 2002  EXPECTED LENGTH OF STAY:

AUTHORIZED PROVIDER:
CASE MANAGER:
CLINIC:
DIAGNOSIS:
PROCEDURE, IF ANY:
REFERRING PROVIDER:

VISIT DISPOSITION:

COMMAND: Press <PF1>H for help  Insert

Figure 11-5: Editing a patient visit
# 12.0 Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADC</td>
<td>Average Daily Census</td>
</tr>
<tr>
<td>ALOS</td>
<td>Average Length of Stay</td>
</tr>
<tr>
<td>AMIS</td>
<td>Automated Management Information System</td>
</tr>
<tr>
<td>Attending physician</td>
<td>Supervising physician who is responsible for the care of the patient. Non-affiliated hospitals may choose not to use this field.</td>
</tr>
<tr>
<td>Breakeven</td>
<td>A day on which the actual cost of care equals the estimated day allocation.</td>
</tr>
<tr>
<td>CDR</td>
<td>Cost Distribution Report</td>
</tr>
<tr>
<td>Collateral visit</td>
<td>A visit by a non-veteran patient whose appointment is related to or associated with a service-connected patient's treatment.</td>
</tr>
<tr>
<td>Consistency checker</td>
<td>Provides a method of assuring the accuracy of data contained in a patient file.</td>
</tr>
<tr>
<td>Co-pay Test</td>
<td>A financial report used to determine if a patient may be exempted from pharmacy co-payments.</td>
</tr>
<tr>
<td>DRG</td>
<td>Diagnostic Related Group</td>
</tr>
<tr>
<td>DXLS</td>
<td>Diagnosis responsible for the major portion of a patient's stay.</td>
</tr>
<tr>
<td>G&amp;L</td>
<td>Gains and Losses</td>
</tr>
<tr>
<td>HINQ</td>
<td>Hospital Inquiry</td>
</tr>
<tr>
<td>Means Test</td>
<td>A financial report used to determine if a patient may be required to make co-payments for care.</td>
</tr>
<tr>
<td>PAF</td>
<td>Patient Assessment File</td>
</tr>
<tr>
<td>PAI</td>
<td>Patient Assessment Instrument</td>
</tr>
<tr>
<td>Primary physician</td>
<td>The health care provider with primary responsibility for the direct care of the patient. This may be the resident or intern in a teaching facility or the staff physician in a non-affiliated hospital.</td>
</tr>
<tr>
<td>PTF</td>
<td>Patient Treatment File</td>
</tr>
<tr>
<td>Routing slip</td>
<td>When printed for a specified date, it shows the current appointment time, clinic, location and stop code. It also shows future appointments.</td>
</tr>
<tr>
<td>RUG</td>
<td>Resource Utilization Group</td>
</tr>
<tr>
<td>Security code</td>
<td>A code assigned to each user identifying them specifically to the system and allowing them access to the functions/options assigned to them.</td>
</tr>
<tr>
<td>Security key</td>
<td>Used in conjunction with locked options or functions.</td>
</tr>
<tr>
<td>Special survey</td>
<td>An ongoing survey of care given to patients alleging Agent Orange or ionizing radiation exposure. Each visit by such a patient must receive special survey dispositioning which records whether treatment provided was related to that exposure. This data is used for congressional reporting purposes.</td>
</tr>
<tr>
<td>Stop code</td>
<td>A three-digit number corresponding to an additional stop/service a patient received in conjunction with a clinic visit. Stop code entries are used so that medical facilities may receive credit for the services rendered during a patient visit.</td>
</tr>
<tr>
<td>Third party billings</td>
<td>Billings where a party other than the patient is billed.</td>
</tr>
<tr>
<td>Trim point</td>
<td>The expected Length of Stay based on the LOS distribution for each DRG category.</td>
</tr>
<tr>
<td>VADATS</td>
<td>Veterans Administration Data Transmission System</td>
</tr>
<tr>
<td>WWU</td>
<td>Weighted Work Unit</td>
</tr>
</tbody>
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13.0 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](http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm)

**Email:** support@ihs.gov