

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

Instructor

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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

Welcome	30 min
Introductions	
Review of class objectives, agenda, and training materials	
Review of RPMS and PCC structure and function	
Retrieving data and downloading manuals	
Fundamentals	60 min
Fundamentals of Q-Man- the PCC ad hoc query tool	
Defining: subject, attribute, condition, and value	
Break	15 min
Q-Man Search Capabilities- Demo and Hands-On	105 min
Retrieval of simple data	
Retrieval of simple clinical data	
Lunch	60 min
Q-Man Search Capabilities- Demo and Hands-On (continued)	120 min
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	
Break	15 min
Q-Man Search Templates and Taxonomies- Demo and Hands-On	45 min
Creation and retrieval of search templates	
Creation and retrieval of taxonomies	
Questions and Adjourn	15 min

DAY TWO

Review of Day One- Demo and Hands-On	30 min
Single attributes	
Multiple attributes	
Taxonomies	
Search templates	
Retrieving Clinical Data - Special Conditions – Demo and Hands-On	60 min
Greatest	
Smallest	
First “n”	
Last “n”	
At most “n”	
Span	
Change	
Break	15 min
Q-Man Special Outputs – Demo and Hands-On	105 min
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	
Lunch	60 min
Independent Exercises- Hands-On	120 min
Break	15 min
Independent Exercises- Hands-On (continued)	30 min
Review of Independent Exercises	45 min
Distribution of answer sheets	
Questions and Adjourn	15 min

DAY THREE

Overview of PCC Management Reports - Demo and Hands-On	60 min
Menu structures	
Report categories: Quality Assurance, Program Management, Epidemiology, Resource Allocation/ Workload Reports, Group Patient Management, and Diabetes Management	
VGEN/ PGEN for Custom Reports- Demo and Hands-On	45 min
Break	15 min
File Generation for Export to Excel-Demo and Hands-On	90 min
Creation of .txt file from RPMS data	
Reading .txt file into Excel spreadsheet	
Mailing Label / Form Letter creation utilizing MS Word Mail Merge	
Lunch	60 min
Custom Letter Generation from RPMS Data – Demo and Hands-On	60 min
Letter Creation utilizing Full Screen Editor	
Printing Letters for Groups of Patients	
Graphs and Charts from RPMS Data – Demo and Hands –On	30 min
Break	15 min
Independent Student Exercises – Hands-On	60 min
Review, Questions, and Course Evaluation	45 min