



INDIAN HEALTH SERVICE

**RESOURCE AND PATIENT MANAGEMENT SYSTEM
RPMS ADP SYSTEMS MANUAL**

Patient Care Component (PCC) Data Entry (APCD)

Supervisor's Manual

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1 SUPERVISOR RESPONSIBILITIES

The Patient Care Component (PCC) Supervisor/Manager is the key to PCC's success or failure. They must be knowledgeable in both the Resource and Patient Management System (RPMS) and Medical Records. A thorough working knowledge in the International Classification of Disease (ICD) coding system and PCC Data Entry is mandatory. This may be accomplished through one or several people, depending on the resources at your site. The PCC Supervisor is ultimately responsible for making sure data is as accurate as possible and accessible in a timely and reasonable manner.

This manual demonstrates the supervisory functions that are performed in the PCC Data Entry Module. In addition to this manual, refer to the PCC Data Entry Operator, PCC Data Entry Mnemonics and PCC Transmission manuals for more details regarding the role of the PCC Supervisor. The topics discussed in this manual are:

- Customizing the data entry operations,
- Quality control of data entry operators,
- Quantity control of data entry operators,
- Resolving Uncoded diagnoses,
- IHS edits on ICD codes.

The Visit Review Report (VRR) menu is NOT covered in this manual. These reports are part of the PCC Data Transmission and discussed in detail in the Transmission manual. VRR has been placed on the Supervisor menu for easy access purposes only.

The following screens display the sequence of menus necessary to access the PCC Supervisor menu. Your Site Manager or Area may have customized other means to access these features.

1a. This menu contains options that will be performed by the PCC Supervisor and/or Site Manager. Each is described in detail in standalone PCC manuals. See your Area Information Systems Coordinator (ISC) to order copies, or check the IHS web site <http://www.ihs.gov>, as many RPMS manuals are now downloadable in .PDF format.

PCC	Patient Care Data Entry Menu...
TX	PCC Data Transmission Menu...
UTIL	Utilities For Auto-Coding System...
HSM	Health Summary Maintenance...

Select PCC Manager Menu Option: <PCC><RET> Patient Care Data Entry Menu

1b. This menu is discussed in detail in the PCC Data Entry Operator's manual.

```

*****
**      PCC Data Entry Module      **
*****
                                Version 2.0
                                SELLS HOSPITAL

ENT  Enter/Modify/Append PCC Data ...
DSP  Display Data for a Specific Patient Visit
UPD  Update Patient Related/Non Visit Data ...
DEU  Data Entry Utilities ...
GHS  Generate Health Summary
BHS  Browse Health Summary

Select Patient Care Data Entry Menu Option:<DEU><RET>Data Entry Utilities

```

1c. This is a sub-menu of the Data Entry Operator menu, noted above.

```

*****
**      PCC Data Entry Module      **
**      Data Entry Utilities Menu  **
*****
                                Version 2.0
                                SELLS HOSPITAL/CLINIC

LIST  List Visits for a Patient in a Date Range
GHS   Generate Health Summary
AUN   Find CHS Entry for a Given Authorization Number
MRG   Merge two Visits on Same Date
DEL   Delete All Data For A Visit
SUP  Data Entry SUPERVISORY Options and Utilities...
BHS   Browse Health Summary
COD   Display IHS Coding Guidelines

Select Data Entry Utilities Option:<SUP><RET> Data Entry SUPERVISORY Options and Utilities

```

1d.

```
*****
**                               **
**      PCC Data Entry Module      **
** Data Entry SUPERVISOR Options and Utilities **
*****

                          Version 2.0
                          SELLS HOSPITAL


ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP   Link In-Hospital Visits to Hospitalizations ...
DSP   Display PCC Data Entry Site Parameters
ACC   Process ACCEPT Commands ...
ESP   Enter/Edit PCC Data Entry Site Parameters
EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...


Select Data Entry SUPERVISORY Options and Utilities Option:
```

2 THE SITE FILE

```

*****
**                               **
**      PCC Data Entry Module      **
** Data Entry SUPERVISOR Options and Utilities **
**                               **
*****

                          Version 2.0
                          SELLS HOSPITAL


ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP   Link In-Hospital Visits to Hospitalizations ...
DSP   Display PCC Data Entry Site Parameters
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EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...


Select Data Entry SUPERVISORY Options and Utilities Option:<ESP><RET> Enter/Edit PCC Data
Entry site Parameters

```

ESP - ENTER/EDIT PCC DATA ENTRY SITE PARAMETERS: Prior to data entry, the PCC Manager/ Supervisor must establish the Site File. This option allows specific parameters to be set or changed which affect how data is entered by the data entry staff. Rather than the traditional 'Roll and Scroll' display, this option makes use of the VA ScreenMan to display the fields in the Site File which may be edited. For help with ScreenMan, the user should tap the <PF1> key if using a Wyse or IBM 3151 terminal, or F1 on a standard PC keyboard, followed by an action key such as 'H' to obtain the on-screen help. Once in ScreenMan, the user may move around using the Tab key to move from field to field, or the UP/DOWN RIGHT/LEFT arrow keys will also work in many cases. Because ScreenMan makes use of reverse video in places, parts of the display may be difficult to read. If the color settings on your PC cause problems in reading parts of the ScreenMan display, contact your Site Manager for assistance.

After selecting <ESP> from the Supervisor's menu and entering the name of the PCC site, ScreenMan will display the following:

```

UPDATE PCC DATA ENTRY PARAMETERS
SITE NAME: SELLS HOSPITAL
*****

UPDATE DEFAULT PARAMETERS (press enter):          FORMS TRACKING? (Y/N) Y
UPDATE DISPLAY PARAMETERS (press enter):          ASK OUTSIDE LOCATION? (Y/N) Y
Prompt for VISIT CREATION? (Y/N) Y                ASK PROVIDER EVENT TIME? (Y/N) Y
PROMPT FOR MODIFIERS WITH CPT ENTRY?              N
                                                    PROMPT FOR MODIFIER ON POV? Y
ASK WALK-IN/APPT FOR CLINIC? (Y/N) Y
UNIVERSAL or SITE SPECIFIC LOOKUPS? UNIVERSAL
TYPE OF PROCEDURE CODING: ICD OPERATION CODING

Keep a log of orphaned lab visits that are re-linked? YES
Select PERSON TO RECEIVE IN-HOSPITAL LINK MESSAGE: BAKER,ROBERTA
Update Locations with Charts (press enter):
Update Auto Prompting of Mnemonics (press enter):

COMMAND:                                     Press <PF1>H for help  Insert

```

Many of the editable fields in the ScreenMan display have a **question followed by the current setting**. To change the value in that field, the user must move to the field using Tab or the arrow keys, and then type the desired response or <?> to obtain help for that parameter. For example, in the example shown above, Forms Tracking is currently turned on, and to turn that parameter off, the user would move to that field and type <N> to change the value to N(O).

Some of the fields displayed by ScreenMan are not in the form of a question, but end with **(press enter)**. These are parameters which may contain multiple values, and when <enter / return> is pressed at the prompt, a new screen will be opened containing the parameters which may be edited. Pressing <enter / return> at the UPDATE DEFAULT PARAMETERS (press enter): prompt will display the following

```

*****Update Default Site Parameters*****

Do you want the DEFAULT VALUES displayed?(Y/N): Y
DEFAULT LOCATION: SELLS HOSPITAL
DEFAULT VISIT TYPE: IHS
DEFAULT SERVICE CATEGORY: AMBULATORY
DEFAULT CLINIC: GENERAL
HISTORICAL VISIT TYPE: IHS
DEFAULT HEALTH SUMMARY TYPE for DHS: ADULT REGULAR

```

To change any of the parameters in this screen, move to the desired field and type the correct response or <?> for help. When finished editing parameters, tap <PF1> or <F1> followed by <C> to close the window.

The individual parameters contained in the ESP menu option will now be reviewed.

1. UPDATE DEFAULT PARAMETERS Selecting this parameter will open the following window for edit:

*****Update Default Site Parameters*****
Do you want the DEFAULT VALUES displayed?(Y/N): Y
DEFAULT LOCATION: SELLS HOSPITAL
DEFAULT VISIT TYPE: IHS
DEFAULT SERVICE CATEGORY: AMBULATORY
DEFAULT CLINIC: GENERAL
HISTORICAL VISIT TYPE: IHS
DEFAULT HEALTH SUMMARY TYPE for DHS: ADULT REGULAR

DO YOU WANT DEFAULT VALUES DISPLAYED? A Y(ES) or N(O) is entered here depending on the preference of the data entry operators. Yes allows values to be entered automatically at the **Location, Visit Type, Service Category and Clinic** when creating visits in PCC data entry. Y(ES) must be entered if you choose to use a default at any one of the above items; however, a default value is not required at all items. N(o) is entered if values are not preferred.

When using default values at Location, Visit Type and/or Service Category, the data entry operator must use "^" to back out of the data entry menu. TIP: Typing "^^" at the Visit/Admit Date prompt will return the user to the data entry menu.

DEFAULT LOCATION: If a location is stored in this parameter, it is then automatically entered when creating visits during data entry. A different location can be entered during data entry as the operator is not required to accept the default. Any default value in this parameter must first exist in the Location File before it may be selected.

If data is entered for more than one location on your computer, this should not be used as visits can be created in error more easily.

DEFAULT VISIT TYPE: Any legitimate Visit Type may be stored here as a default for data entry, although it need not be accepted during the data entry process. Acceptable Visit Types include:

I-IHS, C-CONTRACT, T-TRIBE-NON 638/NON COMPACT, 6-TRIBE-638 PROGRAM, **P-TRIBE-COMPACT TRIBAL PROGRAM**, V-VA, S-STATE, O-OTHER. Visit types in bold are new with version 2.0 of PCC Data Entry.

DEFAULT SERVICE CATEGORY: If AMBULATORY is stored as the Default Category, it will be used when creating visits during PCC data entry, however, the data entry operator may change the Service Category as needed. Ambulatory is the only Service Category which may be stored as a default.

DEFAULT CLINIC: Default Clinic is specified when a facility does NOT hold a large number of organized clinics but usually conducts General (01) clinic throughout the day. This is the most common clinic entered here, however any IHS standard clinics may be used as a default. If your facility holds several different types of organized clinics, this parameter would not be advantageous to the data entry operator and should be left blank. Once specified, this clinic is automatically entered when the CL mnemonic is used during data entry, however a different Clinic can be entered as the operator is not required to accept the default.

HISTORICAL VISIT TYPE: Historical Visit Type is used when the data entry staff at your facility enter Historical information and one Visit Type is specified more frequently than another. This Visit Type is then automatically entered when creating visits during data entry using the Historical mnemonics: HBS, HCBC, HHCT, HEKG, HEX, HIM, HLAB, HMSR, HPAP, HRAD, HS, HUA, SHX. A different Visit Type can be entered during data entry as the operator is not required to accept the default.

DEFAULT HEALTH SUMMARY TYPE for DHS: This parameter specifies which health summary will display on the screen for the operator when using the DHS mnemonic in data entry. The most common choice is the Adult Regular Health Summary, however any standard or customized health summary may be identified.

2. FORMS TRACKING? YES must be entered to enable the use of the Forms/Data Entry Tracking features located in the Supervisory options. If N(O) is entered, Forms Tracking would not function and reports could not be generated. Y(ES) should be entered during implementation of PCC as Forms Tracking begins counting on the day Y(ES) is set; it cannot track data entered retrospectively

3. UPDATE DISPLAY PARAMETERS Selecting this parameter by pressing <enter/return> will cause the following screen to be displayed:

*****Update Display Values*****
DISPLAY PROBLEM LIST ON PO/NO? (Y/N) Y
DISPLAY FAMILY/PERSONAL HISTORY? (Y/N) Y
DISPLAY SURGICAL HISTORY? (Y/N) Y
DISPLAY VISIT AFTER SELECTING? (Y/N) Y

DISPLAY PROBLEM LIST ON PO/NO? This parameter should always be set to "Y(ES)" so a patient's Active and Inactive Problems display on the screen during the data entry process. This affects all the data entry Problem mnemonics: PO, NO, PPV, MPO, APO, IPO, RPO, RNO, MNN.

DISPLAY FAMILY/PERSONAL HISTORY? Y(ES) should be entered here to display a patient's Family History and Personal History on the screen during the data entry process.

DISPLAY SURGICAL HISTORY? Y(ES) should be entered here to display a patient's Surgical History on the screen during the data entry process.

DISPLAY VISIT AFTER SELECTING? This parameter should be set to Y(ES) if your data entry staff is new to PCC. The VISIT FILE will display after the initial visit criteria has been entered: Location, Visit Type, Service Category, Date, Time, HRN. This parameter is set to N(O) only when you are absolutely sure the data entry operators are knowledgeable in PCC data entry and no longer require an automatic display of the Visit File. N(O) is not advised if your facility is capturing information for multiple disciplines and locations.

4. ASK OUTSIDE LOCATION? Y(ES) is entered if your facility is using generic, undesigned locations when creating visits in data entry. The operator is then allowed to add a descriptive line about the generic location in 2-50 characters after the Visit File is created during data entry. This parameter corresponds with the OLOC mnemonic, which will prompt the operator while in the data entry menu and when appropriate. The OLOC or VST mnemonics can be used to modify an error while in a visit. N(O) is entered if your facility does not use generic, undesigned locations and data entry does not wish to see the prompt appear.

The following prompt appears when this parameter is set to Y(ES) and a location code between 50 - 99 is used during data entry.

```

*****
**          PCC Data Entry Module          **
**          Entry of NON-VISIT Data         **
*****
Select PATIENT NAME: <33333><RET> WATERMAN,RAE JESSICANN F 11-10-70
PH 100001 HID 100002 SE 33333 SX 100004
Select LOCATION NAME:<SE><RET>SELLS HOSPITAL/CLINIC TUCSON SELL 01
Enter Date Information Was Collected: <T-1><RET> (MAR 10, 1999)
Select non VISIT related mnemonics only!
MNEMONIC:<HPAP><RET> HISTORICAL PAP SMEAR ALLOWED NON
VISIT/VISIT MNEMONIC
PAP SMEAR RESULTS
Patient Name: WATERMAN,RAE JESSICANN Patient Age: 22.3 years
Date/Time of Visit Pap Smear Result
JAN 30, 1991@12:00 POSITIVE
Enter Date of Historical Pap Smear: 1-15-92 (JAN 15, 1992@12:00)
Now creating new visit...
TYPE: O// C CONTRACT
LOC. OF ENCOUNTER: <000182><RET> CHS HOSPITAL TUCSON SELLS 82
Enter Outside Location: <ST MARYS HOSPITAL>
Updating V Lab file...
RESULTS: <POSITIVE><RET>
MNEMONIC:

```

<RET> to enter nothing and bypass the outside location prompt.

In this example the Location code is 82. Entries at this prompt should be standardized to avoid multiple variations for the same location, e.g., "SAINT MARYS HOSPITAL" would be viewed by the computer as a completely different entry. This entry displays as part of the Visit File if in a visit.

5. PROMPT FOR VISIT CREATION? N(O) is entered if you DO NOT want the question "OK? YES//" after each HRN is entered and prior to the creation of a visit while in the PCC data entry. Y(ES) is entered if you DO want the question "OK YES//" after each HRN is entered and prior to the creation of a visit while in the PCC data entry. If **N(O)** is selected for this parameter, the operator is not allowed to verify the patient and a visit is created immediately.

6. PROMPT FOR MODIFIERS WITH CPT ENTRY? If this parameter is set to Y(ES), the data entry operator will be allowed to enter a modifier whenever CPT code information is entered during the data entry process, and that information will be passed to the Third Party Billing package. Many sites will answer this parameter N(O) so that billing personnel will be responsible for determining what, if any, modifiers should be utilized on the third party claim.

7. ASK PROVIDER EVENT TIME? If this parameter is set to Y(ES), the data entry operator will be given the opportunity to enter the date and time that the provider saw the patient. This feature is particularly useful if the site is interested in conducting waiting time studies. Also see waiting time mnemonics in the PCC Data Entry Mnemonic manual.

8. PROMPT FOR MODIFIER ON POV? If this parameter is set to Y(ES), the data entry operator will see the MODIFIER prompt with each POV. If set to N(O), the MODIFIER prompt will not appear during entry of the Purpose of Visit, however, the operator may enter a modifier (e.g. RULE OUT, SUSPECT etc) by utilizing the MOD mnemonic and selecting PV. At that time, the operator will have the opportunity to step through all fields in the POV just as if the parameter had been set to YES to allow automatic prompting of MODIFIER.

9. ASK WALK-IN/APPT FOR CLINIC? Setting this parameter to Y(ES) will cause the operator to be prompted at the beginning of the visit with "WAS THIS AN APPOINTMENT OR WALK-IN?". If the operator answers "A" for appointment, the Appointment Date and Appointment Time will also be asked.

UNIVERSAL or SITE SPECIFIC LOOKUPS?

SITE SPECIFIC is primarily used for a single site with NO health centers subordinate to it OR when data is being entered for one site only. When set to Site Specific, the Health Record Number (HRN) will only access the patient with that SITE's HRN, e.g. Betty Ann Miller will only appear when her San Xavier Health Center HRN, SX054666, is entered.

UNIVERSAL is used at the Area Office level AND/OR when a site enters data for multiple facilities and more than one HRN is on file in the computer for a patient(s). Access to a patient may be available regardless of which site's HRN is entered, e.g. SE088888 or SX054666 or SR9012 will access Betty Ann Miller when any one of these numbers is entered or when patients have the same number but different locations, e.g. HRN 088888 when entered lists two patients Sells-Betty Ann Miller (SE088888) and San Xavier-Lucy Mae Jones (SX088888) and the computer waits for the operator to choose the appropriate HRN.

11. KEEP A LOG OF ORPHANED LAB VISITS THAT ARE RE-LINKED? Setting this parameter to Y(ES) will provide for a log of lab generated visits which were automatically re-linked to a PCC visit. Review of the log may reveal instances where a second visit should have been created rather than having the lab test linked to an already existing PCC visit.

12. SELECT PERSON TO RECEIVE IN-HOSPITAL LINK MESSAGE: For inpatient facilities, this field contains the name of the RPMS user that should receive a Mailman message when the option to link In-Hospital visits with Hospitalizations cannot resolve which Hospitalization visit to link the In-Hospital visit. When this happens, the option to manually link the visits should be used to correctly link the visits.

13. UPDATE LOCATIONS WITH CHARTS When this parameter is selected for edit, the user will be presented with the following screen:

LOCATIONS WITH CHARTS: SELLS HOSPITAL
LOCATIONS WITH CHARTS: SAN XAVIER HEALTH CWNTER
LOCATIONS WITH CHARTS:

This parameter should only be used if your facility is entering visits for more than one IHS/638/Compacted Tribal Location. Those locations, other than your location, would then be identified here. This feature enables the data entry operator to create visits for multiple locations without logging off and on after each Location change. The computer then checks to see if the patient contains a HRN (chart) at the Location of Encounter as identified in this parameter. If no HRN is found for the Location, a message appears warning the operator of a Location-Chart conflict. When a HRN does NOT exist for the Location of Encounter in a patient's record, the visit will REJECT at the Data Center. This parameter is designed to avoid those rejects.

The following warning appears when this parameter contains a specific location and there is no corresponding HRN for the patient:

```

*****
Mini ENTER Mode
*****
Select LOCATION NAME: SELLS HOSPITAL/CLINIC//<PISINIMO><RET>
HEALTH
STATION TUCSON SELLS 30
TYPE: I//<RET> IHS
SERVICE CATEGORY: A// <RET> AMBULATORY
VISIT/ADMIT DATE: <T-1><RET> (MAR 10, 1999)
TIME OF VISIT: <1><RET> (MAR 10, 1999@13:00)
Select PATIENT NAME: GREEN,AARON M 06-15-85 062930629 SE 101741 Ok?
YES// <RET> (YES)
This patient, GREEN,AARON, does NOT have a CHART
at the Location of Visit that you specified. The site parameter indicates that
he/she should have a chart at that location.
Do you want to continue with this VISIT? N//<N><RET> NO

```

The data entry operator logged onto this computer under the Sells location. When this patient was entered, the computer checked to see if a HRN existed for Pisinimo Health Station, as identified by this Site Parameter. (The patient was found because the UNIVERSAL lookup parameter was set.) The operator should respond NO and avoid creating an error in the computer and report the problem to Patient Registration. This patient's record should be updated by assigning a HRN in Patient Registration prior to creating a visit in PCC.

14. UPDATE AUTO PROMPTING OF MNEMONICS

Selecting this parameter will open the following screen:

Any mnemonics entered here will automatically be prompted for in Mini Data Entry. These mnemonics will be prompted for in addition to the CL, PRV and PV that are already displayed.

Mnemonic:
Mnemonic:
Mnemonic:
Mnemonic:
Mnemonic:

This site parameter allows for the storage of a list of mnemonics, in addition to the standard CL, PRV and PV mnemonics, for which the MIN data entry option will automatically prompt the operator on **every visit** entered via MIN. Any Allowed Mnemonic may be entered in the list, however, Measurement Mnemonics (e.g. BP, WT) should **not** be listed since the operator will not be able to bypass the mnemonic and go on to complete the visit. A good example of correct use of this list of mnemonics would be instances where a facility wants to conduct waiting time studies and would include appropriate waiting time related mnemonics in the list. When the study

is completed, the mnemonics would be removed from the list so data entry personnel would not be prompted on every visit for the waiting time related mnemonics.

```

*****
**                PCC Data Entry Module                **
**  Data Entry SUPERVISOR Options and Utilities  **
*****

Version 2.0
SELLS HOSPITAL

ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP   Link In-Hospital Visits to Hospitalizations ...
DSP  Display PCC Data Entry Site Parameters
ACC   Process ACCEPT Commands ...
ESP   Enter/Edit PCC Data Entry Site Parameters
EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<DSP><RET> Display PCC
Data Entry Site Parameters

```

DSP - DISPLAY PCC DATA ENTRY SITE PARAMETERS This menu option will allow the Data Entry supervisor to display current data entry site parameters to the screen or send the output to a printer.

```

Display Patient Care Component Site Parameters

Select PCC DATA ENTRY SITE PARAMETERS SITE NAME:  SELLS HOSPITAL

Select one of the following:

  B    BROWSE Output on Screen
  P    PRINT Output to Printer

Do you want to: B//<RETURN>

```

OUTPUT BROWSER	Feb 05, 1999 12:46:43	Page: 1 of 1
Patient Care Component Site Parameter Display		
PATIENT CARE COMPONENT DATA ENTRY SITE PARAMETERS		
SITE NAME: SELLS HOSPITAL		
LOOKUP: UNIVERSAL		
ASK YES ON VISIT CREATION: NO		
DISPLAY PROBLEM LIST ON PO/NO: YES		
FORMS TRACKING: YES		
DEFAULT VALUES DISPLAYED: YES		
DISPLAY FAMILY/PERSONAL HX: YES		
DISPLAY SURGICAL HISTORY (SHX): YES		
DEFAULT LOCATION: SELLS HOSPITAL		
DEFAULT VISIT TYPE: IHS		
DEFAULT SERVICE CATEGORY: AMBULATORY		
DEFAULT CLINIC: GENERAL		
HEALTH SUMMARY TYPE FOR DHS: ADULT REGULAR		
ASK OUTSIDE LOCATION: YES		
DEFAULT HISTORICAL VISIT TYPE: IHS		
DISPLAY VISIT AFTER SELECTING: YES		
ASK WALK-IN/APPT FOR CLINIC: YES		
TYPE OF PROCEDURE CODING: ICD OPERATION CODING		
ASK PROVIDER EVENT TIME: YES		
PERSON TO REC INHOSP LINK MSG: MARTIN,MARY ANN		
ORPHAN LAB LOG KEPT: YES		
PROMPT FOR MODIFIER ON POV?: NO		
Acceptable Patient CHART LOCATIONS: SELLS HOSPITAL		
+ Enter ?? for more actions >>>		
+ NEXT SCREEN - PREVIOUS SCREEN Q QUIT		
Select Action: +//		

3 UNCODED DIAGNOSES

```

*****
**                               **
**       PCC Data Entry Module   **
** Data Entry SUPERVISOR Options and Utilities **
**                               **
*****

                          Version 2.0
                          SELLS HOSPITAL


ICD  Fix UNCODED ICD9 Diagnoses/Operations ...
VRR  Visit Review Report ...
INP  Link In-Hospital Visits to Hospitalizations ...
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LAB  Complete Orphaned Lab Menu ...
MNE  Update PCC Mnemonic's Allowed/Not Allowed
PMN  Print list of Data Entry Mnemonics
RET  Re-Submit PCC Visit to the IHS Data Center
TAB  PCC Local Table Maintenance ...


Select Data Entry SUPERVISORY Options and Utilities Option:<ICD><RETURN>

```

ICD FIX UNCODED ICD9 DIAGNOSES/OPERATIONS: This menu is used by the PCC Supervisor to correct diagnoses containing the .9999, Uncoded diagnoses, entered by operators during data entry. The .9999 is entered when an operator cannot obtain the correct code during initial entry of the diagnoses. Since a .9999 can prevent a visit from transmitting to the Data Center, a routine clean-up is required. These options should be run regularly, at least once a week when starting PCC. Later, monthly should be sufficient as part of the PCC Transmission process. Frequency will vary and depend on the data entry staff and their knowledge of ICD coding and provider documentation.

ICD9 printouts can be used by the PCC Supervisor when customizing local ICD files in the Utilities for Auto-Coding. Numerous instances and/or consistent patterns of the .9999 may indicate that an operator requires training in one or many areas of ICD coding.

The samples that follow display one example of FIX, however, the computer continues looping through with the question "CONTINUE Y// "after each .9999 entry. You may quit at any time to get out of the FIX menus by entering <N>.

1. POV – FIX UNCODED PURPOSE OF VISIT DIAGNOSES: This option is used to access all Purpose of Visits containing the .9999, Uncoded Diagnoses. An ambulatory visit containing the .9999 code in the Primary and/or Secondary Purpose of Visit excludes that entire Visit Record from transmitting to the Data Center. An inpatient visit containing the .9999 code in any of the 1-6 Purpose of Visits excludes that entire Visit Record from transmitting to the Data

Center. Also, the data entry operator must maintain the Provider Narrative verbatim. This is your guide in determining the proper code.

```

*****
**                PCC Data Entry Module                **
** Fix UNCODED ICD9 Diagnoses/Operation Codes          **
*****
Version 2.0
SAN XAVIER HEALTH CENTER

POV  Fix Uncoded Purpose of Visit Diagnoses
PRB  Fix Uncoded PROBLEM File Diagnoses
PER  Fix Uncoded PERSONAL HISTORY Diagnoses
FAM  Fix Uncoded FAMILY HISTORY Diagnoses
OPS  Fix Uncoded V PROCEDURE Operation Codes
PPV  Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: <POV><RET> Fix Uncoded Purpose of
Visit Diagnoses
The search for Uncoded V POV's can begin at any date
that you specify. To get all of the uncoded entries enter a really early
date like 01/01/01. If you want to only review data for visits
in the past week, enter T-7.

Enter the Beginning Date to Search for Uncoded V POV's:<T-7><RET> (JAN 25, 1999)
Searching the V POV File
Continue? Y// <RET> ES
NAME: MUSTARD,KELLY DOB: JAN 1,1983 SEX: M HRN: 9876
DATE OF VISIT: MAR 2,1999 8:00
PROVIDER NARRATIVE: VIRAL GASTRITIS
POV: .9999// <VIRAL GASTRITIS> <RET> ( GASTRITIS VIRAL )
Search was unsuccessful.
POV CANNOT BE AN 'E' CODE, AN INACTIVE CODE AND IT MUST BE APPROPRIATE FOR
THE PATIENT'S AGE AND SEX
ANSWER WITH ICD DIAGNOSIS CODE NUMBER, OR DESCRIPTION
DO YOU WANT THE ENTIRE ICD DIAGNOSIS LIST? <N><RET> (NO)
POV: .9999// <GASTRITIS> <RET>
535.50 (GASTRI/GASTRODUO NOS W/O HEM) UNSPECIFIED GASTRITIS AND
GASTRODUODENITIS WITHOUT MENTION OF HEMORRHAGE OK? Y// <N> <RET>
POV CANNOT BE AN 'E' CODE, AN INACTIVE CODE AND IT MUST BE APPROPRIATE FOR
THE PATIENT'S AGE AND SEX
ANSWER WITH ICD DIAGNOSIS CODE NUMBER, OR DESCRIPTION
DO YOU WANT THE ENTIRE ICD DIAGNOSIS LIST? <N><RET> (NO)
POV: .9999// <535.40> <RET> 535.40 GASTRITIS NEC W/O HEM ...OK? YES// <RET>
(YES)
All done with the V POV file

```

In this example, the Supervisor determined that the computer displayed the wrong code when the a similar narrative was entered. The correct code was obtained using the ICD coding book and entering the code manually. The Supervisor would then go to the Utility for Auto Coding and adjust the ICD lookup files to reflect the change on the computer for future use.

2. PRB - FIX UNCODED PROBLEM FILE DIAGNOSES: This option is used to access all Active and Inactive Problems containing the .9999, Uncoded Diagnoses. Although these codes do not affect the Data Transmission process, research, output, and future data entry on your local computer will be affected if these codes are not corrected.

```

*****
**                PCC Data Entry Module                **
** Fix UNCODED ICD9 Diagnoses/Operation Codes          **
*****

Version 2.0
SAN XAVIER HEALTH CENTER

POV   Fix Uncoded Purpose of Visit Diagnoses
PRB  Fix Uncoded PROBLEM File Diagnoses
PER   Fix Uncoded PERSONAL HISTORY Diagnoses
FAM   Fix Uncoded FAMILY HISTORY Diagnoses
OPS   Fix Uncoded V PROCEDURE Operation Codes
PPV   Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: <PRB><RET> Fix Uncoded Problem
File Diagnoses

The search for Uncoded PROBLEM's can begin at any date that you specify. To get all of the
uncoded entries enter a really early date like 01/01/01. If you want to only review data for visits in
the past week, enter T-7.

Enter the Beginning Date to Search for Uncoded PROBLEM's:<T-7><RET> (JAN 25, 1999)
Searching the PROBLEM File

Continue? Y// <RET> ES
NAME: GREENJEANS,MARY DOB: JAN 1,1984 SEX: F HRN: 3456
DATE OF VISIT: MAR 2,1999 11:30
PROVIDER NARRATIVE: CODEINE INTOLERANCE
DIAGNOSIS: .9999// <CODEINE INTOLERANCE><RET>( CODEINE INTOLERANCE )
Search was unsuccessful.
POV CANNOT BE AN 'E' CODE, AN INACTIVE CODE AND IT MUST BE APPROPRIATE FOR
THE PATIENT'S AGE AND SEX
ANSWER WITH ICD DIAGNOSIS CODE NUMBER, OR DESCRIPTION
DO YOU WANT THE ENTIRE ICD DIAGNOSIS LIST? <N><RET> (NO)
DIAGNOSIS: .9999// <DRUG INTOLERANCE> <RET>( DRUG/DRUGS INTOLERANCE )
995.2 (ADV EFF MED/BIOL SUB NOS) UNSPECIFIED ADVERSE EFFECT OF DRUG,
MEDICINAL AND BIOLOGICAL SUBSTANCE, NOT ELSEWHERE CLASSIFIED OK? Y//
<RET>

All done with the PROBLEM file

```

In this example, the computer did not display a code when the provider narrative was entered. A similar narrative was entered to obtain the correct code. Again, The Supervisor would go to the Utility for Auto Coding and adjust the ICD lookup files to reflect the change on the computer for future use.

3. PER – FIX UNCODED PERSONAL HISTORY DIAGNOSES: This option is used to access all .9999, Uncoded Diagnoses, in the Personal History file. Although these codes do not affect the Data Transmission process, research, output, and future data entry on your local computer will be affected if these codes are not corrected.

```

*****
**                PCC Data Entry Module                **
** Fix UNCODED ICD9 Diagnoses/Operation Codes          **
*****
                        Version 2.0
                      SAN XAVIER HEALTH CENTER

POV    Fix Uncoded Purpose of Visit Diagnoses
PRB    Fix Uncoded PROBLEM File Diagnoses
PER   Fix Uncoded PERSONAL HISTORY Diagnoses
FAM    Fix Uncoded FAMILY HISTORY Diagnoses
OPS    Fix Uncoded ICD OPERATION/PROCEDURE Codes
PPV    Print a list of all Uncoded Diagnoses/Operations
Select Fix UNCODED ICD9 Diagnoses/Operations Option: <PER><RET> Fix Uncoded
PERSONAL
  HISTORY DIAGNOSES
The search for Uncoded PERSONAL HISTORY's can begin at any date that you specify. To get all of
the uncoded entries enter a really early date like 01/01/01. If you want to only review data for visits
in the past week, enter T-7.

Enter the Beginning Date to Search for Uncoded PERSONAL HISTORY's: <T-7><RET>(JAN 25,
1999)
Searching the PERSONAL HISTORY File

Continue? Y// <RET>ES

NAME: MUSTARD,NORMAN DOB: JAN 2,1985 SEX: M HRN: 5678
PROVIDER NARRATIVE: MOTHER ON METHADONE
DIAGNOSIS: .9999//<MOTHER ON METHADONE><RET>( METHADONE
MOTHER/MOTHERS )
The following word was not used in this search:
  ON
Search was unsuccessful.
Personal HX Diagnosis cannot be an E code or an inactive code. It must also be appropriate for the
Patient's sex.

ANSWER WITH ICD DIAGNOSIS CODE NUMBER, OR DESCRIPTION
DO YOU WANT THE ENTIRE ICD DIAGNOSIS LIST? <N><RET> (NO)
DIAGNOSIS: .9999// <METHADONE ABUSE><RET>( ABUSE/ABUSED METHADONE )
The following matches were found:
1: 305.51 (OPIOID ABUSE-CONTIN) OPIOID ABUSE,CONTINUOUS
2: 305.50 (OPIOID ABUSE-UNSPEC) OPIOID ABUSE,UNSPECIFIED
Select 1-4: <2><RET>

All done with the PERSONAL HISTORY file

```

In this example, the computer did not display a code when the provider narrative was entered . A similar narrative was entered to obtain the correct code. Again, the Supervisor would go to the Utility for Auto Coding and adjust the ICD lookup files to reflect the change on the computer for future use.

4. FAM - FIX UNCODED FAMILY HISTORY DIAGNOSES: This option is used to access all .9999, Uncoded Diagnoses, in the Family History file. Although these codes do not affect the Data Transmission process, research, output, and future data entry on your local computer will be affected if these codes are not corrected.

```

*****
**                               **
**       PCC Data Entry Module       **
** Fix UNCODED ICD9 Diagnoses/Operation Codes       **
*****

Version 2.0
SAN XAVIER HEALTH CENTER

POV   Fix Uncoded Purpose of Visit Diagnoses
PRB   Fix Uncoded PROBLEM File Diagnoses
PER   Fix Uncoded PERSONAL HISTORY Diagnoses
FAM Fix Uncoded FAMILY HISTORY Diagnoses
OPS   Fix Uncoded ICD OPERATION/PROCEDURE Codes
PPV   Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: <FAM><RET> Fix Uncoded FAMILY
HIS TORY Diagnoses
The search for Uncoded FAMILY HISTORY's can begin at any date that you specify. To get all of
the uncoded entries enter a really early date like 01/01/01. If you want to only review data for visits
in the past week, enter T-7.
Enter the Beginning Date to Search for Uncoded FAMILY HISTORY's:<T-7><RET> (JAN 25,
1999)
Searching the FAMILY HISTORY File
Continue? Y// <RET>ES
NAME: SMITH,ADAM DOB: DEC 1,1956 SEX: M HRN: 1234
PROVIDER NARRATIVE: ADULT CHILD OF ALCOHOLIC
DIAGNOSIS: .9999//<ADULT CHILD OF ALCOHOLIC><RET>( ADULT ALCOHOLIC
CHILD/CHILDBIRTH/CHILDHOOD/CHILDREN/CHILDRENS )
The following word was not used in this search:
OF
Search was unsuccessful.
FAMILY HX DIAGNOSIS CANNOT BE AN E CODE OR AN INACTIVE CODE
ANSWER WITH ICD DIAGNOSIS CODE NUMBER, OR DESCRIPTION
DO YOU WANT THE ENTIRE ICD DIAGNOSIS LIST?<N><RET> (NO)
DIAGNOSIS: .9999// <FAMILY ALCOHOL><RET>(ALCOHOL/ALCOHOLIC/
ALCOHOLISM/ALCOHOLS FAMILY )
V61.41 (ALCOHOLISM IN FAMILY)
ALCOHOLISM IN FAMILY OK? Y// <RET>

All done with the FAMILY HISTORY file

```

The computer did not display a code when the provider narrative was entered. A similar narrative was entered to obtain the correct code. Again, the Supervisor would go to the Utility for Auto Coding and adjust the ICD lookup files to reflect the change on the computer for future use.

5. OPS – FIX UNCODED ICD OPERATION/PROCEDURE CODES: This option is used to access all .9999, Uncoded Diagnoses, in the Operation/Procedure file. An ambulatory visit containing the .9999 code in the first procedure excludes that entire Visit Record from transmitting to the Data Center. An inpatient visit containing the .9999 code in any of the 1-3 Procedures excludes that entire Visit Record from transmitting to the Data Center.

```

*****
**                               **
**      PCC Data Entry Module      **
** Fix UNCODED ICD9 Diagnoses/Operation Codes      **
*****

Version 2.0
SAN XAVIER HEALTH CENTER

POV   Fix Uncoded Purpose of Visit Diagnoses
PRB   Fix Uncoded PROBLEM File Diagnoses
PER   Fix Uncoded PERSONAL HISTORY Diagnoses
FAM   Fix Uncoded FAMILY HISTORY Diagnoses
OPS  Fix Uncoded ICD OPERATION/PROCEDURE Codes
PPV   Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: <OPS><RET> Fix Uncoded ICD
OPERATIONS/PROCEDURED Codes

The search for Uncoded V PROCEDURE's can begin at any date that you specify. To get all of the
uncoded entries enter a really early date like 01/01/01. If you want to only review data for visits
in the past week, enter T-7.
Enter the Beginning Date to Search for Uncoded V PROCEDURE's: <T-7><RET> (JAN 25, 1999)
Select one of the following:
  A   ALL Locations/Facilities
  S   One SERVICE UNIT'S Locations/Facilities
  O   ONE Location/Facility
Enter a code indicating what LOCATIONS/FACILITIES are of interest: O//<A><RET>
Searching the V PROCEDURE File
Continue? Y// <RET>ES
NAME: KETCHUP,PAULA DOB: NOV 1,1963 SEX: F HRN: 1029
DATE OF VISIT: MAR 2,1999 9:00
PROVIDER NARRATIVE: INTRAOCULAR LENS INSERT
PROCEDURE: .9999// <INTRAOCULAR LENS INSERT><RET>( INSERT/INSERTION
INTRAOCULAR LENS ) ...
The following matches were found:
1: 13.71 (INSERT LENS AT CATAR EXT) INSERTION OF INTRAOCULAR LENS PROSTHESIS
AT TIME OF CATARACT EXTRACTION, ONE-STAGE
2: 13.72 (SECONDARY INSERT LENS) SECONDARY INSERTION OF INTRAOCULAR LENS
PROSTHESIS
Select 1-3: <1><RET>
All done with the V PROCEDURE file

```

The computer displayed three codes when the provider narrative was entered. The Supervisor had to pull the chart to investigate which was the appropriate code prior to selecting 13.71.

6. PPV – PRINT A LIST OF ALL UNCODED DIAGNOSES/OPERATIONS: This option is used to print hardcopies of all of the above reports. As stated above, they can be used for customizing your local ICD files and critiquing the ICD training requirements of the data entry staff.

```

*****
**                PCC Data Entry Module                **
** Fix UNCODED ICD9 Diagnoses/Operation Codes          **
*****
                Version 2.0
                SAN XAVIER HEALTH CENTER

POV  Fix Uncoded Purpose of Visit Diagnoses
PRB  Fix Uncoded PROBLEM File Diagnoses
PER  Fix Uncoded PERSONAL HISTORY Diagnoses
FAM  Fix Uncoded FAMILY HISTORY Diagnoses
OPS  Fix Uncoded ICD OPERATION/PROCEDURE Codes
PPV  Print a list of all Uncoded Diagnoses/Operations

Select Fix UNCODED ICD9 Diagnoses/Operations Option: <PPV><RET> Print a list of all
Uncoded
Diagnoses/Operations
Select one of the following:

A    ALL Locations/Facilities
S    One SERVICE UNIT'S Locations/Facilities
O    ONE Location/Facility

Enter a code indicating what LOCATIONS/FACILITIES are of interest: O//<A> <RET>ALL
LOCATIONS

The search for Uncoded V POV's can begin at any date that you specify. To get all of the uncoded
entries enter a really early date like 01/01/01. If you want to only review data for visits in the past
week, enter T-7.

Enter the Beginning Date to Search for Uncoded V POV's:<T-7><RET> (JAN 25,1999)

Enter the Device for printing
DEVICE: HOME// <LP3><RET>Laser Printer Room 1

```

SAMPLE: PPV – UNCODED DIAGNOSES/OPERATIONS

MAR 2,1999 Page: 1
PCC Data Entry Module

 * LISTING OF UNCODED DIAGNOSES AND PROCEDURES *

 V POV entries that need coded:
 HRN: 1234 DOB: NOV 15,1912 SEX: F
 POV: .9999 PATIENT NAME: MOUSE, IDA
 VISIT: DEC 21, 1992@9:00 PROVIDER NARRATIVE: HAND INFECTION
 FIRST/REVISIT: REVISIT

 HRN: 5678 DOB: AUGUST 26,1926 SEX: M
 POV: .9999 PATIENT NAME: CACTUS,RICHARD
 VISIT: JAN 4, 1992@11:00 PROVIDER NARRATIVE: BACK PROBLEMS
 FIRST/REVISIT: REVISIT

 HRN: 9012 DOB: MAY 5,1945 SEX: F
 POV: .9999 PATIENT NAME: FLOWER,PETTY
 VISIT: FEB 10, 1992@10:30 PROVIDER NARRATIVE: DENTAL PAIN

MAR 2,1999 Page: 2
PCC Data Entry Module

 * LISTING OF UNCODED DIAGNOSES AND PROCEDURES *

 PROBLEM entries that need coded:
 There are no .9999 Uncoded diagnoses or procedures in the PROBLEM file.
 FAMILY HISTORY entries that need coded:
 There are no .9999 Uncoded diagnoses or procedures in the FAMILY HISTORY file.
 PERSONAL HISTORY entries that need coded:
 There are no .9999 Uncoded diagnoses or procedures in the PERSONAL HISTORY file.
 V PROCEDURE entries that need coded:
 There are no .9999 Uncoded diagnoses or procedures in the V PROCEDURE file.

Each file would be printed in the same manner as the POV shown on Page 1 of this Sample.

4 LINKING HOSPITAL & IN-HOSPITAL VISITS

```

*****
**                PCC Data Entry Module                **
**  Data Entry SUPERVISOR Options and Utilities  **
*****

                          Version 2.0
                          SELLS HOSPITAL

ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP  Link In-Hospital Visits to Hospitalizations ...
DSP   Display PCC Data Entry Site Parameters
ACC   Process ACCEPT Commands ...
ESP   Enter/Edit PCC Data Entry Site Parameters
EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<INP><RET>Link In-Hospital
Visits to Hospitalizations

```

INPT LINK IN-HOSPITAL VISITS TO HOSPITALIZATIONS This menu is be used to link visits containing a Service Category of I (In-hospital) to visits with a Service Category of H (Hospitalization). This must be done on a regular basis in order to internally connect these visits for future output purposes.

1. AUT – LINK IN-HOSPITAL VISITS TO HOSPITALIZATIONS: This option looks at the Admission and Discharge date for each **H** visit and then searches in the computer for any **I** visit containing a visit date in that range. If an **I** visit is found, an internal link is automatically made, however no visit records are deleted or merged. It is reasonable to have multiple **I** visits linked to one **H** visit. It is also reasonable to have **I** visits with no H visit linkage. Once AUT is complete, the ability to determine cost or extract information regarding a patient's full hospitalization stay is possible.

All facilities should be running AUT on a regular basis, at least once a month. Hospitals and outpatient facilities should perform this function for Contract and non-Contract data purposes. A printout is generated when AUT is run stating what visits were linked and what visits were not. This consists of two to four reports, depending on the data in your computer. AUT will not link visits with a visit date greater than one year but will generate a report stating which visits were not linked.

AUT Link In-Hospital Visits to Hospitalizations
 MAN Manually Link In-Hospital to Hospitalizations

Select Link In-Hospital Visits to Hospitalization Option: <AUT><RET>

This routine will find all In-Hospital visits that are not linked to a hospitalization and link them if possible.
 This process could take some time so you may want to queue the report to print after-hours.

A report will be printed -- please enter the device for printing.

DEVICE: HOME// <Q> <RET> QUEUE TO PRINT ON

DEVICE: HOME// <LP3><RET> Laser Printer Room 3

Requested Start Time: NOW// <T@6P><RET>

SAMPLE: AUTO LINKING REPORT - #1

MAR 3, 1999

PAGE 1

 * REPORT OF IN-HOSPITAL VISITS LINKED TO HOSPITALIZATIONS *

 The following In-Hospital Visits were linked to the Hospitalization listed

HOSPITAL:	DATE: [JAN 4, 1999@19:40] NAME: [CIRCUS,MARTIN] TYPE: [I]
	LOCATION: [SELLS HOSPITAL/CLINIC] DISCH DATE: [JAN 7, 1999]
IN-HOSP:	DATE: [JAN 5, 1999@12:00] NAME: [CIRCUS,MARTIN] TYPE: [I]
	LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [13]
IN-HOSP:	DATE: [JAN 6, 1999@12:00] NAME: [[CIRCUS,MARTIN]] TYPE: [I]
	LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [20]
HOSPITAL:	DATE: [JAN 10, 1999@20:45] NAME: [BEANPOLE, JONATHAN] TYPE: [I]
	LOCATION: [SELLS HOSPITAL/CLINIC] DISCH DATE: [JAN 11, 1999]
IN-HOSP:	DATE: [JAN 11, 1999@12:00] NAME: [BEANPOLE, JONATHAN] TYPE: [I]
	LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [1]

SAMPLE: AUTO LINKING REPORT - #2

MAR 3, 1999	PAGE 2
***** * REPORT OF IN-HOSPITAL VISITS LINKED TO HOSPITALIZATIONS * *****	
----- In-Hospital Visits that remain NOT linked to a Hospitalization -----	
IN-HOSP:	DATE: [JAN 9, 1999@12:00] NAME: [FLOWER,PETTY] TYPE: [I] LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [12]
IN-HOSP:	DATE: [JAN 10, 1999@12:00] NAME: [ORGAN,PIPE] TYPE: [I] LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [2]
IN-HOSP:	DATE: [JAN 10, 1999@12:00] NAME: [GREENJEANS,RICHARD] TYPE: [I] LOCATION: [SELLS HOSPITAL/CLINIC] DEPENDENT ENTRY CNT: [20]

SAMPLE: AUTO LINKING REPORTS - #3

MAR 3, 1999	PAGE 3
***** * REPORT OF IN-HOSPITAL VISITS LINKED TO HOSPITALIZATIONS * *****	
----- The following IN-Hospital Visits could be linked to two or more Hospitalizations. They must be linked manually. -----	
IN-HOSP:	DATE: [JAN 27, 1999@12:00] NAME: [HANCOCK,JOSEPH] TYPE: [C] LOCATION: [CHS OTHER,000197] DEPENDENT ENTRY CNT: [4]
HOSPITALIZATION:	DATE: [JAN 27, 1999@12:00] NAME: [HANCOCK,JOSEPH] TYPE: [C] LOCATION: [SAINT MARY'S HOSPITAL] DISCH DATE: [JAN 30, 1999]
HOSPITALIZATION:	DATE: [JAN 25, 1999@12:00] NAME: [HANCOCK,JOSEPH] TYPE: [C] LOCATION: [TUCSON MED CTR] DISCH DATE: [JAN 27, 1999]

All of the Sample Reports will vary in length at your site.

If no linkage was performed by the computer the following report prints:

SAMPLE: AUTO - NO LINKING REPORT

MAR 3, 1999	PAGE 1
***** * REPORT OF IN-HOSPITAL VISITS LINKED TO HOSPITALIZATIONS * *****	
----- The following IN-Hospital Visits were linked to the Hospitalization listed ----- NO In-Hospital Visits were linked to Hospitalizations during this run.	

2. MAN – MANUALLY LINK IN-HOSPITAL TO HOSPITALIZATIONS: This option is used for visits that did not automatically link. In AUTO above, Sample Report 3, the computer found two H visits for the same day. AUTO does not know which **H** visit to link the **I** visit(s) to. In this case, the PCC Supervisor would investigate each visit by pulling the chart and performing the linkage using the MAN option and the appropriate **H** visit.

```

AUT   Link In-Hospital Visits to Hospitalizations
MAN   Manually Link In-Hospital to Hospitalizations

Select Link In-Hospital Visits to Hospitalization Option: <MAN><RET>

*****
* Link In-Hospital Visit to Hospitalization *
*****

Select PATIENT NAME: <1234><RET>  HANCOCK,JOSEPH   M   09-10-45   SE 1234
Enter IN-HOSPITAL: Visit date: <01-27-93><RET>

VISIT ADMIT DATE^TIME: 01-27-93@12:00
  DATE VISIT CREATED: JAN 28, 1999      TYPE: CONTRACT
  PATIENT NAME: HANCOCK,JOSEPH          LOC OF ENCOUNTER: CHS OTHER, 000197
  SERVICE CATEGORY: IN HOSPITAL          DEPENDENT ENTRY COUNT: 4
  DATE LAST MODIFIED: MAR 3, 1999

Do you want to see the Entire Visit (V FILE entries)?? NO// <RET>

Enter HOSPITALIZATION Admission date: <01-25-93><RET>

VISIT ADMIT DATE^TIME: 01-27-93@12:00
  DATE VISIT CREATED: JAN 26, 1999      TYPE: CONTRACT
  PATIENT NAME: HANCOCK,JOSEPH          LOC OF ENCOUNTER: TUCSON MED CTR
  SERVICE CATEGORY: HOSPITALIZATION DEPENDENT ENTRY COUNT: 3
  DATE LAST MODIFIED: MAR 3, 1999

Do you want to see the Entire Visit (V FILE entries)?? NO// <RET>

Do you want to continue (Y/N) N// <Y> <RET>

In-Hospital Visit Linked!!

```

5 THE ACCEPT COMMAND

```

*****
**                               PCC Data Entry Module                               **
**   Data Entry SUPERVISOR Options and Utilities   **
*****

Version 2.0
SELLS HOSPITAL

ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP   Link In-Hospital Visits to Hospitalizations ...
DSP   Display PCC Data Entry Site Parameters
ACC   Process ACCEPT Commands ...
ESP   Enter/Edit PCC Data Entry Site Parameters
EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<ACC><RET>   Process
ACCEPT Commands

```

ACC – PROCESS ACCEPT COMMANDS: Assigning an ICD code to a diagnosis is based on several criteria. In addition to the internationally recognized criteria, the IHS requires specific edits to several diagnoses as well. These edits have been programmed into PCC and are subsequently checked on data that is transmitted to the Data Center. Refer to Appendix A for a listing of the IHS edits. If an edit is NOT ALLOWED for a particular diagnosis, the visit will reject at the Data Center.

The computer displays a message when an operator chooses a code with an IHS edit while in data entry. The operator must **ACCEPT (ACC)** the code or respond no. If "YES" is entered, an ACC is assigned to the diagnosis; if "NO" is entered, another code must be obtained for the diagnosis.

```

PURPOSE OF VISIT   ALLOWED   VISIT RELATED ONLY
Enter PURPOSE of VISIT: <BILIRUBIN EXCRETION> <RET>(BILIRUBIN/
  BILIRUBINEMIA EXCRETION ) 277.4 (DIS BILIRUBIN EXCRETION)
  DISORDERS OF BILIRUBIN EXCRETION  OK? YES// <RET> (YES)
WARNING: The Patient's age is outside the IHS edit age range for this ICD   Code!
Patient's DOB: FEB 1, 1999 Patient's Age in Days: 8
ICD9 Edit Lower Age: 28   ICD9 Edit Upper Age: 99999
Do you still want to use this code? NO// <Y><RET> (YES)
PROVIDER NARRATIVE: <=><RET>
MODIFIER:
CAUSE OF DX:
Enter PURPOSE of VISIT:
MNEMONIC:

```

The operator accepted the 277.4 code and assigned the ACC command to this POV diagnosis. Refer to Attachment 1, ICD-9-CM Diagnoses Acceptable for Certain Age Groups of the IHS Edits on Appendix A of this manual. Notice that 277.4 falls in the range 240-279 which EXCLUDES NEWBORNS. The above patient is 8 days old, a newborn. The ACC has been assigned IN ERROR and must be corrected or the visit will reject at the Data Center.

- 1. ACC – LIST RECORDS WITH ACCEPT COMMAND:** With this option, the Supervisor can obtain a hardcopy printout of Visit Records containing an ACC command. This list should be thoroughly reviewed and verified against the IHS Edits on Appendix A. When appropriate, the ACC may have to be removed and the ICD code changed.

```

*****
**                PCC Data Entry Module                **
*****
                        Version 2.0
                SAN XAVIER HEALTH CENTER

ACC   List Records with ACCEPT Command
EAC   Assign the ACCEPT Command to a V Record
RAC   Remove the Accept command from a Visit Record

Select Process ACCEPT Commands Option: <ACC><RET> List Records with ACCEPT Command

*****
**                PCC Data Entry Module                **
**                PRINT ACCEPT Commands                **
*****

This option will allow you to print all of the Purpose of Visit, Procedures and/or Hospitalization
records that have had the ACCEPT command applied. The ACCEPT command is used to override
an edit in the IHS Direct Inpatient and/or PCIS Systems.

        Select one of the following:
                1      Posting Date
                2      Visit Date
Run Report by: P// <RET> osting Date

Enter beginning Posting Date for Search: <T-30><RET> (JAN 31, 1999)

Enter ending Posting Date for Search: (1/31/93 - 3/2/93): JAN 31, 1999//<T><RET> (MAR 02,
1999)

        Select one of the following:
                1      Purpose of Visit Records
                2      Operations/Procedure Records
                3      V Hospitalization Records
                4      All of the Above
List ACCEPT commands for which of the above: <4><RET> <All of the Above>

DEVICE: HOME// <LP><RET> Laser Printer Room 1

```

SAMPLE: ACC REPORT

PCC DATA ENTRY ACCEPT COMMAND REPORT	Page: 1
REPORT OF POV'S FOR POSTING DATE RANGE: JAN 31 THROUGH MAR 2,1999	
Date: [FEB 9,1999@12:40] Name: [REED,RACHEL] Sex: F] HRN: [9876] Date of Birth: [FEB 1,1999] Age in Days: [8]	
POV Code: [277.4] ICD Narrative: [DIS BILIRUBIN EXCRETION] ICD Lower Age: [28] ICD Upper Age: [99999]	
Overridden By: [OPERATOR,DE1]	
Date: [FEB 10,1999@10:00] Name: [APPLE,ADAM] Sex: M] HRN: [23456] Date of Birth: [FEB 2,1987] Age in Days: [2136]	
POV Code: [307.9] ICD Narrative: [SPECIAL SYMPTOM NEC/NOS] ICD Lower Age: [3652] ICD Upper Age: [99999] Overridden By: [OPERATOR,DE2]	

This report will vary depending on the data in your computer, the ICD coding skills of your operators and the customizing that has been done in your ICD files. This sample shows Purpose of Visits only, however, Operations and Hospital records will display in the same manner and require the same verifications.

CHECK EACH VISIT RECORD AGAINST THE IHS EDITS IN APPENDIX A.

ALWAYS CHECK THE PATIENT'S HEALTH RECORD NUMBER (HRN) AND DEMOGRAPHIC INFORMATION WHEN CONFLICTS ARISE.

RECORD 1: As mentioned at the beginning of this chapter, the operator ACCEPTED the 277.4 code during data entry of the first record. This is in error according to the IHS Edits and must be changed. The record must have the ACC removed entirely and a new code assigned. The correct code for this patient's diagnosis is 774.6. This can be accomplished by using RACC in step 3 of this chapter or by modifying the ICD code through the data entry menu.

*RECORDS 2: The IHS edits states 307.9, Various mental disorders, should REVIEW IF UNDER 10 YEARS, however, an ACC can be used on this code (as noted by the *). You must review the chart to verify if in fact this is the correct code and diagnosis for this patient. If YES, the ACC will stay and you need not make a change.*

2. EAC – ASSIGN RECORDS WITH ACCEPT COMMAND: Various ICD codes are limited as to whether they can be used for a given patient based on age and sex. Prior to using this option, be certain that the code to which the ACC is being applied, will be allowed based on the IHS standard edits. If the IHS edit states that a given code cannot apply an ACC, another code may have to be used for the diagnosis or the form returned to the provider for clarification of the Purpose of Visit/Operation.

**	PCC Data Entry Module

Version 2.0	
SAN XAVIER HEALTH CENTER	
ACC	List Records with ACCEPT Command
EAC	Assign the ACCEPT Command to a V Record
RAC	Remove the Accept command from a Visit Record
Select Process ACCEPT Commands Option: <ACC><RET> List Records with ACCEPT Command	
This option will allow you to set the ACEPT command in a Purpose of Visit, Procedure or Hospitalization records. The ACCEPT command is used to override an edit in the IHS Direct Inpatient and/or APC Systems	

Select PATIENT NAME:<5678><RET> ADAMS,BARNEY M 08-08-90 083150831 SE 5678

Ok?

YES//<RET>

Enter VISIT date: <3-1-93><RET>

~~~~~ VISIT FILE ~~~~~

VISIT/ADMIT DATE&TIME: MAR 1 1999@12:40

DATE VISIT CREATED: MAR 2, 1999 TYPE: IHS

PATIENT NAME: GOOD, ABRAHAM

LOC. OF ENCOUNTER: SAN XAVIER HEALTH CENTER

SERVICE CATEGORY: AMBULATORY CLINIC: GENERAL

DEPENDENT ENTRY COUNT: 5 DATE LAST MODIFIED: MAR 3, 1999

WALK IN/APPT: UNSPECIFIED CREATER BY USER: RUBOUT,WILMA

USER LAST UPDATE: RUBOUT,WILMA

~~~~~ V MEASUREMENT ~~~~~

TYPE: WT PATIENT NAME: GOOD, ABRAHAM

VISIT: MAR 1 1999@12:40 VALUE: 7.0625

PERCENTILE: .1

~~~~~ V PROVIDER ~~~~~

PROVIDER: SMITH,BENJAMIN PATIENT NAME: GOOD, ABRAHAM

VISIT: MAR 1 1999@12:40 PRIMARY/SECONDARY: PRIMARY

AFF.DISC.CODE (c): 100BAS

PROVIDER: WILT,JENNIFER PATIENT NAME: GOOD, ABRAHAM

VISIT: MAR 1 1999@12:40 PRIMARY/SECONDARY: SECONDARY

AFF.DISC.CODE (c): 122JAW

PROVIDER: REGISTERED NURSE,IHS PATIENT NAME: GOOD, ABRAHAM

VISIT: DEC 7, 1992@12:40 PRIMARY/SECONDARY: SECONDARY

AFF.DISC.CODE (c): 101999

~~~~~ V POV ~~~~~

POV: 310.9 PATIENT NAME: GOOD, ABRAHAM

VISIT: MAR 1 1999@12:40

PROVIDER NARRATIVE: BRAIN DAMAGE MENTAL DISORDER

FIRST/REVISIT: REVISIT

ICD NARRATIVE (c): NONPSYCHOT BRAIN SYN NOS

~~~~~End of visit display, <RETURN> to Continue

Select one of the following:

- 1 Purpose of Visit (V POV)
- 2 Procedure/Operation (V PROCEDURE)
- 3 Inpatient Record (V HOSPITALIZATION)

Enter ACCEPT Command for which of the above: <1><RET> Purpose of Visit (V POV)

You must select which Purpose of Visit (V POV) should be given the ACCEPT command.

1 310.9 GOOD, ABRAHAM MAR 1 1999@12:40

**Accept command has been set for Purpose of Visit (V POV) 310.9**

|     |                                               |
|-----|-----------------------------------------------|
| ACC | List Records with ACCEPT Command              |
| EAC | Assign the ACCEPT Command to a V Record       |
| RAC | Remove the Accept command from a Visit Record |

**3. RAC – REMOVE ACCEPT COMMAND:** This option removes an ACC flag that has previously been applied to an ICD code. However, it does not change the code, you must change the ICD code to an appropriate code for the diagnoses according to the patient age and/or sex. This is accomplished through the data entry menu using Modify or the MOD mnemonic.

```

*****
**          PCC Data Entry Module          **
*****
Version 2.0
SAN XAVIER HEALTH CENTER
ACC   List Records with ACCEPT Command
EAC   Assign the ACCEPT Command to a V Record
RAC   Remove the Accept command from a Visit Record
Select Process ACCEPT Commands Option: <RACC><RET> Remove the ACCEPT Command
from a Visit Record PCC Data Entry Module
*****
*   ACCEPT Command Entry   *
*****

This option will allow you to remove the ACCEPT command in a Purpose of Visit record. The
Accept command is used to override an edit in the IHS Direct Inpatient System.
Select PATIENT NAME: <3456><RET>REED,RACHEL F 11-29-92  SX 25387 Ok?
<RET>YES/(YES)
Enter VISIT date: <FEB 7><RET> (FEB 7, 1999)
~~~~~
----- VISIT FILE -----
VISIT/ADMIT DATE&TIME: FEB 7, 1999@12:40
DATE VISIT CREATED: FEB 8, 1999 TYPE: IHS
PATIENT NAME: REED,RACHEL
LOC. OF ENCOUNTER: SAN XAVIER HEALTH CENTER
SERVICE CATEGORY: AMBULATORY CLINIC: GENERAL
DEPENDENT ENTRY COUNT: 5 DATE LAST MODIFIED: MAR 3, 1999
WALK IN/APPT: UNSPECIFIED CREATED BY USER: RUBOUT,WILMA
USER LAST UPDATE: RUBOUT,WILMA
----- V PROVIDER -----
PROVIDER: CULLEN,THERESA PATIENT NAME: REED,RACHEL
VISIT: FEB 7, 1999@12:40 PRIMARY/SECONDARY: PRIMARY
AFF.DISC.CODE (c): 100TAC
PROVIDER: WOOLBRIGHT,DOROTHY PATIENT NAME: REED,RACHEL
VISIT: FEB 7, 1999@12:40 PRIMARY/SECONDARY: SECONDARY
AFF.DISC.CODE (c): 122421
PROVIDER: REGISTERED NURSE,IHS PATIENT NAME: REED,RACHEL
VISIT: FEB 7, 1999@12:40 PRIMARY/SECONDARY: SECONDARY
AFF.DISC.CODE (c): 101999
----- V POV -----
POV: 277.4 PATIENT NAME: REED,RACHEL
VISIT: FEB 7, 1999@12:40
PROVIDER NARRATIVE: FU ELEVATED BILIRUBIN
MODIFIER: FOLLOW UP FIRST/REVISIT: REVISIT
OVERRIDE/ACCEPT: OPERATOR, DE1
ICD NARRATIVE (c): DIS BILIRUBIN EXCRETION
~~~~~
~~~End of visit display, <RETURN> to Continue

```

Select one of the following:

- 1 Purpose of Visit (V POV)
- 2 Procedure/Operation (V PROCEDURE)
- 3 Inpatient Record (V HOSPITALIZATION)

Remove ACCEPT Command from which of the above: <1><RET> Purpose of Visit (V POV)

You must select which POV should have the ACCEPT command removed.

1 277.4 RED,RACHEL FEB 7, 1999@12:40

Accept command has been removed for POV 277.4

*In this example, you must go to the data entry menu and change the Purpose of Visit (PV) Code from 277.4 to 774.6. Since this is the only PV for this record, the visit will NOT export to the Data Center until this is corrected. If the code was changed in the data entry menu without using RACC first, the ACC would automatically be removed.*

## 6 AUTO MERGE EVENT VISITS ON SAME DAY

```

** PCC Data Entry Module **
** Data Entry SUPERVISOR Options and Utilities **

 Version 2.0
 SELLS HOSPITAL

ICD Fix UNCODED ICD9 Diagnoses/Operations ...
VRR Visit Review Report ...
INP Link In-Hospital Visits to Hospitalizations ...
DSP Display PCC Data Entry Site Parameters
ACC Process ACCEPT Commands ...
ESP Enter/Edit PCC Data Entry Site Parameters
EVM Auto Merge Event Visits on Same Day
FTM Forms/Data Entry Tracking Menu ...
LAB Complete Orphaned Lab Menu ...
MNE Update PCC Mnemonic's Allowed/Not Allowed
PMN Print list of Data Entry Mnemonics
RET Re-Submit PCC Visit to the IHS Data Center
TAB PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<EVM><RET> Auto Merge
Event Visits on Same Day

```

### EVM – AUTO MERGE EVENT VISITS ON SAME DAY

```

This option will go through the visit file, find all instances where there
are 2 'E - Historical Event' visits on the same day to the same location
and AUTOMATICALLY merge them together.

You will be asked for a date range for which to run this report.
It takes a long time to process so you may want to queue it to run after hours.
You may optionally receive a report detailing which visits where merged
together.

Select one of the following:

1 Posting Date
2 Visit Date

Run Report by: P// Visit Date<2><RET>

Enter beginning Visit Date for Search: <120198><RET> (DEC 01, 1998)

Enter ending Visit Date for Search: (12/1/98 - 2/5/99): DEC 01, 1998// <123198><RET>
(DEC 31, 1998)
Would you like a report of those visits that were merged?? Y// <RET>YES
DEVICE: HOME//<RET>

```

MBW

Feb 05, 1999

Page 1

## PCC Data Entry Module

\*\*\*\*\*

\* VISIT REVIEW ERROR REPORT \*

\*\*\*\*\*

## PCC DATA ENTRY AUTO MERGE EVENT VISIT REPORT

Report of Visits Merged for VISIT Date Range: 12/1/98 through 12/31/98

-----

FROM VISIT: 12/16/98 SE 101419 PIMC LAB  
TO VISIT: 12/16/98@12:00SE 101419 PIMC

Enter RETURN to continue or '^' to exit:

## 7 FORMS/DATA ENTRY TRACKING MENU

```

** PCC Data Entry Module **
** Data Entry SUPERVISOR Options and Utilities **

 Version 2.0
 SELLS HOSPITAL

ICD Fix UNCODED ICD9 Diagnoses/Operations ...
VRR Visit Review Report ...
INP Link In-Hospital Visits to Hospitalizations ...
DSP Display PCC Data Entry Site Parameters
ACC Process ACCEPT Commands ...
ESP Enter/Edit PCC Data Entry Site Parameters
EVM Auto Merge Event Visits on Same Day
FTM Forms/Data Entry Tracking Menu ...
LAB Complete Orphaned Lab Menu ...
MNE Update PCC Mnemonic's Allowed/Not Allowed
PMN Print list of Data Entry Mnemonics
RET Re-Submit PCC Visit to the IHS Data Center
TAB PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<FTM><RET> Forms/Data
Entry Tracking Menu

```

**FTM - FORMS/DATA ENTRY TRACKING MENU:** The SITE FILE must be set for YES at the Forms Tracking parameter BEFORE this feature can be used. FORM is designed specifically for maintaining quality of the data entry operators ICD9 coding and quantity of visit file entries. Reports are generated which can be used for personnel rating and staffing requirements. These reports should be run more frequently, once a week, during the onset of PCC and less frequently, once a month, later on.

```

** PCC Data Entry Module **
** Data Entry Forms Tracking Menu **

 Version 2.0
 SELLS HOSPITAL

CNT Report on Counts of Forms Processed
DXA DX ICD Coding QA Audit
OPA Operation/Procedure ICD Coding QA Audit
PRG Purge Entries in Forms Tracking File
DOP Display Operator who Entered a Particular Visit
TCC Report of Number of Tran Codes Entered by Operator
TSR Forms Tracking Summary Report

Select Forms/Data Entry Tracking Menu Option:

```

**1. CNT – REPORT ON COUNTS OF FORMS PROCESSED** This option counts the DEPENDENT ENTRIES for visits entered by the data entry staff. This is useful for checking the quantity of data processed by staff if more than one person is responsible for data entry at a facility. Checks can be made to determine whether one operator is entering easier forms and another is entering more difficult. The numbers on this report should be fairly well distributed among all operators.

For each 20,000 visits, one full-time data entry operator is required. The skill level of an operator will vary for each facility. 20,000 is reached by calculating 80 forms per day times 230 working days. All too often, a site will place a medical record staff member into the data entry position and expect both responsibilities to be maintained by that same person. This is only possible if the facility is very small and less than 80 visits per day are generated.

You may specify time frame, a particular operator or operators and varying visit information whenever you choose as long as no PURGE (PRG) has been done. Refer to step 3 of this chapter regarding PRG. Frequency of running this report will vary depending on the data entry staff.

```

** PCC Data Entry Module **
** Data Entry Forms Tracking Menu **

 Version 2.0
 SELLS HOSPITAL

CNT Report on Counts of Forms Processed
DXA DX ICD Coding QA Audit
OPA Operation/Procedure ICD Coding QA Audit
PRG Purge Entries in Forms Tracking File
DOP Display Operator who Entered a Particular Visit
TCC Report of Number of Tran Codes Entered by Operator
TSR Forms Tracking Summary Report
Select Forms/Data Entry Tracking Menu Option:<CNT><RET> Report on Counts of Forms
 Processed

```

This report will generate a count of visits entered by a particular data entry operator or for ALL data entry operators for a date range that you specify.

The report can be subtotaled by CLINIC TYPE, SERVICE CATEGORY OR BY VISIT TYPE.

Enter beginning Posting Date: <T-30><RET> (FEB 02, 1999)

Enter ending Posting Date: (1/31/93 - 3/2/93): JAN 31, 1999// <T><RET> (MAR 04, 1999)

Report on ALL Operators?<YES><RET>

Which Operator: OPERATOR,DE1

Select one of the following:

- 1 CLINIC TYPE
- 2 SERVICE CATEGORY
- 3 VISIT TYPE
- 4 INCLUDE ALL VISITS

Count number of Forms Processed by: 4// <RET> INCLUDE ALL VISITS

Subtotal by Visit Date? N//<RET>

DEVICE: HOME// <RET> RIGHT MARGIN: 80// <RET>

### SAMPLE: FORM - CNT REPORT

|                                                   |         |           |               |            |        |
|---------------------------------------------------|---------|-----------|---------------|------------|--------|
|                                                   |         |           |               | MAR 4,1999 | Page 1 |
| NUMBER OF FORMS KEYED                             |         |           |               |            |        |
| DATE ENTRY OPERATOR: OPERATOR,DE1                 |         |           |               |            |        |
| VISIT POSTING DATES: FEB 02, 1999 TO MAR 04, 1999 |         |           |               |            |        |
| POSTING DATE                                      | # FORMS | # DEP ENT | AVG # DEP ENT |            |        |
| MAR 02, 1999                                      | 1       | 3         | 3             |            |        |
|                                                   | -----   | -----     | -----         |            |        |
| Totals for OPERATOR,DE1                           | 1       | 3         | 3.0           |            |        |

|                                                   |         |           |               |            |        |
|---------------------------------------------------|---------|-----------|---------------|------------|--------|
|                                                   |         |           |               | MAR 4,1999 | Page 2 |
| NUMBER OF FORMS KEYED                             |         |           |               |            |        |
| DATE ENTRY OPERATOR: OPERATOR,DE2                 |         |           |               |            |        |
| VISIT POSTING DATES: FEB 02, 1999 TO MAR 04, 1999 |         |           |               |            |        |
| POSTING DATE                                      | # FORMS | # DEP ENT | AVG # DEP ENT |            |        |
| FEB 03, 1999                                      | 21      | 128       | 6             |            |        |
| FEB 04, 1999                                      | 62      | 246       | 3             |            |        |
| FEB 09, 1999                                      | 63      | 327       | 5             |            |        |
| FEB 10, 1999                                      | 113     | 568       | 5             |            |        |
| FEB 11, 1999                                      | 150     | 901       | 6             |            |        |
| FEB 16, 1999                                      | 160     | 869       | 5             |            |        |
| FEB 17, 1999                                      | 37      | 82        | 2             |            |        |
| FEB 18, 1999                                      | 1       | 2         | 2             |            |        |
| FEB 19, 1999                                      | 1       | 2         | 2             |            |        |
| FEB 22, 1999                                      | 46      | 318       | 6             |            |        |
| FEB 23, 1999                                      | 36      | 220       | 6             |            |        |
| FEB 24, 1999                                      | 91      | 481       | 5             |            |        |
| FEB 25, 1999                                      | 59      | 313       | 5             |            |        |
| MAR 01, 1999                                      | 31      | 166       | 5             |            |        |
| MAR 02, 1999                                      | 60      | 257       | 4             |            |        |
| MAR 03, 1999                                      | 32      | 138       | 4             |            |        |
|                                                   | -----   | -----     | -----         |            |        |
| Totals for OPERATOR,DE2                           | 963     | 5018      | 5.2           |            |        |

|                                                   |         |           |               |            |        |
|---------------------------------------------------|---------|-----------|---------------|------------|--------|
|                                                   |         |           |               | MAR 4,1999 | Page 3 |
| NUMBER OF FORMS KEYED                             |         |           |               |            |        |
| DATE ENTRY OPERATOR: OPERATOR,DE3                 |         |           |               |            |        |
| VISIT POSTING DATES: FEB 02, 1999 TO MAR 04, 1999 |         |           |               |            |        |
| POSTING DATE                                      | # FORMS | # DEP ENT | AVG # DEP ENT |            |        |
| FEB 02, 1999                                      | 95      | 226       | 2             |            |        |
|                                                   | -----   | -----     | ----          |            |        |
| Totals for OPERATOR, DE3                          | 95      | 226       | 2.4           |            |        |

|                                                   |         |           |               |            |        |
|---------------------------------------------------|---------|-----------|---------------|------------|--------|
|                                                   |         |           |               | MAR 4,1999 | Page 4 |
| NUMBER OF FORMS KEYED                             |         |           |               |            |        |
| DATE ENTRY OPERATOR: OPERATOR,DE4                 |         |           |               |            |        |
| VISIT POSTING DATES: FEB 02, 1999 TO MAR 04, 1999 |         |           |               |            |        |
| POSTING DATE                                      | # FORMS | # DEP ENT | AVG # DEP ENT |            |        |
| FEB 03, 1999                                      | 92      | 423       | 4             |            |        |
| FEB 04, 1999                                      | 108     | 522       | 4             |            |        |
| FEB 05, 1999                                      | 86      | 474       | 5             |            |        |
| FEB 09, 1999                                      | 213     | 1233      | 5             |            |        |
| FEB 10, 1999                                      | 113     | 637       | 5             |            |        |
| FEB 12, 1999                                      | 134     | 604       | 4             |            |        |
| FEB 17, 1999                                      | 129     | 669       | 5             |            |        |
| FEB 18, 1999                                      | 103     | 661       | 6             |            |        |
| FEB 19, 1999                                      | 16      | 127       | 7             |            |        |
| FEB 23, 1999                                      | 111     | 489       | 4             |            |        |
| FEB 24, 1999                                      | 117     | 452       | 3             |            |        |
| FEB 25, 1999                                      | 26      | 129       | 4             |            |        |
| FEB 26, 1999                                      | 106     | 588       | 5             |            |        |
| MAR 01, 1999                                      | 103     | 524       | 5             |            |        |
| MAR 03, 1999                                      | 112     | 671       | 5             |            |        |
|                                                   | -----   | -----     | ----          |            |        |
| Totals for OPERATOR,DE4                           | 1569    | 8203      | 5.2           |            |        |
|                                                   | -----   | -----     | ----          |            |        |
| Grand Total for ALL Operators:                    | 2628    | 13450     | 5.1           |            |        |

|                                                   |              |               |               |                         |
|---------------------------------------------------|--------------|---------------|---------------|-------------------------|
|                                                   |              |               | MAR 4,199     | Page 5                  |
| SUMMARY OF FORMS KEYED BY ALL OPERATORS           |              |               |               |                         |
| VISIT POSTING DATES: FEB 02, 1999 TO MAR 04, 1999 |              |               |               |                         |
| Operator                                          | No. of Forms | Forms per day | % of Workload | Avg # of dependent ent. |
| OPERATOR,DE1                                      | 1            | 1.0           | 0.0           | 3.0                     |
| OPERATOR,DE2                                      | 963          | 60.2          | 36.6          | 5.2                     |
| OPERATOR,DE3                                      | 95           | 95.0          | 3.6           | 2.4                     |
| OPERATOR,DE4                                      | 1569         | 104.6         | 59.7          | 5.2                     |
|                                                   | -----        |               |               |                         |
|                                                   | 2628         |               |               |                         |
| RUN TIME (H.M.S): 0.1.57                          |              |               |               |                         |

**2. DXA - DX ICD CODING QA AUDIT:** This option allows a PCC Supervisor, or perhaps an Area Office to perform routine and random checks on a given data entry operator's ICD coding. This report will display the provider narrative and the code that was entered by the operator. This is especially useful on operators new to coding or operators who may have problems with a particular code.

```

** PCC Data Entry Module **
** Data Entry Forms Tracking Menu **

 Version 2.0
 SELLS HOSPITAL

CNT Report on Counts of Forms Processed
DXA DX ICD Coding QA Audit
OPA Operation/Procedure ICD Coding QA Audit
PRG Purge Entries in Forms Tracking File
DOP Display Operator who Entered a Particular Visit
TCC Report of Number of Tran Codes Entered by Operator
TSR Forms Tracking Summary Report

Select Forms/Data Entry Tracking Menu Option:<DXA><RET>DX ICD Coding QA Audit

```

```

 ICD DIAGNOSIS CODING AUDIT

This report will list visits (by POSTING date with an option of random
samples) for a selected data entry operator. Purpose of Visit
ICD DIAGNOSIS Code and Provider Narrative will also be listed.
Enter beginning Posting Date: T-30 (JAN 31, 1999)
Enter ending Posting Date: (1/31/93 - 3/2/93): JAN 31, 1999//<T-90><RET> (NOV 10,19983)
Enter DATA ENTRY OPERATOR: <OPERATOR,DE2><RET>
Want to limit search by CLINIC TYPE? NO// <RET>
Do you wish to include only a subset of ICD Diagnoses? NO// <RET>
Do you want ALL Visits Selected? N// <RET>O
How many randomized visits do you want: (1-100): <5><RET>
DEVICE: HOME// <LP3><RET>Laser Printer Room 3

```

## SAMPLE: DX ICD CODING QA AUDIT REPORT

## GNOSIS CODING AUDIT

Page 1

SELLS HOSPITAL

Visit POSTING Dates: NOV 10, 1998 and FEB 08, 1999

Data Entry Operator: OPERATOR,DE2

Clinic: ALL

Total Visits Found: 920

Total Number of Random Visits Selected: 5

| HR#    | Visit Date         | ICD9   | Provider Narrative                                    |
|--------|--------------------|--------|-------------------------------------------------------|
| 100665 | NOV 24, 1998@10:00 | 786.50 | CHEST PAIN - R/O MI<br>[CHEST PAIN NOS]               |
|        |                    | V14.0  | PENICILLIN ALLERGY - HIVES<br>[HX-PENICILLIN ALLERGY] |
| 100010 | NOV 29, 1998@09:00 | V77.1  | SCREENING FOR DIABETES<br>[SCREEN-DIABETES MELLITUS]  |
|        |                    | 682.6  | CELLULITIS OF LEFT KNEE<br>[CELLULITIS OF LEG]        |
| 101422 | JAN 22, 1999@12:00 | 132.0  | HEAD CHECK FOR LICE<br>[PEDICULUS CAPITIS] ←.....     |
| 100993 | DEC 01, 1998@12:00 | 401.9  | HYPERTENSIVE DISEASE<br>[HYPERTENSION NOS]            |
| 100010 | JAN 21, 1999@08:00 | 465.9  | URI<br>[ACUTE URI NOS]                                |

**Note incorrect ICD9  
code used ... should  
be screening code  
like V75.8**

**3. OPA - OPERATION/PROCEDURE ICD CODING QA AUDIT:** functions exactly like the previous example (DX ICD Coding QA Audit) except that it only finds visits where ICD Procedure Codes were entered and reports the procedure codes and narratives entered.

```

** PCC Data Entry Module **
** Data Entry Forms Tracking Menu **

Version 2.0
SELLS HOSPITAL

CNT Report on Counts of Forms Processed
DXA DX ICD Coding QA Audit
OPA Operation/Procedure ICD Coding QA Audit
PRG Purge Entries in Forms Tracking File
DOP Display Operator who Entered a Particular Visit
TCC Report of Number of Tran Codes Entered by Operator
TSR Forms Tracking Summary Report

Select Forms/Data Entry Tracking Menu Option:<OPA><RET> Operation/Procedure ICD
Coding QA Audit

```

#### SAMPLE: OPERATION/PROCEDURE ICD CODING QA AUDIT REPORT

| ICD OPERATION/PROCEDURE CODING AUDIT              |                    |       | Page 1                                            |
|---------------------------------------------------|--------------------|-------|---------------------------------------------------|
| SELLS HOSPITAL                                    |                    |       |                                                   |
| Visit POSTING Dates: JUN 20,1998 and JUL 30, 1998 |                    |       |                                                   |
| Data Entry Operator: OPERATOR,DE2                 |                    |       |                                                   |
| Clinic: ALL                                       |                    |       |                                                   |
| Total Visits Found: 2                             |                    |       |                                                   |
| HR#                                               | Visit Date         | Code  | ICD O/P Provider Narrative<br>[ICD O/P NARRATIVE] |
| 100010                                            | JUN 26, 1998@14:22 | 47.19 | APPENDECTOMY<br>[OTHER INCIDENTAL APPENDECTOMY]   |
| 101846                                            | JUL 28, 1998@14:22 | 51.22 | CHOLECYSTECTOMY<br>[CHOLECYSTECTOMY]              |

Enter RETURN to continue or '^' to exit:

**4. PRG – PURGE ENTRIES IN FORMS TRACKING FILE:** This allows a delete of the TRACKING information to occur. Patient visit information remains untouched. Forms Tracking (CNT and QA) information is no longer available up to the day the PRG is performed. Always be certain hard copy reports are generated on all operators prior to the PRG. The computer will continue with Forms Tracking as long as the Site File parameter is YES.

```

** PCC Data Entry Module **
** Data Entry Forms Tracking Menu **

 Version 2.0
 SELLS HOSPITAL

CNT Report on Counts of Forms Processed
DXA DX ICD Coding QA Audit
OPA Operation/Procedure ICD Coding QA Audit
PRG Purge Entries in Forms Tracking File
DOP Display Operator who Entered a Particular Visit
TCC Report of Number of Tran Codes Entered by Operator
TSR Forms Tracking Summary Report

Select Forms/Data Entry Tracking Menu Option:<PRG><RET> Purge Entries in Forms Tracking
File

Purging Date From Forms Tracking File

Purge Forms up to and including what POSTING DATE? <6-30-98><RET>

DEVICE: HOME//<RET>

A Total of 230 Dates Purged.

```

**5. DOP - DISPLAY OPERATOR WHO ENTERED A PARTICULAR VISIT** will display to the screen the name of the data entry operator who entered a selected visit.

```

Select Forms/Data Entry Tracking Menu Option:<DOP><RET> Display Operator who Entered a
particular visit

Select PATIENT NAME: <ADAMS,LISA><RET>
ADAMS,LISA F 01-25-1959 000350003 PIMC 100008
 SX 100011
Enter VISIT date: 11/29/98 (NOV 29, 1998)

Visit date/time: NOV 29,1998@09:00 [internal entry # 76788]
Posting date: DEC 4,1998
Data entry operator: TUCOWS,BESSIE
Enter RETURN to continue or '^' to exit:

```

## 6. TCC – REPORT OF NUMBER OF TRAN CODES ENTERED BY OPERATOR:

This report will generate a count of visits entered by a particular data entry operator or for ALL data entry operators for a date range that you specify when one of the Tran Code data entry options was utilized.

Select Forms/Data Entry Tracking Menu Option: <TCC><RET> Forms Tracking for Tran Code Entry Report

This report will generate a count of visits entered by a particular data entry operator or for ALL data entry operators for a date range that you specify.

This report is operators who enter Tran Codes via the 2 options for entering tran codes on outpatient and in hospital visits.

Enter beginning Posting Date: <T-7><RET> (FEB 01, 1999)

Enter ending Posting Date: <T><RET> (2/1/99 - 2/8/99): FEB 01, 1999// T (FEB 08, 1999)

Report on ALL Operators? <Y><RET>YES

Select one of the following:

- 1 CLINIC TYPE
- 2 SERVICE CATEGORY
- 3 VISIT TYPE
- 4 INCLUDE ALL VISITS

Count number of Forms Processed by: 4//<RET> INCLUDE ALL VISITS  
DEVICE: <P111RET>

### SAMPLE: REPORT OF NUMBER OF TRAN CODES ENTERED BY OPERATOR

|                                                   |         |         |                | Feb08, 1999 Page 1 |
|---------------------------------------------------|---------|---------|----------------|--------------------|
| SELLS HOSPITAL                                    |         |         |                |                    |
| NUMBER OF FORMS KEYED                             |         |         |                |                    |
| DATE ENTRY OPERATOR: MADISON,DORRIS               |         |         |                |                    |
| VISIT POSTING DATES: FEB 01, 1999 TO FEB 08, 1999 |         |         |                |                    |
| POSTING DATE                                      | # FORMS | # TRANS | AVG # TRAN ENT |                    |
| FEB 01, 1999                                      | 373     | 915     | 2              |                    |
| FEB 02, 1999                                      | 333     | 891     | 2              |                    |
| FEB 03, 1999                                      | 470     | 800     | 1              |                    |
| FEB 04, 1999                                      | 303     | 617     | 2              |                    |
| FEB 05, 1999                                      | 277     | 645     | 2              |                    |
| FEB 08, 1999                                      | 425     | 740     | 1              |                    |
| Totals for MADISON,DORRIS                         | 2181    | 4608    | 2.1            |                    |

| Feb 08, 1999 Page 4                               |                 |                  |                  |                            |
|---------------------------------------------------|-----------------|------------------|------------------|----------------------------|
| SUMMARY OF FORMS KEYED BY ALL OPERATORS           |                 |                  |                  |                            |
| VISIT POSTING DATES: FEB 01, 1999 TO FEB 08, 1999 |                 |                  |                  |                            |
| Operator                                          | No. of<br>Forms | Forms<br>per day | % of<br>Workload | Avg # of<br>tran codes ent |
| -----                                             |                 |                  |                  |                            |
| -----                                             |                 |                  |                  |                            |
| MADISON,DORRIS                                    | 2181            | 363.5            | 35.1             | 2.1                        |
| ADAMS,ROBERTA                                     | 1965            | 327.5            | 31.6             | 2.1                        |
| WASHINGTON,GEORGIA                                | 1691            | 281.8            | 27.2             | 1.6                        |

**TSR – FORMS TRACKING SUMMARY REPORT** produces a summary count of visits processed by data entry personnel during the time frame specified. It excludes data that was entered via the Enter Non-Visit Data option since no visit file is created for these entries. In order for this option to function, the forms tracking site parameter must be set to Y(ES).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Select Forms/Data Entry Tracking Menu Option:&lt;TSR&gt;&lt;RET&gt; Forms Tracking Summary Report</p> <p>SUMMARY COUNT OF VISITS PROCESSED BY DATA ENTRY</p> <p>This report uses the Forms Tracking data to summarize the forms that have been processed by PCC Data Entry Operators.</p> <p>Enter the date range for which you would like the summary report.</p> <p>Enter Beginning POSTING Date:&lt;1-1-99&gt;&lt;RET&gt; (JAN 1, 1999)</p> <p>Enter Ending POSTING Date: (1/1/99 - 2/8/99): &lt;T&gt;&lt;RET&gt; (FEB 08, 1999)</p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**SAMPLE: FORMS TRACKING SUMMARY REPORT**

Report Run Date: FEB 08, 1999  
1

Page

**SUMMARY COUNT OF VISITS PROCESSED BY DATA ENTRY**  
**FOR: JAN 01, 1990 TO FEB 08, 1999**  
**SELLS HOSPITAL**

This report will include counts on Visits created or appended to during the data entry process. Data entered via the option ENTER NON-VISIT DATA are not counted because no visit file is created. The count of these forms must be tallied manually. The counts are taken from the forms tracking file. Therefore, you must be running forms tracking for this report to have any data.

There were a total of 960 visits processed during the time period specified. Below is a further breakdown of these visits.

**CONTRACT HEALTH SERVICES**

There were 48 medical authorizations processed during this period.

**HOSPITALIZATIONS (HSA-44)**

There were 18 hospitalization documents during this period.

By TYPE:

|     |    |
|-----|----|
| IHS | 18 |
|-----|----|

By LOCATION:

|                |    |
|----------------|----|
| SELLS HOSPITAL | 18 |
|----------------|----|

**IN-HOSPITAL VISITS (NON-CHS):**

There were 0 in-hospital documents during this period.

**AMBULATORY CARE VISITS (non-chs, excludes events, hospitalizations,in-hosp)**

There were 950 ambulatory documents during this period.

By TYPE:

|     |     |
|-----|-----|
| IHS | 940 |
|-----|-----|

|                   |    |
|-------------------|----|
| TRIBE-638 PROGRAM | 10 |
|-------------------|----|

By LOCATION:

|               |    |
|---------------|----|
| OFFICE,000186 | 20 |
|---------------|----|

|              |    |
|--------------|----|
| OTHER,102298 | 10 |
|--------------|----|

|                        |    |
|------------------------|----|
| PHOENIX INDIAN MED CTR | 20 |
|------------------------|----|

|                    |     |
|--------------------|-----|
| SCHOOL, SAN XAVIER | 140 |
|--------------------|-----|

|                |     |
|----------------|-----|
| SELLS HOSPITAL | 740 |
|----------------|-----|

|             |    |
|-------------|----|
| SELLS OTHER | 10 |
|-------------|----|

|             |    |
|-------------|----|
| SELLS UNDES | 10 |
|-------------|----|

By SERVICE CATEGORY:

|            |     |
|------------|-----|
| AMBULATORY | 950 |
|------------|-----|

By CLINIC Type:

|        |   |
|--------|---|
| <none> | 1 |
|--------|---|

|          |    |
|----------|----|
| DIABETIC | 10 |
|----------|----|

|         |     |
|---------|-----|
| GENERAL | 760 |
|---------|-----|

|                |     |
|----------------|-----|
| GROUP SERVICES | 150 |
|----------------|-----|

|               |    |
|---------------|----|
| OPHTHALMOLOGY | 20 |
|---------------|----|

By PROVIDER DISCIPLINE (Primary and Secondary Providers):

|           |     |
|-----------|-----|
| CHN/AIDES | 130 |
|-----------|-----|

|         |     |
|---------|-----|
| DENTIST | 120 |
|---------|-----|

|                       |     |
|-----------------------|-----|
| PHARMACY PRACTITIONER | 110 |
| PHYSICIAN             | 680 |
| PODIATRIST            | 20  |
| REGISTERED NURSE      | 280 |

## DEPENDENT ENTRY COUNT

There were 566 visit related data items entered during this period. They are broken down below by data type. Labs, Medications, Dental and Radiology data items are excluded because in general, these are entered through the ancillary package.

|                               |     |
|-------------------------------|-----|
| V ACTIVITY TIME               | 14  |
| V CPT                         | 6   |
| V DENTAL                      | 13  |
| V DIAGNOSTIC PROCEDURE RESULT | 11  |
| V EXAM                        | 44  |
| V HEALTH FACTORS              | 23  |
| V HOSPITALIZATION             | 1   |
| V IMMUNIZATION                | 24  |
| V MEASUREMENT                 | 58  |
| V PATIENT ED                  | 15  |
| V PHYSICAL THERAPY            | 1   |
| V POV                         | 216 |
| V PROCEDURE                   | 3   |
| V PROVIDER                    | 135 |
| V SKIN TEST                   | 2   |

## FORMS PROCESSED BY EACH OPERATOR

OPERATOR: RUBOUT,WILMA

TOTAL Number of Forms Processed: 39

By TYPE:

|                   |    |
|-------------------|----|
| IHS               | 38 |
| TRIBE-638 PROGRAM | 1  |

By LOCATION:

|                        |    |
|------------------------|----|
| OTHER,102298           | 1  |
| PHOENIX INDIAN MED CTR | 2  |
| SCHOOL, SAN XAVIER     | 2  |
| SELLS HOSPITAL         | 33 |
| SELLS UNDES            | 1  |

By SERVICE CATEGORY:

|                 |    |
|-----------------|----|
| AMBULATORY      | 38 |
| HOSPITALIZATION | 1  |

## FORMS PROCESSED BY EACH LOCATION

LOCATION: SELLS HOSPITAL

TOTAL Number of Forms Processed: 75

By TYPE:

|                   |    |
|-------------------|----|
| IHS               | 74 |
| TRIBE-638 PROGRAM | 1  |

By CLINIC TYPE:

|          |   |
|----------|---|
| <none>   | 1 |
| DIABETIC | 1 |

|                                                           |    |
|-----------------------------------------------------------|----|
| GENERAL                                                   | 72 |
| GROUP SERVICES                                            | 1  |
| By SERVICE CATEGORY:                                      |    |
| AMBULATORY                                                | 74 |
| HOSPITALIZATION                                           | 1  |
| By PROVIDER DISCIPLINE (Primary and Secondary Providers): |    |
| DENTIST                                                   | 11 |
| PHARMACY PRACTITIONER                                     | 11 |
| PHYSICIAN                                                 | 64 |
| PODIATRIST                                                | 2  |
| REGISTERED NURSE                                          | 26 |
| LOCATION: SELLS OTHER                                     |    |
| TOTAL Number of Forms Processed:                          | 1  |
| By TYPE:                                                  |    |
| IHS                                                       | 1  |
| By CLINIC TYPE:                                           |    |
| GENERAL                                                   | 1  |
| By SERVICE CATEGORY:                                      |    |
| AMBULATORY                                                | 1  |
| By PROVIDER DISCIPLINE (Primary and Secondary Providers): |    |
| PHYSICIAN                                                 | 1  |

## 8 COMPLETE ORPHANED LAB MENU

```

** PCC Data Entry Module **
** Complete Orphaned Lab Menu Options **

Version 2.0
SELLS HOSPITAL

COL Complete 'Orphaned' Lab Visits
QCL Queue Orphaned Lab Linker
ROL Completed 'Orphaned' Labs Report
PUR Purge Orphaned Lab Visit Log

Select Complete Orphaned Lab Menu Option:

```

**COMPLETE ‘ORPHANED’ LAB MENU:** This menu allows a site to manage “orphaned” lab visits which are created by the Laboratory module or by PCC data entry using the LOG data entry menu option to enter laboratory tests and results. Orphaned labs are **incomplete visits** which were created by one of these methods and do not contain a primary provider, purpose of visit or clinic. Normally, these incomplete visits are linked to the medical part of the visit when PCC data entry takes place and the operator is given the opportunity to merge the lab tests with the remainder of the visit. Orphaned labs may also be automatically linked to a complete PCC visit by the nightly re-linker program which looks for incomplete visits more than 60 days old and attempts to link the partial visit with a complete visit on the same day and location for the patient.

**1. COL – COMPLETE ‘ORPHANED’ LAB VISITS:** This menu option is used for those lab tests which did not get merged or linked to a complete visit at data entry time, or by the re-linker. The user is asked for a beginning and ending date for the visit search, as well as if the visits should be transmitted to the Data Center. Answer YES if the visit date range is within the current fiscal year and NO if prior to the beginning of the current fiscal year. The ending date must be prior to the date set by the PCC delay factor. This option will not run unless the visit re-linker has also been run at least once.

```

FIX UNLINKED LAB VISITS

Enter Beginning Date for Search: <T-30><RET> (JAN 8, 1999)
Enter Ending Date for Search: <T-7><RET> (JAN 29, 1999)
Do you want these visits transmitted to the Data Center? <Y><RET>YES

Search begun.....

Search COMPLETED. 22 Visits fixed.

```

**2. QCL – QUEUE ‘ORPHANED’ LAB LINKER:** This is a non-interactive option which allows the lab linker to be queued to run in background. A beginning date of T-60 is used and the ending date will be 7 days earlier than the date set by the PCC delay factor.

**ROL – COMPLETE ‘ORPHANED’ LAB REPORT:** If the site parameter to keep a log of orphaned lab visits linked us set to yes, this report produces a list of those visits as shown in the following example. Prior to printing the report, the user will be asked for a beginning and ending visit date.

**SAMPLE: ORPHANED LAB LOG REPORT**

| ***** CONFIDENTIAL PATIENT INFORMATION *****               |        |                |      |    |        |                   |
|------------------------------------------------------------|--------|----------------|------|----|--------|-------------------|
| SELLS HOSPITAL                                             |        |                |      |    |        | Page              |
| 1                                                          |        |                |      |    |        |                   |
| LAB ONLY VISITS FOR WHICH A PROVIDER AND POV WERE APPENDED |        |                |      |    |        |                   |
| Dates range: July 1, 1998-July 31, 1998                    |        |                |      |    |        |                   |
| VISIT DATE/TIME                                            | HRN    | LOCATION       | TYPE | SC | # LABS | BILLING LINK DATE |
| -----                                                      |        |                |      |    |        |                   |
| Date Lab Only Visit Completed: Aug 20, 1998                |        |                |      |    |        |                   |
| Jul 14, 1998@12:00                                         | 101800 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101778 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 100477 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101777 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101822 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101051 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101599 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 100255 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 101975 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@12:00                                         | 100817 | SELLS HOSPITAL | I    | A  | 1      |                   |
| Jul 14, 1998@23:00                                         | 101866 | SELLS HOSPITAL | I    | A  | 1      |                   |

**4. PUR – PURGE ‘ORPHANED’ LAB VISIT LOG:** If the orphaned lab log site parameter is set to Y(ES), this option may be used to purge the log of entries no longer needed. The user will be prompted to enter an ending date for visits to be purged as well as a device to display or print the results.

```
Select Complete Orphaned Lab Menu Option:<PUR><RET> Purge Orphaned Lab Visit Log

Purging Data from Completed Lab Visit Log!

Purge log up to and including what POSTING DATE? T<RET> (FEB 08, 1999)

DEVICE: HOME//<RET>
A Total of 22 entries Purged.
```

## 9 DATA ENTRY MNEMONICS

```

** **
** PCC Data Entry Module **
** Data Entry SUPERVISOR Options and Utilities **
** **

Version 2.0
SELLS HOSPITAL

ICD Fix UNCODED ICD9 Diagnoses/Operations ...
VRR Visit Review Report ...
INP Link In-Hospital Visits to Hospitalizations ...
DSP Display PCC Data Entry Site Parameters
ACC Process ACCEPT Commands ...
ESP Enter/Edit PCC Data Entry Site Parameters
EVM Auto Merge Event Visits on Same Day
FTM Forms/Data Entry Tracking Menu ...
LAB Complete Orphaned Lab Menu ...
MNE Update PCC Mnemonic's Allowed/Not Allowed
PMN Print list of Data Entry Mnemonics
RET Re-Submit PCC Visit to the IHS Data Center
TAB PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:

```

Mnemonics are used for quick entry of information into the Patient Care Component by the data entry operator. As the Supervisor, you are responsible for maintaining what mnemonics will be used by data entry and what mnemonics will not. Changes may have to be made periodically.

**1. PMN – PRINT LIST OF DATA ENTRY MNEMONICS:** You may obtain a list of all PCC Data Entry Mnemonics through this menu option. Prior to any changes, this should be reviewed.

| RPMS PCC DATA ENTRY CONTROL LIST |                     |                                | FEB 9,1999 08:46 | PAGE 1 |
|----------------------------------|---------------------|--------------------------------|------------------|--------|
| MNEMONIC                         | ALLOWED/NOT ALLOWED | DESCRIPTION                    |                  |        |
| ADX                              | ALLOWED             | Admitting Diagnosis            |                  |        |
| AG                               | ALLOWED             | Abdominal Girth                |                  |        |
| AL                               | ALLOWED             | Appointment Length             |                  |        |
| APO                              | ALLOWED             | Activate an Inactive Problem   |                  |        |
| APPT                             | ALLOWED             | Appointment Date&Time          |                  |        |
| AT                               | ALLOWED             | Activity & Travel Time         |                  |        |
| AUD                              | ALLOWED             | Audiometry                     |                  |        |
| BATCH                            | NOT ALLOWED         | Charge Batch                   |                  |        |
| BATCHCAL                         | NOT ALLOWED         | Charge Batch                   |                  |        |
| BP                               | ALLOWED             | Blood Pressure                 |                  |        |
| BS                               | ALLOWED             | 11 Blood Sugar Ordered         |                  |        |
| BT                               | ALLOWED             | Blood Type Entry               |                  |        |
| CBC                              | NOT ALLOWED         | CBC Ordered                    |                  |        |
| CHA                              | ALLOWED             | CHS - Ambulatory (HRSA 64)     |                  |        |
| CHC                              | ALLOWED             | Centimeter Head Circumference  |                  |        |
| CHH                              | ALLOWED             | CHS - Hospitalization HRSA 43  |                  |        |
| CHI                              | ALLOWED             | CHS - In-Hospital (HRSA 64)    |                  |        |
| CHT                              | ALLOWED             | Centimeter Height              |                  |        |
| CKO                              | ALLOWED             | Check Out Date & Time          |                  |        |
| CL                               | ALLOWED             | Clinic Type                    |                  |        |
| CODE                             | ALLOWED             | Coding Guidelines Display      |                  |        |
| CPE                              | ALLOWED             | Cpt Entry with Enc Prov        |                  |        |
| CPT                              | ALLOWED             | CPT Codes                      |                  |        |
| CPTLOG                           | ALLOWED             | CPT Log Entry                  |                  |        |
| CXD                              | ALLOWED             | Cervix Dilatation              |                  |        |
| DDS                              | ALLOWED             | Dental Direct Service          |                  |        |
| DHS                              | ALLOWED             | Data Entry Health Summary      |                  |        |
| DISP                             | ALLOWED             | Visit Display                  |                  |        |
| DP                               | ALLOWED             | Designated Provider            |                  |        |
| DTC                              | ALLOWED             | Diagnostic Procedure Tran Code |                  |        |
| ECOD                             | ALLOWED             | Append an E-Code to a POV      |                  |        |
| ED                               | ALLOWED             | Edema Measurement              |                  |        |
| EDC                              | ALLOWED             | Expected Date of Confinement   |                  |        |
| EFF                              | ALLOWED             | Effacement                     |                  |        |
| EKG                              | ALLOWED             | EKG Diagnostic Procedure       |                  |        |
| EM                               | ALLOWED             | Evaluation & Management (CPT)  |                  |        |
| EO                               | NOT ALLOWED         | Tests Ordered-VA Mobile Clinic |                  |        |
| ER                               | ALLOWED             | Emergency Visit Record (EVR)   |                  |        |
| EX                               | ALLOWED             | Examinations                   |                  |        |
| FH                               | ALLOWED             | Fundal Height                  |                  |        |
| FHX                              | ALLOWED             | Family History                 |                  |        |
| FL                               | ALLOWED             | Flag Field                     |                  |        |
| FM                               | ALLOWED             | Family Planning Method         |                  |        |
| FP                               | ALLOWED             | Family Planning                |                  |        |
| FS                               | NOT ALLOWED         | Future Scheduled Encounter     |                  |        |

| FT       | ALLOWED     | Fetal Heart Tones              |
|----------|-------------|--------------------------------|
| GP       | ALLOWED     | Eyeglass Prescription          |
| GWT      | ALLOWED     | Gram Weight                    |
| HBS      | ALLOWED     | Historical Blood Sugar Entry   |
| HC       | ALLOWED     | Head Circumference in Inches   |
| HCBC     | ALLOWED     | Historical CBC Entry           |
| HCT      | NOT ALLOWED | 20 Hematocrit Ordered          |
| HE       | ALLOWED     | Hearing                        |
| HEKG     | ALLOWED     | Historical EKG                 |
| HEX      | ALLOWED     | Historical Examination         |
| HF       | ALLOWED     | Health Factors                 |
| HHCT     | ALLOWED     | Historical Hematocrit (HCT)    |
| HIM      | ALLOWED     | Historical Immunization        |
| HL       | ALLOWED     | Hospital Location              |
| HLAB     | ALLOWED     | Historical Lab Test            |
| HLST     | ALLOWED     | Health Status                  |
| HMSR     | ALLOWED     | Historical Measurement         |
| HPAP     | ALLOWED     | Historical PAP Smear           |
| HRAD     | ALLOWED     | Historical Radiology Procedure |
| HRX      | ALLOWED     | Historical RX                  |
| HS       | ALLOWED     | Historical Skin Test           |
| HT       | ALLOWED     | Height in Inches               |
| HUA      | ALLOWED     | Historical UA entry            |
| IM       | ALLOWED     | Immunizations                  |
| IOP      | ALLOWED     | ICD Operation Narrative        |
| IP       | ALLOWED     | Hospitalization Information    |
| IPO      | ALLOWED     | Inactivate a Problem           |
| IPV      | ALLOWED     | ICD Narrative Purpose of Visit |
| KWT      | ALLOWED     | Kilogram Weight                |
| LAB      | ALLOWED     | Lab Test                       |
| LABLOG   | ALLOWED     | Lab Log Entry                  |
| LABTEST  | ALLOWED     | Lab Test Entry by Type         |
| LI       | NOT ALLOWED | Line Item Entry for Billing    |
| LMP      | ALLOWED     | Last Menstrual Period          |
| LOC      | ALLOWED     | Level of Care                  |
| LS       | ALLOWED     | Level of Service               |
| MEAS     | NOT ALLOWED | Measurement Entry              |
| MNEMONIC | ALLOWED     | Mnemonic                       |
| MNN      | ALLOWED     | Change Note Narrative          |
| MOD      | ALLOWED     | Switch to Modify Mode          |
| MPO      | ALLOWED     | Correct/Modify Problem         |
| NO       | ALLOWED     | Note                           |
| NT       | ALLOWED     | Narrative Text                 |
| OHX      | ALLOWED     | Offspring History              |
| OLOC     | ALLOWED     | Outside Location               |
| OP       | ALLOWED     | Operations                     |
| ORX      | NOT ALLOWED | Outside RX (Historical)        |
| OT       | NOT ALLOWED | Other Items for List Manager   |
| PAP      | ALLOWED     | 31 PAP Smear Ordered           |
| PCP      | ALLOWED     | Primary Care Provider          |
| PCPT     | ALLOWED     | Procedure Entry (CPT)          |
| PED      | ALLOWED     | Patient Education              |
| PHN      | ALLOWED     | Public Health Nursing Form     |
| PHX      | ALLOWED     | Personal History               |

|        |             |                               |
|--------|-------------|-------------------------------|
| PL     | ALLOWED     | Problem List Update Menu      |
| PO     | ALLOWED     | Problem Only                  |
| PPV    | ALLOWED     | P O V and PROBLEM entry       |
| PR     | ALLOWED     | Presentation (Pregnancy)      |
| PRV    | ALLOWED     | Providers (Primary/Secondary) |
| PRX    | ALLOWED     | Prescription RX               |
| PS     | NOT ALLOWED | VA Moblie Cln Prescription    |
| PT     | ALLOWED     | Physical Therapy              |
| PU     | ALLOWED     | Pulse                         |
| PV     | ALLOWED     | Purpose of Visit              |
| RAD    | ALLOWED     | Radiology                     |
| RADLOG | ALLOWED     | Radiology Log Entry           |
| RF     | ALLOWED     | Reproductive Factors          |
| RNO    | ALLOWED     | Remove Note from Problem      |
| RO     | NOT ALLOWED | VA Mobile Clinic REFER OUPT   |
| RPO    | ALLOWED     | Remove Problem entry          |
| RS     | ALLOWED     | Respiration                   |
| RX     | ALLOWED     | Medications                   |
| SHX    | ALLOWED     | History of Surgery            |
| SPV    | ALLOWED     | Pov with Stage Prompted       |
| SR     | NOT ALLOWED | VA Mobile Clinic Refer Spec   |
| ST     | ALLOWED     | Skin Test                     |
| STG    | ALLOWED     | Stage in Purpose of Visit     |
| STN    | ALLOWED     | Station (Pregnancy Meas)      |
| STP    | ALLOWED     | Skin Test Placed (No Reading) |
| TA     | ALLOWED     | Type of Appointment (S/M/L)   |
| TC     | ALLOWED     | Chargemaster Transaction Code |
| TD     | ALLOWED     | Type of Decision Making       |
| TE     | ALLOWED     | Chargemaster TC with Enc Prov |
| TM     | ALLOWED     | Time of Visit                 |
| TMP    | ALLOWED     | Temperature                   |
| TON    | ALLOWED     | Tonometry                     |
| TP     | ALLOWED     | Treatments Provided           |
| UA     | ALLOWED     | 49 Urinalysis Ordered         |
| UCD    | ALLOWED     | Underlying Cause of Death     |
| UOP    | ALLOWED     | Uncoded Procedure             |
| UPV    | ALLOWED     | Uncoded Purpose of Visits     |
| VC     | ALLOWED     | Vision Corrected              |
| VR     | NOT ALLOWED | VA Mobile Clinic visit data   |
| VST    | ALLOWED     | Visit File Data Modify        |
| VT     | NOT ALLOWED | VA Mobile Clinic Visit Type   |
| VU     | ALLOWED     | Vision Uncorrected            |
| WHAT   | ALLOWED     | Demographic and Visit Display |
| WHO    | ALLOWED     | Information on Patient        |
| WT     | ALLOWED     | Weight in lbs/ozs             |
| XIT    | ALLOWED     | Quick Out                     |

**2. MNE – UPDATE PCC MNEMONICS ALLOWED/NOT ALLOWED:** This menu is used to specify which mnemonics can be used by PCC Data Entry. Changes are made here when a means other than PCC Data Entry is used to track a specific data type. For example, Lab tests ordered data is initially captured through PCC Data Entry using the UA, BS, and HCT mnemonics. After PCC is running smoothly and problems have been resolved, a facility chooses to capture **results** using the LAB mnemonic, therefore UA, BS and HCT are set to NOT ALLOWED. A facility may choose to capture results via the RPMS Laboratory module, in which case the LAB, UA, BS, and HCT should be set to NOT ALLOWED.

```
Select Data Entry SUPERVISORY Options and Utilities Option: <MNE> <RET>Update PCC
Mnem
onic's Allowed/Not Allowed

Select RPMS PCC DATA ENTRY CONTROL MNEMONIC: <HCT><RET> 20
HEMATOCRIT ORDERED ALLOWED VISIT RELATED ONLY
Is Data Entry Allowed/Not Allowed to use this Mnemonic?: ALLOWED// <?><RET>
 CHOOSE FROM:
 0 ALLOWED
 1 NOT ALLOWED
Is Data Entry Allowed/Not Allowed to use this Mnemonic?: ALLOWED// <1><RET>NOT
ALLOWED

Select RPMS PCC DATA ENTRY CONTROL MNEMONIC: <UA><RET> 49 URINALYSIS
ORDER-NO RESULTS ALLOWED VISIT RELATED ONLY
Is Data Entry Allowed/Not Allowed to use this Mnemonic?: ALLOWED//<1><RET>NOT
ALLOWED

Select RPMS PCC DATA ENTRY CONTROL MNEMONIC: <BS><RET> 11 BLOOD
SUGAR ORDERED ALLOWED VISIT RELATED ONLY
Is Data Entry Allowed/Not Allowed to use this Mnemonic?: ALLOWED// <1><RET>NOT
ALLOWED
Select RPMS PCC DATA ENTRY CONTROL MNEMONIC:
```

*After these mnemonics have been changed to NOT ALLOWED the following message appears while in data entry.*

```
MNEMONIC: UA 49 URINALYSIS ORDER-NO RESULTS NOT ALLOWED VISIT RE
LATED ONLY
This Mnemonic is currently DISABLED (NOT Allowed) to be used!
MNEMONIC: HCT 20 HEMATOCRIT ORDERED NOT ALLOWED VISIT RELATED ON
LY
This Mnemonic is currently DISABLED (NOT Allowed) to be used!
MNEMONIC: BS 11 BLOOD SUGAR ORDERED NOT ALLOWED VISIT RELATED ON LY
This Mnemonic is currently DISABLED (NOT Allowed) to be used!
MNEMONIC:
```

## 10 RE-SUBMIT A VISIT TO THE DATA CENTER

```

** **
** PCC Data Entry Module **
** Data Entry SUPERVISOR Options and Utilities **
** **

 Version 2.0
 SELLS HOSPITAL

ICD Fix UNCODED ICD9 Diagnoses/Operations ...
VRR Visit Review Report ...
INP Link In-Hospital Visits to Hospitalizations ...
DSP Display PCC Data Entry Site Parameters
ACC Process ACCEPT Commands ...
ESP Enter/Edit PCC Data Entry Site Parameters
EVM Auto Merge Event Visits on Same Day
FTM Forms/Data Entry Tracking Menu ...
LAB Complete Orphaned Lab Menu ...
MNE Update PCC Mnemonic's Allowed/Not Allowed
PMN Print list of Data Entry Mnemonics
RET Re-Submit PCC Visit to the IHS Data Center
TAB PCC Local Table Maintenance ...

Select Data Entry SUPERVISORY Options and Utilities Option:<RET><RET>

```

**RET – RE-SUBMIT PCC VISIT TO THE IHS DATA CENTER:** This function is only used if you have discovered that the Visit was rejected by the Data Center. You must be absolutely sure you have resolved the problem before using this option.

```

RET Re-Submit PCC Visit to the IHS Data Center
Select PATIENT NAME: <4444><RET> QUEEN,ELIZABETH
F 08-15-35 123456789 HID 333 SE 222 SX 4444
Enter VISIT date: <9-22-92><RET> (SEP 22, 1992)

~~~~~
----- VISIT FILE -----
VISIT/ADMIT DATE&TIME: SEP 22, 1992@16:00
      DATE VISIT CREATED: OCT 7, 1992   TYPE: IHS
      PATIENT NAME: QUEEN,ELIZABETH   LOC. OF ENCOUNTER: SELLS HOSPITAL/CLINIC
      SERVICE CATEGORY: HOSPITALIZATION   DEPENDENT ENTRY COUNT: 9
      DATE LAST MODIFIED: OCT 7, 1992   DATE VISIT EXPORTED: NOV 24, 1992
      CREATED BY USER: RUBOUT,WILMA   USER LAST UPDATE: RUBOUT,WILMA
----- V HOSPITALIZATION -----
DATE OF DISCHARGE: SEP 24, 1992  PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00   ADMITTING SERVICE: GENERAL MEDICINE
      DISCHARGE SERVICE: GENERAL MEDICINE   DISCHARGE TYPE: REGULAR DISCHARGE
      ADMISSION TYPE: DIRECT   ADMITTING DX: 780.3

```

```

----- V PROVIDER -----
PROVIDER: GOOD,DOCTOR    PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00    PRIMARY/SECONDARY: PRIMARY
AFF.DISC.CODE (c): 175DG
PROVIDER: PHARMACIST,IHS  PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00    PRIMARY/SECONDARY: SECONDARY
AFF.DISC.CODE (c): 109999
----- V POV -----
POV: 303.90 PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00    PROVIDER NARRATIVE: ALCOHOLISM
      FIRST/REVISIT: REVISIT    PRIMARY/SECONDARY: PRIMARY
ICD NARRATIVE (c): ALCOH DEP NEC/NOS-UNSPEC
POV: 854.00 PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00
PROVIDER NARRATIVE: POSTTRAUMATIC HEAD INJURY CAUSING SEIZURES
FIRST/REVISIT: FIRST VISIT    CAUSE OF INJURY: E928.9
      PLACE OF ACCIDENT: UNKNOWN    PRIMARY/SECONDARY: SECONDARY
ICD NARRATIVE (c): BRAIN INJURY NEC
POV: 780.3 PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00
PROVIDER NARRATIVE: POSTTRAUMATIC HEAD INJURY CAUSING SEIZURES
FIRST/REVISIT: REVISIT    PRIMARY/SECONDARY: SECONDARY
ICD NARRATIVE (c): CONVULSIONS
POV: 401.9 PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00    PROVIDER NARRATIVE: HYPERTENSION
      FIRST/REVISIT: REVISIT    PRIMARY/SECONDARY: SECONDARY
ICD NARRATIVE (c): HYPERTENSION NOS
POV: 795.0 PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00
PROVIDER NARRATIVE: ABNORMAL PAP,ATYPICAL SQUAMOUS CELLS SUGGESTIVE
HPV FIRST/REVISIT: REVISIT    PRIMARY/SECONDARY: SECONDARY
ICD NARRATIVE (c): ABN PAP SMEAR-CERVIX
----- V PROCEDURE -----
PROCEDURE: 99.29
      PATIENT NAME: QUEEN,ELIZABETH
      VISIT: SEP 22, 1992@16:00
      PROVIDER NARRATIVE: IV TREATMENT WITH ANTICONVULSANTS
      DIAGNOSIS: 303.90    PROCEDURE DATE: SEP 22, 1992
      PRINCIPLE PROCEDURE: YES
PROCEDURE NARRATIVE (c): INJECT/INFUSE NEC
~~~~~
~~~End of visit display, <RETURN> to Continue <RET>
Are you sure this is the visit to re-transmit? NO// <Y><RET> (YES)

This visit has already been transmitted to the IHS Data Center once.
This will cause the visit to be re-transmitted to the Data Center.

Have all corrections to the visit been made through modify or append mode so that the visit will now
be accepted by the Data Center (either APC or the IHS Inpatient System)?

Enter Yes or No? N// <Y><RET>
Visit will be re-sent as of Today's Date

```

## 11 TABLE MAINTENANCE

```

*****
**                               **
**      PCC Data Entry Module      **
** Data Entry SUPERVISOR Options and Utilities **
*****

                          Version 2.0
                          SELLS HOSPITAL


ICD   Fix UNCODED ICD9 Diagnoses/Operations ...
VRR   Visit Review Report ...
INP   Link In-Hospital Visits to Hospitalizations ...
DSP   Display PCC Data Entry Site Parameters
ACC   Process ACCEPT Commands ...
ESP   Enter/Edit PCC Data Entry Site Parameters
EVM   Auto Merge Event Visits on Same Day
FTM   Forms/Data Entry Tracking Menu ...
LAB   Complete Orphaned Lab Menu ...
MNE   Update PCC Mnemonic's Allowed/Not Allowed
PMN   Print list of Data Entry Mnemonics
RET   Re-Submit PCC Visit to the IHS Data Center
TAB   PCC Local Table Maintenance ...


Select Data Entry SUPERVISORY Options and Utilities Option:<TAB><RET>

```

**TAB – PCC LOCAL TABLE MAINTENANCE:** Several data tables (files) used in PCC and in other RPMS applications may be locally maintained. These lookup tables will occasionally need to be updated or enhanced. This set of menu options provides the ability to do the initial building and subsequent update of these tables. This responsibility for updating tables will vary, depending on the size of your facility. In many cases, responsibility may be split between several people and offices.

Every effort should be made to keep duplicate entries out of these tables. In many instances only the RPMS sitemanager or PCC manager has been given authority to add new entries to the locally maintained tables, and in particular, the Provider File. Entries added to the tables via the Table Maintenance Menu cannot be easily removed. If duplicates are noted in these tables, the site manager or area RPMS support personnel should be notified to resolve the problem.

In addition to the menu options to edit the various tables, menu options are provided to print table listings (PRT) as well as to inactivate or reactivate providers (INA).

```
*****
**          PCC Data Entry Module          **
**          PCC Local Table Maintenance     **
*****

          Version 2.0
          SELLS HOSPITAL

EDU  Education Topics Enter/Edit
PHY  Physical Therapy Modality Enter/Edit
TRT  Treatment Enter/Edit
PRT  Print Table Listings ...
INA      Inactivate/Reactivate Persons & Providers
PRV  Add/Edit Providers

Select PCC Local Table Maintenance Option:
```