



RESOURCE AND PATIENT MANAGEMENT SYSTEM

# **Patient Care Component Data Entry**

## **(APCD)**

### **Installation Guide**

Version 2.0  
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Division of Information Resource Management  
Albuquerque, New Mexico

# Preface

This manual provides the site manager and the Area ISC the tools needed to install the various components of Indian Health Service (IHS) PCC Data Entry V. 2.0 software. This manual contains only the information for what to do while the users are off the system and the installation process in going on. Instructions for setting package parameters, making site-specific changes, and other post-installation set-up tasks are given in the IHS RPMS PCC Data Entry Technical Manual and the IHS RPMS PCC Data Entry User Manual.

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## 1.0 Release Notes

### 1.1 General

- IHS Coding Guidelines are now online and accessible through a menu option and through a mnemonic called CODE.
- CDMIS to PCC Link is now supported. CHR to PCC Link is now supported.
- Browser Interface for:
  - Health Summary and DHS mnemonic.
  - Visit Display and DISP mnemonic.
  - PCC Problem List
- New Option to enter from old APC forms.
- Problem List option is now available. Providers can use this option to update the PCC Problem list online, eliminating the need to record the problem list changes on the PCC form.
- Auto CPT Coding where possible. CPT codes are automatically generated for selected exams, immunizations, skin tests, patient education, treatments, and physical therapy.
- CPT codes can now be entered using the CPT mnemonic.
- CPT codes can be entered from a Log.
- Operation/Procedure coding can now be done in either CPT or ICD operation.
- Wait time studies are now supported. A site can enter the time the patient saw a certain provider; the wait time is then calculated based on the appointment time or the arrival time.
- Support for MAS 5.0 has been provided in this version.
- Added the following items to the visit:
  - User Last Update
  - User who created the visit
  - Option used to create the visit
  - Evaluation & Management CPT code
  - Check out date&time
  - Hospital Location
  - Appointment Date & Time
  - Billing Link

- Level of Decision Making
- Amount Paid
- Appointment Length
- Type of Appointment (S/M/L)
- External Key (for use when a COTS package sends data to PCC)
- Outside provider name (for use when a COTS package sends data to PCC)
- Flag field (used locally by a site to flag certain types of visits)
- New Option to Enter Data Using List Manager and a Display of Data Items
- New Option to Enter Data Using List Manager and a visit display and action items
- Forms Tracking Summary Report has been added.
- Complete Orphaned Lab Visits functionality has been added. If this routine is run, any visit that is a given number of days old that has labs and no POV or Provider will be completed. A log of these visits is kept and a report is available.
- Move V File entries from one Visit to Another
- Emergency Room Form. A mnemonic is provided (ER) to use to capture data items specific to the Emergency room form.
- Public Health Nursing Form. A mnemonic is provided (PHS) to capture data items specific to the PHS Nursing Form.
- New Visit Types:
  - I – IHS C – Contract T – Tribe – Non 638/Non Compact6 – Tribe – 638 Program
  - P – Tribe – Compact Tribal Program V – VA S – State O – Other
- Visit Relinker has been rewritten to cover all ancillary data items. Also, the relinker is now executed immediately after data entry has completed entry of a form.
- New Mnemonics:
  - AL: Appointment Length
  - APPT: Appointment Date&Time
  - CBC: CBC Ordered
  - CKO: Check Out Date & Time
  - CODE: Coding Guidelines Display
  - CPE: CPT Entry with Enc Prov
  - CPT: CPT Codes
  - CPTLOG: CPT Log Entry
  - CXD: Cervix Dilatation

- DC: Disposition of Care
- DRG: DRG
- DTC: Diagnostic Procedure Tran Code
- ECOD: Append an E-Code to a POV
- ED: EDEMA Measurement
- EFF: Effacement
- EM: Evaluation&Management (CPT)
- ER: Emergency Visit Record (EVR)
- HCBC: Historical CBC Entry
- HEKG: Historical EKG
- HLAB: Historical Lab Test
- HMSR: Historical Measurement
- HRX: Pharmacy Package Outside RX
- LI: Line Item Entry for Billing
- LOC: LEVEL OF CARE
- LS: Level of Service
- NT: Narrative Text
- ORX: Outside RX (Historical)
- PCP: Primary Care Provider
- PCPT: Procedure Entry (CPT)
- PHN: Public Health Nursing Form
- PL: Problem List Update Menu
- PR: Presentation (Pregnancy)
- PRX: Prescription RX
- RADLOG: Radiology Log Entry
- STN: Station (Pregnancy Meas)
- STP: Skin Test Placed (No Reading)
- TA: Type of Appointment (S/M/L)
- TC: Chargemaster Transaction Code
- TD: Type of Decision Making
- TE: Chargemaster TC with Enc Prov
- UCD: Underlying Cause of Death
- UOP: Uncoded Procedure
- UPV: Uncoded Purpose of Visits
- New Data Types (V Files):

- V Pathology
- V Microbiology
- V Emergency Room Record
- V PHNV Blood Bank
- V Line Item- V Note
- Problem List Updating in Data Entry has been completely rewritten for ease of use.
- Menu structure of the Data Entry package has been redone.
- Support for CHARGEMASTER has been provided:
  - TC, TE, DTC, CPE mnemonics.
  - Three options for entering data.
  - Four new reports to manage the data entry.
- Many other changes have been made, but would be transparent to the end user.
- New Menu Options:
  - Display IHS Coding Guidelines
  - Auto Merge Event Visits on Same Day
  - Complete Orphaned Lab Menu
    - Purge Orphaned Lab Visit Log
    - Completed ‘Orphaned’ Lab Report
    - Complete ‘Orphaned’ Lab Visits- Queued Orphaned Lab Linker
  - Problem List Update
  - Enter Tran Codes on In-Hospital Visits
  - Enter Tran Codes on Outpatient Visits
  - Tran Code (DTC) Entry for All Visits
  - Enter Data with Visit Display and Actions
  - Enter PCC Data Using Item List Display
  - Enter Historical or Non-Visit Related Data
  - Append Data Using Item List Display
  - Forms Tracking Summary Report
  - Report on Number of Tran Codes Entered by Operator
  - Move Data Items from One Visit to Another
  - Display PCC Data Entry Site Parameters
  - Tasked IN-Hospital Visit Linker
  - CPT Log Entry

- Enter Data from APC Forms
- Radiology Log Data Entry

## 2.0 Installation Notes

**Prefix:** APCD

**Current Version:** 2.0

***** NOTE ***** NOTE ***** READ ENTIRE CHAPTER PRIOR TO ATTEMPTING ANY INSTALLATION!!!***** NOTE ***** NOTE *****
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### 2.1 General Information

- a. It is recommended that the terminal output of this install be captured on an auxport printer.
- b. It is recommended that the entire installation guide be read before doing this install.
- c. Make sure V. 9910 of the AUPN package has been installed before doing this install.

### 2.2 Contents of Distribution

1. apcd0200.r – Routines and Inits for the APCD package
2. apcd0200.g – Globals for the APCD package.
3. apcd020i.pdf - Installation Guide
4. apcd020o.pdf – Mnemonics Manual
5. apcd020t.pdf – Technical Guide
6. apcd020u.pdf – User Manual (Data Entry Operator’s Manual)
7. apcd02su.pdf – Data Entry Supervisor’s Manual

### 2.3 Requirements

- FileMan V. 21 or higher.
- Kernel V. 8 or higher.
- If the IHS Third Party Billing Software is being used, V. 2.0 must be running.
- AUPN V. 99.1
- AUT V. 98.1 PLUS patch 1

### 3.0 Installation Instructions

This install should be done after hours when no users are using the PCC Data Entry package and when the PCC Links are not active.

Before doing the install, print a list of all the mnemonics and whether or not their use is permitted. Use the menu option PRINT LIST OF DATA ENTRY MNEMONICS. This option can be found on the PCCDATA ENTRY menu under DATA ENTRY UTILITIES under DATAENTRY SUPERVISORY OPTIONS AND UTILITIES. This list will be needed after the install is complete.

- Save (^%RS) off all routines in the APCD namespace.
- Delete (^%RDEL) all routines in the APCD namespace.
- Delete (^%GDEL) the following globals:
  - ^APCDTKW
  - ^APCDERR
  - ^APCDLINK
  - ^APCDSUPP

**\*\*NOTE\*\* FOR RISC SYSTEMS**

Before deleting these 4 Globals, a Global Change is required. This will remove the Global Protection Status that will allow the Kill of the Globals below. Do the following Global Change:

```
D ^%GCH
Select Global: ^APCDTKW
^APCDERR
^APCDLINK
^APCDSUPP
Select Option #5 - Allow/Prevent KILL
Answer NO to - Prevent KILL of Entire Global
Now, these globals may be deleted.
```

Before installation, make sure the DUZ variable is set and the DUZ(0) variable is set to "@". To do this, drop into programmer mode. D^XUP and enter ACCESS CODE; then, press return back to the programmer prompt, and type D Q^DI.

Restore Routines from file apcd0200.r (D ^%RR).

Restore Globals from file apcd0200.g (D ^%GR).

D ^APCDINIT (answer "Yes" to all questions).

Now, make sure the PCC Data Entry Supervisor updates the PCCDATA ENTRY Site Parameters. This can be done with the menu option under the Supervisor menu.

Also, make sure the PCC Data Entry Supervisor reviews them mnemonics in the mnemonic file and appropriately changes the ALLOWED/NOT ALLOWED status. This can be done with option UPDATE PCC MNEMONIC'S ALLOWED/NOT ALLOWED, which is on the DATA ENTRY SUPERVISORY OPTIONS ANDUTILITIES menu.

Please make sure that option APCD VISIT RE-LINKER is scheduled to run once a day. This option relinks visits created by ancillary packages.

## Contact Information

If you have any questions or comments regarding this distribution, please contact the OIT Help Desk (IHS).

**Phone:** (505) 248-4371 or (888) 830-7280 (toll free)

**Fax:** (505) 248-4363

**Web:** <http://www.ihs.gov/GeneralWeb/HelpCenter/Helpdesk/index.cfm>

**Email:** [support@ihs.gov](mailto:support@ihs.gov)