



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Patient Information Management System (PIMS)

Admission/ Discharge/ Transfer (BDG) User Manual

Version 5.3
June 2004

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Albuquerque, New Mexico

PREFACE

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

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1.0 Introduction

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

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

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

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

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

ADT includes the following menus:

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

Other related materials are the PIMS technical manual, the PIMS installation guide, and the PIMS release notes. The technical manual is provided to assist the site manager in maintenance of the software. The installation guide provides assistance in installation of the package and the release notes describe any modifications and enhancements to the software that are new to the version.

The ADT module makes use of Current Procedural Terminology (CPT) codes, which is an American Medical Association (AMA) copyrighted product. Its use is governed

by the terms of the agreement between the IHS and the American Medical Association.

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

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

2.0 Orientation

2.1 How To Use This Manual

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

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

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

2.2 Online Help

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

A HELP message can be requested by typing ? or ??. The HELP message will be displayed under the prompt, then the prompt will be repeated. For example:

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

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

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

2.3 Note to Users With "QUME" Terminals

It is very important that you set up your Qume terminal properly. After typing your access and verify codes, you will see:

Select TERMINAL TYPE NAME: {type}//

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

3.0 Bed Control (BC)

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

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

```

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

UNSPECIFIED H0

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

Select ADT Menu Option: BC

```

Figure 3-1: Accessing the BC menu

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

```

Bed Control
(UNSPECIFIED H0)

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

Select Bed Control Option:

```

Figure 3-2: Using the Bed Control menu

3.1 Admit a Patient (ADM)

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

1. To admit a patient, type **ADM** at the prompt at the “Select Bed Control Option:” prompt in the Bed Control menu.
2. Type the patient’s name, IHS chart number, date of birth, or social security number at the “Admit Patient:” prompt.
3. The patient’s current statistics (e.g., inpatient status, previous discharge date, admission date, ward, provider, discharge date, room/bed, and specialty) will be displayed (Figure 3-3).
4. To continue the admission process, type **C** (continue) or **M** (view more data about the patient before continuing) at the “Continue, More, or Quit” prompt.

Bed Control			
(UNSPECIFIED HO)			
ADM	Admit a Patient		
DSC	Discharge a Patient		
EBC	Extended Bed Control		
EPI	Extended Inpatient Inquiry		
PCH	Provider Change		
SWB	Switch Bed		
TTX	Treating Specialty Transfer		
WTX	Ward Transfer		
Select Bed Control Option: ADM			
Admit PATIENT: PATIENT,ALLISON			
	F 02-02-1901	000785650	MH 4298
Status	: ACTIVE INPATIENT-on WARD (SERIOUSLY ILL)		
Admitted	: OCT 7, 2002@14:59	Transferred	: OCT 8, 2002@13:40:14
Ward	: PED	Room-Bed/Ext	: 211-1 /
Provider	: PROVIDER, ISABEL	Specialty	: UROLOGY
Attending	: PROVIDER, ISABEL	Admitted by	: PROVIDER, JADE
Admission LOS: 22			
<C>ontinue, <M>ore, or <Q>uit? C			

Figure 3-3: Admitting a patient (steps 1-4)

5. Type the date the patient was admitted at the “Select Admission Date:”. If a patient is currently being admitted, press the Return key or type NOW at the “Select Admission Date:” prompt and the current date and time will be recorded as the admission date and time. The date and time must be typed with no spaces, as follows: Feb 18,2002@2:00pm or 02/18/02@1400.
6. Type Y (Yes) at the “Sure You Want to Add “(Date-Time) as a New Admissions Date?” prompt to verify the new admission date.
7. Type admission information (e.g., type of admission, admitting diagnosis, ward location, room-bed, facility treating specialty, admitting physician, and additional comments) as prompted and then press the Return key at each prompt to record the entries, as displayed in Figure 3-4.

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

8. When all admission information has been entered, Patient Admitted will be displayed on the screen.
9. At the “Condition: Seriously Ill” prompt, type S (Seriously Ill), D (Do Not Resuscitate), B (SI and DNR), or @ to delete off the list.

Select ADMISSION DATE: NOW// **[RET]** (SEP 26,2002@14:41:50)

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

ADMISSION TYPE-UB92: ??

Choose from:

1	EMERGENCY
2	URGENT
3	ELECTIVE
4	NEWBORN

ADMISSION TYPE-UB92: **EMERGENCY**

ADMISSION SOURCE-UB92: **PHYSICIAN REFERAL**

TYPE OF ADMISSION: ??

Choose from:

1	DIRECT	ADMISSION	ACTIVE	1	
2	TRANS-NON	IHS HOSPITAL	ADMISSION	ACTIVE	2
3	TRANS-IHS	HOSPITAL	ADMISSION	ACTIVE	3
4	REFERRED FROM	IHS CLINIC	ADMISSION	ACTIVE	4
5	OTHER	ADMISSION	ACTIVE	5	

TYPE OF ADMISSION: **DIRECT**

DIAGNOSIS [SHORT]: **Broken Leg**

WARD LOCATION: **PEDS**

ROOM-BED: **200-1**

FACILITY TREATING SPECIALTY: **ORTHOPEDICS**

REFERRING PROVIDER: **ADAMS, ADAM**

ADMITTING PROVIDER: **DOCTOR, KARYN**

ATTENDING PHYSICIAN: **PROVIDER, JADE**

ADDITIONAL COMMENTS: **PATIENT IN EXTREME PAIN**

Patient Admitted

CONDITION: ??

Choose from:

S	SERIOUSLY ILL
D	DO NOT RESUSCITATE
B	SI & DNR

CONDITION: **S** SERIOUSLY ILL

Visit created for date of admission

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

10. The system will then automatically prompt for the printing of the A sheet. If you do not want to print an A sheet, type ^ to bypass the option.
11. Type Y or N at the "Print Bottom Half of A Sheet:" prompt.
12. Type the number of copies of the report you need at the "Print How Many Copies:" prompt.
13. Type the name of the print device at the "Device:" prompt.

```

Printing A Sheet for admission. Type ^ to bypass.
Print Bottom Half of A Sheet? YES// N

Print How Many Copies: (1-10): 1// [RET]

DEVICE: HOME//

```

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

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

```

CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**
-----
1 IHS Unit No.   2 Soc Sec No   10 Classif.   11 Facility   12 Facility Code
  00-17-45      697-31-1756    INDIAN/ALAS  UNSPECIFIED  H0      202301
-----
3 Last Name, First, Middle  13 Age  14 Religion   15 Hr Admit  16 Admit
Code
PATIENT, ANNE MARIE        42          9:34 AM    1 DIRECT
-----
4 Birthdate      5 Sex    6 Tribe   17&18 Admit Srvc & Code   19 Admit Date
  08/20/1960      F      CHI042    FAMLP 17              SEP 27, 2002
-----
8 Community, County, State Code  Ward   Provider   20 Discharge Date
  351-91-67          PED    PROVIDER, JADE
-----
9 Present Address                                22 Length of Stay
  505-624-1737 UNSPECIFIED, NM 88340                      1 days
-----
23 Next of Kin      Telephone  Address      Relationship
  PATIENT, SONYA          ,
24 Person to Notify
  PATIENT, MICHA    671-4640    P.O. BOX 142 ,
-----
25 Admitting Diagnosis      Insurance Coverage
  DDD
-----

```

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

15. Type the information requested at the remaining prompts, then press the Return key after each entry to record the changes.

Requesting Chart for new admission. Type ^ to bypass.

Select Clinic Name: GENERAL//[RET]

DELIVER CHARTS TO (PROVIDER/LOCATION/EXT.):??

This response can be free text.

DELIVER CHARTS TO (PROVIDER/LOCATION/EXT.): **Dr. Office**

Updating automated team lists...completed.

Updating appointment status...completed.

Admit PATIENT:

Figure 3-7: Admitting a patient (step 15)

3.2 Edit Admission Data

Use the following steps to edit patient admission data.

1. To edit admission data on an active inpatient, type the name (or chart number) of the patient to be admitted at the “Admit Patient:” prompt.
2. The patient’s current statistics (e.g., inpatient status, previous discharge date, admission date, ward, provider, discharge date, room/bed, and specialty) will be displayed.
3. Type the new information at the default prompts and then press the Return key to record the changes (Figure 3-8).

```

Admit PATIENT: PATIENT,ANDREA B

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

Admitted    : SEP 26,2002@15:33:30      Transferred    :
Ward        : GMS                      Room-Bed/Ext   : 219-1 /
Provider    : PROVIDER, JADE           Specialty      : INTERNAL MEDICINE
Attending   : PROVIDER, JADE           Admitted by    : PROVIDER, JADE

Admission LOS: 1

<C>ontinue, <M>ore, or <Q>uit?  CONTINUE// [RET]

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

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

Admit PATIENT:

```

Figure 3-8: Editing patient admission data

3.3 Discharge a Patient (DSC)

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

1. To discharge a patient, type DSC at the "Select Bed Control Option:" prompt in the Bed Control menu.

Bed Control	
(UNSPECIFIED H0)	
ADM	Admit a Patient
DSC	Discharge a Patient
EBC	Extended Bed Control
EPI	Extended Inpatient Inquiry
PCH	Provider Change
SWB	Switch Bed
TTX	Treating Specialty Transfer
WTX	Ward Transfer
Select Bed Control Option: DSC	

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

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

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

3. Type C (to continue) or M (to view more data about the patient before continuing) at the “Continue, More, or Quit” prompt.
4. Type the date and time the patient was discharged at the “Discharge Date:” prompt. If a patient is currently being discharged, press the Return key or type NOW at the “Discharge Date:” prompt.

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

5. Type the discharge type at the “Type of Discharge:” prompt. To view a list of available options, type ?? at the “Type of Discharge” prompt (Figure 3-10).
6. When the discharge process is complete, Patient Discharged will be displayed.

```

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

Status      : ACTIVE INPATIENT-on WARD

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

Admission LOS: 1

<C>ontinue, <M>ore, or <Q>uit? C
DISCHARGE DATE: NOW// (SEP 27,2002@09:58:39) [RET]
TYPE OF DISCHARGE: ??
  Choose the type of movement this patient had.  You will be selecting from
  active FACILITY MOVEMENT TYPES for which the TRANSACTION TYPE of this
  movement matches the TRANSACTION TYPE of the FACILITY MOVEMENT TYPE.  For
  example, if you are admitting a patient, you will only be able to select
  active admission types.

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

TYPE OF DISCHARGE: 12 REGULAR DISCHARGE
DISCHARGE STATUS-UB92: [RET]

Patient Discharged

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

```

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

3.4 Extended Bed Control (EBC)

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

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

```

                                Bed Control
                                (UNSPECIFIED HO)

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

Select Bed Control Option: EBC

```

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

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

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

```

Select PATIENT NAME: PATIENT
 1  PATIENT,ALLISON                M 02-02-1901 000785650    MH 4298
 2  PATIENT,ANDREA B.              F 07-05-1901 000775162    MH 7852
 3  PATIENT,ANNA MAE               F 06-07-1901 000571315    MH 9180
 4  PATIENT,ANNE MARIE             F 08-20-1900 000311756    MH 1745
 5  PATIENT,ANNETTE FLORENE  JAKE, NAOMI REBECCA
                                F 08-29-1901 000287093    MH 4294
ENTER '^' TO STOP, OR
CHOOSE 1-5: 2
  PATIENT,ANDREA B.                F 07-05-1900 000775162    MH 7852
CHOOSE FROM:
1> SEP 26,2002@15:33:30    DIRECT                                TO:  GMS

```

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

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

```

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

TRANSFERS:

TREATING SPECIALTY CHANGES:
  SEP 26,2002@15:33:30      SPECIALTY:  INTERNAL MEDICINE
  PROVIDER :  PROVIDER, JADE
  ATTENDING:  PROVIDER, JADE
  ADMITTING:  PROVIDER, JADE

DISCHARGE:

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

```

Figure 3-13: Editing patient information (step 3)

3.4.1 Admit Patient (1)

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

1. To view or edit admission data, type **1** at the “Select Option:” prompt.
2. Type the new information, if any, at the default prompts and then press the Return key to record the changes (Figure 3-14).

```

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

```

Figure 3-14: Editing admission information

3.4.2 Transfer Patient (2)

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

1. To transfer a patient, type **2** at the “Select Option:” prompt.

2. Type the date and time the patient will be transferred (or press the Return key to accept now as the transfer date and time) at the “Select Transfer Date:” prompt (Figure 3-15).
3. Type Y (Yes) at the “Sure You Want To Add (Date/Time) as a New Transfer Date?” prompt to confirm the transfer date.
4. Type the ward location number, name, or room where the patient will be placed at the “Ward Location:” prompt.

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

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

Note: Only unoccupied beds can be selected.

6. To enter the name of the treating specialty assigned to the patient, type Y (Yes) at the “Do you wish to associate a ‘facility treating specialty’ transfer?” prompt.
7. Type the name of the provider assigned to the patient at the “Attending Physician:” prompt.
8. Type @ at the “Condition:” prompt to bypass this option, or type ?? for more options on the patients condition.
9. If the patient was properly transferred, *Patient Transferred* will be displayed.

```
Select TRANSFER DATE:  NOW// [RET]  (OCT 8,2002@08:57:08)

SURE YOU WANT TO ADD 'OCT 8,2002@08:57:08' AS A NEW TRANSFER DATE? Yes// Y
(Yes)

WARD LOCATION:  GMS
ROOM-BED:  201

Do you wish to associate a 'facility treating specialty' transfer? Y
FACILITY TREATING SPECIALTY:  PEDIATRICS
ATTENDING PHYSICIAN:  ADAMS, ADAM
CONDITION:  SI & DNR// @

Patient Transferred.

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

Figure 3-15: Transferring a patient

3.4.3 Discharge Patient (3)

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

1. To edit or view the patient's discharge data, type 3 at the "Select Option:" prompt.
2. Type the discharge date at the "Discharge Date:" prompt.
3. Type the discharge type at the "Type of Discharge:" prompt. Type ?? for a list of discharge types.
4. Type the discharge status at the "Discharge Status-UB92:" prompt. Type ?? for a list of discharge status types.

```

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

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

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

TYPE OF DISCHARGE: 15  DEATH W/I 48 HRS W AUTOPSY      DISCHARGE      ACTIVE      4
DISCHARGE STATUS-UB92: ??

Choose from:
1      HOME
2      OTHER HOSP
3      SNF
4      INTER. CARE FAC
5      OTHER TYPE FAC
6      HOME UNDER HMO
7      LEFT AGAINST MEDICAL ADVISE
10     MENTAL HEALTH FAC
20     EXPIRED
30     STILL PATIENT
DISCHARGE STATUS-UB92: 20  EXPIRED

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

```

Figure 3-16: Discharging a patient

3.5 Extended Inpatient Inquiry (EPI)

Use this option to view all information about a specific patient for an individual admission.

1. To use the Extended Inpatient Inquiry option, type **EPI** at the “Select Bed Control Option:” prompt in the Bed Control menu.

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

Select Bed Control Option: **EPI**

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

2. Type the name of the patient for whom data will be displayed at the “Select Patient Name:” prompt.
3. Type the number of the admission date to be displayed at the “Choose:” prompt.

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

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

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

DETAILED INPATIENT DISPLAY		Oct 08, 2002 10:36:08	Page:	1 of 1
Confidential Patient Data Covered by Privacy Act				
ANDREA PATIENT (#7852)				
Patient Died on OCT 08, 2002@09:27:56				
Date/Time	Event	Ward [Room]	Service	
SEP 26, 2002@15:33:30	ADMISSION-DIRECT	GMS [219-1]	INTERNAL	
MEDICIN				
Admit type/source (UB92): URGENT/PHYSICIAN REFERRAL				
Adm Dx: BLAH				
OCT 08, 2002@08:15:33	INTERWARD TRANSFER	PED	PEDIATRICS	
OCT 08, 2002@08:57:08	INTERWARD TRANSFER	GMS	PEDIATRICS	
OCT 08, 2002@09:18:54	INTERWARD TRANSFER	PED [211-1]	PEDIATRICS	
OCT 08, 2002@09:27:56	DISCHARGE-DEATH W/I 48 HRS			
	UB92 disposition: EXPIRED			
Enter ?? for more actions				>>>
Select Action: ??				
The following actions are also available:				
+	Next Screen	FS	First Screen	SL Search List
-	Previous Screen	LS	Last Screen	ADPL Auto Display(On/Off)
UP	Up a Line	GO	Go to Page	Q Quit
DN	Down a Line	RD	Re Display Screen	
>	Shift View to Right	PS	Print Screen	
<	Shift View to Left	PL	Print List	

Figure 3-19: Detailed Patient Inquiry Screen

3.6 Provider Change (PCH)

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

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

(UNSPECIFIED H0)	
ADM	Admit a Patient
DSC	Discharge a Patient
EBC	Extended Bed Control
EPI	Extended Inpatient Inquiry
PCH	Provider Change
SWB	Switch Bed
TTX	Treating Specialty Transfer
WTX	Ward Transfer

Select Bed Control Option: **PCH**

Figure 3-20: Changing providers (step 1)

2. Type the patient's name at the "Provider Change for Patient:" prompt.
3. Type C, M, or Q at the "<C>ontinue, <M>ore, or <Q>uit?" prompt.
4. Type the number of the admission date to be used at the "Choose From:" prompt.
5. Type the date of the provider change at the "Select Provider Change Date:" prompt.
6. Press the Return key to confirm the date change at the "Provider Change Date:" prompt.
7. Type the name of the patient's new provider at the "Attending Physician:" prompt. Type ?? for a list of providers.
8. Type Y at the "Edit?" prompt to enter comments, or type N at the "Edit?" prompt if you do not have any comments to type.
9. Type Y or N at the "Print Locator Card?" prompt.

```

Provider Change for PATIENT: PATIENT, ANNE MARIE
                                F 08-20-1901 00311756    MH 1745
PATIENT, ANNE MARIE           F 08-20-1901 000311756    MH 1745

Status      : INACTIVE INPATIENT      Discharge Type : REGULAR DISCHARGE

Admitted    : SEP 27,2002@09:34:05    Discharged     : SEP 27,2002@09:58:39
Ward        : PED                     Room-Bed/Ext   : 211-1 /
Provider    : PROVIDER, JADE          Specialty      : FAMILY PRACTICE
Attending   : PROVIDER, JADE          Admitted by   : PROVIDER, JADE

Admission LOS: 1

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

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

Select PROVIDER CHANGE DATE:  SEP 27,2002@09:34:05// [Ret]

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

Updating automated team lists...completed.

```

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

3.7 Switch Bed (SWB)

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

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

```

                                (UNSPECIFIED H0)

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

Select Bed Control Option: SWB

```

Figure 3-22: Switching beds (step 1)

2. Type the patient's name at the "Switch Bed for Patient:" prompt.
3. Type the bed number of the bed you are moving the patient to at the "Room-Bed:" prompt. Type ? for a list of available beds.
4. Type Y or N at the "Print Bottom Half of A Sheet?" prompt, or type ^ to bypass this option.
5. Type the number of copies of the Clinical Record you need at the "Print How Many Copies: (1-10):" prompt.
6. Type a printer device name at the "Device:" prompt.
7. Type Y or N at the "Print Locator Card?" prompt.

```

SWITCH BED FOR PATIENT: PATIENT, ALLISON
                                M 02-02-1901 000785650      MH 4298

Status      : ACTIVE INPATIENT-on WARD

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

Admission LOS: 1

ROOM-BED: 219-1// ??

CHOOSE FROM

    219-1, (NO DESCRIPTION).
    219-2, (NO DESCRIPTION).

Select from the above listing the bed you wish to assign this patient.
ROOM-BED: 219-1// 219-2

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

Print Locator Card? NO// N
Updating automated team lists...completed.
Updating appointment status...completed.

```

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

3.8 Treating Specialty Transfer (TTX)

Use this option to enter a specialty change (e.g., General Medicine, Newborn, Obstetrics, Pediatrics, or Surgery) for an inpatient. Select the option that best describes the care an inpatient is receiving. For example, a patient's treating specialty

can change from Newborn to Pediatrics if that patient is a newborn with special needs.

1. To use the Treating Specialty Transfer option, type TTX at the “Select Bed Control Option:” prompt in the Bed Control menu.

```

                                Bed Control
                                (UNSPECIFIED H0)

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

Select Bed Control Option: TTX

```

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

2. Type the name of the inpatient for whom a specialty change will be entered at the “Specialty Change for Patient:” prompt. The inpatient’s current status (date admitted, ward, provider, etc.) will be displayed.
3. To continue the specialty change process, type C (to continue) or M (to view more data about the patient before continuing) at the “<C>ontinue, <M>ore, or <Q>uit?” prompt.

```

Specialty Change for PATIENT: PATIENT,ALLISON
                                M 02-02-1901 000785650      MH 4298

Status      : ACTIVE INPATIENT-on WARD

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

Admission LOS: 1

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

```

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

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

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

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

Select SPECIALTY TRANSFER DATE: NOW

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

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

7. Type the healthcare provider that has primary responsibility for direct care of the inpatient at the “Admitting Physician:” prompt.
8. Type comments at the “Additional Comments:” prompt, or press the Return key at the “Additional Comments:” prompt if there are no comments.
9. When the required specialty transfer changes are entered, Updating automated team lists...completed will be displayed on the screen.

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

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

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

3.9 Ward Transfer (WTX)

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

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

Bed Control (UNSPECIFIED HO)	
ADM	Admit a Patient
DSC	Discharge a Patient
EBC	Extended Bed Control
EPI	Extended Inpatient Inquiry
PCH	Provider Change
SWB	Switch Bed
TTX	Treating Specialty Transfer
WTX	Ward Transfer
Select Bed Control Option: WTX Ward Transfer	

Figure 3-28: Transferring wards (step 1)

2. Type the name of the patient to be transferred at the “Transfer Patient:” prompt. The patient’s current status will be displayed.
3. To continue the transfer process, type C (to continue) or M (to view more data about the patient before continuing) at the “<C>ontinue, <M>ore, or <Q>uit?” prompt.

Transfer PATIENT: PATIENT,ALLISON			
		M 02-02-1901 000785650	MH 4298
Status	: ACTIVE INPATIENT-on WARD		
Admitted	: OCT 7,2002@14:59	Transferred	:
Ward	: GMS	Room-Bed/Ext	: 219-1 /
Provider	: PROVIDER, JADE	Specialty	: PEDIATRICS
Attending	: PROVIDER, JADE	Admitted by	: PROVIDER, JADE
Admission LOS: 1			
<C>ontinue, <M>ore, or <Q>uit? C			

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

4. Type the date and time the patient will be transferred (or press the Return key to record the present as the transfer date and time) at the “Select Transfer Date:” prompt.
5. Type Y (Yes) at the “Sure You Want To Add “(Date/Time)” as a New Transfer Date?” prompt.
6. Type the information requested at the prompts that follow. To view a list of available options at any prompt, type ?? at the prompt to display a list of the available options.
7. When the transfer process is complete, Patient Transferred will be displayed.

Select TRANSFER DATE: NOW// **[RET]**

SURE YOU WANT TO ADD 'OCT 8,2002@13:40:14' AS A NEW TRANSFER DATE? Yes//
(Yes)

WARD LOCATION: PED

ROOM-BED: 211-1

Do you wish to associate a 'facility treating specialty' transfer? **Y**

FACILITY TREATING SPECIALTY: **CARDIOLOGY**

ATTENDING PHYSICIAN: **PHYSICIAN, ISABEL**

ADDITIONAL COMMENTS:

No existing text

Edit? **NO**

Patient Transferred.

Updating automated team lists...completed.

Figure 3-30: Transferring wards (steps 4-7)

4.0 Day Surgery Menu (DS)

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

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

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

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

Select ADT Menu Option: DS
```

Figure 4-1: Accessing the Day Surgery menu

4.1 Day Surgery Audit Report (DSAU)

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

1. To print a Day Surgery Audit report, type DSAU at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the date to begin printing the Day Surgery Audit Report at the “Select Beginning Date:” prompt.
3. Type the date to stop printing the Day Surgery Audit Report at the “Select Ending Date:” prompt.
4. Type a print device at the “Device:” prompt.

```

                                Day Surgery menu
                                (UNSPECIFIED H0)

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

Select Day Surgery Menu Option: DSAU Day Surgery Audit Report
DAY SURGERY AUDIT REPORT

Select beginning date: Oct 1, 2001 (OCT 01, 2001)
Select ending date: Oct 1, 2001 (OCT 1, 2001)

Report uses 132 columns; use wide printer or condensed print!
DEVICE:HOME// [RET]

```

Figure 4-2: Printing the Day Surgery Audit report (steps 1-4)

5. A Day Surgery Audit report will print (Figure 4-3).

```

*****Confidential Patient Data Covered by Privacy Act*****
                                UNSPECIFIED Indian Hospital
                                Page 1
9:43 am
Oct 31, 2002
                                DAY SURGERY AUDIT REPORT
                                from OCT 01, 2001 to OCT 1, 2002

                                ADMITTED      CANCEL
                                LOS OBSV FROM W/IN OR POST-OP
SURGERY
DATE  PATIENT HRCN AGE SRV PROCEDURE HRS LOS UNESC DS WEEK NOSHOW COMMENTS
=====
01/13/95 PATIENT,Z  76655  31 PED TEST ENTRY 101.9 0.0
03/18/96 MILLER,M   11 SUR TEST      0.0 0.0
01/30/97 CAT,BLUE  121212  43 GEN KNEE SURG   0.0 0.0
-----
TOTAL PATIENTS:  3
                                TOTAL SENT TO OBS      0
                                TOTAL UNESCORTED         0
                                TOTAL ADMITTED FROM DS    0
                                TOTAL ADMITTED W/IN WEEK  0
                                TOTAL CANCELLED           0
                                TOTAL NO-SHOWS           0
End of Report; Press RETURN to continue:

```

Figure 4-3: Day Surgery Audit report

4.2 Day Surgery Enter/Edit (DSE)

Use this option to record basic data on a day surgery visit and to edit data on a day surgery inpatient. Also, use this option to edit a day surgery visit, as long as the

patient is an inpatient. Once the patient has been released, use the Edit Past Day Surgeries option (Section 4.5) to edit a day surgery visit.

Important Note: You must have a valid HOSPITAL LOCATION entered in to the DAY SURGERY HOSP LOCATION field, found in the 'Edit ADT Parameters' menu or you will see the following error:

Each Division must have a valid Clinic entered in the DAY SURGERY HOSP LOCATION field, found in the ADT parameters set up

(see install manual for details).

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

Day Surgery Menu (UNSPECIFIED H0)	
DSAU	Day Surgery Audit Report
DSE	Day Surgery Enter/Edit
DSL	Patient List by Day Surgery Date
DSNR	List of Patients Not Released
DSP	Edit Past Day Surgeries
DSPC	PCC Day Surgery Visits Listing
DSPQ	Provider QA Report
DSQ	Inquiry Day Surgery Entry
DSTX	Statistics by Treating Specialty
DSW	Print DS Worksheet

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

Figure 4-4: Entering/Editing day surgery

4.2.1 Add a Day Surgery Inpatient

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

1. Type the name of the patient being added to the day surgery list at the “Select Day Surgery Patient:” prompt.
2. Type Y (Yes) at the “Are you adding “(patient name)” as a new Day Surgery?” prompt to verify the entry to confirm your entry.
3. The patient’s data will be displayed. Press the Return key at the “Enter Return to continue or “^” to exit:” prompt to begin admitting a patient to day surgery.

```

Select Day Surgery Patient: PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298
Are you adding 'PATIENT,ALLISON' as a new DAY SURGERY? No// Y (Yes)

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

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

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

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

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

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

```

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

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

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

5. To verify the new entry, type Y (Yes) at the “Are you adding “(Date of Surgery)” as a new Day Surgery Date/Time (the 1st for this Day Surgery)?” prompt.
6. Press the Return key again to confirm the day surgery date and time at the “Day Surgery Date/Time:” prompt. You can add the time at this prompt, if you have not already done so.
7. Type the procedure the patient is having at the “Procedure:” prompt. This field is free text.
8. Type the diagnosis of the patient at the “Diagnosis:” prompt. This field is free text.

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

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

Remember to include the time before discharging the patient

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

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

11. When the patient is released from day surgery, type the release information at the “Release Date/Time:” prompt.
12. If the patient had surgery press the Return key at the “No-Show:” prompt to bypass the prompt. If the patient did not show up for surgery, type Y (Yes) at the “No-Show?” prompt. If Y is typed, no release date will be entered.
13. Follow the remaining prompts as they are displayed on your screen. You can type Y or press the Return key to bypass the prompt if the answer is no.

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

Creating entry in DS Incomplete Chart file....

Day Surgery visit being created...
```

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

4.2.2 Edit a Day Surgery Inpatient

Use this option to edit a day surgery inpatient.

1. Type the name of the day surgery inpatient to be edited at the “Select Day Surgery Patient:” prompt.
2. The Patient’s Data will be summarized and displayed onscreen.
3. To edit entries for a Day Surgery inpatient, type the changes at the default prompt and press the Return key to record the changes.

```
Select DAY SURGERY DATE/TIME:102502@9//102602@9

DAY SURGERY DATE/TIME: Oct 26, 2002@900// [RET]
PROCEDURE: Knee Surgery// FOOT SURGERY
DIAGNOSIS: Torn Ligament// BROKEN TOE
DATE/TIME TO OBSERVATION: OCT 26, 2002@17:00// [RET]
```

Figure 4-8: Editing a day surgery inpatient

4.3 Patient List by Day Surgery Date (DSL)

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

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

Day Surgery Menu (UNSPECIFIED H0)	
DSAU	Day Surgery Audit Report
DSE	Day Surgery Enter/Edit
DSL	Patient List by Day Surgery Date
DSNR	List of Patients Not Released
DSP	Edit Past Day Surgeries
DSPC	PCC Day Surgery Visits Listing
DSPQ	Provider QA Report
DSQ	Inquiry Day Surgery Entry
DSTX	Statistics by Treating Specialty
DSW	Print DS Worksheet

Select Day Surgery Menu Option: **DSL** Patient List by Day Surgery Date

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

4.3.1 Print List of All Day Surgery Patients

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

1. To print a list of all patients who have had day surgery at your facility, press the Return key at the “Start With Day Surgery Date/Time: First/” prompt.
2. Type a print device at the “Device:” prompt.
3. All recorded day surgeries at a facility (up to the present date) will print.

```
START WITH DAY SURGERY DATE/TIME: FIRST// [RET]
DEVICE:
```

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

4.3.2 Print List of Day Surgery Patients Between Specified Dates

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

1. To print a list of day surgery patients between dates, type the date to begin printing the list at the “Start With Day Surgery Date/Time: First/” prompt.
2. Type the date to stop printing the list at the “Go to Day Surgery Date/Time: Last/” prompt.
3. Type a print device at the “Device:” prompt.

```
START WITH DAY SURGERY DATE/TIME: FIRST// 100102 (OCT 01, 2002)
GO TO DAY SURGERY DATE/TIME: LAST// T (OCT 25, 2002@24:00)
DEVICE:
```

Figure 4-11: Printing a list of day surgery patients between dates

4.4 List of Patients Not Released (DSNR)

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

1. To print a list of patients in day surgery, type **DSNR** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the date to start printing the list of day surgery patients at the “Beginning date:” prompt.
3. Type the date to stop printing the list of day surgery patients at the “Ending date:” prompt.
4. Type a print device at the “Device:” prompt.

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

Select Day Surgery Menu Option: **DSNR** List of Patients Not Released

PRINT LIST OF PATIENTS NOT RELEASED FROM DAY SURGERY

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

Ending date: **T** (OCT 25, 2002)

DEVICE: **HOME**

Figure 4-12: Printing a list of patients not released

4.5 Edit Past Day Surgeries (DSP)

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

1. To edit a past day surgery visit, type **DSP** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the name of the patient whose past day surgery visit needs to be edited at the “Select Day Surgery Patient:” prompt.
3. The patient’s data will be displayed.

4. Press the Return key at the “Press Return to continue or “^” to exit:” prompt.

```

                                (UNSPECIFIED H0)

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

Select Day Surgery Menu Option: DSP  Edit Past Day Surgeries
Select Day Surgery Patient: PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298

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

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

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

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

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

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

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

```

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

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

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

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

```

Select DAY SURGERY DATE/TIME: ??
  1          OCT 25, 2002@09:00

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

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

```

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

4.6 PCC Day Surgery Visits Listing (DSPC)

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

1. To print day surgery visits linked with the PCC, type DSPC at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the date to begin printing day surgery visits at the “Select beginning date:” prompt.
3. Type the date to stop printing day surgery visits at the “Select ending date:” prompt.
4. Type a print device at the “Device:” prompt.

```

Day Surgery Menu
(UNSPECIFIED HO)

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

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

DAY SURGERY VISITS WITH ICD CODES

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

```

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

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

```

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

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

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

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

Enter RETURN to continue or '^' to exit:

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

```

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

4.7 Provider QA report (DSPQ)

Use this option to print a Quality Assurance (QA) Report on a selected provider or all providers at a facility. The QA Report is used by the Day Surgery supervisory to check the data in the system against the manual log. It is printed for a range of dates

listing each patient with chart number, age, service, and procedure. This report also notes the date of an admission that occurred within a week of the day surgery.

To use Provider QA reports, type DSPQ at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

Day Surgery Menu	
(UNSPECIFIED H0)	
DSAU	Day Surgery Audit Report
DSE	Day Surgery Enter/Edit
DSL	Patient List by Day Surgery Date
DSNR	List of Patients Not Released
DSP	Edit Past Day Surgeries
DSPC	PCC Day Surgery Visits Listing
DSPQ	Provider QA Report
DSQ	Inquiry Day Surgery Entry
DSTX	Statistics by Treating Specialty
DSW	Print DS Worksheet

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

4.7.1 Print QA Report for All Providers

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

1. To print a QA report for all providers, type DSPQ at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the date to begin printing the QA Provider report at the “Select beginning date:” prompt.
3. Type the date to stop printing the QA Provider report at the “Select ending date” prompt.
4. Type Y (Yes) at the “Print Report for All Providers:” prompt.
5. Type a print device at the “Device:” prompt.
6. A QA Report for all providers (similar to the QA Report for Individual Provider, see Figure 4-19) will print.

```
Day Surgery Menu
(UNSPECIFIED H0)

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

Select Day Surgery Menu Option: DSPQ  Provider QA Report

DAY SURGERY PROVIDER QA REPORT

Select beginning date: T-365  (OCT 25, 2001)
Select ending date: T  (OCT 25, 2002)
Print Report for ALL Providers? NO// Y

Report requires wide printer or condensed print.

DEVICE: HOME//
```

Figure 4-17: Printing a QA report for all providers

4.7.2 Print QA Report for Individual Provider

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

1. To print a QA Report for an individual provider, type **DSPQ** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the date to begin printing the QA Provider Report at the “Select beginning date:” prompt.
3. Type the date to stop printing the QA Provider Report at the “Select ending date” prompt
4. Press the Return key at the “Print Report for All Providers:” prompt.
5. Type the provider’s name at the “Select Provider:” prompt.
6. Type a print device at the “Device:” prompt.

```

                                Day Surgery Menu
                                (UNSPECIFIED H0)

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

Select Day Surgery Menu Option: DSPQ  Provider QA Report

                                DAY SURGERY PROVIDER QA REPORT

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

Report requires wide printer or condensed print.

DEVICE:

```

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

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

```

*****Confidential Patient Data Covered by Privacy Act*****
JAC                                UNSPECIFIED H0
                                Page 1
2:43 pm                        DAY SURGERY PROVIDER QA REPORT
OCT 25, 2002                    from OCT 25, 2001 to OCT 25, 200
2

DATE          PATIENT          HRCN   SRV   PROVIDER          PROCEDURE
              ACTION          COMMENTS
=====
-----

TOTAL PATIENTS:  0

```

Figure 4-19: QA Report for Individual Provider

4.8 Inquiry Day Surgery Entry (DSQ)

Use this option to print data on a selected day surgery patient.

1. To print day surgery history on a selected patient, type **DSQ** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.
2. Type the name of the day surgery patient whose data will be printed at the “Select Day Surgery Patient Name:” prompt.
3. Type a print device at the “Device:” prompt.

Day Surgery Menu	
(UNSPECIFIED HO)	
DSAU	Day Surgery Audit Report
DSE	Day Surgery Enter/Edit
DSL	Patient List by Day Surgery Date
DSNR	List of Patients Not Released
DSP	Edit Past Day Surgeries
DSPC	PCC Day Surgery Visits Listing
DSPQ	Provider QA Report
DSQ	Inquiry Day Surgery Entry
DSTX	Statistics by Treating Specialty
DSW	Print DS Worksheet
Select Day Surgery Menu Option: DSQ Inquiry Day Surgery Entry	
Select DAY SURGERY PATIENT NAME: PATIENT, ALLISON	
	F 02-02-1901 000785650 MH 4298
DEVICE: HOME	

Figure 4-20: Printing a day surgery inquiry (steps 1-3)

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

DAY SURGERY LIST		OCT 25, 2002	14:57	PAGE 1

PATIENT NAME: PATIENT, ALLISON				
DAY SURGERY DATE/TIME: OCT 26, 2002@10:00				
PROCEDURE: Knee Surgery		WARD LOCATION: PED		
ROOM-BED: 200		SPECIALTY: SURGERY		
PROVIDER: DOCTOR, KATHRYN				
DATE/TIME TO OBSERVATION: OCT 25, 2002@15:00				
RELEASE DATE/TIME: OCT 25, 2002@15:00 PATIENT ADMITTED?: YES				
DIAGNOSIS: Torn Ligament				

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

4.9 Statistics by Treating Specialty (DSTX)

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

1. To print the total number of day surgery patients by treating specialty, type **DSTX** at the “Select Day Surgery Menu Option:” prompt in the Day Surgery menu.

2. Type the date to begin printing the Day Surgery Statistics by Service (Treating Specialty) at the “Select beginning date:” prompt.
3. Type the date to stop printing the Day Surgery Statistics by Service (treating specialty) at the “Select ending date” prompt.
4. Type a print device at the “Device:” prompt

```

                                Day Surgery Menu
                                (UNSPECIFIED H0)

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

Select Day Surgery Menu Option: DSTX  Statistics by Treating Specialty

                                DAY SURGERY STATISTICS BY SERVICE

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

```

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

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

JAC	UNSPECIFIED H0		
3:11 pm	DAY SURGERY STATISTICS BY SERVICE		
10/25/02	from 08/21/2002 to 10/25/2002		
SERVICE	ADULT	PEDS	TOTAL FOR SERVICE
PLASTIC SURGERY	1	0	1
TOTALS:	1	0	1
Press RETURN to continue:			

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

4.10 Print DS Worksheet (DSW)

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

1. To print a Day Surgery worksheet for a patient, type **DSW** at the "Select Day Surgery Menu Option:" prompt in the Day Surgery menu.
2. Type the name of the patient whose worksheet will be printed at the "Select Patient Name:" prompt.
3. Type the day surgery date and time at the "Select Day Surgery Date/Time:" prompt.

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

Day Surgery Menu
(UNSPECIFIED HO)

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

Select Day Surgery Menu Option: **DSW** Print DS Worksheet

Select PATIENT NAME: **PATIENT, ALLISON**

F 02-02-1901 000785650 MH 4298

Select DAY SURGERY DATE/TIME: OCT 26, 2002@10:00// **[RET]** OCT 26, 2002@10:00

Print bottom half of form? NO//[**RET]**

Print How Many Copies: (1-10): 1//[**RET]**

DEVICE: HOME//[**RET]**

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

4. The Day Surgery worksheet for the surgery date selected will print (Figure 4-25).

DAY SURGERY WORKSHEET **Confidential Patient Data Covered by Privacy Act**					
1 IHS Unit No. 00-42-98	2 Soc Sec No 559-78-5650	10 Classif. IND-01	11 Facility UNSPECIFIED HO	12 Facility Code 20-23-01	
3 Last Name, First, Middle PATIENT, ALLISON		13 Age 41	14 Religion CATHOLIC	15 Hr Arrvd 1000	16 Visit Type DAY
SURGERY					
4 Birthdate FEB 2, 1901	5 Sex F	6 Tribe APA008	17&18 Service & Code SUR 04		19 Surgery Date OCT 26, 2002
8 Community, County, State Code 167-19-35		Ward PED	Provider DOCTOR, KATHRYN		20 Release Date OCT 25, 2002
9 Present Address (505)555-8031 UNSPECIFIED, NM 88340				22 Length of Stay -19.0 hrs	
23 Next of Kin KIN, NANCY		Telephone , AUNT	Address		Relationship
24 Person to Notify KIN, CAROLYN		671-9114 P.O. BOX 4092 ,		FRIEND	
25 DX, Procedure & Comments Torn Ligament			25a Medicaid # Medicare # Railroad #		

Figure 4-25: Day Surgery worksheet

5.0 Incomplete Chart Menu (IC)

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

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

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

                                UNSPECIFIED HO

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

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

Figure 5-1: Accessing the incomplete chart menu

5.1 Inpatient Chart Coding (CODE)

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

1. To use Inpatient Chart Coding, type **CODE** at the “Select Incomplete Chart Menu Option:” prompt.
2. Type the patient’s name whose chart needs coding at the “Select Patient:” prompt.
3. Type the visit number that you need to code at the “Select Hospitalization:” prompt.

```

                                (UNSPECIFIED H0)

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

Select Incomplete Chart Menu Option: CODE   Inpatient Chart Coding

Select Patient: PATIENT,ALLISON

                                F 02-02-1901 000785650      MH 4298

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

```

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

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

```

CODE INPATIENT VISIT      Oct 28, 2002 08:04:21      Page:      1 of      1
                        Confidential Patient Data Covered by Privacy Act
                        PATIENT,ALLISON      #4298

Enter ?? for more actions
1  Admission Data          4  List 'I' Visits          7  Run Edit Check
2  Add/Modify PCC Data     5  Display All Data        8  Rebuild Display
3  Problem List Update     6  Final A Sheet
Select Action:Quit//

```

Figure 5-3: Code Inpatient Visit screen (excerpt)

5.1.1 Admission Data

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

- To code a patient's admission information, type 1 at the "Select Action:" prompt.
- Type responses to each of the prompts as they are displayed on your screen. Type new or edited information at the prompts, or press the Return key to go to the next prompt.

Note: If prior information has not been recorded on a given prompt, you will need to type the information to continue.

3. Type 1 (admit patient), 2 (transfer patient), or 3 (discharge patient) at the “Select Action:” prompt in the Admission Data option to edit or view information under these options.
4. Follow each of the prompts as they are displayed on your screen. Type new or edited information at the prompts, or press the Return key to go to the next prompt.
5. Type a new patient name at the “Select Patient Name:” prompt, or press the Return key to return to Code Inpatient Visit screen.

```

Select Action:Quit// 1 Admission Data
NUMBER OF CONSULTS: 1// [RET]
ADMITTING DX: 733.82//[RET]

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

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

TREATING SPECIALTY CHANGES:
    OCT 7,2002@14:59      SPECIALTY:  INTERNAL MEDICINE
    PROVIDER : PROVIDER, JADE
    ATTENDING: PROVIDER, JADE
    ADMITTING: PROVIDER, JADE
    OCT 8,2002@13:11:52   SPECIALTY:  PEDIATRICS
    PROVIDER : PROVIDER, JADE
    ATTENDING: PROVIDER, JADE
    OCT 8,2002@13:40:14   SPECIALTY:  UROLOGY
    PROVIDER : DOCTOR, ISABEL
    ATTENDING: DOCTOR, ISABEL

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

    CHOOSE FROM:
        1 - Admit Patient
        2 - Transfer Patient
        3 - Discharge Patient
    Select Option: 1 ADMIT PATIENT

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

Select PATIENT NAME: [RET]

```

Figure 5-4: Using admission data

5.1.2 Add/Modify PCC Data

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

1. To add or edit PCC data, type 2 at the “Select Action:” prompt.
2. Type a number from the list of options at the “Select One: (1-6)” prompt.

3. Type A to add information or M to modify existing information at the “Select Mode:” prompt.
4. Follow the prompts as they are displayed on your screen to add or modify the information into the patient’s file. Type ?? at any of the prompts to display all the options available.

```

Select Action:Quit// 2   Add/Modify PCC Data

(1) DIAGNOSIS              (4) ADMITTING DX
(2) PROCEDURES             (5) IMMUNIZATIONS
(3) PROVIDERS              (6) OTHER MNEMONICS
Select One: (1-6): 1

    Select one of the following:

        A          ADD
        M          MODIFY

Select MODE: A (ADD)

```

Figure 5-5: Adding o modifying PCC data.

5.1.3 Problem List Update

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

1. To update a problem list, type 3 at the “Select Action:” prompt.
2. Type the location where the problem happened at the “Location where Problem List Update Occurred:” prompt.

```

Select Action:Next Screen// 3   Problem List Update
Location where Problem List update occurred: UNSPECIFIED H0      569      ALB

```

Figure 5-6: Updating the problem list (steps 1-2)

3. The Problem List Update screen will be displayed (Figure 5-7). Use the options at the bottom of the screen to execute any of the listed options (e.g. add a problem, add a note, edit a problem).
4. Follow the prompts as they are displayed on your screen. Type Q at the “Select Action:” prompt to return to the Code Inpatient Visit screen.

```

Problem List Update          Oct 30, 2002 08:59:22          Page:    1 of    0
-----
Patient Name: PATIENT,ALLISON   DOB: FEB 02, 1901   Sex: F   HRN: 4298
-----

No Problems currently on file

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

```

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

5.1.4 List I Visits

Use this option to list and or edit I visits.

1. To list an I visit, type 4 at the “Select Action:” prompt.
2. The List I Visits screen will be displayed (Figure 5-8). Use the options at the bottom of the screen to make changes or view more information on the I visits listed. You can edit a service category, edit visit, or view visit.
3. When you have completed all changes, type Q at the “Select Action:” prompt to return to the Code Inpatient Visit screen.

```

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

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

Enter ?? for more actions
1  Edit Service Category 2  Edit Visit          3  View Visit
Select Action:Quit//

```

Figure 5-8: Listing I visits

5.1.5 Display All Data

Use this option to display all data on a given patient's inpatient visit.

1. To display data on a patient's visit, type 5 at the "Select Action:" prompt.
2. The PCC Visit Display screen will be displayed (Figure 5-9). Use the options at the bottom of the screen to navigate through the report.

```

Select Action:Next Screen// 5 Display all data

PCC VISIT DISPLAY          Oct 30, 2002 09:19:39          Page:    1 of    3

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

===== VISIT FILE =====
VISIT/ADMIT DATE&TIME: OCT 07, 2002@14:59
DATE VISIT CREATED:       OCT 07, 2002
TYPE:                     IHS
THIRD PARTY BILLED:       NO 'V' FILES POINTING TO THIS VISIT
PATIENT NAME:             PATIENT,ALLISON
LOC. OF ENCOUNTER:        UNSPECIFIED H0
SERVICE CATEGORY:        HOSPITALIZATION
DEPENDENT ENTRY COUNT:    2
DATE LAST MODIFIED:       OCT 30, 2002
CREATED BY USER:         PROVIDER,JADE
USER LAST UPDATE:         PROVIDER,JADE
DRG:                      DRG8

+          Enter ?? for more actions
+  Next Screen          -  Previous Screen          Q    Quit
Select Action: +//

```

Figure 5-9: Displaying all data

5.1.6 Final A Sheet

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

1. To print a final A sheet, type 6 at the "Select Action:" prompt.
1. Type the number of the type of A sheet you want to print at the "Select Report to Print:" prompt.
2. Type the number of copies of this report you want at the "Print How Many Copies:" prompt.
3. Type a print device name at the "Device:" prompt.

```
Select Action:Next Screen// 6   Final A Sheet

    Select one of the following:

        1          A Sheet Only
        2          A Sheet with CPT List
        3          Medicare/Medicaid A Sheet

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

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

Figure 5-10: Printing a final A sheet

5.1.7 Run Edit Check

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

1. To run an edit check, type 7 at the "Select Action:" prompt.
2. A list of the actions still needing to be taken on the patient's file will be displayed (Figure 5-11).
3. Press the Return key at the "Press Enter to Continue:" prompt to return to the Code Inpatient Visit screen.

```
Select Action:Next Screen// 7   Run Edit Check

Coding Complete? NO
WARNING:  No provider of service entered for this VISIT!

WARNING: No PRIMARY POV entered for this Hospitalization!
WARNING:  No primary provider entered for this visit!

Press ENTER to continue: [RET]
```

Figure 5-11: Running an edit check

5.1.8 Rebuild Display

Use this option to refresh the Code Inpatient Visit screen.

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

5.2 Edit Chart Deficiency List (ECD)

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

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

Incomplete Chart Menu	
(UNSPECIFIED HO)	
CODE	Inpatient Chart Coding
ECD	Edit Chart Deficiency List
FVH	Fix Missing V Hospitalization Entries
ICE	Incomplete Charts Edit
ICF	Incomplete Chart Forms
ICR	Incomplete Chart Reports
ICS	Incomplete Chart Statistics
ICV	Fix Visit in ICE
Select Incomplete Chart Menu Option: ECD Edit Chart Deficiency List	

Figure 5-12: Accessing the Chart Deficiency List

5.2.1 Add a Chart Deficiency

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

1. To add a new chart deficiency, type the name of the new deficiency at the “Select Chart Deficiency Name:” prompt.
2. Type Y (Yes) at the “Are you adding “(Chart Deficiency Name)” as a new Chart Deficiency?” prompt to confirm the new entry.
3. Type any changes to the name of the new deficiency at the “Replace:” prompt or press the Return key to continue.
4. Type a synonym (equivalent term) for the new chart deficiency at the “Chart Deficiency Synonym:” prompt.
5. Type 1 (active) or 0 (inactive) at the “Inactive:” prompt.
6. Type the grouping field (Signature, A sheet, Summary, and OP report - each of which is a reason for calling a chart delinquent) the new chart deficiency would fall under at the “Grouping:” prompt.

7. If the Grouping category is left blank when a chart deficiency is added, the new chart deficiency will be listed without a group.

Note: To view a list of available grouping fields, type ?? at the “Grouping:” prompt. If the grouping fields listed below are not currently available, add them following the steps in this section.

```
Select CHART DEFICIENCY NAME: NEW CHART DEFICIENCY
Are you adding 'new chart deficiency' as
a new CHART DEFICIENCY (the 44TH)? No// Y (Yes)
NAME: NEW CHART DEFICIENCY Replace [RET]
SYNONYM: NEW
ACTIVE/INACTIVE: ??

    Choose from:
        0      INACTIVE
        1      ACTIVE
ACTIVE/INACTIVE: 1 ACTIVE
GROUPING: ??

    Choose from:
        ASH      A SHEET
        OPR      OP REPORT
        SIG      SIGNATURE
        SUM      DSCH SUMMARY
GROUPING: ASH A SHEET
```

Figure 5-13: Adding a chart deficiency

5.2.2 Edit Chart Deficiency Entry

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

1. Type the name of the chart deficiency to be edited at the “Select Chart Deficiency “Name:” prompt. You can type ?? at the “Select Chart Deficiency Name:” prompt to display a list of available deficiencies.
2. Type the changes at each prompt (e.g., Name, Synonym, Grouping, Active/Inactive) and press the Return key to record the changes.

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

Figure 5-14: Editing a chart deficiency

5.3 Fix Missing V Hospitalization Entries (FVH)

Use this option when the link with PCC did not create a visit or V hospitalization entry for an admission, if this has not already been done in the PCC. This option prints a list of patients who need a visit created for an admission date.

1. To fix missing V Hospitalization entries, type FVH at the “Select Incomplete Chart Menu Option:” prompt in the Incomplete Chart menu.
2. Type the date to begin printing the missing V Hospitalization entries at the “Beginning Discharge Date:” prompt.
3. Type the date to stop printing the missing V Hospitalization entries at the “Ending Discharge Date:” prompt.
4. Type a print device at the “Device:” prompt.

```

                                Incomplete Chart Menu
                                (UNSPECIFIED H0)

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

Select Incomplete Chart Menu Option: FVH  Fix Missing V Hospitalization
Entries

Beginning Discharge Date:  T-365  (OCT 28, 2001)
Ending Discharge Date:  (10/28/2001 - 10/28/2002): T  (OCT 28, 2002)
DEVICE: HOME// [RET]

```

Figure 5-15: Fixing missing V hospitalization entries (steps 1-4)

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

```

=====
*****Confidential Patient Data Covered by Privacy Act*****
JAC                                UNSPECIFIED H0
9:06 AM                            FIX MISSING V HOSP ENTRIES                Page: 1
OCT 28, 2002

-----

MAY 31, 2002@14:26:32PATIENT, KATHRYN
V Hospitalization Entry Created
JUN 05, 2002@12:48:43TAYLOR, ALICE
V Hospitalization Entry Created
Press ENTER to continue:  76655      V Hospitalization entry ADDED!

```

Figure 5-16: Fixing missing V hospitalization entries (step 5)

5.4 Incomplete Charts Edit (ICE)

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

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

1. To use the Incomplete Chart Entry/Edit option, type **ICE** at the prompt in the Incomplete Chart menu.
2. Type the name of the patient at the "Select Patient:" prompt. If the patient has more than one visit, you will be prompted to select the visit that you need.

```

                                Incomplete Chart Menu
                                (UNSPECIFIED HO)

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

Select Incomplete Chart Menu Option: ICE  Incomplete Charts Edit
Select Patient: PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298

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

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

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

INCOMPLETE CHART EDIT		Page 1 of 2
PATIENT: PATIENT, ALLISON	HRCN: 4298	HOSPITALIZATION
VISIT DATE: OCT 7, 2002@14:59	SERVICE: UROLOGY	
INSURANCE COVERAGE: IHS		
	ELAPSED TIME IN DAYS Between Steps Total Time -----	
DISCHARGE DATE:	OCT 29, 2002@15:27	
DATE CHART RECEIVED:		
DATE CHART TAGGED:		
DATE INSURANCE IDENTIFIED:		
READY TO CODE DATE:		
DATE CHART CODED:		
DATE CHART COMPLETED:		
DATE BILL PREP COMPLETED:		
DATE BILLED:		
COMMAND: Press <PF1>H for help Insert		

Figure 5-18: Using the incomplete chart menu option (steps 3-4)

5.5 Incomplete Chart Forms (ICF)

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

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

Incomplete Chart Menu	
(UNSPECIFIED HO)	
CODE	Inpatient Chart Coding
ECD	Edit Chart Deficiency List
FVH	Fix Missing V Hospitalization Entries
ICE	Incomplete Charts Edit
ICF	Incomplete Chart Forms
ICR	Incomplete Chart Reports
ICS	Incomplete Chart Statistics
ICV	Fix Visit in ICE
Select Incomplete Chart Menu Option: ICF Incomplete Chart Forms	

Figure 5-19: Accessing the incomplete chart forms menu

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

```
1. Discharge Outguides
2. Deficiency Worksheets
3. Incomplete Chart Summary
4. Final A Sheet/Bill Prep Worksheet
5. Online Help (Report Descriptions)
Choose Setup Option: (1-5):
```

Figure 5-20: The incomplete chart forms menu

5.5.1 Discharge Outguides

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

1. To use the Discharge Outguides report, type 1 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.
2. Type the beginning date and time at the “Start with Date/Time:” prompt. You can press the Return key to print discharge outguides from the first to last.
3. Type the ending date and time at the “Go to Date/Time:” prompt.
4. Type a print device at the “Device:” prompt.

```
Choose Setup Option: (1-5): 1
* Previous selection: DATE/TIME not null
START WITH DATE/TIME: FIRST// 10/25/02 (OCT 25, 2002)
GO TO DATE/TIME: LAST// [RET]
DEVICE:
```

Figure 5-21: Printing Discharge Outguides

5.5.2 Deficiency Worksheets

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

1. To use the Deficiency Worksheets report, type 2 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.
2. Type 1 (inpatients), 2 (day surgeries), or 3 (both) at the “Select Records to Print:” prompt.
3. Type the name of the patient at the “Select Patient Record:” prompt.
4. If the patient has more than one incomplete chart, the system will prompt you to select which one of the patient’s charts you want to use.

5. When you are done selecting patient charts, press the Return key at a blank “Select Another Patient Record:” prompt.
6. Type the name of a print device at the “Device:” prompt.

```

Choose Setup Option:  (1-5): 2

      Select one of the following:

          1      Inpatients
          2      Day Surgeries
          3      Both

Select Records to Print: 1 Inpatients
Select PATIENT Record: PATIENT,ALLISON
                                F 02-02-1901 000785650      MH 4298
          1  PATIENT,ALLISON      10-25-2002
          2  PATIENT,ALLISON
CHOOSE 1-2: 1 PATIENT,ALLISON      10-25-2002
Select Another PATIENT Record: [RET]
DEVICE: HOME// [RET]

```

Figure 5-22: Printing deficiency worksheets

5.5.3 Incomplete Chart Summary

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

1. To use the Incomplete Chart Summary, type 3 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.
2. Type the name of the patient at the “Select Patient:” prompt
3. The system will display a list of all the data stored on the patient’s incomplete chart entry.

```

Choose Setup Option:  (1-5): 3
Select Patient: PATIENT,KYLE
                                F 01-06-1901 000852147      MH T00006

Incomplete Chart Entries for PATIENT,KYLE:

```

Figure 5-23: Printing incomplete chart summary

5.5.4 Final A Sheet/Bill Prep Worksheet

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

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

2. Type the name of the patient at the “Select Patient:” prompt.
3. If the patient has more than one admission you will be prompted to select the one that you need.
4. Type 1 (A sheet only), 2 (A sheet with CPT list), or 3 (Medicare/Medicaid A sheet) at the “Select Report to Print:” prompt.
5. Type the number of copies that you want to print at the “Print How Many Copies:” prompt.
6. Type a print device at the “Device:” prompt.

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

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

  Select one of the following:

      1      A Sheet Only
      2      A Sheet with CPT List
      3      Medicare/Medicaid A Sheet

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

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

Figure 5-24: Printing a final A sheet

5.5.5 Online Help (Report Descriptions)

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

1. To display Online help, type 5 at the “Choose Setup Option: (1-5)” prompt in the Incomplete Chart Forms submenu.
2. Type the number of the report at the “Select Help System Action or <Return>:” prompt.

```

Choose Setup Option:  (1-5): 5
                        INCOMPLETE CHART FORMS

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

1    Discharge Outguides

2    Deficiency Worksheets

3    Incomplete Chart Summary

4    Final A Sheet/Bill Prep Worksheet

Select HELP SYSTEM action or <return>: 1

```

Figure 5-25: Using online help

5.6 Incomplete Chart Reports (ICR)

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

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

```

                        Incomplete Chart Menu
                        (UNSPECIFIED H0)

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

Select Incomplete Chart Menu Option: ICR  Incomplete Chart Reports

```

Figure 5-26: Accessing the incomplete chart report menu

The Incomplete Chart Report menu will be displayed (Figure 5-27). Sections 5.6.1 through 5.6.7 detail how to use each report.

```
1. Discharges by Date
2. Day Surgeries by Date
3. Incomplete Charts by Patient
4. Incomplete Charts by Provider
5. Daily/Weekly Completed Charts
6. Listing of Coded A Sheets
7. Online Help (Report Descriptions)
Choose Setup Option: (1-7):
```

Figure 5-27: Accessing the incomplete chart report menu

5.6.1 Discharges by Date

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

1. To run Discharges by Date, type 1 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the beginning date of the report at the “Start with Discharge Date:” prompt.
3. Type the ending date of the report at the “Go to Discharge Date:” prompt.
4. Type a print device at the “Device:” prompt.

```
Choose Setup Option: (1-7): 1

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

Figure 5-28: Printing a discharges by date report

5.6.2 Day Surgeries by Date

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

1. To run Day Surgeries by Date, type 2 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the beginning date of the report at the “Start with Surgery Date:” prompt.
3. Type the ending date of the report at the “Go to Surgery Date:” prompt.
4. Type a print device at the “Device:” prompt.

Choose Setup Option: (1-7): 2

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

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

5.6.3 Incomplete Charts by Patient

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

1. To use the Incomplete Charts by Patient report, type 3 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type 1 (inpatient only), 2 (day surgeries only), or 3 (both) at the “Select Visit Types to Include:” prompt.
3. Type the beginning date of the report at the “Start with Discharge/Surgery Date:” prompt.
4. Type the ending date of the report at the “Go to Discharge/Surgery Date:” prompt.
5. Type a number that corresponds to the type of chart you need printed at the “Select Charts to Print: (1-7):” prompt.
6. Type 1 or 2 to select the method that you would like your report sorted at the “Select Patient Sort:” prompt.
7. Select a method of displaying/printing the report at the “Print Mode:” prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select a printer and a number of copies needed.

```
Choose Setup Option: (1-7): 3

    Select one of the following:

        1      Inpatients Only
        2      Day Surgeries Only
        3      Both

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

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

    Select one of the following:

        1      Sort Alphabetically by Name
        2      Sort by Terminal Digit

Select Patient Sort: 1 Sort Alphabetically by Name

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE// [RET]
```

Figure 5-30: Printing incomplete charts by patient

5.6.4 Incomplete Charts by Provider

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

1. Type 4 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the number of the visit type you want to include in your report at the “Select Visit Types to Include:” prompt.
3. Type Y or N at the “Print Report for All Providers:” prompt.
4. Type the number that corresponds to the selection criteria you want to include on your report at the “Choose Selection Criteria:” prompt.

Choose Setup Option: (1-7): **4**

Select one of the following:

1	Inpatients Only
2	Day Surgeries Only
3	Both

Select Visit Types to Include: **1** Inpatients Only

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

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

Select one of the following:

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

Choose Selection Criteria: **3** For Providers by Name

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

5. If you typed 1 (service), type a hospital service at the "Select Hospital Service Name:" prompt. If you typed 2 (class), type providers class at the "Select a Provider Class:" prompt. If you typed 3 (providers by name), type the provider's name at the "Select Provider Name:" prompt. When you are done making entries, press the Return key at the "Select Another Provider/Class/Service:" prompt.
6. Type the number of the report you want to print at the "Select Report to Print:" prompt.
7. Select a method of displaying/printing the report at the "Print Mode:" prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select a printer and a number of copies needed.

```

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

    Select one of the following:

        1          Individual Provider Listings Only
        2          Summary Page Only
        3          Both

Select Report to Print: 3  Both

    Select one of the following:

        B          BROWSE ON SCREEN
        P          PRINT ON PAPER

PRINT MODE: BROWSE// [RET]

```

Figure 5-32: Printing incomplete charts by provider (steps 5-7)

5.6.5 Daily/Weekly Completed Charts

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

1. Type **5** at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the number of the completion stage at the “Select Completion Stage:” prompt.
3. Type the beginning date of the report at the “Beginning Date Coded:” prompt.
4. Type the ending date of the report at the “Ending Date Coded:” prompt.

```

Choose Setup Option:  (1-7): 5

    Select one of the following:

        1          Coded
        2          Completed
        3          Bill Prep Done

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

```

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

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

6. Type the number of the visit type you want to include at the “Select Visit Types to Include:” prompt.
7. Select a method of displaying/printing the report at the “Print Mode:” prompt. If you select browse, the report will be displayed onscreen. If you select print, you will be prompted to select a printer and a number of copies needed.

```
Select one of the following:

      1      Alphabetical
      2      By Date Coded

Select Sorting Choice: 1  Alphabetical

      Select one of the following:

      1      Inpatients Only
      2      Day Surgeries Only
      3      Both

Select Visit Types To Include: 3  Both

      Select one of the following:

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 5-34: Running daily/weekly completed charts (steps 5-7)

5.6.6 Listing of Coded A Sheets

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

1. To use the Listing of Coded A sheets options, type 6 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the number of the sorting option for your report at the “Select Coded A Sheet Report:” prompt.
3. Type the beginning date of the report at the “Select Beginning Discharge Date:” prompt.
4. Type the ending date of the report at the “Select Ending Discharge Date:” prompt.
5. Type a print device at the “Device:” prompt. Press the Return key to display the report onscreen.

```
Choose Setup Option:  (1-7): 6

                        CODED A SHEET REPORTS

Select one of the following:

      1      WITH DATE CODED
      2      WITH DATE EXPORTED

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

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

5.6.7 Online Help (Report Descriptions)

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

1. Type 7 at the “Choose Setup Option: (1-7)” prompt in the Incomplete Chart Reports submenu.
2. Type the number of the report for which you need a description at the “Select Help System Action or <Return>:” prompt.

```
Choose Setup Option:  (1-7): 7

                        INCOMPLETE CHART REPORTS

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

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

Select HELP SYSTEM action or <return>:
```

Figure 5-36: Using online help

5.7 Incomplete Chart Statistics (ICS)

Use this option to access reports giving statistics on current and past incomplete/delinquent charts.

To Access the Incomplete Chart Statistics submenu, type ICS at the “Select Incomplete Chart Menu Option:” prompt in the Incomplete Chart menu.

Incomplete Chart Menu	
(UNSPECIFIED H0)	
CODE	Inpatient Chart Coding
ECD	Edit Chart Deficiency List
FVH	Fix Missing V Hospitalization Entries
ICE	Incomplete Charts Edit
ICF	Incomplete Chart Forms
ICR	Incomplete Chart Reports
ICS	Incomplete Chart Statistics
ICV	Fix Visit in ICE
Select Incomplete Chart Menu Option: ICS Incomplete Chart Statistics	

Figure 5-37: Accessing the incomplete chart statistics menu

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

1. Inpatient Coding Status Report
2. Day Surgery Coding Status Report
3. Workload Report (Completion Times)
4. Online Help (Report Descriptions)
Choose Setup Option: (1-4):

Figure 5-38: Incomplete chart statistics menu

5.7.1 Inpatient Coding Status Report

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

1. To use the Inpatient Coding Status report, type 1 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.
2. Type the date that you want your report to start at the “Select Beginning Month:” prompt.
3. Type the date that you want your report to end at the “Select Ending Month:” prompt.
4. Type a print device at the “Device:” prompt.

```
Choose Setup Option:  (1-4): 1
Select Beginning Month: T-7 (OCT 21, 2002)
Select Ending Month:  T (OCT 28, 2002)
DEVICE: HOME// [RET]
```

Figure 5-39: Printing inpatient coding report

5.7.2 Day Surgery Coding Status Report

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

1. To run the Day Surgery Coding Status report, type 2 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.
2. Type the date that you want your report to start at the “Select Beginning Month:” prompt.
3. Type the date that you want your report to end at the “Select Ending Month:” prompt.
4. Type a print device at the “Device:” prompt.

```
Choose Setup Option:  (1-4): 2
Select Beginning Month: T-7 (OCT 21, 2002)
Select Ending Month:  T (OCT 28, 2002)
DEVICE: HOME// [RET]
```

Figure 5-40: Printing the day surgery coding status report

5.7.3 Workload Report (Completion Times)

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

1. To run a Workload report, type 3 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.
2. Type the number of the visit type you need at the “Select Visit Type to Include:” prompt.
3. Type the beginning date of your report at the “Select Beginning Discharge Date:” prompt.
4. Type the ending date of your report at the “Select Ending Discharge Date:” prompt.

5. Type the number of the patient sort for your report at the “Select Patient Sort:” prompt.
6. Type the name of a print device at the “Device:” prompt.

Choose Setup Option: (1-4): **3**

Select one of the following:

- | | |
|---|---------------|
| 1 | Inpatients |
| 2 | Day Surgeries |

Select Visit Type to Include: **1** Inpatients

Select Beginning Discharge Date: **T-7** (OCT 21, 2002)

Select Ending Discharge Date: **T** (OCT 28, 2002)

Select one of the following:

- | | |
|---|-----------------------------|
| 1 | Sort Alphabetically by Name |
| 2 | Sort by Terminal Digit |

Select Patient Sort: **1** Sort Alphabetically by Name

If printing to paper, please use wide paper or condensed print

DEVICE: HOME// **[RET]**

Figure 5-41: Printing a workload report

5.7.4 Online Help (Report Descriptions)

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

1. Type 4 at the “Choose Setup Option:” prompt in the Incomplete Chart Statistics submenu.
2. Type the number of the report for which you would like a description at the “Select Help System action or <return>:” prompt.

Choose Setup Option: (1-4): 4

INCOMPLETE STATISTICAL REPORTS

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

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

Select HELP SYSTEM action or <return>:

Figure 5-42: Using online help

5.8 Fix Visit in ICE (ICV)

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

1. To run Fix Visit in ICE, type ICV at the "Select Incomplete Chart Menu Option:" prompt.
2. Type the name of the patient at the "Select Incomplete Chart Patient:" prompt.
3. Type the date of the visit at the "Visit:" prompt. If the patient has more than one incomplete chart, the system will display the available choices.
4. Make any corrections necessary at the prompts as they are displayed on your screen.

Incomplete Chart Menu (UNSPECIFIED H0)			
CODE	Inpatient Chart Coding		
ECD	Edit Chart Deficiency List		
FVH	Fix Missing V Hospitalization Entries		
ICE	Incomplete Charts Edit		
ICF	Incomplete Chart Forms		
ICR	Incomplete Chart Reports		
ICS	Incomplete Chart Statistics		
ICV	Fix Visit in ICE		
Select Incomplete Chart Menu Option: ICV Fix Visit in ICE			
Select INCOMPLETE CHART PATIENT: PATIENT,ALLISON			
		F 02-02-1901 000785650	MH 4298
1	PATIENT,ALLISON	10-25-2002	
2	PATIENT,ALLISON		
CHOOSE 1-2: 1 PATIENT,ALLISON		10-25-2002	
VISIT: OCT 25, 2002@09:00//			

Figure 5-43: Fixing a visit in ICE

6.0 Patient Inquiry (PI)

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

1. To view a Patient Inquiry, type PI at the “Select ADT Menu Option:” prompt.
2. Type the name of the patient at the “Select Patient:” prompt.

```
*****
**      INDIAN HEALTH SERVICE      **
** ADMISSION/DISCHARGE/TRANSFER SYSTEM **
**          VERSION 5.3          **
*****
                UNSPECIFIED H0

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

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

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

3. The Patient Inquiry screen will be displayed (Figure 6-2). Use the options at the bottom of the screen to navigate through the report.
4. To expand an entry, type X at the “Select Action:” prompt, then type the number of the section that needs expansion. When done with the section, type Q to return to Patient Inquiry Main screen.

```
Patient Inquiry          Oct 28, 2002 15:30          Page:    1 of    2
*** Confidential Patient Data Covered by Privacy Act ***

(1) Demographics -
PATIENT,ALLISON          HRCN: 4298          DOB: 02/02/1901
(505)555-8031          PHONE: 464-4775          SEX: FEMALE
UNSPECIFIED, NM 88340    ELIG: CHS & DIRECT    SSN: 559-78-5650
(UNSPECIFIED Service Unit)
PCP/TEAM: PROVIDER,JADE / CARDIOLOGY

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

(3) Last Day Surgery -
      Service:                          Surgeon:

+      Enter ?? for more actions
X  Expand Entry          C  CWAD Display          Q  Quit
Select Action:Next Screen//
```

Figure 6-2: Patient Inquiry screen (excerpt)

7.0 Provider Inquiry (PV)

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

1. To run a Provider Inquiry, type **PV** at the “Select ADT Menu Option:” prompt.
2. Type the name of the physician at the “Select Provider Name:” prompt.
3. To sort your report by service, type **SERVICE** at the “Inpatients Sorted by Ward or Service:” prompt, or press the Return key to sort by ward.
4. Type **B** (browse onscreen) or **P** (print on paper) at the “Print Mode:” prompt. If you type **P**, you will be prompted to select a printer.

```

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

                                UNSPECIFIED HO

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

Select ADT Menu Option: PV  Provider Inquiry

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

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE// [RET]

```

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

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

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

Provider Inquiry		Oct 28, 2002 15:51:17		Page: 1 of 1	
** Confidential Patient Data Covered by Privacy Act **					
PROVIDER, JADE					
Patient Name	Chart #	Wrd/Srv	Room-Bed	Admit Date	Admitting Dx
Attending Provider:					
For GMS Ward					
1) PATIENT, A. PAUL	7897	GM		OCT 07, 2002	54544
PROVIDER, JADE/PROVIDER, JADE/					
Admitting Provider:					
For GMS Ward					
2) PATIENT, NICOLE	7744	SURG	216-4	SEP 26, 2002	HEART ATTACK
DOCTOR, MD/PROVIDER, JADE/					
For PED Ward					
3) PATIENT, ALLISON	4298	UROL	211-1	OCT 07, 2002	BLAH
DOCTOR, ISABEL/PROVIDER, JADE/PROVIDER, JADE					
Attending/Admitting/Primary Care					
X Expand Entry	C	CWAD Display		Q	Quit
Select Action:Quit//					

Figure 7-2: Provider Inquiry screen (excerpt)

8.0 ADT Reports Menu (RM)

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

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

```

*****
**      INDIAN HEALTH SERVICE      **
**  ADMISSION/DISCHARGE/TRANSFER SYSTEM  **
**          VERSION 5.3          **
*****
                UNSPECIFIED H0

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

Select ADT Menu Option: RM  ADT Reports Menu

```

Figure 8-1: Accessing the ADT Reports menu

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

```

                        ADT Reports Menu
                        (UNSPECIFIED H0)

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

Select ADT Reports Menu Option: AFM  Admission Forms

```

Figure 8-2: ADT Reports menu

8.1 Admission Forms (AFM)

Use this option to print the various admission forms available.

To print admission forms, type AFM at the “Select ADT Reports Menu Option:” prompt.

```

                                ADT Reports Menu

                                (UNSPECIFIED HO)

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

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

Figure 8-3: Accessing admission forms

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

```

Select one of the following:

1      Locator Card
2      A Sheet
3      A Sheets by Admit Date
4      Final A Sheet

Select Admission Form to Print:
```

Figure 8-4: Accessing admission forms

8.1.1 Locator Card (1)

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

1. To print a Locator Card, type 1 at the “Select Admission Form to Print:” prompt.
2. Type the name of the patient at the “Select Patient:” prompt.
3. If the patient has more than one admission, you will be prompted to select a particular visit.
4. Type a printer device at the “Device:” prompt or type HOME to display the information on the screen.
5. A locator card similar to what is seen in Figure 8-6 will print.

```
Select Admission Form to Print: 1  Locator Card
Select Patient: PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298

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

Figure 8-5: Printing a locator card

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

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

Next of Kin:
KIN,NANCY

Admission Date: Oct 07, 2002 2:59 pm
```

Figure 8-6: Sample Locator card

8.1.2 A Sheet (2)

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

1. To print an A sheet, type 2 at the “Select Admission Form to Print:” prompt.
2. Type the name of the patient at the “Select Patient:” prompt.
3. If the patient has more than one admission, you will be prompted to select a particular admission date.
4. Type Y or N at the “Print Bottom Half of A sheet?” prompt.
5. Type the number of copies you need at the “Print How Many Copies:” prompt.
6. Type a print device at the “Device:” prompt or type HOME to display the information on the screen.
7. An A sheet similar to the one seen in Figure 8-7 will print.

```

Select Admission Form to Print: 2 A Sheet
Select Patient: PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298

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

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

CLINICAL RECORD BRIEF **Confidential Patient Data Covered by Privacy Act**
-----
1 IHS Unit No.  2 Soc Sec No  10 Classif.  11 Facility      12 Facility
Code
  00-42-98      559-78-5650    INDIAN/ALAS  UNSPECIFIED HO    202301
-----
3 Last Name, First, Middle  13 Age  14 Religion      15 Hr Admit  16 Admit
Code
  PATIENT,ALLISON          41              2:59 PM    1 DIRECT
-----
4 Birthdate      5 Sex  6 Tribe  17&18 Admit Srv & Code  19 Admit Date
  02/02/1901      F      APA008      INTM 06          OCT 07, 2002
-----
8 Community, County, State Code  Ward      Provider      20 Discharge
Date
  351-91-67              GMS      PROVIDER, JADE
-----
9 Present Address                                22 Length of Stay
  (505)555-8031 UNSPECIFIED, NM 88340                22 days
-----
23 Next of Kin      Telephone  Address      Relationship
  KIN,NANCY              ,
24 Person to Notify
  FRIEND,CAROLYN      555-9114    P.O. BOX 4092 ,
-----
25 Admitting Diagnosis      Insurance Coverage
  BLAH
-----

```

Figure 8-7: Printing an A Sheet

8.1.3 A Sheets by Admission Dates (3)

Use this option to print an A sheet by an admission date.

1. To print an A sheet by admission dates, type 3 at the "Select Admission Form to Print:" prompt.
2. Type the admission date at the "Select Admission Date:" prompt.
3. Type Y or N at the "Print Bottom Half of A Sheet:" prompt.

4. Type the number of copies you would like to print at the “Print How Many Copies:” prompt.
5. Type a print device name at the “Device:” prompt.

```
Select Admission Form to Print: 3  A Sheets by Admit Date
Select Admission Date: 10/25/02 (OCT 25, 2002)
Print Bottom Half of A Sheet? YES// N NO
Print How Many Copies: (1-10): 1// 2
DEVICE: HOME// [RET]
```

Figure 8-8: Printing A sheets by admission date

8.1.4 Final A Sheet

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

1. To print a final A sheet, type 4 at the “Select Admission Form to Print:” prompt.
2. Type the name of the patient at the “Select Patient:” prompt.
3. If the patient has more than one admission date, you will be prompted to select which date interests you.
4. Type the number of the type of A sheet you want to print at the “Select Report to Print:” prompt.
5. Type the number of copies of this report you want at the “Print How Many Copies:” prompt.
6. Type a print device name at the “Device:” prompt.

```

Select Admission Form to Print: 4  Final A Sheet
Select Patient:  PATIENT,ALLISON
                                F 02-02-1901 000785650    MH 4298

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

      Select one of the following:

          1          A Sheet Only
          2          A Sheet with CPT List
          3          Medicare/Medicaid A Sheet

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

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

```

Figure 8-9: Printing a final A sheet

8.2 ADT Statistical Reports (ASR)

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

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

```

                                ADT Reports Menu
                                (UNSPECIFIED H0)

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

Select ADT Reports Menu Option: ASR  ADT Statistical Reports

```

Figure 8-10: Accessing statistical reports

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

```

1. Average Daily Patient Load (ADPL)
2. Inpatient Statistics by Ward
3. Inpatient Statistics by Service
4. Online Help (Report Descriptions)
Choose Report from List: (1-4):

```

Figure 8-11: Using the statistical reports menu

8.2.1 Average Daily Patient Load (ADPL)

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

1. To use the Average Daily Patient Load option, type 1 at the “Choose Report from List:” prompt.
2. Type 1 (by ward) or 2 (by service) at the “Select Format:” prompt to select the way you would like your report sorted.
3. Type Y or N at the “Include Inactive Services/Wards:” prompt.
4. Type the date that you would like your report to start at the “Select Beginning Date:” prompt.
5. Type the date that you would like your report to end at the “Select Ending Date:” prompt.
6. Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.

```

Choose Report from List: (1-4): 1

  Select one of the following:

      1      By Ward
      2      By Service

Select Format: 1 By Ward
Include INACTIVE wards? NO// Y YES
Select Beginning Date: T-365 (OCT 29, 2001)
Select Ending Date: T (OCT 29, 2002)
DEVICE: HOME// [RET]

```

Figure 8-12: Printing average daily patient load (steps 1-6)

7. A report similar to Figure 8-13 will printed. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

Inpatient Stats by Ward		Oct 29, 2002 11:53:36	Page:	1 of	1
		For Oct 29, 2001 through Oct 29, 2002			
Ward	Patient Days		ADPL		
GMS	138		0.38		
PED	7		0.02		
=====					
TOTALS	145		0.40		
Enter ?? for more actions					
Select Action:Quit//					

Figure 8-13: Sample average daily patient load output

8.2.2 Inpatient Statistics by Ward

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

1. To print Inpatient Statistics by Ward, type 2 at the “Choose Report from List:” prompt.
2. Type the date that you would like your report to start at the “Select Beginning Date:” prompt.
3. Type the date that you would like your report to end at the “Select Ending Date:” prompt.
4. Type Y or N at the “Include Inactive Wards:” prompt.
5. Type a patient type at the “Select Patient Type:” prompt.
6. Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.

Choose Report from List: (1-4): **2**
 Select Beginning Date: **T-365** (OCT 29, 2001)
 Select Ending Date: **T** (OCT 29, 2002)
 Include INACTIVE Wards? NO// **Y** (YES)

Select one of the following:

- 1 Inpatients Only
- 2 Observation Patients Only
- 3 Both

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

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

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

ADT Statistics by Ward										Oct 29, 2002 12:05:59	Page: 1 of 1
										For Oct 29, 2001 through Oct 29, 2002	
										Includes Inpatients AND Observations	
Ward	ADM	TXI	TXO	DSC	DTH	1DAY	DAYS	ADPL	LOSD		
LOSA											
GMS	19	0	0	17	1	1	138	0.38	61 / 1	7	
PED	6	0	0	6	0	0	7	0.02	7 / 0	1	
=====											
TOTAL:	25	0	0	23	1	1	145	0.40	68 / 2		
5											
ADM = admissions, TXI = ward transfers in											
TXO = ward transfer out, DSC = discharges											
DTH = deaths, 1DAY = admitted & discharged same day											
DAYS = total patient days, ADPL = ave daily patient load											
LOSD = length of stay for patients discharged: total / average											
(discharged = TXO + DSC + DTH)											
LOSA = length of stay by admissions (inpt days/#ADM+TXI)											
Enter ?? for more actions											
Select Action:Quit//											

Figure 8-15: Sample inpatient statistics by ward output

8.2.3 Inpatient Statistics by Service

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

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

2. Type the date that you would like your report to start at the “Select Beginning Date:” prompt.
3. Type the date that you would like your report to end at the “Select Ending Date:” prompt.
4. Type Y or N at the “Include Inactive Services:” prompt.
5. Type a patient type at the “Select Patient Type:” prompt.
6. Type the name of a print device at the “Device:” prompt or type HOME to display the report on your screen.

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

Select one of the following:

- | | |
|---|---------------------------|
| 1 | Inpatient Services Only |
| 2 | Observation Services Only |
| 3 | Both |

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

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

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

ADT Statistics by Service								Oct 29, 2002 12:11:30		Page: 1 of 1	
For Oct 29, 2001 through Oct 29, 2002											
Includes Inpatients AND Observations											
Serv	ADM	TXI	TXO	DSC	DTH	1DAY	DAYS	ADPL	LOSD	LOSA	
Adult Patients											
=====											
SUBTOTAL:	0							0.00	/ 0	0	
Pediatric Patients											
=====											
SUBTOTAL:	0							0.00	/ 0	0	
=====											
TOTAL:	0							0.00	/ 0	0	
=====											
ADM = admissions, TXI = ward transfers in											
TXO = ward transfer out, DSC = discharges											
DTH = deaths, 1DAY = admitted & discharged same day											
TPD = total patient days, ADPL = ave daily patient load											
+ Enter ?? for more actions											
Select Action:Next Screen//											

Figure 8-17: Sample inpatient statistics by service output

8.2.4 Online Help (Report Descriptions)

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

1. To use the Online Help option, type 4 at the "Choose Report from List:" prompt.
2. Type the abbreviation of the report that you would like a description at the "Select Help System Action or <Return>:" prompt.

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

Figure 8-18: Using online help

ADT Statistics by Ward
Use this option to report patient movement and workload statistics by ward. The following statistics are reported:
ADM: # of admissions for date range
TXI: # of transfers into ward from other wards
TXO: # of transfers to other wards
DSC: # of discharges for date range (excluding deaths)
DTH: # of deaths
1DAY: # of one day patients (admitted and discharged on same day)
DAYS: # of patients remaining at midnight plus one day patients
ADPL: Average # of patients per day (total patient days/# of days)
TLOS: Length of stay of all patients discharged during date range
ALOS: Average length of stay of all discharged patients
You have a choice to include only inpatients, only observation patients or both. Newborn numbers are always separated out and listed at the end of the report. You have the choice to include inactive wards.
Select HELP SYSTEM action or <return>:

Figure 8-19: Sample online report help for the ASR option

8.3 Bed Availability (BED)

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

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

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

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

Select ADT Reports Menu Option: **BED** Bed Availability

(A)bbreviated or (E)xpanded Bed Availability Listing?

Figure 8-20: Accessing bed availability report

8.3.1 Abbreviated Listing

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

1. To run an abbreviated listing, type **A** at the “(A)bbreviated or (E)xpanded Bed Availability Listing?” prompt.
2. Type the name of the ward at the “Select Ward Location Name:” prompt. Type **??** for a listing of wards.
3. Type **Y** or **N** at the “Do you want to display room-bed descriptions?” prompt.
4. The bed availability for the ward you selected will be displayed (Figure 8-22).

(A)bbreviated or (E)xpanded Bed Availability Listing?	A ABBREVIATED
Select WARD LOCATION NAME:	PED
Do you want to display room-bed descriptions?	No// N (No)

Figure 8-21: Displaying an abbreviated listing

PED:			
211-2	213-1	213-2	216-1
216-2	216-3	216-4	219-1
219-2	279-1	279-2	
Select WARD LOCATION NAME:			

Figure 8-22: Sample abbreviated listing

8.3.2 Expanded Listing

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

1. 'To run an expanded listing, type E at the "(A)bbreviated or (E)xpanded Bed Availability Listing?" prompt.
2. Type the name of one/many/all divisions at the "Select Division:" prompt. When you are done typing division names, press the Return key at the "Select Another Division:" prompt.
3. Type the name of one/many/all wards at the "Select Ward:" prompt. When you are done typing ward names, press the Return key at the "Select Another Ward:" prompt
4. Type Y or N at the "Do you want to display scheduled admissions?" prompt.
5. Type Y or N at the "Do you want to display lodgers?" prompt.
6. Type Y or N at the "Do you want to display room-bed descriptions?" prompt.
7. Type the name of a print device at the "Device:" prompt or type HOME to display the report on your screen.

```
(A)bbreviated or (E)xpanded Bed Availability Listing?  A//E EXPANDED
Select division: ALL// UNSPECIFIED INDIAN HOSPITAL      1569
Select another division: [RET]
Select ward: ALL// PED
Select another ward: GMS
Select another ward: [RET]
Do you want to display scheduled admissions? Yes// Y (Yes)
Do you want to display lodgers? Yes// Y (Yes)
Do you want to display room-bed descriptions? No// Y (Yes)

DEVICE: HOME
```

Figure 8-23: Printing extend bed availability (steps 1-7)

8. A report similar to Figure 8-24 will printed. If you select to display your report onscreen, use the options at the bottom of the screen to navigate through the report.

```

Expanded Bed Availability      Oct 29, 2002 12:47      Page:    1 of    1

BED AVAILABILITY FOR OCT 29,2002@12:47                PAGE:    1
-----

GMS:
  219-1  (NO DESCRIPTION)          219-2  (NO DESCRIPTION)
  Scheduled Admissions for next 2 weeks:
    PATIENT,ALLISON -- 4298 on OCT 30, 2002

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

      Enter ?? for more actions

Select Action:Quit//

```

Figure 8-24: Sample extended bed availability output

8.4 Current Inpatient Census (CIC)

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

1. To run a Current Inpatient Census report, type CIC at the “Select ADT Reports Menu Option:” prompt.
2. Type P (print on paper) or B (browse onscreen) at the “Print Mode:” prompt. If you select P, you will be prompted to select a printer name.

```

                                ADT Reports Menu
                                (UNSPECIFIED H0)

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

Select ADT Reports Menu Option: CIC  Current Inpatient Census

      Select one of the following:

          B          BROWSE ON SCREEN
          P          PRINT ON PAPER

PRINT MODE: B

```

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

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

```

Current Inpatient Census      Oct 29, 2002 12:49:16      Page:      1 of      1
      ** Confidential Patient Data Covered by Privacy Act **

Ward          # of Pts      Service          # of Pts
GMS              8      GENERAL MEDICINE          6
PED              2      INTERNAL MEDICINE          1
                   SURGERY          1
                   UROLOGY          2
                   -----
                   10              10

Enter ?? for more actions

Select Action:Quit//

```

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

8.5 Current Inpatient Listings (CIL)

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

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

ADT Reports Menu (UNSPECIFIED H0)	
AFM	Admission Forms
ASR	ADT Statistical Reports
BED	Bed Availability
CIC	Current Inpatient Census
CIL	Current Inpatient Listings
ILD	Inpatient Listings by Date
IWA	Inpatients with Appointments
OIL	Operators' Inpatient List
PMR	Patient Movement Reports
SVL	Scheduled Visits Listing
VAH	View Admission History

Select ADT Reports Menu Option: **CIL** Current Inpatient Listings

Figure 8-27: Accessing the current inpatient listing menu

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

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

Choose Report from List: (1-10):

Figure 8-28: Current Inpatient Listing menu

8.5.1 Alphabetical Listing

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

1. To print an Alphabetical Listing report, type 1 at the “Choose Report from List: (1-10);” prompt in the Current Inpatient Listing menu.
2. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```

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

```

Select one of the following:

```

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

```

PRINT MODE: BROWSE//

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

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

```

Alphabetical Inpatient List  Oct 30, 2002 14:27:47      Page: 1 of 3
** Confidential Patient Data Covered by Privacy Act **

Patient      Chart #  Age  Community      Insurance
1) PATIENT, BERNARD  00-72-50  24 YR  UNKNOWN  IHS
   Admitted to PED (207-1) GM  DOCTOR, KAREN L  on 04/19/02(194 days)

2) PATIENT, NICOLE  00-77-44  4 YR  UNKNOWN  MCD
   Admitted to GMS (216-4) SURG  BOB, MD  on 09/26/02(34 days)

3) PATIENT, CHIP  11-01-10  30 YR  UNKNOWN  MCD
   Admitted to GMS (213-1) INTM  PROVIDER, MINDY A.  on 02/13/02(259 days)

4) PATIENT, PAUL  00-78-97  6 YR  UNKNOWN  IHS
   Admitted to GMS  GM  PROVIDER, JADE  on 10/07/02(23
days)

5) PATIENT, BRIAN  00-88-96  8 YR  UNKNOWN CO 0  MCD
   Admitted to PED (211-2) UROL  PROVIDER, JADE  on 10/29/02(1 days)
+   Enter ?? for more actions
1  View Demographics      2  View ADT Record      3  View PCC Record
Select Action:Next Screen//

```

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

8.5.2 List by Ward and Patient

Use this option to print an alphabetical listing of current inpatients at a facility. The inpatients will be printed by ward. This report lists patient name, chart number, age,

admission date, length of stay, room-bed, and current provider. You have the option to print the list for all wards or just one. Within each ward, the list will be sorted by patient name. This report is a revision of the MAS Inpatient Roster report.

1. To print a List by Ward and Patient report, type 2 at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.
2. Type Y or N at the “Print for All Wards:” prompt. If you select N, you will be prompted to enter the individual ward name.
3. Type Y or N at the “Would you like the Report Double Spaced?” prompt.
4. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

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

      Select one of the following:

          B          BROWSE ON SCREEN
          P          PRINT ON PAPER

PRINT MODE: BROWSE//
```

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

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

```
Inpatient List by Ward/Name   Oct 30, 2002 14:58:50           Page:    1 of  1
** Confidential Patient Data Covered by Privacy Act **
                                PED
Patient Name      Chart #   Age   Admitted   LOS   Room   Provider
1) PATIENT, BERNARD  00-72-50  24 YR  04/19/02  194   207-1  DOCTOR, KAREN L
2) PATIENT, BRIAN   00-88-96   8 YR  10/29/02   1   211-2  PROVIDER, JADE

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

Figure 8-32: Printing list by ward and patient (step 5)

8.5.3 List by Ward and Room

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

1. To run a List by Ward and Room report, type **3** at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.
2. Type **Y** or **N** at the “Print for All Wards:” prompt. If you select **N**, you will be prompted to type the individual ward name.
3. Type the number of the data option you would like to include in the last column of your report at the “Select Last Column Data:” prompt.
4. Type **B** (to browse the report onscreen) or **P** (to print the report on paper) at the “Print Mode:” prompt. If you select **P**, you must then select the printer where you would like your report to print.

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

    Select one of the following:

        1      With Diagnosis
        2      With Service
        3      Nursing Notes
        4      Brief Listing

Select Last Column Data: 1 With Diagnosis

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

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

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

Inpatient List by Ward/Room Oct 30, 2002 15:19:23					Page: 1 of 2
** Confidential Patient Data Covered by Privacy Act **					
GMS					
Room	Patient (Provider)	Chart #	Age	LOS	
1) 207-1	PATIENT, KATHRYN MAR (PROVIDER, EVA M)	00-87-79	22 YRS	149	PAIN (RUIDOSO)
2) 213-1	PATIENT, CHIP (PROVIDER, MINDY A.)	11-01-10	30 YRS	259	PUNCTURED LUNG (ANCHOR POINT)
3) 213-2	PATIENT, SANTEE ()	00-50-53	68 YRS	317	ABOVE THE ANKLE AMPUTA (UNSPECIFIED RES)
4) 216-1	PATIENT, ALEX LEIGH (AAAAA, MD DAVID T.)	00-12-34	11 YRS	247	BLADDER PROBLEM (RUIDOSO)
5) 216-2	PATIENT, ELENA LOUIS (AAAAA, MD DAVID T.)	00-07-74	37 YRS	175	HEADACHE (VIRGINIA UNK)
6) 216-3	PATIENT, ALICIA	00-01-29	59 YRS	154	NECK PAIN
+ Enter ?? for more actions					
1	View Demographics	2	View ADT Record	3	View PCC Record
Select Action:Next Screen//					

Figure 8-34: Printing list by ward and room (step 5)

8.5.4 List by Service and Patient

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

1. To run a List by Service and Patient report, type 4 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
2. Type Y or N at the "Print for All Treating Specialties:" prompt. If you type N, you will be prompted to type the name of the individual treating specialty. If you type Y, you will be prompted to select the type of service you would like included (e.g. inpatient, observation, or both).
3. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```

Choose Report from List: (1-10): 4
Print for ALL Treating Specialties? NO// N
Select Treating Specialty: UROLOGY

```

Select one of the following:

```

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

```

```
PRINT MODE: BROWSE//
```

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

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

```

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

      Patient Name      Chart #  Ward   Room-Bed   Attending
UROLOGY
1) PROVIDER,BRIAN CLAY      8896   PED    211-2      PROVIDER, JADE
2) PROVIDER,ALEX LEIGH     1234   GMS    216-1      AAAAA,MD DAVID T.

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

```

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

8.5.5 List by Service and Provider

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

- To run a List by Service and Provider report, type 5 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
- Type Y or N at the "Print for All Treating Specialties?" prompt. If you type N, you will be prompted to type the individual treating specialty. If you type

Y, you will be prompted to select the type of service you would like included (e.g. inpatient, observation, or both).

3. Type the number of the service type you would like to include in your report at the "Select Service Type:" prompt.
4. Type the name of the treating specialty you would like to include in your report at the "Select Treating Specialty:" prompt.
5. Type Y or N at the "Print for All Attending Providers?" prompt. If you type N, you will be prompted to type the individual provider's name.
6. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```

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

    Select one of the following:

        1      Inpatient Services Only
        2      Observation Services Only
        3      Both

Select Service Type: Both// 3 Both

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

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE//
  
```

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

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

```

Inpatients by Service/ProviderOct 30, 2002 15:52:24      Page:    1 of    4
      ** Confidential Patient Data Covered by Privacy Act **
      For ALL Treating Specialties / For ALL Providers

      Patient Name          Chart #  Age    Sex Community          Adm Dx
GENERAL MEDICINE
  ??
1) DEMO,SANTEE NATASH  5053    68 YRS  F  UNSPECIFIED RES    ABOVE THE ANKLE
   Admitted: 12/17/01@1330 (317 days)      GSM Ward (213-2)

      AAAAA, BOB
2) DEMO,ALICIA          129    59 YRS  F  UNSPECIFIED RES    NECK PAIN
   Admitted: 05/29/02@1356 (154 days)      GSM Ward (216-3)

      AAAAA, MD DAVID T.
3) DEMO,ELENA LOUISE    774    37 YRS  F  VIRGINIA UNK      HEADACHE
   Admitted: 05/08/02@0755 (175 days)      GSM Ward (216-2)

      PROVIDER, JADE
4) DEMO,A.PAUL          7897    6 YRS   M  RUIDOSO          54544
+      Enter ?? for more actions
1  View Demographics      2  View ADT Record          3  View PCC Record
Select Action:Next Screen//

```

Figure 8-38: Printing list by service and provider (step 7)

8.5.6 Chaplain's List

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

1. To print the Chaplain's list, type 6 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
2. Type Y or N at the "Print All Religions?" prompt. If you type N, you will be prompted to type the name of the individual religion.
3. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-10): 6
Print ALL Religions? NO// N
Select RELIGION: CATHOLIC
```

Select one of the following:

```

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

```

```
PRINT MODE: BROWSE//
```

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

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

Chaplain's List		Oct 31, 2002 07:23:17		Page: 1 of 1	
** Confidential Patient Data Covered by Privacy Act **					
CATHOLIC					
Ward	Room	Patient Name	Age	Community	Admit Date
GMS	216-1	DEMO,ALEX LEIGH	11 YR	RUIDOSO	02/25/02
GMS	216-2	DEMO,ELENA LOUIS	37 YR	VIRGINIA UNK	05/08/02
GMS	216-3	DEMO,ALICIA	59 YR	UNSPECIFIED RES	05/29/02
GMS	216-4	DEMO,NICOLE RACHE	4 YR	TULAROSA	09/26/02
GMS	UNK	DEMO,A.PAUL	6 YR	RUIDOSO	10/07/02
Enter ?? for more actions					
Select Action:Quit//					

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

8.5.7 Insurance Coverage List

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

- To print the Insurance Coverage list, type 7 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
- Type Y or N at the "Print for All Ward?" prompt. If you type N, you will be prompted to type the name of the individual ward.

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

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

Select one of the following:

```

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER
```

```
PRINT MODE: BROWSE//
```

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

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

```

Inpatient Insurance Coverage  Oct 31, 2002 07:27:58      Page:      1 of  2
      ** Confidential Patient Data Covered by Privacy Act **
                        GMS
Patient Name      Chart #   Room   Srv   Provider      Admit Date
1) ADAMS,NICOLE RACHE 00-77-44 216-4   SURG   BOB,MD        09/26/02
  Adx Dx: HEART ATTACK      No Additional Coverage

2) DEMO,CHIP        11-01-10 213-1   INTM   PROVIDER,MINDY 02/13/02
  Adx Dx: PUNCTURED LUNG    Medicaid #575201972

3) DEMO,A.PAUL      00-78-97      GM      PROVIDER,JADE   10/07/02
  Adx Dx: 54544             No Additional Coverage

4) DEMO,ALICIA      00-01-29 216-3   GM      AAAAA,BOB       05/29/02
  Adx Dx: NECK PAIN         No Additional Coverage

5) DEMO,ALEX LEIGH  00-12-34 216-1   UROL   AAAAA,MD DAVID  02/25/02
  Adx Dx: BLADDER PROBLEM   No Additional Coverage

6) DEMO,ELENA LOUIS 00-07-74 216-2   GM      AAAAA,MD DAVID  05/08/02
+      Enter ?? for more actions
1  View Demographics      2  View ADT Record      3  View PCC Record
Select Action:Next Screen//
```

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

8.5.8 LOS >n Days Listing

Use this option to print a list of patients who have been inpatients for a specified number of days or more. The list printed will include patients who have been inpatients for the number of days entered or more. Within each ward, the list will be sorted by patient name. You will be asked to specify a minimum length of stay for the

report. This report displays patient name, chart number, age, length of stay, room-bed, service, and community. This report is a revision of the MAS Los > n Days Inpatient List report.

1. To print the LOS>n Days list, type **8** at the “Choose Report from List: (1-10):” prompt in the Current Inpatient Listing menu.
2. Type **Y** or **N** at the “Print for All Ward?” prompt. If you type **N**, you will be prompted to type the name of the individual ward.
3. Type the minimum length of stay that you want for your report in days at the “What is the Minimum Length of Stay for this Report:” prompt.
4. Type **B** (to browse the report onscreen) or **P** (to print the report on paper) at the “Print Mode:” prompt. If you select **P**, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-10): 8
Print for ALL Wards? NO// N
Select Ward Name: PED
What is the minimum length of Stay for this report: 2

    Select one of the following:

        B          BROWSE ON SCREEN
        P          PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-43: Printing LOS>n days listing (steps 1-4)

5. The Inpatient by length of stay report will print (Figure 8-44). If you typed **B** (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

Inpatients by Length of Stay Oct 31, 2002 07:33:53						Page:	1 of 1
** Confidential Patient Data Covered by Privacy Act **							
For ALL Ward Locations							
With LOS of 1 Days or Greater							
Patient Name	Chart #	Age	Admit	LOS	Srv	Community	
WARD: GMS							
1) ADAMS, NICOLE RACHE	7744	4 YR	SEP 26	35	SURG	TULAROSA	
2) DEMO, CHIP	110110	30 YR	FEB 13	260	INTM	ANCHOR POINT	
3) DEMO, A. PAUL	7897	6 YR	OCT 07	24	GM	RUIDOSO	
4) DEMO, ALICIA	129	59 YR	MAY 29	155	GM	UNSPECIFIED	
5) DEMO, ALEX LEIGH	1234	11 YR	FEB 25	248	UROL	RUIDOSO	
6) DEMO, ELENA LOUIS	774	37 YR	MAY 08	176	GM	VIRGINIA UNK	
7) DEMO, KATHRYN MAR	8779	22 YR	JUN 03	150	GM	RUIDOSO	
8) DEMO, SANTEE NATA	5053	68 YR	DEC 17	318	GM	UNSPECIF RES	
WARD: PED							
9) DEMO, BERNARD	7250	24 YR	APR 19	195	GM	ALAMOGORDO	
10) DEMO, BRIAN CLAY	8896	8 YR	OCT 29	2	UROL	LINCOLN CO O	
Enter ?? for more actions							
1 View Demographics	2 View ADT Record	3 View PCC Record					
Select Action:Quit//							

Figure 8-44: Printing LOS>n days listing (step 5)

8.5.9 Seriously Ill/DNR List

Use this option to print a list of patients currently on the Seriously Ill List. To add or delete from the list, use the Seriously Ill Enter/Edit option in the ADT menu. Within each ward, the list will be sorted by patient name. You will be asked if you want to also include DNR (Do Not Resuscitate) patients in addition to the Seriously Ill patients. If you include DNR patients, then the first sort will be by SI vs. DNR followed by ward. This report displays patient name, chart number, age, room-bed, service, provider and the date the patient was added to the list. This report is a revision of the MAS Seriously Ill List report

1. To print the Seriously Ill/DNR list, type 9 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
2. Type Y or N at the "Print for All Ward?" prompt. If you type N, you will be prompted to type the name of the individual ward.
3. Type Y or N at the "Include DNR Patients on List?" prompt.
4. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```

Choose Report from List: (1-10): 9
Print for ALL Wards? NO// N
Select Ward Name: PED
Include DNR Patients on List? YES// N

```

Select one of the following:

```

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

```

```
PRINT MODE: BROWSE//
```

Figure 8-45: Printing the seriously ill/DNR list (step 1-4)

5. The Seriously Ill List will print (Figure 8-46). If you typed B (browse onscreen), use the options at the bottom of the screen to navigate through the report. You can select any patient on the list for more details on the patient's demographics, view ADT record, and view PCC visit.

```

Seriously Ill List          Oct 31, 2002 07:42:04          Page: 1 of 1
      ** Confidential Patient Data Covered by Privacy Act **
                          PED
Patient Name      Chart #Age      Room      Srv      Provider      Added
Seriously Ill List

Do Not Resuscitate List

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

```

Figure 8-46: Printing the seriously ill/DNR list (step 5)

8.5.10 Online Help (Report Descriptions)

Use this option to get a detailed description of each of the reports in the Current Inpatient Listing menu. All report descriptions will be displayed on your screen.

1. To use the Online Help option, type 10 at the "Choose Report from List: (1-10):" prompt in the Current Inpatient Listing menu.
2. Type the number of the report that you need a description of at the "Select Help System Action or <Return>:" prompt.

```

                                CURRENT INPATIENT LISTINGS
Welcome to the online help for the Current Inpatient Listings.  Please
choose a report from the list for detailed information about that report.

1   Alphabetical Listing
2   List by Ward and Patient
3   List by Ward and Room
4   List by Service and Patient
5   List by Service and Provider
6   Chaplain's List
7   Insurance Coverage List
8   LOS > n Days
9   Seriously Ill/DNR List

Select HELP SYSTEM action or <return>:
```

Figure 8-47: Using the online help option

8.6 Inpatient Listings by Date (ILD)

Use this report to access reports that provide various inpatient information listed by date. The reports available include admissions, readmissions, non-beneficiary admissions, ICU transfers, discharges, inter-facility transfers, inpatient deaths, and LOS by discharge month and ward. You will be given several sorting options for each report, and you will be able to either print the report on paper or display it on the screen.

To display the Inpatient Listings by Date menu, type ILD at the “Select ADT Reports Menu Option:” prompt in the ADT Reports menu.

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

Select ADT Reports Menu Option: **ILD** Inpatient Listings by Date

Figure 8-48: Accessing the inpatient listings by date menu

The Inpatient Listings by Date menu will be displayed (Figure 8-49). Sections 8.6.1 through 8.6.9 will explain how to use each report.

1.	Admissions
2.	Readmissions
3.	Non-Beneficiary Admissions
4.	ICU Transfers
5.	Discharges
6.	Inter-Facility Transfers
7.	Inpatient Deaths
8.	LOS by Discharge Month & Ward
9.	Online Help (Report Descriptions)

Choose Report from List: (1-9):

Figure 8-49: Inpatient listings by date menu

8.6.1 Admissions

Use this report to list patient admissions (inpatient and observations) for a given date range. You can sort this report by date, ward, service, admitting provider, admitting provider's, hospital service, or alphabetically by patient name.

1. To run the Admissions report, type 1 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
2. Type the starting date at the "Select Beginning Date:" prompt.
3. Type the ending date at the "Select Ending Date:" prompt.
4. Type the number of the type of admissions report you would like to run at the "Select Admission Report to Run:" prompt. Each report will prompt you for different information.
5. Follow the prompts for the report selection you selected as they are displayed on your screen.

6. Type Y or N at the “Include Insurance Coverage on Report?” prompt.
7. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-9): 1
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:

1      By DATE Only
2      By WARD
3      By SERVICE
4      By ADMITTING Provider
5      By Provider's SERVICE
6      By Community
7      By Service Unit
8      By Patient Name

Select Admission Report to Run: 1 By DATE Only
Include Insurance Coverage on Report? NO// Y YES

Select one of the following:

B      BROWSE ON SCREEN
P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-50: Printing admissions listing (steps 1-7)

8. The Admissions by Date report will print (Figure 8-51). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

ADMISSIONS BY DATE      Oct 31, 2002 10:27:28      Page:    1 of   12
*** Confidential Patient Data Covered by Privacy Act ***
      Sorted by Ward
      For Oct 31, 2001 through Oct 31, 2002

Patient Name           Chart #  Admission Dates           LOS      Serv  Ward

***   GMS   ***
PATIENT,LARRY ALBE      5791  10/31/2001 - 11/01/2001      1      GM    GMS
(Admitted by              Dx: CRUSH INJURY LEFT LEG)
**No Additional Coverage**

PATIENT,MARGARET MA     5617  11/01/2001 - 11/02/2001      1      GM    GMS
(Admitted by              Dx: LLE CELLULITIS)
**No Additional Coverage**

PATIENT,LARRY ALBE      5791  11/04/2001 - 11/09/2001      5      GM    GMS
(Admitted by              Dx: CRUSH INJURY/LLE,DM II)
**No Additional Coverage**

+      Enter ?? for more actions

Select Action:Next Screen//

```

Figure 8-51: Printing admissions listing (step 8)

8.6.2 Readmissions

Use this report to list patient readmissions within a certain number of days since the patient's last discharge. This report also includes admissions after release from day surgery as long as they fall within the selected time limit. You select the time limit and date range.

1. To run the Readmissions report, type 2 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
2. Type the starting date of the date range you would like your report to cover at the "Select Beginning Date:" prompt.
3. Type the ending date of the date range you would like your report to cover at the "Select Ending Date:" prompt.
4. Type the number of the type of readmission report you would like to run at the "Select Readmission Report to Run:" prompt. Each report will prompt you for different information.
5. Follow the prompts for the report selection you selected as they are displayed on your screen.
6. Type the maximum number of days you would like to include in your report at the "Maximum # of Days between Admissions:" prompt.

7. Type Y or N at the “Include Insurance Coverage on Report?” prompt.
8. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-9): 2

This includes admissions after release from Day Surgery.

Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

    Select one of the following:

        1      By DATE Only
        2      By WARD
        3      By SERVICE
        4      By ADMITTING Provider
        5      By Provider's SERVICE
        6      BY Community
        7      By Service Unit
        8      By Patient Name

Select Readmission Report to Run: 2 By WARD
Print for ALL Wards? NO//[RET]
Select Ward Name: PED
Select Another Ward Name: GMS
Select Another Ward Name: [RET]
MAXIMUM # of Days between admissions: (1-365): 365
Include Insurance Coverage on Report? NO// Y YES

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-52: Printing a readmissions list (steps 1-8)

9. The Readmissions by Date report will print (Figure 8-53). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

READMISSIONS BY DATE      Oct 31, 2002 10:31:23      Page:    1 of    3
*** Confidential Patient Data Covered by Privacy Act ***
      Sorted by Ward
      For Oct 31, 2001 through Oct 31, 2002

Patient Name      Chart #  Admit Date      Last Dsch      Diff      Serv      Ward
Maximum days between inpatient stays: 365

***  GMS  ***
PATIENT,MARGARET MA      5617  11/01/2001      08/15/2001      78      GM      GMS
New Dx: LLE CELLULITIS      Last Dx: LLE CELLULITIS
**No Additional Coverage**

PATIENT,LARRY ALBE      5791  11/04/2001      11/01/2001      3      GM      GMS
New Dx: CRUSH INJURY/LLE,DM II      Last Dx: CRUSH INJURY LEFT LEG
**No Additional Coverage**

PATIENT,NIKONA SEVAN      4670  11/04/2001      02/21/2001      256      GM      GMS
New Dx: HYPOXIA,PNEUMONIA,ETOH      Last Dx: HYPOXIA,PNEUMONIA,ETOH ABU
Medicare #525964649A      Medicaid #525964649
+      Enter ?? for more actions

Select Action:Next Screen//

```

Figure 8-53: Printing a readmissions list (step 9)

8.6.3 Non-Beneficiary Admissions

Use this report to list patient admissions (inpatient and observations) for a given date range for patients with an eligibility listing of ineligible. This report can be sorted by date, ward, service, admitting provider, admitting provider's hospital service or alphabetically by patient name.

1. To list Non-Beneficiary admissions, type 3 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
2. Type the starting date of the date range you would like your report to cover at the "Select Beginning Date:" prompt.
3. Type the ending date of the date range you would like your report to cover at the "Select Ending Date:" prompt.
4. Type the number of the type of non-beneficiary report you would like to run at the "Select Non-beneficiary Report to Run:" prompt. Each report will prompt you for different information.
5. Follow the prompts for the report selection you selected as they are displayed on your screen.
6. Type the number of the service type you would like to include in your report at the "Select Service Type:" prompt.

7. Type Y or N at the “Include Insurance Coverage on Report?” prompt.
8. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-9): 3
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:

1      By DATE Only
2      By WARD
3      By SERVICE
4      By ADMITTING Provider
5      By Provider's SERVICE
6      By Community
7      By Service Unit
8      By Patient Name

Select Non-beneficiary Admission Report to Run: 3 By SERVICE
Print for ALL Treating Specialties? NO// YES

Select one of the following:

1      Inpatient Services Only
2      Observations Only
3      Both

Select Service Type: Both// [RET]
Include Insurance Coverage on Report? YES//[RET]

Select one of the following:

B      BROWSE ON SCREEN
P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-54: Printing the non-beneficiary admissions list (steps 1-8)

9. The Non-Beneficiary Admits report will print (Figure 8-55). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

NON-BENEFICIARY ADMITS		Oct 31, 2002 10:46:41	Page:	1 of	1
*** Confidential Patient Data Covered by Privacy Act ***					
Sorted by Treating Specialty					
For Oct 31, 2001 through Oct 31, 2002					
Patient Name	Chart #	Admission Dates	LOS	Serv	Ward
No data found					
Enter ?? for more actions					
Select Action:Quit//					

Figure 8-55: Printing the non-beneficiary admissions list (step 9)

8.6.4 ICU Transfers

Use this report to list ICU transfers or to list returns to ICU for a given date range.

1. To list ICU transfers, type 4 at the “Choose Report from List: (1-9):” prompt in the Inpatient Listing by Date menu.
2. Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.
3. Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.
4. Type the number of the ICU report you would like to print at the “Select ICU Report to Run:” prompt.
5. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List: (1-9): **4**
 Select Beginning Date: **T-365** (OCT 31, 2001)
 Select Ending Date: **T** (OCT 31, 2002)

Select one of the following:

- 1 TRANSFERS to ICU
- 2 RETURNS to ICU

Select ICU Report to Run: **1** TRANSFERS to ICU

Select one of the following:

- B BROWSE ON SCREEN
- P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-56: Printing the ICU transfer list (steps 1-5)

- The ICU Transfers report will print (Figure 8-57). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

ICU TRANSFERS           Oct 31, 2002 10:54:39           Page:    1 of    1
*** Confidential Patient Data Covered by Privacy Act ***
                Transfers to ICU
                For Oct 31, 2001 through Oct 31, 2002

Patient Name           Chart #  Transferred           Serv  Admitting Dx
No data found

Enter ?? for more actions

Select Action:Quit//
  
```

Figure 8-57: Printing the ICU transfer list (step 6)

8.6.5 Discharges

Use this report to list patient discharges (inpatient and observations) for a given date range. You can then sort the report by date, ward, service, attending provider, attending provider's hospital service or alphabetically by patient name.

- To run a list of patient discharges, type 5 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
- Type the starting date you would like your report to cover at the "Select Beginning Date:" prompt.

3. Type the ending date you would like your report to cover at the “Select Ending Date:” prompt.
4. Type the number of the type of discharge report you would like to run at the “Select Discharges Report to Run:” prompt. Each report will prompt you for different information.
5. Follow the prompts for your report selection as they are displayed on your screen.
6. Type Y or N at the “Include Insurance Coverage on Report?” prompt.
7. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-9): 5
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

    Select one of the following:

        1      By DATE Only
        2      By WARD
        3      By SERVICE
        4      By ATTENDING Provider
        5      By Provider's SERVICE
        6      By Community
        7      By Service Unit
        8      By Patient Name

Select Discharges Report to Run: 4 By ATTENDING Provider
Print for ALL Providers? NO// [RET]
Select Provider Name: DOCTOR, KATHRYN MRQ MEDICAL OFFICER
Select Another Provider Name: PROVIDER, JADE JAC
Select Another Provider Name: [RET]
Include Insurance Coverage on Report? NO// YES

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE//
```

Figure 8-58: Printing discharges by date (step 1-7)

8. The Discharges by Date report will print (Figure 8-59). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

DISCHARGES BY DATE		Oct 31, 2002 11:10:28	Page:	1 of	1
*** Confidential Patient Data Covered by Privacy Act ***					
Sorted by Admitting Provider					
For Oct 31, 2001 through Oct 31, 2002					
Patient Name	Chart #	Admission Dates	LOS	Serv	Ward
No data found					
Enter ?? for more actions					
Select Action:Quit//					

Figure 8-59: Printing discharges by date (step 8)

8.6.6 Inter-Facility Transfers

Use this report to list all admissions and all discharges that were direct transfers from or to other inpatient facilities. You can print just the list of patients, just the statistics counting the number to and from each facility or both. The patient listings are sorted by date, then service and then transfer facility.

1. To list inter-facility transfers, type 6 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
2. Type the starting date you would like your report to cover at the "Select Beginning Date:" prompt.
3. Type the ending date you would like your report to cover at the "Select Ending Date:" prompt.
4. Type the number of the report you would like to run at the "Select Report to Run:" prompt.
5. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

Choose Report from List: (1-9): **6**
 Select Beginning Date: **T-36** (SEP 25, 2002)
 Select Ending Date: **T** (OCT 31, 2002)

Select one of the following:

- 1 LISTING Only
- 2 STATISTICS Only
- 3 BOTH Listing and Stats

Select Report to Run: **1** LISTING Only

Select one of the following:

- B BROWSE ON SCREEN
- P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-60: Printing inter-facility transfers list (steps 1-5)

- The Inter-Facility Transfers report will print (Figure 8-61). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

INTER-FACILITY TRANSFERS      Oct 31, 2002 11:13:13      Page:      1 of      1
      Confidential Patient Data Covered by Privacy Act
      Transfers to/from UNSPECIFIED HO
      Sep 25, 2002 to Oct 31, 2002
Admt/Dsch Date  Patient Name      HRCN      Serv      Facility
      ADMISSIONS
10/07/2002@1503  PATIENT,A.PAUL      7897      GM      ALBUQUERQUE HOSPIT

      DISCHARGES

      Enter ?? for more actions

Select Action:Quit//
  
```

Figure 8-61: Printing inter-facility transfers list (step 6)

8.6.7 Inpatient Deaths

Use this report to list patient deaths (inpatient and observations) for the date range you specify. You can sort the report by date, ward, service, attending provider, attending provider's hospital service, or alphabetically by patient name.

- To list inpatient deaths, type 7 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
- Type the starting date of the date range you would like your report to cover at the "Select Beginning Date:" prompt.

3. Type the ending date of the date range you would like your report to cover at the "Select Ending Date:" prompt.
4. Type the number of the type of discharge report you would like to run at the "Select Discharges Report to Run:" prompt. Each report will prompt you for different information.
5. Follow the prompts for your report selection as they are displayed on your screen.
6. Type Y or N at the "Include Insurance Coverage on Report?" prompt.
7. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```

Choose Report from List: (1-9): 7
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

    Select one of the following:

        1      By DATE Only
        2      By WARD
        3      By SERVICE
        4      By ATTENDING Provider
        5      By Provider's SERVICE
        6      By Community
        7      By Service Unit
        8      By Patient Name

Select Discharges Report to Run: 6 By Community
Print for ALL Communities? NO//[RET]
Select Community Name: UNSPECIFIED RES    OTERO    NEW MEXICO    167    3519167
Select Another Community Name: MILE CORN    PINAL    ARIZONA    207 0411207
Select Another Community Name: [RET]
Include Insurance Coverage on Report? YES// [RET]

    Select one of the following:

        B      BROWSE ON SCREEN
        P      PRINT ON PAPER

PRINT MODE: BROWSE//
  
```

Figure 8-62: Printing inpatient death list (steps 1-7)

8. The Inpatient Deaths report will print (Figure 8-63). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

Inpatient Deaths          Oct 31, 2002 12:54:58          Page:    1 of    1
*** Confidential Patient Data Covered by Privacy Act ***
          Sorted by Community
          For Oct 31, 2001 through Oct 31, 2002

Patient Name              Chart #  Death Date LOS        Serv        Disch Type

          *** UNSPECIFIED RES ***
PATIENT, SHARON           5545   11/14/2001  9            GM          DEATH AFTER 48 HRS
(Attending:                Dx: ANOXIC/HYPOGLYCEMIC)
**No Additional Coverage**

Enter ?? for more actions

Select Action:Quit//

```

Figure 8-63: Printing inpatient death list (step 8)

8.6.8 LOS by Discharge Month & Ward

Use this report to list patients in order by month discharged, and within month by the discharge ward. This report is designed to review length of stay trends by ward. The report lists month discharged, ward, patient name, chart number, admission date and length of stay.

1. To list LOS by discharge month and ward, type 8 at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
2. Type the starting date of the date range you would like your report to cover at the "Select Beginning Date:" prompt.
3. Type the ending date of the date range you would like your report to cover at the "Select Ending Date:" prompt.
4. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print

Choose Report from List: (1-9): **8**
 LENGTH OF STAY BY DISCHARGE MONTH AND WARD

Select Beginning Date: **T-365** (OCT 31, 2001)
 Select Ending Date: **T** (OCT 31, 2002)

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 8-64: Printing LOS by discharge month & ward (steps 1-4)

- The LOS by Discharge Month and Ward report will print (Figure 8-65). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

LOS BY DISCHARGE MONTH & WARD Oct 31, 2002 13:06:11						Page:	1 of	6
Confidential Patient Data Covered by Privacy Act								
Oct 31, 2001 to Oct 31, 2002								
Month	Ward	Patient	Chart #	Admit Date	LOS (days)			
Oct 2001	GMS	PATIENT,CHRISLYNN	3793	OCT 30, 2001	2			
Oct 2001	GMS	PATIENT,LARRY AL	5791	OCT 31, 2001	1			
Nov 2001	GMS	PATIENT,MARGARET	5617	NOV 01, 2001	1			
Nov 2001	GMS	PATIENT,LORRAINE MAR	6412	NOV 19, 2001	1			
Nov 2001	GMS	PATIENT,STEVE ANDRE	6198	NOV 21, 2001	1			
Nov 2001	GMS	PATIENT,SHARON NON	5545	NOV 05, 2001	9			
Nov 2001	GMS	PATIENT,CHRISLYNN	3793	OCT 30, 2001	6			
Nov 2001	GMS	PATIENT,LARRY AL	5791	NOV 04, 2001	5			
Nov 2001	GMS	PATIENT,LARRY AL	5791	NOV 16, 2001	6			
Nov 2001	GMS	PATIENT,REGINA	3205	NOV 27, 2001	1			
Nov 2001	GMS	PATIENT,NIKONA SEVAN	4670	NOV 04, 2001	2			
Nov 2001	GMS	PATIENT,ANGELO JOS	6596	NOV 07, 2001	6			
Nov 2001	GMS	PATIENT,ANDREANNA	5832	NOV 13, 2001	3			
Nov 2001	GMS	PATIENT,TOBY RAY	5088	NOV 30, 2001	1			
Nov 2001	PED	PATIENT HORSE, TRA	8836	NOV 07, 2001	1			
Nov 2001	PED	PATIENT,BERDINA LOU	9164	NOV 27, 2001	1			
+ Enter ?? for more actions								
Select Action:Next Screen//								

Figure 8-65: Printing LOS by discharge month & ward (step 5)

8.6.9 Online Help (Report Descriptions)

Use this option to view detailed descriptions of each of the reports in the Inpatient Listings by Date menu. All report descriptions will be displayed onscreen.

- To use the Online Help option, type **9** at the "Choose Report from List: (1-9):" prompt in the Inpatient Listing by Date menu.
- Type the abbreviation of the report that you would like a description at the "Select Help System Action or <Return>:" prompt.

Choose Report from List: (1-9): **9**

Inpatient Listings by Date

These are a series of reports by date range listing patient data on a variety of ADT events. Please choose report by number for details:

- 1 Admissions
- 2 Readmissions
- 3 Non-Beneficiary Admissions
- 4 ICU Transfers
- 5 Discharges
- 6 Inter-Facility Transfers
- 7 Inpatient Deaths
- 8 LOS by Discharge Month & Ward

Select HELP SYSTEM action or <return>:

Figure 8-66: Using the online help option

8.7 Inpatients with Appointments (IWA)

Use this option to produce a report that lists all patients admitted on a particular date that have pending appointments at the facility. The report is sorted alphabetically by patient name and includes the patient ID number, ward, scheduled appointment date/time, and clinic. Using this information, appointments can be kept, cancelled, or rescheduled as necessary.

To display the Inpatients with Appointments options, type IWA at the "Select ADT Reports Menu Option:" prompt in the ADT report menu.

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

Select ADT Reports Menu Option: **IWA** Inpatients with Appointments

Figure 8-67: Accessing inpatients with appointments

The Inpatient with Appointments menu will be displayed (Figure 8-68). Sections 8.7.1 and 8.7.2 will explain how to use each report.

Select one of the following:	
1	Future Appts for New Admissions
2	Appts for Current Inpatients

Select Report to Run:

Figure 8-68: Inpatients with appointments menu

8.7.1 Future Appointments for New Admissions

Use this report to print a list of future or new inpatients with pending appointments.

1. To print a list of future appointments for new inpatients, type 1 at the “Select Report to Run:” prompt in the Inpatient with Appointments menu.
2. Type the patient’s admission date at the “List Patients with Pending Appointments Admitted on Date:” prompt.
3. Type the name of a print device at the “Device:” prompt. Type HOME at the “Device:” prompt to display the report onscreen.

Select one of the following:	
1	Future Appts for New Admissions
2	Appts for Current Inpatients

Select Report to Run: 1 Future Appts for New Admissions
 LIST PATIENTS WITH PENDING APPOINTMENTS ADMITTED ON DATE:10/25/02 (OCT 25, 2002)
 DEVICE: HOME//

Figure 8-69: Printing the future appointments for new admissions report (steps 1-3)

4. The Future Appointments for New Admits report will print (Figure 8-70). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

```
Future Appts for New Admits   Oct 31, 2002 13:47:22      Page:    1 of    1
*** Confidential Patient Data Covered by Privacy Act ***
      For patients admitted on Oct 25, 2002
Patient Name/Clinic          Pat ID          Ward    Appt Date    Appt Time
NO PATIENTS FOUND

Enter ?? for more actions

Select Action:Quit//
```

Figure 8-70: Printing the future appointments for new admissions report (step 4)

8.7.2 Appointments for Current Inpatients

Use this report to print a list of appointments for current inpatients.

1. To print a list of appointments for current inpatients, type 2 at the “Select Report to Run:” prompt in the Inpatient with Appointments menu.
2. Type the name of one, many, or all divisions at the “Select Division:” prompt. When you are done typing division names, press the Return key at a blank “Select Another Division:” prompt.
3. Type the name of one, many, or all wards at the “Select Ward:” prompt. When you are done typing ward names, press the Return key at a blank “Select Another Ward:” prompt.
4. Type the name of one, many, or all clinics at the “Select Clinic:” prompt. When you are done typing clinic names, press the Return key at a blank “Select Another Clinic:” prompt.
5. Type the starting date of the date range you would like your report to cover at the “Select Beginning Date:” prompt.
6. Type the ending date of the date range you would like your report to cover at the “Select Ending Date:” prompt.
7. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```

Select one of the following:

      1      Future Appts for New Admissions
      2      Appts for Current Inpatients

Select Report to Run: 2 Appts for Current Inpatients
Select division: ALL// UNSPECIFIED INDIAN HOSPITAL      1569
Select another division: [RET]
Select ward: ALL// PED
Select another ward: GMS
Select another ward: [RET]
Select clinic: ALL// CARDIOLOGY
Select another clinic: PEDIATRIC
Select another clinic: [RET]
Select Beginning Date: T-365 (OCT 31, 2001)
Select Ending Date: T (OCT 31, 2002)

Select one of the following:

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

PRINT MODE: BROWSE//

```

Figure 8-71: Printing appointments for current inpatients (steps 1-7)

8. The Appointments for Current Inpatients report will print (Figure 8-72). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

Appts for Current Inpatients Oct 31, 2002 13:25      Page: 1 of 1
*** Confidential Patient Data Covered by Privacy Act ***
      For Oct 31, 2001 through Oct 31, 2002
Appt D/T      Patient Name      Chart #      Clinic
*** GMS Ward ***
Oct 25, 2002
10:00 AM      PATIENT,ALICIA      129      CARDIOLOGY
Appt Made 10/25/02@09:26:20

Enter ?? for more actions

Select Action:Quit//

```

Figure 8-72: Printing appointments for current inpatients (step 8)

8.8 Operator's Inpatient List (OIL)

Use this option for an alphabetical list of current inpatients with no clinical information displayed.

1. To print the Operator's Inpatient list, type OIL at the "Select ADT Reports Menu Option:" prompt.

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

```

                                ADT Reports Menu
                                (UNSPECIFIED H0)

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

Select ADT Reports Menu Option: OIL  Operators' Inpatient List

      Select one of the following:

          B          BROWSE ON SCREEN
          P          PRINT ON PAPER

PRINT MODE: BROWSE//

```

Figure 8-73: Printing operator's inpatient list (steps 1 and 2)

3. The Appointments for Current Inpatients report will print (Figure 8-72). If you chose to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

Operators' Inpatient List      Oct 31, 2002 14:08:17      Page:      1 of      1
** Confidential Patient Data Covered by Privacy Act **

Patient      Phone      Room      Ward      Sex      Age      Community
DEMO, BERNARD      x247-207207-1      PED      M      24 YRS      ALAMOGORDO
DEMO, NICOLE RACHEL      216-4      GMS      F      4 YRS      TULAROSA
DEMO, CHIP      213-1      GMS      M      30 YRS      ANCHOR POINT
DEMO, A. PAUL      GMS      M      6 YRS      RUIDOSO
DEMO, BRIAN CLAY      211-2      PED      M      8 YRS      LINCOLN CO 0
DEMO, ALICIA      216-3      GMS      F      59 YRS      UNSPECIFIED
DEMO, ALEX LEIGH      216-1      GMS      F      11 YRS      RUIDOSO
DEMO, ELENA LOUISE      216-2      GMS      F      37 YRS      VIRGINIA UNK
DEMO, KATHRYN MARIE      x247-207207-1      GMS      F      22 YRS      RUIDOSO
DEMO, SANTEE NATASHA      213-2      GMS      F      68 YRS      UNSPECIFIED

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

```

Figure 8-74: Printing operator's inpatient list (step 3)

8.9 Patient Movement Reports (PMR)

Use this option to display reports that produce a listing of all patient movements from a specified date/time in the past to the current date. The starting date for this list cannot be more than five days in the past. The report will include all admissions, discharges, and transfers that occurred within the designated time frame. This listing will be generated in chronological order by admission/discharge/transfer date. If a time is not typed, all movements for the selected date range will be displayed.

To display the Patient Movement Report menu, type **PMR** at the “Select ADT Reports Menu Option:” prompt in the ADT report menu.

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

Select ADT Reports Menu Option: **PMR** Patient Movement Reports

Figure 8-75: Accessing the PMR option

The PMR menu will be displayed (Figure 8-76). Sections 8.9.1 through 8.9.5 will explain how to use each of these options.

1. Reprint Admissions & Discharges Sheet
2. Selected Patient Movements
3. Census Movement Worksheet
4. Track Census by Ward
5. Online Help (Report Descriptions)

Choose Report from List: (1-5):

Figure 8-76: PMR menu

8.9.1 Reprint Admissions & Discharges Sheet

Use this option to list a daily report that lists census for a facility. The Admission and Discharges (A&D) Sheet lists admissions, discharges, and transfers. This report also records the changes in the census files for reporting purposes. The A&D Sheet must be run daily even if no patient movements occurred at the facility. The G&L report must be updated in order to run this report. This update can be done through the REC option in the Supervisors menu (section 10.4).

1. To use the Reprint Admissions and Discharges Sheet option, type 1 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.
2. A list of earliest dates for the report will be displayed (Figure 8-77). Type the date that you would like your report to start compiling information at the “Print Reports for Which Date:” prompt.
3. Type D (detailed) or S (summary) at the “Select Report Format – Detailed or Summary: (D/S):” prompt.
4. Type the name of a print device at the “Device:” prompt. You can type HOME at the “Device:” prompt to display the report on your screen.

```
Choose Report from List: (1-5): 1

<<< ADMISSIONS & DISCHARGES SHEET >>>
<< Also called GAINS & LOSSES [G&L] >>

Earliest Date for G&L.....OCT 1,1995
Earliest Date for Treating Specialty Report.....OCT 1,1995
Earliest Date to Recalculate.....OCT 1,1995

LAST BED STATUS REPORT TOTALS EXIST FOR OCT 31,2002

PRINT REPORTS FOR WHICH DATE: OCT 31,2002 (OCT 31, 2002)

Select Report Format - DETAILED or SUMMARY: (D/S): D Detailed Format

                Paper margin must be at least 110.

Printing to HOME puts report into browse mode.

DEVICE: HOME// [RET]
```

Figure 8-77: Reprinting admission and discharge sheets (steps 1-4)

5. The Admission and Discharge Sheet report will print (Figure 8-78). If you typed HOME at the “Device:” prompt, the report will be displayed onscreen. Use the options at the bottom of the screen to navigate through the report.

SUMMARY A&D SHEET		Nov 01, 2002 08:22:47		Page:		1 of 2	
Confidential Patient Data Covered by Privacy Act							
ADMISSIONS & DISCHARGES for UNSPECIFIED HO							
For Thursday 10/31/02							
SERVICE	REMAINING	ADMIT	TRANSFERS		DEATHS	DISCH	
REMAINING			IN	OUT			
	(Prev Day)						
ALCOHOLISM	0	0	0	0	0	0	0
ENT	0	0	0	0	0	0	0
FAMILY PRACTICE	0	0	0	0	0	0	0
GENERAL MEDICINE	0	0	0	0	0	0	0
GYNECOLOGY	0	0	0	0	0	0	0
INTERNAL MEDICINE	0	0	0	0	0	0	0
MENTAL HEALTH	0	0	0	0	0	0	0
NEUROLOGY	0	0	0	0	0	0	0
OBSTETRICS	0	0	0	0	0	0	0
ORTHOPEDICS	0	0	0	0	0	0	0
PEDIATRICS	0	0	0	0	0	0	0
PLASTIC SURGERY	0	0	0	0	0	0	0
PODIATRY	0	0	0	0	0	0	0
+ Enter ?? for more actions							
Select Action:Next Screen//							

Figure 8-78: Reprinting admission and discharge sheets (step 5)

8.9.2 Selected Patient Movements

Use this option to view a report that will enable you to see the patient movements from a given date and time up to the present. You can only go back 14 days. It is intended for viewing recent movements only.

1. To use the Selected Patient Movements option, type 2 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.
2. Type the date you would like your report to start at the “Start with Date@Time:” prompt.
3. Type the letter of the type of movement report you would like to print at the “Choose Movements to Display:” prompt.
4. Type the name of a print device at the “Device:” prompt. You can type HOME at the “Device:” prompt to display your report onscreen.

```

                P A T I E N T   M O V E M E N T S

                Nov 01, 2002 8:30 am

START with DATE@TIME: 10/25/02  (OCT 25, 2002)

    Select one of the following:

        A      Admissions
        D      Discharges
        T      Transfers
        ALL     All Movements

Choose Movements to Display: ALL  All Movements

DEVICE: HOME//

```

Figure 8-79: Printing selected patient movements (steps 1-4)

5. The Patient Movement screen will print (Figure 8-80). If you displayed the report on your screen, press the Return key when you are done with the report.

```

                P A T I E N T   M O V E M E N T S

                Oct 25, 2002 to Nov 01, 2002 9:14 am

Name          PT ID      Date/Time      FROM Ward-Bed      TO Ward-Bed

        --- A D M I S S I O N S ---

GOMEZ, BRIAN CLAY      8896      29-Oct   3:17pm                      PED 211-2

        --- D I S C H A R G E S ---

PATIENT, ALLISON      4298      29-Oct   3:27pm  PED 211-1

        --- T R A N S F E R S ---

Press ENTER to continue:

```

Figure 8-80: Printing selected patient movements (step 5)

8.9.3 Census Movement Worksheet

Use this option to print a worksheet used by inpatient nursing units to double check the information in the computer with the manual records. This review will assist the admitting office in balancing the daily census.

1. To print the Census Movement Worksheet, type 3 at the "Choose Report from List:" prompt in the Patient Movement Reports menu.

2. Type Y or N at the “Print for All Ward?” prompt. If you type N, you will be prompted to type the name of the individual ward you would like your report to include.
3. Type the beginning date and time of your report at the “Select Beginning Date and Time:” prompt.
4. Type the ending date and time of your report at the “Select ending Date and Time:” prompt.
5. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

```
Choose Report from List: (1-5): 3
Print for ALL Wards? N NO
Select Ward: PED
Select beginning date and time: 10/25/02@9 (OCT 25, 2002@09:00)
Select ending date and time: (10/25/2002 - 11/1/2002): T@9 (NOV 01,
2002@09:00)

    Select one of the following:

        B          BROWSE ON SCREEN
        P          PRINT ON PAPER

Print Mode:
```

Figure 8-81: Printing census movement information (steps 1-5)

6. The Patient Movement worksheet will print (Figure 8-82). If you displayed the report on your screen, use the options at the bottom of the screen to navigate through the report.

Patient Movement Worksheet Nov 01, 2002 09:27:24			Page: 1 of 1
Confidential Patient Data Covered by Privacy Act			
Oct 25, 2002@09:00 to Nov 01, 2002@09:00			
For PED			
Date/Time	Patient Name	Chart #	
*** PED ***			
ADMISSIONS			
Oct 29, 2002@15:17	DEMO, BRIAN CLAY	8896	
		SUBTOTAL:	1
DISCHARGES			
Oct 29, 2002@15:27	PATIENT, ALLISON	4298	
		SUBTOTAL:	1
CENSUS CHANGE FOR WARD:			0
NEWBORN CENSUS CHANGE FOR WARD:			0
Enter ?? for more actions			
Select Action:Quit//			

Figure 8-82: Printing census movement information (step 6)

8.9.4 Track Census by Ward

Use this option to display the census changes for one ward over time. For a given date range this report will list, in columns, the number of admissions, transfers in, transfers out, discharges and deaths for a ward. The last 2 columns are the number of patients remaining at the end of each day and a unit score.

1. To use the Track Census by Ward option, type 4 at the "Choose Report from List:" prompt in the Patient Movement Reports menu.
2. Type the name of the ward you would like to track at the "Select Ward:" prompt. You will only be able to type one ward for this report.
3. Type the beginning date of your report at the "Select Beginning Date:" prompt.
4. Type the ending date of your report at the "Select ending Date:" prompt.
5. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

```

Choose Report from List:  (1-5): 4
Select Ward:  PED
Select beginning date:  (9/30/1995 - 11/4/2002): T-365  (NOV 04, 2001)
Select ending date:  (9/30/1995 - 11/4/2002): T  (NOV 04, 2002)

    Select one of the following:

        B          BROWSE ON SCREEN
        P          PRINT ON PAPER

PRINT MODE: BROWSE//

```

Figure 8-83: Tracking census by ward (steps 1-5)

- The Track Census by Ward report will print (Figure 8-84). If you displayed the report on your screen, use the options at the bottom of the screen to navigate through the report.

```

Track Census by Ward          Nov 04, 2002 11:49:24          Page: 1 of 1
                               Nov 04, 2001 to Nov 04, 2002
                               PED
Date   Admits   Trans In   Trans Out   Disch   Deaths   Remaining   Unit
Score
10/25/02
10/26/02
10/27/02
10/28/02
10/29/02    1                1          0        200
10/30/02                0          0
10/31/02                0          0
                               Average: 29

    Enter ?? for more actions

Select Action:Quit//

```

Figure 8-84: Tracking census by ward (step 6)

8.9.5 Online Help (Report Descriptions)

Use this option to display detailed report descriptions of the reports in the Patient Movement Reports option. All report descriptions will be displayed onscreen.

- To use online help, type 5 at the “Choose Report from List:” prompt in the Patient Movement Reports menu.
- Type the number of the report that you would like a description at the “Select Help System Action or <Return>:” prompt.

PATIENT MOVEMENT REPORTS	
These are a series of reports on any patient movement that affects census data designed for use by inpatient unit staff. Please select the report by number for details.	
1	Reprint Admissions & Discharges Sheet
2	Selected Patient Movements
3	Census Movement Worksheet
4	Track Census by Ward
Select HELP SYSTEM action or <return>:	

Figure 8-85: Using online help

8.10 Scheduled Visits Listing (SVL)

Use this option to run a printout of scheduled admissions within a selected date range. You have the option of producing reports listing future scheduled admissions that have been cancelled, future scheduled admissions that are still active, or both. The report is sorted chronologically by date of scheduled admission.

Information provided in the report includes division name, patient's name, last four digits of social security number, phone number, reservation date, treating specialty or ward location, care provider, whether or not the patient is to undergo surgery, the scheduled admission's status, etc. At multidivisional facilities, the report will be broken down by division.

The output format of this option can be changed by substituting a local template in place of the distributed template through the Supervisor ADT menu option, Template Selection.

8.11 View Admission History (VAH)

Use this option to view a concise list of all patient stays at your facility. Use this option to view a condensed list of all inpatient and observation stays for a patient at your facility. This report will be displayed on your screen. If you need to print this report, use the PL option.

1. To use the View Admission History option, type VAH at the "Select ADT Reports Menu Option:" prompt in the ADT Reports menu.
2. Type the name of the patient whose admission history you would like to view at the "Select Patient:" prompt.

ADT Reports Menu
(UNSPECIFIED H0)

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

Select ADT Reports Menu Option: **VAH** View Admission History

Select PATIENT: **PATIENT,ALLISON**

Figure 8-86: Viewing admission history (steps 1-2)

- The View Admission History report will print (Figure 8-87). Use the option at the bottom of the screen to navigate through the report. Type PL at the "Select Action:" prompt to print the report.

View Admission History
Oct 31, 2002 15:36:09
Page: 1 of 1

Confidential Patient Data Covered by Privacy Act
PATIENT,ALLISON #4298 DOB: 02/02/1901 (41 YRS)
Inpatient Status: Active Day Surgery Incomplete Chart

Admit - Discharge	Ward	Room	Service	Admitting Provider
10/07/2002 - 10/29/2002	GMS	219-1	INTM 06	PROVIDER, JADE

Enter ?? for more actions

Select Action:Quit//

Figure 8-87: Viewing admission history (step 3)

9.0 Seriously Ill List Entry (SI)

Use this option to designate certain patients as seriously ill or DNR (do not resuscitate) or both.

1. To designate a patient as seriously ill, type SI at the “Select ADT Menu Option:” prompt.
2. Type the name of the patient at the “Select Patient Name:” prompt.
3. Type S (Seriously Ill), D (Do Not Resuscitate), or B (SI and DNR) at the “Condition:” prompt.
4. Type the date you want the patient recorded on the SI list or press the Return key to accept the current date at the “Date Entered on SI List:” prompt.

```

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

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

Select ADT Menu Option: SI  Seriously Ill List Entry

Select PATIENT NAME: PATIENT,ALLISON
                                F 02-02-1901 000785650      MH 4298

CONDITION:??

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

CONDITION: S  SERIOUSLY ILL
DATE ENTERED ON SI LIST: OCT 28,2002// [RET]

```

Figure 9-1: Entering a patient as seriously ill

10.0 ADT Supervisor Menu (SM)

Use this option to access a menu of items to be used only by an admissions supervisor or application coordinator. The menu will enable you to send A&D bulletin, view census information, recalculate A&D totals, set up system parameters, and view any A&D changes made.

To access the Supervisor ADT menu, type SM at the “Select ADT Menu Option:” prompt in the ADT Main menu.

```

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

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

Select ADT Menu Option: SM ADT Supervisor Menu

```

Figure 10-1: Accessing the ADT supervisor menu

The Supervisor ADT menu will be displayed (Figure 10-2). Each of the options in the Supervisor ADT menu will be explained in section 10.1 through 10.6.

```

ADT Supervisor Menu
(UNSPECIFIED HO)

ADS      Admissions & Discharges Sheet
BUL      Post A&D Sheet Bulletin
CEN      Census Reports Menu ...
REC      Recalculate Census Totals
SYS      ADT System Definition Menu ...
VAD      View A&D Corrections

Select ADT Supervisor Menu Option:

```

Figure 10-2: ADT supervisor menu options

10.1 Admissions & Discharges Sheet (ADS)

Use this option to report the daily census for a facility. The Admission and Discharges (A&D) sheet lists admissions, discharges, and transfers. It also records the

changes in the census files for reporting purposes. The A&D sheet must be run daily even if no patient movements occurred at the facility.

1. To use the A&D sheet, type **ADS** at the “Select Supervisor ADT menu Option:” prompt in the Supervisor ADT menu.
2. Type the date the report will be printed at the “Print Report For Which Date:” prompt.
3. Type **Y** (Yes) or **N** (No) at the “Recalculate totals?” prompt to indicate if existing totals need to be recalculated.
4. Type **D** (Detailed) or **S** (Summary) to indicate the type of report to be printed.
5. Type a print device at the “Device:” prompt.

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS   Admissions & Discharges Sheet
BUL   Post A&D Sheet Bulletin
CEN   Census Reports Menu ...
REC   Recalculate Census Totals
SYS   ADT System Definition Menu ...
VAD   View A&D Corrections

Select ADT Supervisor Menu Option: ADS  Admissions & Discharges Sheet

                                <<<ADMISSIONS & DISCHARGES SHEET>>>

Earliest Date for G&L.....OCT 1,1995
Earliest Date to Recalculate.....OCT 1,1995

LAST TOTALS EXIST FOR JUL 27,1997
PRINT REPORT FOR WHICH DATE: JUL 27,1997// 10/12/2002 (OCT 12, 2002)

Recalculate totals? N (No)
Select Report Format - DETAILED or SUMMARY: (D/S): Detailed Format

                                Paper margin must be at least 110.
DEVICE: HOME//

```

Figure 10-3: Printing and admission and discharge sheet (steps 1-5)

6. Either a detailed or Summary report of Admissions and Discharges will print. A detailed report is shown in Figure 10-4.

```

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

SANTA FE HO                                PW
ADMISSIONS & DISCHARGES                    072897
SEP 12,1996                                1:50 PM

INPATIENTS: 12                            NEWBORNS: 0

  NAME          HRCN          PROVIDER      AGE    WD  SVRC  COMMUNITY
ADMISSIONS: 5
DEMO, ISAAC D.   7320        DOCTOR, ARLEN    44    PCU  GEN   TAOS
DEMO, MARY       26595       DOCTOR, LAURA   17    GMS  SUR   SANTA CLARA
DEMO, RANDY JR  99789       DOCTOR, ARLEN    48    GMS  GEN   SANT DOMINGO
DEMO, MISSY     38436       DOCTOR, CARL     12    GMS  PED   SAN ILDEFONSO
DEMO, VALERIE   16388       DOCTOR, TERRY    12    GMS  GEN   DULCE
DISCHARGES: 5
DEMO, AARON     69827       DOCTOR, MICH      3    PCU  PED   SAN JUAN
Transfer Facility: UNM HOSPITAL
DEMO, MARK J    4233        DOCTOR, CARL     28    GMS  ORT   SANT DOMINGO
Transfer Facility: UNM HOSPITAL
DEMO, VONNIE    12898       DOCTOR, NANCY     74    GMS  GEN   SANT DOMINGO
Transfer Facility: ST VINCENT HOSPITAL
DEMO, OLLIE     10897       LISLE, CLEM       38    GMS  GEN   SAN FELIPE
DEMO, CALLIE    8526        LISLE, CLEM       57    GMS  GEN   SAN JUAN
NEWBORN ADMISSIONS: 0      NEWBORN DISCHARGES: 0
DEATHS: 0
Press RETURN to continue:

```

Figure 10-4: Admissions and discharges sheet (detailed) report (excerpt)

10.2 Post A&D Sheet Bulletin (BUL)

Use this option to print an Admission and Discharges (A&D) Sheet Bulletin. This bulletin informs users through out the facility that the Admissions & Discharges Sheet for a particular day has been checked and verified and can now be reprinted by users.

1. To print an A&D Sheet Bulletin, type BUL at the "Select Supervisor ADT menu Option:" prompt in the Supervisor ADT menu.
2. Type the date of the report to be printed at the "Enter A&D Sheet Date:" prompt.
3. Type Y (Yes) or N (No) to indicate if the bulletin should be posted immediately at the "Okay to Post Bulletin Now?" prompt.
4. Type other information as requested at the prompts and press the Return key after each prompt to record the entry.

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS   Admissions & Discharges Sheet
BUL   Post A&D Sheet Bulletin
CEN   Census Reports Menu ...
REC   Recalculate Census Totals
SYS   ADT System Definition Menu ...
VAD   View A&D Corrections

Select ADT Supervisor Menu Option: BUL  Post A&D Sheet Bulletin

MANUALLY POST BULLETIN THAT A&D SHEET IS READY

Fill in the date for the message below:
The Admissions & Discharges Sheet for |1| is now ready to print.
Please use the Reprint Admissions and Discharges Sheet option on the ADT
Menu.
Thank you.

Enter A&D Sheet Date: T
Okay to Post Bulletin Now? Y  YES

```

Figure 10-5: Posting an A&D sheet bulletin

10.3 Census Reports Menu (CEN)

Use this option to access the Census Report menu. This menu contains reports used by ADT Supervisor staff to balance census files and report on them.

To access the Census Reports menu, type **CEN** at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS   Admissions & Discharges Sheet
BUL   Post A&D Sheet Bulletin
CEN   Census Reports Menu ...
REC   Recalculate Census Totals
SYS   ADT System Definition Menu ...
VAD   View A&D Corrections

Select ADT Supervisor Menu Option: CEN  Census Reports Menu

```

Figure 10-6: Accessing the census reports menu

The Census Reports menu will be displayed (Figure 10-7). Each option in the Census Reports menu will be explained in sections 10.3.1 through 10.3.6.

Census Reports Menu (UNSPECIFIED H0)	
AID1	Track Census by Ward
AID2	Track Census by Ward & Service
AID3	Track Census by Service
AID4	List Ward Census Movements
M202	Monthly Report of Inpatient Services (HSA-202-1)
Y202	HSA-202-1 Report by Range of Dates
Select Census Reports Menu Option:	

Figure 10-7: Census report menu

10.3.1 Track Census by Ward (AID1)

Use this option to list an overview of the bed movements for a particular ward for a date range. This report also includes a calculation of ward activity; a benchmark based on number of movements against the number of patients remaining.

1. To list the Track Census by Ward report, type **AID1** at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.
2. Type the name of the ward to be printed at the “Select Ward:” prompt.
3. Type the date to begin printing the census at the “Select beginning date:” prompt.
4. Type the date to stop printing the census at the “Select ending date:” prompt.
5. Type **B** (to browse the report onscreen) or **P** (to print the report on paper) at the “Print Mode:” prompt. If you select **P**, you must then select the printer where you would like your report to print.

Select Census Reports Menu Option: AID1 Track Census by Ward	
Select Ward: PED	
Select beginning date: (9/30/1995 - 11/4/2002): T-365 (NOV 04, 2001)	
Select ending date: (9/30/1995 - 11/4/2002): T (NOV 04, 2002)	
Select one of the following:	
B	BROWSE ON SCREEN
P	PRINT ON PAPER
PRINT MODE: BROWSE//	

Figure 10-8: Tracking census by ward (steps 1-5)

6. The census data for the selected ward will print (Figure 10-9). The census data for each day between the beginning and ending dates typed will print.

Track Census by Ward		Nov 04, 2002 13:55:26				Page: 1 of 1	
		Nov 04, 2001 to Nov 04, 2002					
		PED					
Date	Admits	Trans In	Trans Out	Disch	Deaths	Remaining	Unit
Score							
10/25/02							0
10/26/02							0
10/27/02							0
10/28/02							0
10/29/02	1			1		0	200
10/30/02						0	0
10/31/02						0	0
11/01/02						0	0
11/02/02						0	0
11/03/02						0	0
						Average:	20
Enter ?? for more actions							
Select Action:Quit//							

Figure 10-9: Tracking census by ward (step 6)

10.3.2 Track Census by Ward & Service (AID2)

Use this option to view activity for a service within a ward for a date range. You will also be asked to select between adult or pediatric movements for that service.

1. To print a list of patient movements, type AID2 at the "Select Census Reports Menu Option:" prompt in the Census Reports menu.
2. Type the name of the ward that interests you at the "Select Ward:" prompt.
3. Type A (All treating specialties) or O (One treating specialty) at the "Choose Report Format:" prompt. If you typed A, go to step 5.
4. Type the name of the treating specialty at the "Within Ward, List Which Treating Specialty:" prompt.
5. Type A (Adult) or P (Pediatric) at the "Adult or Pediatric Census:" prompt.
6. Type the date to begin printing a list of patient movements at the "Select beginning date:" prompt.
7. Type the date to stop printing a list of patient movements at the "Select ending date:" prompt.
8. Type B (to browse the report onscreen) or P (to print the report on paper) at the "Print Mode:" prompt. If you select P, you must then select the printer where you would like your report to print.

Select Census Reports Menu Option: **AID2** Track Census by Ward & Service

Select Ward: **GMS**

Select one of the following:

A ALL TREATING SPECIALTIES
0 ONE SPECIALTY ONLY

Choose Report Format: **0** ONE SPECIALTY ONLY

Within Ward, List Which Treating Specialty: **UROLOGY**

Select one of the following:

A ADULT
P PEDIATRIC

Adult or Pediatric Census: **A** ADULT

Select beginning date: **T-365** (NOV 04, 2001)

Select ending date: **T** (NOV 04, 2002)

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 10-10: Tracking census by ward and service (steps 1-8)

9. The Track Census by Ward & Service report print (Figure 10-11). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

Track Census by Ward & Service						Nov 04, 2002 14:12:58	Page:	1 of	2
						Nov 04, 2001 to Nov 04, 2002			
						PED - All Treating Specialties			
Date	Admits	Trans In	Trans Out	Disch	Deaths	Remaining			
10/25/02									
10/26/02									
10/27/02									
10/28/02									
10/29/02	1			1		0			
UROL	1	0	0	1	0	0			
10/30/02						0			
UROL	0	0	0	0	0	0			
10/31/02						0			
+ Enter ?? for more actions									
Select Action:Next Screen//									

Figure 10-11: Tracking census by ward and service (step 9)

10.3.3 Track Census by Service (AID3)

Use this option to view service changes in your facility for a date range. You will be given the choice between adult or pediatric movements. This report will also search for errors in the census numbers for inpatient services.

1. To print the Track Census by Service report, type **AID3** at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.
2. Type the name of the treating specialty to be printed at the “Select ADT Census-Treating Specialty:” prompt.
3. Type **A** or **P** (depending on the type of information needed in the census) at the “Adult or Pediatric Census:” prompt.
4. Type the date to begin printing the census at the “Select beginning date:” prompt.
5. Type the date to stop printing the census at the “Select ending date:” prompt.
6. Type **B** (to browse the report onscreen) or **P** (to print the report on paper) at the “Print Mode:” prompt. If you select **P**, you must then select the printer where you would like your report to print.

Select Census Reports Menu Option: **AID3** Track Census by Service

Select Treating Specialty: **PED**

1	PEDIATRICS	PED	11
2	PEDIATRICS OBSERVATION	PEDO	110
CHOOSE 1-2: 1 PEDIATRICS PED 11			

Select one of the following:

A	ADULT
P	PEDIATRIC

Adult or Pediatric Census: **PEDIATRIC**

Select beginning date: **T-365** (NOV 04, 2001)

Select ending date: **T** (NOV 04, 2002)

Select one of the following:

B	BROWSE ON SCREEN
P	PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 10-12: Tracking census by service (steps 1-6)

7. The Track Census by Service report will print (Figure 10-13). If you selected to browse the report onscreen, use the options at the bottom of the screen to navigate through the report.

Track Census by Service		Nov 04, 2002 14:47:32			Page: 1 of 1	
		Nov 04, 2001 to Nov 04, 2002				
		PEDIATRICS (Pediatric)				
Date	Admits	Trans In	Trans Out	Disch	Deaths	Remaining
10/25/02						
10/26/02						
10/27/02						
10/28/02						
10/29/02						
10/30/02						
10/31/02						
11/01/02						
11/02/02						
11/03/02						
Enter ?? for more actions						
Select Action:Quit//						

Figure 10-13: Tracking census by service (step 7)

10.3.4 List Ward Census Movements (AID4)

Use this option to ensure that all patient movements (e.g., admissions, transfers, discharges, and deaths) that occurred between the specified dates are recorded. At the end of the report, if run for the entire facility, a summary sheet is printed to check numbers of patients in each ward. It can also help the admitting supervisor find errors.

1. To print a list of patient movements, type AID4 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.
2. To print a list of patient movements on all wards, type Y (Yes) at the “Print All Wards?” prompt, or to print a list of patient movements on a selected ward, type N (No) at the “Print All Wards?” prompt.
3. Type the ward name at the “Select Ward:” prompt (if printing for a select ward).
4. Type the date to begin printing a list of patient movements at the “Select beginning date and time:” prompt.
5. Type the date to stop printing a list of patient movements at the “Select ending date and time:” prompt.
6. Type B (to browse the report onscreen) or P (to print the report on paper) at the “Print Mode:” prompt. If you select P, you must then select the printer where you would like your report to print.

Select Census Reports Menu Option: **AID4** List Ward Census Movements

Print for ALL Wards? NO// **[RET]**

Select Ward: **PED**

Select beginning date and time: **T-365@9** (NOV 04, 2001@09:00)

Select ending date and time: (11/4/2001 - 11/4/2002): **T@10** (NOV 04, 2002@10:00)

Select one of the following:

B BROWSE ON SCREEN
P PRINT ON PAPER

PRINT MODE: BROWSE//

Figure 10-14: Listing ward census movements (steps 1-6)

7. The Patient Movement Worksheet will print (Figure 10-15). If you selected to display the report onscreen, use the options at the bottom of the screen to navigate through the report.

```

Patient Movement Worksheet    Nov 04, 2002 15:00:24    Page:    1 of    3
      Confidential Patient Data Covered by Privacy Act
      Nov 04, 2001@09:00 to Nov 04, 2002@10:00
                For PED
Date/Time          Patient Name          Chart #
                *** PED ***
                ADMISSIONS
Nov 07, 2001@06:00  PATIENT,TRAVIS CLARK          08836
Nov 23, 2001@02:30  PATIENT,ALYS                  07990
Nov 27, 2001@11:30  PATIENT,BERDINA LOU          09164
Nov 29, 2001@18:30  PATIENT,JANICE T.            08736
Dec 04, 2001@23:05  PATIENT,MELFORD FRANCIS      07564
Apr 19, 2002@13:46  PATIENT,BERNARD              07250
Sep 27, 2002@09:34  PATIENT,ANNE MARIE           01745
Oct 29, 2002@15:17  PATIENT,BRIAN CLAY           08896
                                SUBTOTAL:    8

                WARD TRANSFERS IN
Oct 08, 2002@08:15  PATIENT,ANDREA B.            7852
+      Enter ?? for more actions

Select Action:Next Screen//
  
```

Figure 10-15: Listing ward census movements (step 7)

10.3.5 (HSA-202-1) Monthly Report of Inpatient Services (M202)

Use this option to print the HSA-202-1 form for reporting inpatient services at your facility for a specific month. Unlike most ADT reports, this report is designed to print only on paper so it is not available in ListMan. This report has inpatient services for a selected month at a facility.

1. To print the Monthly Report of Inpatient Services, type M202 at the "Select Census Reports Menu Option:" prompt in the Census Reports menu.
2. Type the month for which the report will be printed at the "Print report for which month:" prompt.
3. Type a print device at the "Device:" prompt.
4. Type Y or N at the "Do you want your output Queued?" prompt.

```

Select Census Reports Menu Option: M202 Monthly report of Inpatient Services
(H
SA-202-1)

Print Report for Which Month: December 2002

DEVICE: MIH106 fdesk

Do you want your output QUEUED? NO// [RET] (NO)

```

Figure 10-16: Printing a (HSA-202-1) monthly report of inpatient services (steps 1-4)

5. A Monthly Report of Inpatient Services at the facility will print (Figure 10-17).

MONTHLY REPORT OF INPATIENT SERVICES IHS HOSPITALS						
Name and Location of Hospital					Month and Year	
ALBUQUERQUE HOSPITAL Albuquerque, NM					FEB 1997	
Part I - Service and Census						
Medical Services Provided	Bom Census	Adm	Discharges Death Other		E om Census	Inpatient Days
MEDICAL & SURGICAL (Adult)	1	3	0	1	2	19
MEDICAL & SURGICAL (Ped.)	0	1	0	0	1	4
OBSTETRIC	0	0	0	0	0	0
TUBERCULOSIS	0	0	0	0	0	0
ALCOHOLISM/SUBST ABUSE	0	0	0	0	0	0
MENTAL HEALTH	0	0	0	0	0	0
TOTAL	1	4	0	1	3	23
NEWBORN	0	0	0	0	1	6
Part II - Special Information						
Peak Census, Excluding Newborn.....						3
Minimum Census, Excluding Newborn.....						0

Figure 10-17: Printing a (HSA-202-1) monthly report of inpatient services (step 5)

10.3.6 (HSA-202-1) Report by Range of Dates (Y202)

Use this report to print a one page report similar to the official M202 but for a range of months. To be used internally not a submitted report.

1. To print a Range of Months Report of Inpatient Services, type Y202 at the “Select Census Reports Menu Option:” prompt in the Census Reports menu.
2. Type the date to start printing the report at the “Select starting month:” prompt.
3. Type the date to stop printing the report at the “Select ending month:” prompt.
4. Type a print device at the “Device:” prompt.

```
Select Census Reports Menu Option: Y202  HSA-202-1 Report by Range of Dates
Start Report with Which Month:  JAN02  (JAN 02, 2002)
End Report with Which Month:    NOV02  (NOV 02, 2002)
DEVICE: HOME//
```

Figure 10-18: Printing (HSA-202-1) report by range of dates (steps 1-4)

5. A Range of Months Report of Inpatient Services report at the facility will print (Figure 10-19).

RANGE OF MONTHS REPORT FOR INPATIENT SERVICES						
Name and Location of Hospital				Month and Year		
UNSPECIFIED H0		UNSPECIFIED, NEW MEXICO		Jan 02, 2002 to Nov 02, 2		
002						
Part I - Service and Census						
Inpatient Medical Services Provided	Bom		Discharges		Eom	
	Census	Adm	Death	Other	Census	Days
MEDICAL & SURGICAL (Adult)	0	0	0	1	-1	-6
MEDICAL & SURGICAL (Ped.)	0	1	0	0	1	6
OBSTETRIC	0	0	0	0	0	0
TUBERCULOSIS	0	0	0	0	0	0
ALCOHOLISM/SUBSTANCE ABUSE	0	0	0	0	0	0
MENTAL HEALTH	0	0	0	0	0	0
TOTAL	0	1	0	1	0	0
NEWBORN	0	0	0	0	0	0
Part II - Special Information						
Peak Census, Excluding Newborn..... 0						
Minimum Census, Excluding Newborn.....0						

Figure 10-19: Printing a (HSA-202-1) report by range of dates (step 5)

10.4 Recalculate Census Totals (REC)

Use this option to run an update to the census fields without printing out any A&D sheets. This option is best used when there are many dates that need to be recalculated.

1. To access the Census Reports menu, type REC at the "Select ADT Supervisor Menu Option:" prompt in the Supervisor ADT menu.
2. Type the date from which you want totals recalculated at the "Recalculate Totals from which Date:" prompt.

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS    Admissions & Discharges Sheet
BUL    Post A&D Sheet Bulletin
CEN    Census Reports Menu ...
REC    Recalculate Census Totals
SYS    ADT System Definition Menu ...
VAD    View A&D Corrections

Select ADT Supervisor Menu Option: REC  Recalculate Census Totals
Earliest Date for G&L.....OCT 1,1995
Earliest Date for Treating Specialty Report.....OCT 1,1995
Earliest Date to Recalculate.....OCT 1,1995

RECALCULATE TOTALS FROM WHICH DATE: T-365  (NOV 05, 2001)

```

Figure 10-20: Recalculating census totals

10.5 ADT System Definition Menu (SYS)

Use this option to set up the Administrative/Discharge/Transfer System in a way that best suits the facility. This menu contains all parameter setup options.

To access the ADT System Definition menu, type **SYS** at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS    Admissions & Discharges Sheet
BUL    Post A&D Sheet Bulletin
CEN    Census Reports Menu ...
REC    Recalculate Census Totals
SYS   ADT System Definition Menu ...
VAD    View A&D Corrections

Select ADT Supervisor Menu Option: SYS  ADT System Definition Menu

```

Figure 10-21: Accessing the ADT system definition menu

The ADT System Definition menu will be displayed (Figure 10-22). Each of the options in the ADT System Definition menu will be explained in sections 10.5.1 through 10.5.5.

```

                                ADT System Definition Menu
                                (UNSPECIFIED H0)

CKL    Check ADT-PCC Link
EAP    Edit ADT Parameters
ICF    Initialize Census Files
KEY    List ADT Security Keys
SAF    Setup ADT Files

Select ADT System Definition Menu Option:

```

Figure 10-22: ADT system definition menu

10.5.1 Check ADT-PCC Link (CKL)

Use this option to displays the status of the link between ADT and PCC. Link must be turned on for data to be passed to PCC.

1. To use the Check ADT-PCC Link option, type CKL at the “Select ADT System Definition Menu Option:” prompt.
2. The ADT-PCC Link Environment screen will be displayed. When you are done looking over the information on the screen, press the Return key to return to the ADT System Definition menu.

```

                                ADT System Definition Menu
                                (UNSPECIFIED H0)

CKL    Check ADT-PCC Link
EAP    Edit ADT Parameters
ICF    Initialize Census Files
KEY    List ADT Security Keys
SAF    Setup ADT Files

Select ADT System Definition Menu Option: CKL  Check ADT-PCC Link

                                ADT-PCC LINK ENVIRONMENT
                                -----
1) PCC is running at this site (RPMS SITE file): YES
2) PCC MASTER CONTROL file is defined for this site: YES
3) VISIT TYPE defined in the PCC MASTER CONTROL file: IHS
4) ADT Division in IHS ADT PARAMETER file: UNSPEC INDIAN HOSPITAL
5) PIMS package defined in the PACKAGE file: YES
6) PIMS entry exists in the PCC MASTER CONTROL file: YES
7) PIMS entry has "PASS DATA TO PCC" set to: YES
    ** PCC link is turned ON. **

Press ENTER to continue: [RET]

```

Figure 10-23: Checking the ADT-PCC link

10.5.2 Edit ADT Parameters (EAP)

Use this option to set up and maintain facility and system parameters dealing with the ADT functions in PIMS.

To edit ADT parameters, type EAP at the “Select Application Coordinator Menu Option:” prompt located in the Application Coordinator menu.

ADT System Definition Menu (UNSPECIFIED H0)	
CKL	Check ADT-PCC Link
EAP	Edit ADT Parameters
ICF	Initialize Census Files
KEY	List ADT Security Keys
SAF	Setup ADT Files

Select ADT System Definition Menu Option: **EAP** Edit ADT Parameters

Figure 10-24: Editing ADT parameters

10.5.2.1 Editing System Wide Parameters

Use this option to edit the Primary Facility Name and whether or not the facility is a Multidivisional Medical Center.

1. Type the name of the Primary Facility at the “Primary Facility Name:” prompt, or press the Return key to keep the current default name.
2. Type Y or N depending if your facility is a multidivisional Medical Center at the “Multidivision Med Center?:” prompt.

Editing system-wide parameters:

PRIMARY FACILITY NAME: UNSPECIFIED INDIAN HOSPITAL//[RET]
MULTIDIVISION MED CENTER?: YES//[RET]

Figure 10-25: Editing system wide parameters

10.5.2.2 Editing facility-wide parameters:

Use this option to edit the parameters within your facility. You will be able to edit several ADT parameters and default entries.

1. Type the division name or number where you will be making changes at the “Select IHS ADT Parameters Division:” prompt.
2. Type Y to confirm your selection at the “OK?” prompt.
3. Type the number or name of the facility where you want to set the file pointer at the “Institution File Pointer:” prompt. Type ?? for more detail on this option.
4. Type the number of your facility at the “Facility Number:” prompt or press the Return key to accept the default entry.

Editing facility-wide parameters:

Select IHS ADT PARAMETERS NAME: **UNSPECIFIED INDIAN HOSPITAL** 1569
...OK? Y(Yes)

INSTITUTION FILE POINTER: UNSPECIFIED H0// **[RET]**
FACILITY NUMBER: 1569// **[RET]**

Figure 10-26: Editing facility-wide parameters (steps 1-4)

5. The system will display the ADT Parameters screen. This screen uses ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. You can type ?? at any prompt to display your options at the bottom of the screen.
6. Type answers to each of the fields to customize your site (please refer to the PIMS install guide for more information).
7. When you are done typing answers for page one, move the cursor to the command line located at the bottom of the screen and type N or NEXT PAGE.
8. Again, type answer to each of the fields to customize your site.
9. It is important to note that if you do not populate the Day Surgery Hospital field, when users select the Day Surgery (DSE) option they will see the following error (Figure 10-27):

Each Division must have a valid Clinic entered in the DAY SURGERY
HOSP LOCATION field, found in the ADT parameters set up

Press ENTER to continue:

Figure 10-27: Error message

10. When you are done typing answers for page two, move the cursor to the command line and type EXIT.

ADT PARAMETERS for MESCALERO INDIAN HOSPITPage 1 of 2

REQUEST CHART AT ADMISSION?: YES
 ADMISSION REQUEST CLINIC:

USE LOCATOR CARDS?: YES
 LOCATOR CARD PRINTER: PDSOHPSSI
 CLINICAL RECORD BRIEF FORMAT: IHS CLINICAL RECORD BRIEF

FINAL A SHEET DEFAULT: A SHEET & CPT LIST
 CREATE INCOMPLETE CHART ENTRY AT DISCHARGE: YES
 DAYS TO DELINQUENCY: 30
 BILL PREP TRACKED?: YES

CENSUS LOCKOUT DAYS: 999
 MINIMUM AGE FOR ADULT PATIENTS: 15
 DAY SURGERY HOSP LOCATION: OUTPATIENT

COMMAND: Press <PF1>H for help **Insert**

Figure 10-28: Editing facility-wide parameters, screen 1

ADT PARAMETERS for MESCALE | HOSPITPage 2 of 2

TRANSFER IN BULLETIN? YES
 ADMIT AFTER DS BULLETIN? YES
 READMISSION BULLETIN? YES
 READMIT WITHIN 24HRS BULLETIN? YES
 ADMISSION <24 HRS BULLETIN? YES
 ADMISSION DELETED BULLETIN? YES

ICU TRANSFER BULLETIN? YES
 RETURN TO ICU BULLETIN? YES
 TRANSFER OUT BULLETIN? NO
 AMA DISCHARGE BULLETIN? NO
 INPATIENT DEATH BULLETIN? NO

TIME LENGTH FOR ADMIT DS: 1
 TIME LENGTH OF READMISSION: 7
 TIME LENGTH FOR RETURN TO ICU: 1

COMMAND: Press <PF1>H for help **Insert**

Figure 10-29: Editing facility-wide parameters, screen 2

10.5.3 Initialize Census Files (ICF)

Use this option ONLY when you need to start over with your census files. It will be required to run upon installation of ADT to bring in the service with ward figures.

1. To initialize census files, type ICF at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.
2. Type the minimum age for adult patients at the “Minimum Age for Adult Patients:” prompt or press the Return key to accept the default age.
3. Type the earliest date for G&L at the “Earliest Date for G&L:” prompt or press the Return key to accept the default date.
4. Type Y at the “Ready to Initialize Census for Oct, 01, 1995?” prompt to initialize files. Type N, to escape this option.

```

                                ADT System Definition Menu
                                (UNSPECIFIED H0)

CKL   Check ADT-PCC Link
EAP   Edit ADT Parameters
ICF   Initialize Census Files
KEY   List ADT Security Keys
SAF   Setup ADT Files

Select ADT System Definition Menu Option: ICF  Initialize Census Files
MINIMUM AGE FOR ADULT PATIENTS: 15// [RET]
EARLIEST DATE FOR G&L: OCT 1,1995//[RET]

I will now DELETE all data in your census files and start over.

Ready to Initialize Census for Oct 01, 1995? NO// Y
```

Figure 10-30: Initializing census files

10.5.4 List ADT Security Keys (KEY)

Use this option to view the active ADT keys. For each key, the criteria for allocating it will also display.

1. To list the ADT security keys, type KEY at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.
2. The ADT Security Keys screen will be displayed (Figure 10-31). To navigate through the screen, use the options at the bottom of the screen.

```

                                ADT System Definition Menu
                                (UNSPECIFIED H0)

CKL    Check ADT-PCC Link
EAP    Edit ADT Parameters
ICF    Initialize Census Files
KEY    List ADT Security Keys
SAF    Setup ADT Files

Select ADT System Definition Menu Option: KEY  List ADT Security Keys

ADT Security Keys          Nov 05, 2002 08:29:31          Page:    1 of    6
      Listing of security keys used by this module

DGZADS                      (OBSOLETE - No longer used)
      Scheduled for deletion.

DGZADT                      (Unlocks Bed Control options)
      Assign this key to staff who will be entering the actual admissions,
      discharges and transfers.

DGZAUTH                     (Unlocks Scheduled Visit Edit)
      Assign to users who will be doing the data entry for the Scheduled Visit
      module.

DGZBC                      (OBSOLETE - No longer used)
      Scheduled for deletion.

DGZDAY                      (Unlocks Day Surgery Menu)
      Assign to users who need access to the Day Surgery Menu.  DO NOT assign
      this key if your facility uses the VA Surgery package.
+      Enter ?? for more actions

Select Action:Next Screen//

```

Figure 10-31: Viewing ADT security keys

10.5.5 Setup ADT Files (SAF)

Use this option to access the Setup ADT Files menu that will enable you to set up and modify local fields in the ADT standard files. You can add local entries to standard ADT files and to edit local fields in those same files.

To access the Setup ADT Files menu, type SAF at the “Select ADT System Definition Menu Option:” prompt in the ADT System Definition menu.

ADT System Definition Menu (UNSPECIFIED H0)	
CKL	Check ADT-PCC Link
EAP	Edit ADT Parameters
ICF	Initialize Census Files
KEY	List ADT Security Keys
SAF	Setup ADT Files
Select ADT System Definition Menu Option: SAF Setup ADT Files	

Figure 10-32: Accessing the SAF menu

The SAF menu will be displayed (Figure 10-33). Sections 10.5.5.1 through 10.5.5.8 will explain how to use each option.

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8):

Figure 10-33: SAF menu

10.5.5.1 Hospital Service Setup

Use this option to add or edit a hospital service in your system. This setup option displays a list of the major services and departments in your facility. These include all patient care and administrative services. The list displays service name, abbreviation, mail code, and type (clinical vs. administrative). If the service has been closed, that date will display in the Type column.

1. To use the Hospital Service Setup option, type 1 at the “Choose Setup Option:” prompt in the SAF menu.

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 1

Figure 10-34: Setting up a hospital service (step 1)

2. The Hospital Service Setup screen will be displayed (Figure 10-35). You have the option to add or edit any hospital service. Type the number of the option you would like to use at the “Select Action:” prompt.

HOSPITAL SERVICE SETUP		Nov 05, 2002 09:07:54	Page: 1 of 1
UNSPECIFIED INDIAN HOSPITAL			
Service/Section Name	Abbrev	Mail Code	Type
1. ADMINISTRATION	ADM		ADMINISTRATIVE
2. BUSINESS OFFICE	BUS		ADMINISTRATIVE
3. CLINIC	CLN		PATIENT CARE
4. FISCAL SERVICE			
5. INPATIENT	INP		PATIENT CARE
6. PHARMACY	PHAR		PATIENT CARE
Enter ?? for more actions			
1 Add New Entry	2 Edit Entry	3 Print List	
Select Action:Quit//			

Figure 10-35: Setting up a hospital service (step 2)

- The editing/adding will done using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.

Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

HOSPITAL SERVICE/SECTION SETUP	
NAME: NEW SERVICE	
ABBREVIATION: NEW	
MAIL SYMBOL: NEW	
TYPE OF SERVICE: PATIENT CARE	
PARENT SERVICE: NEW SERVICE	
DESCRIPTION:	
DATE CLOSED	DATE REOPENED
COMMAND: Press <PF1>H for help Insert	

Figure 10-36: Setting up a hospital service (step 3)

10.5.5.2 Treating Specialty Setup

Use this option to edit the treating specialties for your facility. This setup option presents all official IHS inpatient services and the corresponding IHS code in

alphabetical order. The display also includes abbreviations, hospital service, and whether or not this treating specialty is set up as an active admitting service at your facility. Only those set up correctly can be chosen when admitting a patient.

1. To use the Treating Specialty Setup option, type 2 at the “Choose Setup Option:” prompt in the SAF menu.

```

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 2

```

Figure 10-37: Setting up treating specialties (step 1)

2. The Treating Specialty Setup screen will be displayed (Figure 10-38). To edit a treating specialty, type 1 at the “Select Action:” prompt, then type the number of the specialty at the “Select Treating Specialty:” prompt, or to print the treating specialty list, type 2 at the “Select Action:” prompt and then type the name of a print device at the “Device:” prompt.

TREATING SPECIALTY SETUP		Nov 05, 2002 09:34:05		Page:	1 of	3
UNSPECIFIED INDIAN HOSPITAL						
Treating Specialty Name		Abbr	Code	Service	Admitting	
Service?						
1. ALCOHOLISM		ALCOH	15	CLINIC	YES - Feb 11, 2002	
2. DENTAL		DENT	01	CLINIC		
3. DENTAL OBSERVATION		DENO	010			
4. ENT		ENT	02	CLINIC	YES - Feb 11, 2002	
5. ENT OBSERVATION		ENTO	020			
6. FAMILY PRACTICE		FAMLP	17	CLINIC	YES - Feb 11, 2002	
7. FAMILY PRACTICE OBSERVATION		FAMPO	170			
8. GENERAL MEDICINE		GM	03	CLINIC	YES - Feb 11, 2002	
9. GYN OBSERVATION		GYNO	050			
10. GYNECOLOGY		GYN	05	CLINIC	YES - Feb 11, 2002	
11. INTERNAL MED OBSERVATION		IMEDO	060			
12. INTERNAL MEDICINE		INTM	06	CLINIC	YES - Feb 11, 2002	
13. MEDICINE OBSERVATION		MEDO	030			
14. MENTAL HEALTH		MENTL	12	CLINIC	YES - Feb 11, 2002	
15. MENTAL HEALTH OBSERVATION		MHO	120			
16. NEUROLOGY		NEURO	20	INPATIENT	YES - Feb 11, 2002	
+ Enter ?? for more actions						
1 Edit Entry		2 Print List		Q Quit		
Select Action:Next Screen// 1 Edit Entry						
Select Treating Specialty: (1-16): 1						

Figure 10-38: Editing a treating specialty (step 2)

3. The editing will done using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a

change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.

Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.

When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

NAME: ALCOHOLISM		IHS CODE: 15
ABBREVIATION: ALCOH		
HOSPITAL SERVICE: CLINIC		
ADMITTING SERVICE?: YES		
Effective Date	Active?	
FEB 11, 2002	YES	
COMMAND: Press <PF1>H for help Insert		

Figure 10-39: Editing a treating specialty (step 3)

10.5.5.3 Wards Setup

Use this option to add or edit a ward at your facility. The system will list your wards using ListMan and then you can add/edit them using ScreenMan. This setup option presents all active and inactive wards contained in your files.

To use the Wards Setup option, type **3** at the “Choose Setup Option:” prompt in the SAF menu.

1. Hospital Service Setup 2. Treating Specialty Setup 3. Wards Setup 4. Room-Bed Setup 5. Transfer Facilities Setup 6. ADT Event Driver View 7. Add Mail Groups to PIMS Bulletins 8. Online Help (Report Descriptions) Choose Setup Option: (1-8): 3

Figure 10-40: Setting up wards

The Inpatient Ward Setup screen will be displayed (Figure 10-41).

INPATIENT WARD SETUP		Nov 05, 2002 09:45:27		Page: 1 of 1	
UNSPECIFIED INDIAN HOSPITAL					
Ward Name		Abbrev	Division	Designations	
1. GMS		GMS	UNSPECIFIED INDIA	SI WARD	
2. PED		PED	UNSPECIFIED INDIA		
Enter ?? for more actions					
1 Add New Entry		2 Edit Entry		3 Print List	
Select Action:Quit//					

Figure 10-41: Inpatient ward setup

Edit an Inpatient Ward

Use this option to edit an existing inpatient ward at your facility.

1. To edit an inpatient ward, type 2 at the “Select Action:” prompt.
2. Type the number of the ward you wish to edit at the “Select Ward:” prompt.
3. The Inpatient Ward Setup screen will be displayed. (Figure 10-42). This screen uses ScreenMan which enables you to edit any of the fields on display. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

```

Select Action: Quit// 2   Edit Entry
Select Ward:  (1-2): 1
                INPATIENT WARD SETUP

NAME: GMS                                DIVISION: UNSPECIFIED INDIAN HOSPITAL
ABBREVIATION: GMS                        INACTIVE: ACTIVE

                ICU/SCU WARD?: NO                # ICU/SCU BEDS: 0
                PROGRESSIVE CARE UNIT?:          # PCU BEDS:
                # ADULT MEDICAL BEDS: 0          # ADULT SURGICAL BEDS: 0
                # PEDIATRIC MEDICAL BEDS: 0      # PEDIATRIC SURGICAL BEDS: 0
                # OBSTETRIC BEDS: 0              # NEWBORN BEDS: 0
                # TUBERCULOSIS BEDS: 0
# ALCOHOL/SUBSTANCE ABUSE BEDS: 0
                # MENTAL HEALTH BEDS: 0

A SHEET PRINTER:
SERIOUSLY ILL WARD?: INCLUDE ON SERIOUSLY ILL LIST
PRINT ORDER: 1

COMMAND:                                     Press <PF1>H for help   Insert

```

Figure 10-42:Editing an inpatient ward

Add an Inpatient Ward

Use this option to add a new ward to your facility.

1. To add an inpatient ward, type 1 at the “Select Action:” prompt.
2. Type the name of the new ward at the “Select Ward Location Name:” prompt.
3. Type Y at the “Are you adding '(new name)' as a new Ward Location?” prompt to confirm your selection.
4. Type the file pointer name at the “Ward Location Hospital Location File Pointer:” prompt.
5. Type the name of the division that this ward belongs to at the “Ward Location Division:” prompt.

```

                Enter ?? for more actions
1 Add New Entry          2 Edit Entry          3 Print List
Select Action:Quit// 1
Select WARD LOCATION NAME: DIABETIC CLINIC #3
Are you adding 'Diabetic clinic #3' as a new WARD LOCATION (the 3RD)? No// Y
(Yes)
WARD LOCATION HOSPITAL LOCATION FILE POINTER: DIABETIC DOC #3
WARD LOCATION DIVISION: 1 UNSPECIFIED INDIAN HOSPITAL      1569??

```

Figure 10-43: Adding an inpatient ward

6. The Inpatient Ward Setup screen will be displayed. (Figure 10-42). This screen uses ScreenMan to enable you to edit any of the fields on display. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

10.5.5.4 Room-Bed Setup

Use this option to add or edit a room or bed at your facility. This setup option presents all defined room-beds in your facility. Those that have been inactivated are listed last. For each, the room-bed designation is displayed along with description, bed phone number and inactive if inactive.

To use Room-Bed Setup option, type 4 at the “Choose Setup Option:” prompt in the SAF menu.

```
1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 4
```

Figure 10-44: Selecting Room-Bed setup

The Room-Bed Setup screen will be displayed (Figure 10-45). Use the options at the bottom of the screen to navigate through the screen. You can add information, edit information, or print the screen.

ROOM-BED SETUP		Nov 05, 2002 11:47:59	Page: 1 of 2
UNSPECIFIED INDIAN HOSPITAL			
Room-Bed	Description	Bed	Phone
1. 207-1	NO DESCRIPTION	247-	2071
2. 207-1	NO DESCRIPTION	247-	2071
3. 211-1	NO DESCRIPTION		
4. 211-2	NO DESCRIPTION		
5. 213-1	NO DESCRIPTION		
6. 213-1	NO DESCRIPTION		
7. 213-2	NO DESCRIPTION		
8. 213-2	NO DESCRIPTION		
9. 216-1	NO DESCRIPTION		
10. 216-1	NO DESCRIPTION		
11. 216-2	NO DESCRIPTION		
12. 216-2	NO DESCRIPTION		
13. 216-3	NO DESCRIPTION		
14. 216-3	NO DESCRIPTION		
15. 216-4	NO DESCRIPTION		
16. 216-4	NO DESCRIPTION		
+ Enter ?? for more actions			
1 Add New Entry		2 Edit Entry	3 Print List
Select Action:Next Screen//			

Figure 10-45: Adding, editing, or printing a room-bed

If you select to add or edit a room-bed, you will do so using ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

ROOM-BED SETUP		
ROOM-BED NAME: 216-4		
DESCRIPTION: NO DESCRIPTION		
BED PHONE:		
WARDS THAT CAN ASSIGN		
PED		
OUT OF SERVICE DATE	REASON	EXPECTED RETURN TO SERVICE
COMMAND: Press <PF1>H for help Insert		

Figure 10-46: Adding or editing information in the Room-bed setup screen

10.5.5.5 Transfer Facilities Setup

Use this option to edit or add transfer facility parameters. This setup option presents a list of all transfer facilities used by your site so far. During the installation of ADT version 5.3 the transfer facility fields in ADT and PCC were converted from variable pointers looking at 2 files (Institution and Vendor). They now point to one locally maintained table. This option displays the entries in this new table.

To use Transfer Facilities Setup option, type 5 at the “Choose Setup Option:” prompt in the SAF menu.

```

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 5

```

Figure 10-47: Setting up a transferring facility

The Transfer Facility Setup screen will be displayed (Figure 10-48).

TRANSFER FACILITY SETUP		Nov 05, 2002 11:54:17	Page: 1 of 2
		UNSPECIFIED INDIAN HOSPITAL	
Transfer Facility Name	Inactive Date	Link to IHS	
Facility			
1. ALBUQUERQUE HOSPITAL		ALBUQUERQUE HOSPITAL	
2. ALLIANCE HOSP OF SANTA TERESA			
3. CASA ARENA BLANCA NURSING CTR			
4. EASTERN NM MED CTR - NORTH			
5. EASTERN NM MED CTR - SOUTH			
6. EASTERN NM MEDICAL CENTER			
7. GENERAL MEMORIAL (LAS CRUCES)			
8. GERALD CHAMPION MEM HOSP			
9. LA GRONE FUNERAL CHAPEL			
10. LAS CRUCES RADIOLOGY ASSOC			
11. LINCOLN COUNTY MED CTR - EMS			
12. LINCOLN COUNTY MEDICAL CENTER			
13. MEMORIAL MEDICAL CENTER			
14. UNSPECIFIED APACHE REHAB		UNSPECIFIED APACHE REHA	
15. MESILLA VALLEY HOSPITAL			
16. MESILLA VALLEY PSYCH HOSPITAL			
+ Enter ?? for more actions			
1 Add Facility	2 Edit Facility	3 Print List	
Select Action:Next Screen//			

Figure 10-48: Transfer facility setup screen

Add a New Facility

Use this option to add a new transfer facility.

1. To add a new facility, type 1 at the “Select Action:” prompt.
2. Type the name of the new facility at the “Select Transfer Facility Name:” prompt.
3. Type Y at the “Are you adding (new facility name) as a new Transfer Facility:” prompt to confirm your selection.
4. Follow the remaining prompts as they are displayed on your screen.

```
Select Action:Next Screen// 1   Add Facility
Select TRANSFER FACILITY NAME: NEW
Are you adding 'NEW' as a new TRANSFER FACILITY (the 33RD)? No// Y   (Yes)
```

Figure 10-49: Adding a new transfer facility

Edit a Transfer Facility

Use this option to edit an existing transfer facility.

1. To edit an existing facility, type 2 at the “Select Action:” prompt.
2. Type the number of the facility that you want to edit at the “Select Facility:” prompt.
3. Type the new name of the facility at the “Name:” prompt or press the Return key to keep the default setting.
4. If you are typing this facility as inactive, type the inactive date at the “Inactivation Date:” prompt or press the Return key to bypass this option.
5. Type the name of the facility that this transfer facility is linked with at the “Facility Link:” prompt or press the Return key to keep the default setting.

```
Select Action:Next Screen// 2   Edit Facility
Select Facility: (1-16): 1
NAME: ABQ HOSPITAL//[RET]
INACTIVATION DATE: [RET]
FACILITY LINK: ALBUQUERQUE HOSPITAL// [RET]
```

Figure 10-50: Editing a transfer facility

10.5.5.6 ADT Event Driver View

Use this option to view the ADT event driver. You cannot make any changes to the driver.

1. To use the ADT Event Driver View option, type 6 at the “Choose Setup Option:” prompt in the SAF menu.
2. The ADT Event Driver screen will be displayed (Figure 10-51). Use the options at the bottom of the screen to navigate through the report.

```

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 6
ADT EVENT DRIVER                      Nov 05, 2002 12:30:03          Page:      1 of      4

Seq      Protocol                      Description
      BDGPM MOVEMENT EVENTS Protocol - ADT Event Driver Menu

      1      BDGPM VISIT UPDATE          UPDATES VISIT POINTER
     20      BDGPM A SHEET                CLINICAL RECORD BRIEF
     25      BDGPM LOCATOR                LOCATOR CARD PRINT
     27      BDGPM REQUEST CHART          Request Chart at Admission
     50      BDGPM INCOMPLETE CHART UPDATE UPDATES INCOMPLETE CHART FILE
    101      ORU PATIENT MOVMT            Review Orders on Patient Movement
    105      ORU AUTOLIST                 Update OE/RR Patient Lists
    110      DGOERR NOTE                  MAS Notifications
    115      SD APPT STATUS                Appointment Status Update in Event Drive
    120      PSJ OR PAT ADT                Inpatient Medications Actions on Patient
    150      AQAL ADT EVENT                QI/ADT LINKAGE EVENTS
    201      SC PCMM INPATIENT ACTIVITY    PCMM Inpatient Activity
    205      BDGPM BULLETINS              ADT BULLETINS
    210      GMRADGPM MARK CHART          FIRE MARK CHART BULLETIN ON NEW ADMISSIO

+          Enter ?? for more actions

Select Action:Next Screen//

```

Figure 10-51: Viewing the ADT event driver

10.5.5.7 Add Mail Groups to PIMS Bulletins

Use this option to add mail groups to PIMS bulletins. This setup option is used if you turned on any of the ADT bulletins. The bulletins will not fire if there are no recipients. For those bulletins you have turned on, please type at least one mail group to receive that bulletin. The creation of mail groups must be done under MailMan.

1. To use the Add Mail Groups to PIMS Bulletins option, type 7 at the “Choose Setup Option:” prompt in the SAF menu.

```

1. Hospital Service Setup
2. Treating Specialty Setup
3. Wards Setup
4. Room-Bed Setup
5. Transfer Facilities Setup
6. ADT Event Driver View
7. Add Mail Groups to PIMS Bulletins
8. Online Help (Report Descriptions)
Choose Setup Option: (1-8): 7

```

Figure 10-52: Adding a mail group (step 1)

2. The Add Mail Groups to Bulletins screen will be displayed (Figure 10-53).

```

ADD MAIL GROUPS TO BULLETINS  Nov 05, 2002 13:11:27      Page:    1 of    1
                                UNSPECIFIED INDIAN HOSPITAL

  Bulletin Name                Mail Group(s)
1. BDG A&D READY                PIMS INSTALL GRP
2. BDG ADMIT AFTER DAY SURG
3. BDG AMA DISCHARGE
4. BDG DEATH                    PIMS INSTALL GRP
5. BDG DELETED ADMITS
6. BDG ICU TRANSFER
7. BDG ONEDAY ADMIT
8. BDG READMISSION
9. BDG RETURN TO ICU
10. BDG SAME ADMIT
11. BDG TRANSFER IN ADMIT
12. BDG TRANSFER OUT DISCH

      Enter ?? for more actions
1 Edit Entry                    2 Print List                Q Quit
Select Action:Quit//

```

Figure 10-53: Adding a mail group (step 2)

3. Type 1 at the “Select Action:” prompt.
4. Type the number of the bulletin name you wish to edit at the “Select Bulletin:” prompt.
5. Type the name of the mail group at the “Select Mail Group:” prompt. You can add a new mail group at this prompt. Follow the prompts as they are displayed on your screen to add a new group.

```

Select Action:Quit// 1   Edit Entry
Select Bulletin:  (1-12): 1
BULLETIN: BDG A&D READY

Select MAIL GROUP: PIMS INSTALL GRP// NEW GROUP
  Are you adding 'new group' as a new MAIL GROUP (the 47TH)? No// Y  (Yes)
    MAIL GROUP COORDINATOR: PROVIDER, JADE          JAC
  Are you adding 'MY GROUP' as a new MAIL GROUP (the 1ST for this BULLETIN)?
No// Y  (Yes)

```

Figure 10-54: Adding a mail group (steps 3-4)

10.5.5.8 Online Help (Report Descriptions)

Use this option to view report descriptions for the reports in the SAF menu. All report descriptions will be displayed onscreen.

1. To use the Online Help option, type 8 at the “Choose Setup Option:” prompt in the SAF menu.
2. Type the number of the report of which you would like to see a description at the “Select Help System action or <return>:” prompt.

```

Choose Setup Option:  (1-8): 8

  Set up ADT Files

Use this option to maintain the various tables used by ADT. Each choice
will display the entries in the file in browse mode and then allow you to
edit the entry, print the list and in some cases, add new entries. Choose
by number for details on that particular choice.

1   Hospital Service Setup
2   Treating Specialty Setup
3   Wards Setup
4   Room-Bed Setup
5   Transfer Facilities Setup
6   ADT Event Driver View
7   Add Mail Groups to PIMS Bulletins

Select HELP SYSTEM action or <return>:

```

Figure 10-55: Using online help

10.6 View A&D Corrections (VAD)

Use this option to view any corrections (edits) in the Admissions and Discharges Sheet. You can select the correction to be viewed and you can type the date of the correction or, if known, the patient for whom the correction was made.

1. To display the View A&D Corrections Screen, type VAD at the “Select ADT Supervisor Menu Option:” prompt in the Supervisor ADT menu.
2. Type the date the change to be viewed was made at the “Select G&L Corrections Date of Change:” prompt.
3. The changes made on that date will be displayed (Figure 10-56).

```

                                ADT Supervisor Menu
                                (UNSPECIFIED H0)

ADS   Admissions & Discharges Sheet
BUL   Post A&D Sheet Bulletin
CEN   Census Reports Menu ...
REC   Recalculate Census Totals
SYS   ADT System Definition Menu ...
VAD   View A&D Corrections

Select ADT Supervisor Menu Option: VAD  View A&D Corrections

Select G&L CORRECTIONS DATE OF CHANGE: T-365  NOV05, 2001

  1  11-5-2001  ADMISSION ENTERED      DEMO,MARGARET MARIE    11-01-01
  2  11-5-2001  FACILITY TS DATE EDITED DEMO,MARGARET MARIE    11-01-01
  3  11-5-2001  FACILITY TS DATE EDITED DEMO,MARGARET MARIE    11-01-01
  4  11-5-2001  FACILITY TS ENTERED     DEMO,MARGARET MARIE    11-01-01
  5  11-5-2001  ADMISSION ENTERED      DEMO,BEVERLY FAYE     11-01-01
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-5:
  6  11-5-2001  FACILITY TS DATE EDITED DEMO,BEVERLY FAYE     11-01-01
  7  11-5-2001  FACILITY TS DATE EDITED DEMO,BEVERLY FAYE     11-01-01
  8  11-5-2001  FACILITY TS ENTERED     DEMO,BEVERLY FAYE     11-01-01
  9  11-5-2001  DISCHARGE ENTERED       DEMO,MARGARET MARIE    11-01-01
 10  11-5-2001  DISCHARGE ENTERED       DEMO,BEVERLY FAYE     11-01-
01Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-10:
 11  11-5-2001  ADMISSION ENTERED      DEMO,LARRY ALBERT     11-04-01
 12  11-5-2001  FACILITY TS DATE EDITED DEMO,LARRY ALBERT     11-04-01
 13  11-5-2001  FACILITY TS DATE EDITED DEMO,LARRY ALBERT     11-04-01
 14  11-5-2001  FACILITY TS ENTERED     DEMO,LARRY ALBERT     11-04-01
 15  11-5-2001  ADMISSION ENTERED      DEMO,NIKONA SEVAN     11-04-01
Press <RETURN> to see more, '^' to exit this list, OR
CHOOSE 1-15:
 16  11-5-2001  FACILITY TS DATE EDITED DEMO,NIKONA SEVAN     11-04-01
 17  11-5-2001  FACILITY TS DATE EDITED DEMO,NIKONA SEVAN     11-04-01
 18  11-5-2001  FACILITY TS ENTERED     DEMO,NIKONA SEVAN     11-04-01
CHOOSE 1-18:  ??

Select G&L CORRECTIONS DATE OF CHANGE:

```

Figure 10-56: Viewing A&D corrections

11.0 Scheduled Visit Entry/Edit (SV)

Use this option to record or track a scheduled admissions, scheduled day surgeries, and scheduled outpatient visits from outside this service unit. Patients can be scheduled to a specific ward or treating specialty. This option also includes travel and housing information is included. You can also print a scheduled visit summary using this option.

To enter/edit an upcoming patient visit, type SV at the “Select ADT Menu Option: “ prompt.

The “Select Patient:” prompt will be displayed (Figure 11-1).

```

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

UNSPECIFIED HO

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

Select ADT Menu Option: SV Scheduled Visit Entry/Edit

Select Patient:

```

Figure 11-1: Accessing Scheduled Visit Entry/Edit

11.1 Record a New Patient Visit

Use this option to record a new visit for a patient.

1. To record a new patient visit, type the name of the patient who has an upcoming visit at the “Select Patient:” prompt.
2. Type Y (Yes) at the “Okay to Add New Scheduled Visit?” prompt to verify the entry, or if the patient already has existing scheduled visits, type A at the “Select Date by Number or “A” to Add New Entry:” prompt.
3. Type the date of the expected appointment at the “Scheduled Visit Date Expected:” prompt.

4. Type the visit type at the “Scheduled Visit Visit Type:” prompt. Type ?? to see a list of available visit types.

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

No Scheduled Visits found for patient
OKAY TO ADD NEW SCHEDULED VISIT? NO// Y YES
  SCHEDULED VISIT DATE EXPECTED: 10/30/02 (OCT 30, 2002)
  SCHEDULED VISIT VISIT TYPE: ??

  Choose from:
    A      ADMISSION
    D      DAY SURGERY
    O      OUTPATIENT VISIT

OKAY TO ADD NEW SCHEDULED VISIT? A
```

Figure 11-2: Entering a new patient appointment (steps 1-4)

5. If you typed A, the Scheduled Admission screen will be displayed. If you typed D, the Scheduled Day Surgery screen will be displayed. If you typed O, the Scheduled Outpatient Visit screen will be displayed. These screens use ScreenMan. When using ScreenMan for typing data, use the tab or arrow keys for moving between fields. If you make a change or new entry on the form, press the Return key to record the change. If necessary, a pop-up window may be displayed for further entry of information.
6. Type in the information requested by the prompts. At any prompt you can type ?? to see a list of available options displayed at the bottom of the screen.
7. When you are done filling in the prompts, use the options at the bottom of the screen to exit, save, or go to the next page.

SCHEDULED ADMISSION		Page 1 of 2
PATIENT: PATIENT, ALLISON COMMUNITY: UNSPECIFIED RES	CHART #: 4298 AGE: 41	
DATE EXPECTED: OCT 30, 2002 EXPECTED LENGTH OF STAY:		
AUTHORIZING PROVIDER: DOCTOR, KATHRYN		
CASE MANAGER: MANAGER, HEATHER E		
TREATING SPECIALTY: SURGERY		
WARD: GMS		
DIAGNOSIS: bad valve		
REFERRING PROVIDER: PROVIDER		
SURGERY DATE: OCT 30, 2002 SAME DAY ADMIT?: YES		
PROCEDURE: heart transplant		
VISIT DISPOSITION:		
Exit Save Next Page Refresh		
COMMAND: Next Page Press <PF1>H for help Insert Enter a command or '^' followed by a caption to jump to a specific field.		
SCHEDULED ADMISSION		Page 2 of 2
PATIENT: PATIENT, ALLISON COMMUNITY: UNSPECIFIED RES	CHART #: 4298 AGE: 41	
TRAVEL AUTHORIZATION:		
HOUSING AUTHORIZED:		
# OF DAYS HOUSING AUTHORIZED:	PATIENT HOUSING STATUS:	
TRAVEL/HOUSING DETAILS:		
NAME OF ESCORT:		
TRAVEL AUTHORIZED FOR ESCORT?:		
HOUSING FOR ESCORT AUTHORIZED?:		
# OF DAYS HOUSING FOR ESCORT:	ESCORT HOUSING STATUS:	
ESCORT DETAILS:		
ADDITIONAL COMMENTS:		
Exit Save Next Page Refresh		
COMMAND: EXIT Press <PF1>H for help Insert Enter a command or '^' followed by a caption to jump to a specific field.		

Figure 11-3: Entering a new patient visit (steps 5 – 7)

8. When you exit the ScreenMan screen, type Y or N at the “Want to Print Scheduled Visit Summary?” prompt. If you type Y, you will be prompted to select between printing the report on paper or browsing onscreen.

```
Want to print Scheduled Visit Summary? NO// Y  YES

  Select one of the following:

      B      BROWSE ON SCREEN
      P      PRINT ON PAPER

PRINT MODE: B

Scheduled Visits Summary    Oct 29, 2002 07:17:56      Page:    1 of    1
      Confidential Patient Data Covered by Privacy Act
PATIENT,ALLISON            #4298      Age: 41      Comm: UNSPECIFIED RES

                        SCHEDULED ADMISSION

      DATE EXPECTED:    OCT 30, 2002
AUTHORIZING PROVIDER:    DOCTOR,KATHRYN
      CASE MANAGER:    JONES,HEATHER E
TREATING SPECIALTY:    SURGERY
      WARD:    GMS
      DIAGNOSIS:    bad valve
REFERRING PROVIDER:    PROVIDER
      SURGERY DATE:    OCT 30, 2002
      SAME DAY ADMIT?:    YES
      PROCEDURE:    heart transplant

      Enter ?? for more actions

Select Action:Quit//      QUIT
```

Figure 11-4: Entering a new patient visit (step 8)

11.2 Edit a Patient Visit

Use this option to edit an existing patient visit.

1. To edit a patient visit, type the name of the patient whose upcoming visit needs to be edited at the "Select Patient:" prompt.
2. Type the date of the scheduled visit that needs to be edited or select from the list of scheduled visit entries at the "Select Date by Number or "A" to Add New Entry:" prompt.
3. Type changes to be made at the prompts to then press the Return key to record the changes.

Select Patient: PATIENT,ALLISON		F 02-02-1901 000785650	MH 4298
Scheduled Visit Entries for PATIENT,ALLISON:			
1	NOV 05, 2002	OUTPATIENT VISIT	Open/Pending
2	NOV 01, 2002	DAY SURGERY	Open/Pending
3	OCT 30, 2002	ADMISSION	Open/Pending
Select Date by Number or "A" to Add New Entry: 1			
		SCHEDULED OUTPATIENT VISIT	Page 1 of 2
PATIENT: PATIENT,ALLISON		CHART #: 4298	
COMMUNITY: UNSPECIFIED RES		AGE: 41	
DATE EXPECTED: NOV 5,2002		EXPECTED LENGTH OF STAY:	
AUTHORIZING PROVIDER:			
CASE MANAGER:			
CLINIC:			
DIAGNOSIS:			
PROCEDURE, IF ANY:			
REFERRING PROVIDER:			
VISIT DISPOSITION:			
COMMAND:		Press <PF1>H for help	Insert

Figure 11-5: Editing a patient visit

12.0 Glossary

Term	Definition
ADC	Average Daily Census
ALOS	Average Length of Stay
AMIS	Automated Management Information System
Attending physician	Supervising physician who is responsible for the care of the patient. Non-affiliated hospitals may choose not to use this field.
Breakeven	A day on which the actual cost of care equals the estimated day allocation.
CDR	Cost Distribution Report
Collateral visit	A visit by a non-veteran patient whose appointment is related to or associated with a service-connected patient's treatment.
Consistency checker	Provides a method of assuring the accuracy of data contained in a patient file.
Co-pay Test	A financial report used to determine if a patient may be exempted from pharmacy co-payments.
DRG	Diagnostic Related Group
DXLS	Diagnosis responsible for the major portion of a patient's stay.
G&L	Gains and Losses
HINQ	Hospital Inquiry
Means Test	A financial report used to determine if a patient may be required to make Co-payments for care.
PAF	Patient Assessment File
PAI	Patient Assessment Instrument
Primary physician	The health care provider with primary responsibility for the direct care of the patient. This may be the resident or intern in a teaching facility or

Term	Definition
	the staff physician in a non-affiliated hospital.
PTF	Patient Treatment File
Routing slip	When printed for a specified date, it shows the current appointment time, clinic, location and stop code. It also shows future appointments.
RUG	Resource Utilization Group
Security code	A code assigned to each user identifying them specifically to the system and allowing them access to the functions/options assigned to them.
Security key	Used in conjunction with locked options or functions.
Special survey	An ongoing survey of care given to patients alleging Agent Orange or ionizing radiation exposure. Each visit by such a patient must receive special survey dispositioning which records whether treatment provided was related to that exposure. This data is used for congressional reporting purposes.
Stop code	A three-digit number corresponding to an additional stop/service a patient received in conjunction with a clinic visit. Stop code entries are used so that medical facilities may receive credit for the services rendered during a patient visit.
Third party billings	Billings where a party other than the patient is billed.
Trim point	The expected Length of Stay range based on the LOS distribution for each DRG category.
VADATS	Veterans Administration Data Transmission System
WWU	Weighted Work Unit

13.0 Contact Information

If you have any questions or comments regarding this distribution, please contact the ITSC Help Desk by:

Phone: (505) 248-4371 or
(888) 830-7280

Fax: (505) 248-4363

Web: <http://www.rpms.ihs.gov/TechSupp.asp>

Email: ITSCHelp@mail.ihs.gov