

**Indian Health Service  
Office of Information Technology Presents:  
Resource and Patient Management System  
Q-MAN/ VGEN/ Reporting**

**Instructor**

Gary Lawless, RPh  
[garylcmi@gmail.com](mailto:garylcmi@gmail.com) or

Dorothy Russell,MS, MT(ASCP)  
[Druss4440@aol.com](mailto:Druss4440@aol.com) or

Karen Mundy, MT(ASCP)  
[Karen@mundy.com](mailto:Karen@mundy.com)

**Class Description**

The course consists of two sections: (1) Q-Man, the PCC Ad Hoc Query tool and (2) PCC Management Reports with a focus on using VGEN for ad hoc reporting and exporting data to PC based programs such as Excel. Each section consists of lecture with overheads, demonstration of the tool, and hands-on exercises utilizing individual computer terminals for each student and a simulated patient database.

**Objectives**

Formulate and execute ad hoc searches of the PCC database  
Produce lists of patients with various medical conditions  
Produce lists of patients with important service needs such as immunizations, pap smears, health education, and specialty care  
Produce age distributions, custom letters, and mailing labels for patients selected in ad hoc searches  
Select and execute reports for facility and program management, quality assurance, workload statistics, and community epidemiology  
Capture or store files of PCC data and export those files to Excel

**Intended Audience**

This course will benefit: health care providers, facility and program administrators, medical records personnel, planners and epidemiologists, and information systems personnel.

## DAY ONE

<b>Welcome</b>	<b>8:30 am – 9:00 am</b>
Introductions	
Review of class objectives, agenda, and training materials	
Review of RPMS and PCC structure and function	
Retrieving data and downloading manuals	
<b>Fundamentals</b>	<b>9:00 am – 10:00 am</b>
Fundamentals of Q-Man- the PCC ad hoc query tool	
Defining: subject, attribute, condition, and value	
<b>Break</b>	<b>10:00 am – 10:15 am</b>
<b>Q-Man Search Capabilities- Demo and Hands-On</b>	<b>10:15 am – 12:00 pm</b>
Retrieval of simple data	
Retrieval of simple clinical data	
<b>Lunch</b>	<b>12:00 pm – 1:00 pm</b>
<b>Q-Man Search Capabilities- Demo and Hands-On (continued)</b>	<b>1:00 pm – 3:00 pm</b>
Multiple demographic attributes limited by dates of visits	
Multiple clinical attributes limited by dates of visits	
Retrieval of multiple demographic attributes	
Retrieval of multiple clinical attributes	
<b>Break</b>	<b>3:00 pm – 3:15 pm</b>
<b>Q-Man Search Templates and Taxonomies- Demo and Hands-On</b>	<b>3:15 pm – 4:00 pm</b>
Creation and retrieval of search templates	
Creation and retrieval of taxonomies	
<b>Questions and Adjourn</b>	<b>4:00 pm – 4:15 pm</b>

## DAY TWO

<b>Review of Day One- Demo and Hands-On</b>	<b>8:30 am – 9:00 am</b>
Single attributes	
Multiple attributes	
Taxonomies	
Search templates	
<b>Retrieving Clinical Data - Special Conditions – Demo and Hands-On</b>	<b>9:00 am – 10:00 am</b>
Greatest	
Smallest	
First “n”	
Last “n”	
At most “n”	
Span	
Change	
<b>Break</b>	<b>10:00 am – 10:15 am</b>
<b>Q-Man Special Outputs – Demo and Hands-On</b>	<b>10:15 am – 12:00pm</b>
Retrieving patients using special conditions to force printing	
Identifying patients without specified characteristics	
Identifying relative age at specified time	
Options to generate mailing labels	
Special reports including age distributions	
Creation of flat files for export to PC based software applications	
<b>Lunch</b>	<b>12:00 pm – 1:00 pm</b>
<b>Independent Exercises- Hands-On</b>	<b>1:00 pm – 3:00 pm</b>
<b>Break</b>	<b>3:00 pm – 3:15 pm</b>
<b>Independent Exercises- Hands-On (continued)</b>	<b>3:15 pm – 3:45 pm</b>
<b>Review of Independent Exercises</b>	<b>3:45 pm – 4:30 pm</b>
Distribution of answer sheets	
<b>Questions and Adjourn</b>	<b>4:30 pm – 4:45 pm</b>

## DAY THREE

<b>Overview of PCC Management Reports - Demo and Hands-On</b>	<b>8:30 am – 9:30 am</b>
Menu structures	
Report categories: Quality Assurance, Program Management, Epidemiology, Resource Allocation/ Workload Reports, Group Patient Management, and Diabetes Management	
<b>VGEN/ PGEN for Custom Reports- Demo and Hands-On</b>	<b>9:30 am – 10:15 am</b>
<b>Break</b>	<b>10:15 am – 10:30 am</b>
<b>File Generation for Export to Excel-Demo and Hands-On</b>	<b>10:30 am – 12:00 pm</b>
Creation of .txt file from RPMS data	
Reading .txt file into Excel spreadsheet	
Mailing Label / Form Letter creation utilizing MS Word Mail Merge	
<b>Lunch</b>	<b>12:00 pm – 1:00 pm</b>
<b>Custom Letter Generation from RPMS Data – Demo and Hands-On</b>	<b>1:00 pm – 2:00 pm</b>
Letter Creation utilizing Full Screen Editor	
Printing Letters for Groups of Patients	
<b>Graphs and Charts from RPMS Data – Demo and Hands -On</b>	<b>2:00 pm – 2:30 pm</b>
<b>Break</b>	<b>2:30 pm – 2:45 pm</b>
<b>Independent Student Exercises – Hands-On</b>	<b>2:45 pm – 3:45 pm</b>
<b>Review, Questions, and Course Evaluation</b>	<b>3:45 pm – 4:30 pm</b>