



RESOURCE AND PATIENT MANAGEMENT SYSTEM

Electronic Health Record

(EHR)

Setup Guide

Version 1.1 Patch 14
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Office of Information Technology
Division of Information Technology

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Preface

This document provides information required to set up and use the modules in the P14 International Classification of Diseases (ICD)-10 release.

Rules of Behavior

All Resource and Patient Management System (RPMS)-Electronic Health Record (EHR) users are required to observe Health and Human Services and Indian Health Service (IHS) Rules of Behavior regarding patient privacy and the security of both patient information and IHS computers and networks.

1.0 Introduction

IHS has created an EHR that is used throughout their ambulatory clinics and several acute-care hospitals.

This setup guide provides information for setting various XPAR parameters, eligibility codes, Text Integration Utility (TIU) templates, and other functionality details for new and existing modules.

2.0 Setup Checklist

Refer to the Patch Notes for installation of the patch.

3.0 Fixes and Modifications

N/A

4.0 Add Components to EHR

N/A

5.0 Configure the New Modules

Configuration is required before using the modules. Perform the steps that follow for each new module:

5.1 Configure the AMI Module

5.1.1 AMI Fibrolytic Therapy Decline XPAR Parameter

To set the BGO AMI Thrombo Not Done XPAR parameter, follow these steps:

1. Log on to RPMS-EHR.
2. Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
3. Select **EP Edit Parameter**. The following displays:

```
--- Edit Parameter Values ---
```

4. At the “Select PARAMETER DEFINITION NAME” prompt, type **BGO AMI THROMBO NOT DONE** AMI Thrombolytic not given. The following displays:

BGO AMI THROMBO NOT DONE may be set for the following:

```
700 Division DIV [choose from INSTITUTION]
800 System SYS [DEMO.MEDSPHERE.COM]
```

5. At the “Enter selection” prompt, type **800 System** to set at system level. The following displays:

```
-- Setting BGO AMI THROMBO NOT DONE for System: DEMO.MEDSPHERE.COM --
```

6. At the “CPT code” prompt, do one of the following:
 - Type a code.
 - Type ? to view and select from the available list. The following list displays:

```
1 J2995
2 J2997
3 J0350
4 J2990
5 J3101
6 J3364
7 J3365
```


5.1.2 AMI Standing Order Protocols for Chest Pain XPAR Parameter

To set the BGO V AMI Protocols for Chest Pain XPAR parameter, perform the following steps:

1. Log on to RPMS-EHR.
2. Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
3. Select **EP Edit Parameter**. The following displays:

```
--- Edit Parameter Values ---
```

4. At the “Select PARAMETER DEFINITION NAME” prompt, type **BGO V AMI**. The following displays:

```
Setting BGO V AMI PROTOCOLS for System: DEMO MEDSPHERE.COM
```

5. At the “Select Instance” prompt, type an instance number. The following displays:

```
Are you adding x as a new instance? Yes//
```

6. At the “Instance” prompt, press Enter to accept the default (1/).
7. At the “Value” prompt, enter a value.

Note: The value is the name of the officially sanctioned protocol the site uses for Acute Myocardial Infarction (AMI) patients who come to the Emergency Room. For example, the site may have a chest pain protocol that is followed when a patient presents with chest pain symptoms.

5.1.3 Setting AMI to View-Only

The AMI module can be set to view-only by assigning the BGOZ View Only key, as follows:

Note: When a user holds the BGOZ View Only key, other modules, such as Family History and Skin Test, are view-only as well.

1. Log on to RPMS-EHR.
2. Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
3. Select **EP Edit Parameter**. The following displays:

```
--- Edit Parameter Values ---
```

4. At the “Select PARAMETER DEFINITION NAME” prompt, type **Key Management**. The following displays:

```
1 KEY MANAGEMENT XUKEYMGMT      Key Management
2 KEY MANAGEMENT BEHOORKY MAIN  Key Management
```

5. At the “CHOOSE 1-2” prompt, type **1 XUKEYMGMT Key Management**. The following displays:

```
Allocation of Security Keys
De-allocation of Security Keys
Enter/Edit of Security Keys
All the Keys a User Needs
Change user's allocated keys to delegated keys
Delegate keys
Keys for a Given Menu Tree
List users holding a certain key
Remove delegated keys
Show the keys of a particular user
```

6. At the “Select Key Management Option” prompt, type **Allocation of Security Keys**.
7. At the “Allocate Key” prompt, type **BGOZ View ONLY**.
8. At the “Another Key” prompt, type another key, if needed.
9. At the “Holder of key” prompt, type the user’s name.
10. At the “Another Holder” prompt, type another user’s name. The following displays:

```
You've selected the following keys:
BGOZ VIEW ONLY
You've selected the following holders:
LAST,FIRST
```

11. At the “You are allocating keys. Do you wish to proceed?” prompt, type **YES**. The following displays:

```
BGOZ VIEW ONLY being assigned to:
LAST,FIRST
```

5.2 Configure ICD-9 or ICD-10 to SNOMED CT Super Bill Associations

The following is used to identify Superbill associations that are ICD-9 or ICD-10 and must be manually converted:

1. Log on to RPMS-EHR.

2. At the “Select IHS Kernel Option” prompt, type **EHR RPMS-EHR Configuration Master Menu**.
3. At the “Select RPMS-EHR Configuration Master Menu Option” prompt, type **PRC Procedure Configuration**.
4. At the “Select Procedure Configuration Option” prompt, type **ICD9 Find ICD Associations that need to be Updated**.
5. At the “Select Report to Run” prompt, press Enter to select the default (D).
6. At the “DEVICE” prompt, type **HOME/**.

The report includes Superbill categories with associated ICD Diagnosis not converted to SNOMED. For example:

Unconverted codes report for ICD DX to SNOMED				
Superbill	CPT IEN	Code	ICD	Text
TEST	2	45384	V70.3	MED EXAM NEC-ADMIN PURP
TEST	3	4050F	719.7	DIFFICULTY IN WALKING
TESTING SUPERBILL	6	44950	250.93	DMI UNSPF UNCNTRLD

1. Log on to RPMS-EHR.
2. At the “Select IHS Kernel Option” prompt, type **EHR RPMS-EHR Configuration Master Menu**.
3. At the “Select RPMS-EHR Configuration Master Menu Option” prompt, type **PRC Procedure Configuration**.
4. At the “Select Procedure Configuration Option” prompt, type **ICD9 Find ICD Associations that need to be Updated**.
5. At the “Select Report to Run” prompt, type **P**.
6. At the “DEVICE” prompt, type **HOME/**.

The report includes Superbill categories with associated ICD-9 Procedure Codes not converted to ICD-10 Procedure Codes. For example:

Unconverted codes report for ICD9 to ICD10 procedures				
Superbill	CPT IEN	Code	ICD	Text
CZ Test	3	0071T	01.59	OTHER BRAIN EXCISION
CZ Test	10	00520	33.25	OPEN BRONCHIAL BIOPSY
MARKS	1	00120	00.84	REV KNEE REPL-TIBIA LIN
MARKS	1	00120	86.51	REPLANTATION OF SCALP

TaskMan Steps:

1. Select IHS Kernel Option: TaskMan Management
2. At the “Select Taskman Management Option” prompt, type **Schedule/Unschedule Options**.
3. At the “Select OPTION to schedule or reschedule” prompt, type **BGO CPT UPDATE ASSOCIATIONS**.
4. At the “Are you adding 'BGO CPT UPDATE ASSOCIATIONS' as a new OPTION SCHEDULING (the 33RD)?” prompt, type **Y (Yes)**.

```

                                Edit Option Schedule
Option Name: BGO CPT UPDATE ASSOCIATIONS
Menu Text: Update SNOMED CPT Associations t      TASK ID:
-----
QUEUED TO RUN AT THEAT TIME:
DEVICE FOR QUEUED JOB OUTPUT:
QUEUED TO RUN ON VOLUME SET:
      RESCHEDULING FREQUENCY:
            TASK PARAMETERS:
            SPECIAL QUEUEING:
-----
This is the date/time you want this option to be started by TaskMan.
The current time is Mar 17, 2014 12:55:24 pm

```

Figure 5-1:

5.3 Configure the Stroke Module

5.3.1 Stroke Fibrolytic Therapy Decline XPAR Parameter

To set the BGO Stroke Thrombo Not Done XPAR Parameter, follow these steps:

1. Log on to RPMS-EHR.
2. Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
3. Select **EP** Edit Parameter. The following displays:

```
--- Edit Parameter Values ---
```

4. At the “Select PARAMETER DEFINITION NAME” prompt, type **BGO STROKE THROMBO NOT DONE** Stroke Thrombolytic not given. The following displays:

BGO STROKE THROMBO NOT DONE may be set for the following:

```
700 Division DIV [choose from INSTITUTION]
800 System SYS [DEMO.MEDSPHERE.COM]
```

5. At the “Enter selection” prompt, type **800 System** to set at system level. You will see the following:

```
- Setting BGO AMI THROMBO NOT DONE for System: DEMO.MEDSPHERE.COM -
```

6. At the “CPT code” prompt, do one of the following:

- Type a code.
- Type ? to view and select from the available list. The following list displays:

```
1 J2995
2 J2997
3 J0350
4 J2990
5 J3101
6 J3364
7 J3365
```

5.3.2 Set Stroke Standing Order Protocols XPAR Parameter

To set the BGO V Stroke Protocols XPAR parameter, follow these steps:

1. Log on to RPMS-EHR.
2. Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
3. Select **EP Edit Parameter**. The following displays:

```
--- Edit Parameter Values ---
```

4. At the “Select PARAMETER DEFINITION NAME” prompt, **BGO V STROKE**. The following displays:

**Setting BGO V STROKE PROTOCOLS for System: DEMO
MEDSPHERE.COM**

5. At the “Select Instance” prompt, type an instance number. The following displays:

```
Are you adding x as a new instance? Yes//
```

6. At the “Instance” prompt, press Enter to accept the default (1/).

- At the “Value” prompt, enter a value.

Note: The value is the name of the officially sanctioned protocol the site uses for stroke patients who come to the Emergency Room. For example, the site may have a stroke protocol that is followed when a patient presents with stroke symptoms.

5.3.3 Set the Stroke Tool to View-Only

AMI and Stroke tools can be set to view-only by assigning the BGOZ View Only key, as follows:

Note: When a user holds the BGOZ View Only key, other modules, such as Family History and Skin Test, are view-only as well.

- Log on to RPMS-EHR.
- Go to the GENERAL PARAMETER TOOLS (XPAR MENU TOOLS) menu.
- Select **EP Edit Parameter**. The following displays:

```
--- Edit Parameter Values ---
```

- At the “Select PARAMETER DEFINITION NAME” prompt, type **Key Management**. The following displays:

```
1 KEY MANAGEMENT XUKEYMGMT      Key Management
2 KEY MANAGEMENT BEHOORKY MAIN  Key Management
```

- At the “CHOOSE 1-2” prompt, type **1 XUKEYMGMT Key Management**. The following displays:

```
Allocation of Security Keys
De-allocation of Security Keys
Enter/Edit of Security Keys
All the Keys a User Needs
Change user's allocated keys to delegated keys
Delegate keys
Keys for a Given Menu Tree
List users holding a certain key
Remove delegated keys
Show the keys of a particular user
```

- At the “Select Key Management Option” prompt, type **Allocation of Security Keys**.
- At the “Allocate Key” prompt, type **BGOZ View ONLY**.
- At the “Another Key” prompt, type another key, if needed.

9. At the “Holder of key” prompt, type the user’s name.
10. At the “Another Holder” prompt, type another user’s name. The following displays:

```
You've selected the following keys:  
BGOZ VIEW ONLY  
You've selected the following holders:  
LAST, FIRST
```

11. At the “You are allocating keys. Do you wish to proceed?” prompt, type **YES**.
The following displays:

```
BGOZ VIEW ONLY being assigned to:  
LAST, FIRST
```

Acronym List

Acronym	Meaning
AMI	Acute Myocardial Infarction
CPT	Current Procedural Terminology
EHR	Electronic Health Record
ICD	International Classification of Diseases
IHS	Indian Health Service
RPMS	Resource and Patient Management System
SNOMED CT	Systematized Nomenclature of Medicine-Clinical Terms
TIU	Text Integration Utility

Contact Information

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

Phone: (888) 830-7280 (toll free)

Web: <http://www.ihs.gov/helpdesk/>

Email: support@ihs.gov