



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Q-MAN/VGEN/Reporting**

## Announcement and Agenda

2014

Office of Information Technology (OIT)  
Albuquerque, New Mexico  
and  
Remote Sites

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## 1.0 General Information

### 1.1 Course Description

The course consists of two sections:

- Q-Man, the PCC Ad Hoc Query tool
- 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 using individual computer terminals for each student and a simulated patient database.

### 1.2 Prerequisites

None

### 1.3 Intended Audience

This course will benefit:

- Health care providers
- Facility and program administrators
- Medical records personnel
- Planners and epidemiologists
- Information systems personnel

### 1.4 Course Material and References

#### 1.4.1 At the IHS RPMS FTP Site

The following materials may be downloaded from the RPMS Training FTP site at <ftp://ftp.ihs.gov/pubs/rpms-training/QMAN-VGEN-Reporting/>:

- PowerPoint Presentation:  
02QMAN\_VGEN\_PGEN.pdf
- PCC Management Reports Screenshots:  
03QMAN\_VGENReporting\_PCCManagementReportsScreenshots.pdf
- PCGEN & VGEN Instructions:  
04QMAN\_VGENReporting\_PGEN\_VGENInstructions.pdf

- Creating Custom Letters:  
05QMAN\_VGENReporting\_CreatingCustomLetters.pdf
- Importing RPMS Data into Excel:  
06QMAN\_VGENReporting\_ImportingRPMSDataintoExcel.pdf
- Mailing Labels via MS Office 2003 & 2007 & 2010:  
07QMAN\_VGENReporting\_MailinglabelsviaMSOffice2003\_2007\_2010.pdf
- Setting up NetTerm to Run Landscape Reports:  
08QMAN\_VGENReporting\_SettingUpNetTermtoRunLandscapeReports.pdf

#### 1.4.2 At the IHS RPMS Website

- APCL User Manual 2012:  
([http://www.ihs.gov/RPMS/PackageDocs/APCL/bjpc0200.02u\\_apcl.pdf](http://www.ihs.gov/RPMS/PackageDocs/APCL/bjpc0200.02u_apcl.pdf))
- AMQQ Vol 1 March 2012:  
([http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u\\_amqq.pdf](http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u_amqq.pdf))
- AMQQ Vol II April 2011:  
([http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u\\_amqq\\_db.pdf](http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u_amqq_db.pdf))
- AMQQ Vol III March 2010:  
([http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u\\_amqq\\_pu.pdf](http://www.ihs.gov/RPMS/PackageDocs/AMQQ/bjpc0200.02u_amqq_pu.pdf))

## 2.0 Learning 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.

### 3.0 Instructors and Facilitators

- Dorothy Russell, MS, MT(ASCP)  
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- Karen Mundy, MT(ASCP)  
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## 4.0 Detailed Agenda

### 4.1 Day 1

Topic	Duration
<b>Welcome:</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Review of class objectives, agenda, and training materials</li> <li>• Review of RPMS and PCC structure and function</li> <li>• Retrieving data and downloading manuals</li> </ul>	30 minutes
<b>Fundamentals:</b> <ul style="list-style-type: none"> <li>• Fundamentals of Q-Man- the PCC ad hoc query tool</li> <li>• Defining: subject, attribute, condition, and value</li> </ul>	60 minutes
<b>Break</b>	15 minutes
<b>Q-Man Search Capabilities - Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Retrieval of simple data</li> <li>• Retrieval of simple clinical data</li> </ul>	105 minutes
<b>Lunch</b>	60 minutes
<b>Q-Man Search Capabilities - Demo and Hands-On (continued):</b> <ul style="list-style-type: none"> <li>• Multiple demographic attributes limited by dates of visits</li> <li>• Multiple clinical attributes limited by dates of visits</li> <li>• Retrieval of multiple demographic attributes</li> <li>• Retrieval of multiple clinical attributes</li> </ul>	120 minutes
<b>Break</b>	15 minutes
<b>Q-Man Search Templates and Taxonomies-Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Creation and retrieval of search templates</li> <li>• Creation and retrieval of taxonomies</li> </ul>	45 minutes
<b>Questions and Adjourn</b>	15 minutes

### 4.2 Day 2

Topic	Duration
<b>Review of Day 1 - Demo and Hands on:</b> <ul style="list-style-type: none"> <li>• Single attributes</li> <li>• Multiple attributes</li> <li>• Taxonomies</li> <li>• Search template</li> </ul>	30 minutes

<b>Topic</b>	<b>Duration</b>
<b>Retrieving Clinical Data – Special Conditions – Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Greatest</li> <li>• Smallest</li> <li>• First “n”</li> <li>• Last “n”</li> <li>• At most “n”</li> <li>• Span</li> <li>• Change</li> </ul>	60 minutes
<b>Break</b>	15 minutes
<b>Q-Man Special Outputs – Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Retrieving patients using special conditions to force printing</li> <li>• Identifying patients without specified characteristics</li> <li>• Identifying relative age at specified time</li> <li>• Options to generate mailing labels</li> <li>• Special reports including age distributions</li> <li>• Creation of flat files for export to PC based software applications</li> </ul>	105 minutes
<b>Lunch</b>	60 minutes
<b>Independent Exercises – Hands-On</b>	120 minutes
<b>Break</b>	15 minutes
<b>Independent Exercises – Hands-On (continued)</b>	30 minutes
<b>Review of Independent Exercises:</b> <ul style="list-style-type: none"> <li>• Distribution of answer sheets</li> </ul>	45 minutes
<b>Questions and Adjourn</b>	15 minutes

### 4.3 Day 3

<b>Topic</b>	<b>Duration</b>
<b>Overview of PCC Management Reports - Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Menu structures</li> <li>• Report categories: Quality Assurance, Program Management, Epidemiology, Resource</li> <li>• Allocation/ Workload Reports, Group Patient Management, and Diabetes Management</li> </ul>	60 minutes
<b>VGEN/ PGEN for Custom Reports- Demo and Hands-On</b>	45 minutes
<b>Break</b>	15 minutes
<b>File Generation for Export to Excel-Demo and Hands-On:</b> <ul style="list-style-type: none"> <li>• Creation of .txt file from RPMS data</li> <li>• Reading .txt file into Excel spreadsheet</li> <li>• Mailing Label / Form Letter creation utilizing MS Word Mail Merge</li> </ul>	90 minutes
<b>Lunch</b>	60 minutes

<b>Topic</b>	<b>Duration</b>
<b>Custom Letter Generation from RPMS Data – Demo and Hands-On:</b> <ul style="list-style-type: none"><li>• Letter Creation utilizing Full Screen Editor</li><li>• Printing Letters for Groups of Patients</li></ul>	60 minutes
<b>Graphs and Charts from RPMS Data – Demo and Hands –On</b>	30 minutes
<b>Break</b>	15 minutes
<b>Independent Student Exercises – Hands-On</b>	60 minutes
<b>Review, Questions, and Course Evaluation</b>	45 minutes