Decision Support System (DSS)

DSS FY18 User's Guide

Software Version 3.0
Patch ECX*3.0*169

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Revision History

Date	Version	Description	Author
11/01/2017	v1.0	Initial Document Release	TeamSMS/Leidos
11/17/2017	v1.1	Updated to reference patch number ECX*3.0*169	TeamSMS/Leidos

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1 Introduction

The Decision Support System (DSS) is the designated Managerial Cost Accounting (MCA) System of the Department of Veterans Affairs (VA) as mandated in *VHA Directive 1750 Veterans Health Administration (VHA) Managerial Cost Accounting System (Decision Support System (DSS)), March 24, 2015*.

DSS is a derived database built from standard VHA data sources. The Managerial Cost Accounting Office (MCAO) uses clinical and financial data to provide state-of-the-art activity-based costing and clinical productivity analyses.

This is a design-to-schedule project with a compulsory patch release date of no later than November 1, of the new Fiscal Year (FY). This project enables the MCAO to accurately accommodate changes, to the primary Clinical Transaction Systems, made during the preceding year, ensuring the Workload data has been accurately captured and costed to the Product Level.

MCA Cost Data is used at all levels of the VA for important functions, such as budgeting and resource allocation. Additionally, the system contains a rich repository of clinical information used to promote a more proactive approach to the care of high-risk (i.e. diabetes and acute coronary patients) and high-cost patients.

1.1 Purpose

The DSS FY18 User Guide is intended for use as an instructional guide for the DSS application software. Users may use this manual as a supplemental guide to the DSS application Online Help options.

1.2 Document Orientation

The following sub-sections provide general information about how to use this document.

1.2.1 Organization of the Guide

This document is organized into the following major sections:

Introduction – This section provides a brief description of the purpose of the guide and an orientation into the document's structure and use.

System Summary – This section provides a general description of the system written in non-technical terminology, the purpose for which the system is intended, the system configuration, data flows, user access, and continuity of operations.

Getting Started – This section provides a general walkthrough of the system from initiation through exit. The logical arrangement of the information enables functional personnel to understand the sequence and flow of the system.

Using the Software – This section serves as a reference to the user and covers vital aspects of this tool. It is categorized into six components.

- Maintenance
- Pre-Extract Audit Reports

- Package Extracts
- Statistical Analysis System (SAS) Extract Audit Reports
- Extract Audit Reports
- Transmission Management

Troubleshooting – This section provides general troubleshooting advice on commonly encountered issues.

Appendix – The following appendices are included in this guide:

- Appendix A: Abbreviations and Acronyms
- Appendix B: Glossary
- Appendix C: Feeder Key Transmission
- Appendix D: Create a LAR Translation Table
- Appendix E: Exporting a Report to a Spreadsheet.

Index – Displays major topics of interest

1.2.2 Assumptions

This guide was written with the following assumed experience/skillset of the audience:

- User has basic knowledge of the Veterans Health Information Systems and Technology Architecture (VistA) Kernel operating system. This knowledge includes logging on and off the VistA system, using commands, menu options and navigation tools.
- User has been assigned the appropriate active roles, menus, and security keys required for DSS.
- User is using DSS to perform his/her job.
- User has validated access to DSS.
- User has completed any prerequisite training.

1.2.3 Coordination

The DSS application enables MCA personnel to ensure the healthcare workload is accurately captured and costed to the product level by providing the ability to periodically run extracts and perform analyses without intervention or assistance from other Healthcare staff.

Site teams are responsible for:

- Generating the VistA extracts in a timely manner.
- Auditing all extracts to verify that the correct data was included.
- Transmitting the extracts.
- Verifying that the transmissions were received.

- Purging the extract files once they are no longer needed.

1.2.4 Disclaimers

The following disclaimers apply to all VA user documentation.

1.2.4.1 Software Disclaimer

This software was developed at the VA by employees of the Federal Government in the course of their official duties. Pursuant to Title 17 Section 105 of the United States Code (U.S.C.), this software is not subject to copyright protection and is in the public domain. VA assumes no responsibility whatsoever for its use by other parties, and makes no guarantees, expressed or implied, about its quality, reliability, or any other characteristic. We would appreciate acknowledgement if the software is used. This software can be redistributed and/or modified freely provided that any derivative works bear some notice that they are derived from it, and any modified versions bear some notice that they have been modified.

1.2.4.2 Documentation Disclaimer

The appearance of external hyperlink references in this guide does not constitute endorsement by the VA of this web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information you may find at these locations. Such links are provided and are consistent with the stated purpose of the VA.

1.2.5 Documentation Conventions

To avoid displaying sensitive information regarding our patients and staff, the examples in this guide contain pseudonyms, scrambled data and/or data replaced with Xs. Patients and staff will be referred to as "DSS1", "PAT1", "ECPATIENT, ONE", "ECPROVIDER, ONE", "USER, ONE" etc. Scrambled data is a series of random letters that replace a real name like "AAADY, JWHTRE". Likewise, real social security numbers (SSNs), real addresses, and other personal identifiers are not used.

Throughout the document many of the examples for print and export versions of reports will only include portions of the actual output produced for the purposes of saving space and maintaining clarity.

1.2.6 References and Resources

Listed below are documents that are available for reference on the DSS VA Software Document Library (VDL) intranet site.

Table 1: Reference Documentation on the VDL

File Name	Manual Name	Description
DSS_3_FY2018_DD	DSS Extracts Data Definitions Guide	Provides detailed information on formatting and defines the data terminology.
DSS_3_FY2018_TM	DSS Extract FY2018 Technical Manual	Describes the DSS Extract technical (high-level) terminology.
DSS_3_FY2018_UG	DSS FY2018 Extracts User's Guide	Provides an overview of the functionality and enhancements.
DSS_3_FY2018_VDD	DSS Extract FY2018 Version Description Document	Provides detailed information on the DSS extracts and DSS reports modified for this Patch Release.

1.3 National Service Desk and Organizational Contacts

The three tiers of support documented herein are intended to restore normal service operation as quickly as possible and minimize the adverse impact on business operations, ensuring the best possible levels of service quality and availability are maintained.

Table 2 lists organizational contacts needed by site users for troubleshooting purposes. Support contacts are listed by name of service, associated tier level, organization and contact information (email and phone number).

Table 2: Tier Support Contact Information

Name	Role	Org	Contact Information
Local DSS Site Manager	Tier 0 Support	VHA	DSS Site Manager/Site Dependent
Local MCA VISN Coordinator	Tier 0 Support	VHA	Site Dependent
OI&T National Service Desk	Tier 1 Support	OI&T	Nationalservicedeskanr@va.gov 1-855-673-4357
Health Product Support	Tier 2 Support	VHA	Nationalservicedeskanr@va.gov 1-855-673-4357
VistA Maintenance Management Systems	Tier 3 Application Support	OI&T	OITPDVistAMaintenanceManagementSystems@va.gov

2 System Summary

DSS allows users to export data from selected VistA database modules to an MCA database located in the VA Austin Information Technology Center (AITC).

This transfer is accomplished through a set of extract routines, intermediate files, audit reports, a transmission routine and a purge routine. Data from VistA packages is stored by the extract routines in the intermediate files where it is temporarily available for local use and auditing. The data extract and derivative files are then transmitted to the AITC where they are formatted and uploaded into commercial software. After the data has been successfully uploaded into the commercial software, it is purged from the intermediate files.

The DSS Extracts software includes the following enhancements for FY18:

- DSS Extract field additions and modifications.
- DSS Menu additions, modifications and deletions.
- DSS report modifications.

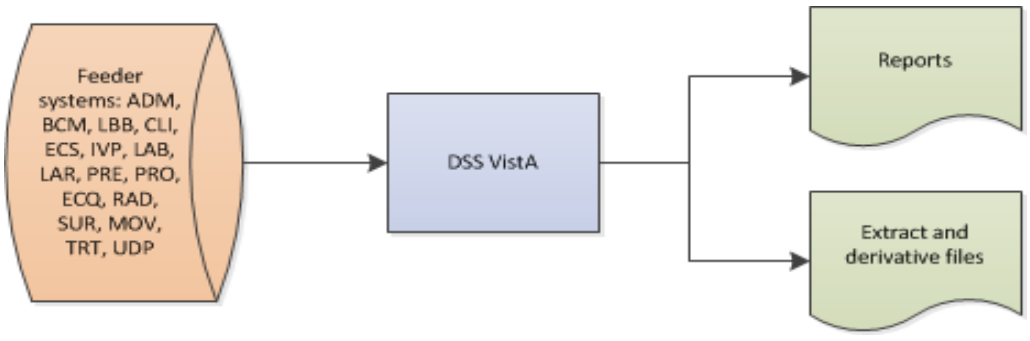
2.1 System Configuration

Information pertaining to system configuration prior to application execution may be found in the DSS Technical Manual. Additional DSS application setup options are also described in this document (Refer to Section 3).

2.2 Data Flows

The major paths of data flow through the DSS application supporting activities conducted by MCA personnel are depicted in Figure 1.

Figure 1: DSS Application Data Flow Diagram



2.3 User Access Levels

User access to DSS application features is controlled through the implementation of Security Keys assigned to users. This key functionality is implemented in VistA's Kernel Key Management functions. Simple adjustments make it possible to assign the [ECXMGR] Extract Manager's Options to a user, enabling the viewing of all DSS reporting functionality with the assignment of a single option. The Security Key controls only options that actually create and/or change data and should not be available to all DSS users.

Table 3: Table 3: lists the menus to which the ECXMGR key has been assigned.

Table 3: ECXMGR Menu Table

Menu Name	Description
[ECXSCLOAD]	Create DSS Clinic Stop Code File
[ECXSCEDIT]	Enter/Edit Clinic Parameters
[ECXSCAPPROV]	Approve Reviewed DSS Clinic Worksheet
[ECX IV DIV EDIT]	Enter/Edit IV Room Division
[ECX LAB RESULTS TRANS EDIT]	Add/Edit Lab Results Translation Table
[ECXMENU]	Package Extracts
[ECXTRANS]	Transmit Data from Extract Files
[ECX WARD DSSDEPT]	Enter/Edit DSS Ward

Table 4: lists the menus to which the ECXPVE key has been assigned.

Table 4: ECXPVE Menu Table

Menu Name	Description
[ECX PHA VOL EDIT]	Pharmacy Volume Edit

Table 5: lists the option to which the ECX DSS TEST Security Key has been assigned.

Table 5: ECXDSS Test Menu Table

Menu Name	Description
[ECX FISCAL YEAR EXTRACT]	Fiscal Year Logic – DSS Testing Only

3 Getting Started

This section provides an introduction for getting started with the DSS Extracts application.

3.1 Setup Required DSS Information

Section 4 (Using the Software) of this User's Guide contains additional information regarding setup of the required DSS information. Refer to Sections 4.1.9 (Setup for DSS Clinic Information) and 4.1.10 (Setup for Inpatient Census Information).

3.2 Logging On - Systems Manager Menu

Users logging on to the VistA system are presented a System Menu. The options displayed are dependent on the user's assigned permissions which are granted by a Systems Administrator when setting up the user's account. Figure 2: shows an example of the Systems Manager Menu for a user assigned Systems Administrator privileges.

Figure 2: Systems Manager Menu for System Administrator

```
Select Systems Manager Menu Option: ?

        Core Applications ...
        Device Management ...
   FM   VA FileMan ...
        Manage Mailman ...
        Menu Management ...
        Programmer Options ...
        Operations Management ...
        Spool Management ...
        Information Security Officer Menu ...
        Taskman Management ...
   UM   User Management ...
        AO RECORDS TRACKING MENU ...
        Application Utilities ...
        Capacity Planning ...
        HL7 Main Menu ...
        IRMS PC Technician Menu ...
        Record Tracking Menu (for Clinics) ...

Enter ?? for more options, ??? for brief descriptions, ?OPTION for help text.

Select Systems Manager Menu Option:
```

3.3 Accessing DSS

Once logged on to VistA, depending on setup and permissions, users may have a shortcut to the DSS application options on the Extract Manager's Options. If so, the VistA Kernel command **^extract** can be used to access the Extract Manager's Options directly.

To access the Extract Manager's Options from the Systems Manager Menu:

Step 1. On the Systems Manager Menu, select Core Applications.
Step 2. On the Core Applications Menu, select Administrative Services Menus.
Step 3. On the Administrative Services Menus, select Extract Manager's Options.

- The user can then view the choices on the Extract Manager's Options and select an option.

3.4 Caveats and Exceptions

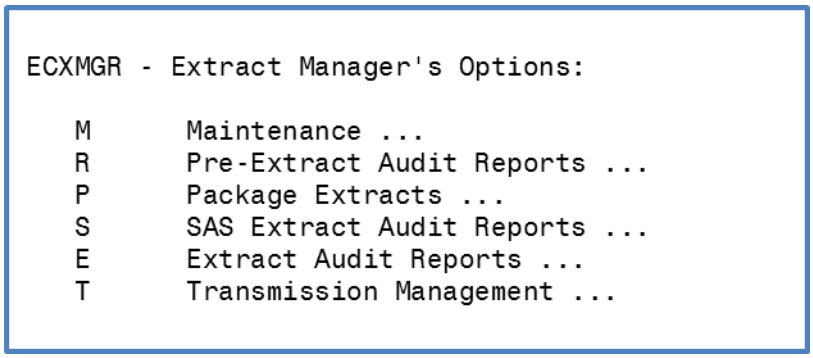
There are no special actions a user must take to ensure that data is properly saved or that a function executes properly prior to running or exiting the system.

4 Using the Software

The Extract Manager's Menu [ECXMGR] is the main menu for the DSS application (Figure 3: . The options listed may vary based on the user's Security Keys settings as described in Section 2.3 above.

Each option expands to a sub-menu with detailed options for each area. The remainder of this guide is organized according to the options shown on the menu and its sub-menus.

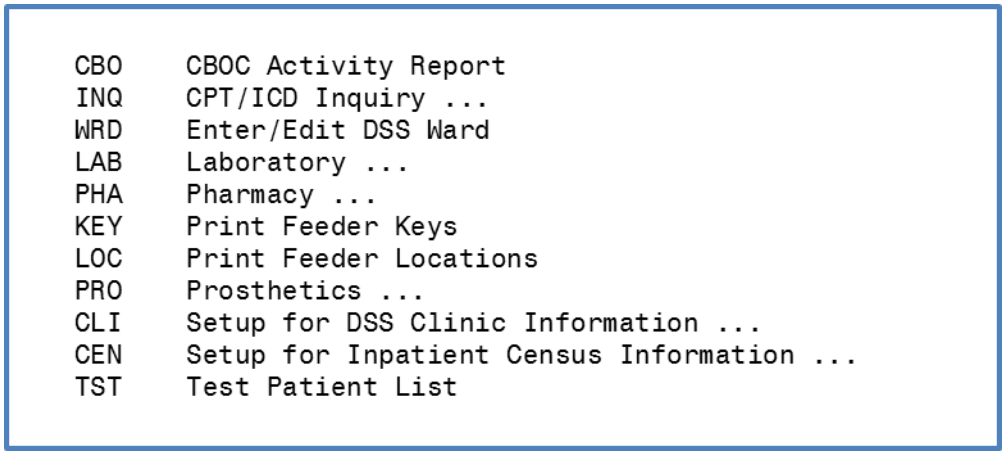
Figure 3: Extract Manager's Options



4.1 Maintenance Menu

Choosing the Maintenance option from the Extract Manager's Menu displays various options to maintain files and generate reports. Many of these options will also display on subsequent sub-menus and additional options. **Error! Reference source not found.**shows the options available on the Maintenance Menu.

Figure 4: Maintenance Menu Options



4.1.1 CBOC Activity Report

This report provides information from every Clinical (CLI) record (by extract #) with a Community-Based Outpatient Clinic (CBOC) status of "YES".

When purging a CLI extract, a validation check is performed to determine if the CBOC Activity Report has been generated. If the report has not been generated, the user receives a warning message indicating

such and a prompt to confirm that the data should be purged. If the report was generated prior to the purge, no additional prompts display.

To produce the CBOC Activity Report:

Step 1. Select CBO from the Maintenance Menu options.

- A list of selectable Clinic extracts displays (Figure 5:

Figure 5: List of Selectable Clinic Extracts for CBOC Activity Report

```
Select Maintenance Option: 1 CBOC Activity Report


Selectable Clinic Extracts for CBOC Activity Report                    Page: 1

Extract #      Run Date     Rec Count     Date Range of Extract     Division
-------------------------------------------------------------------------------
    4340      01/07/2017        72337    12/01/2016 - 12/31/2016       552
    4356      02/07/2017        69683    01/01/2017 - 01/31/2017       552
    4372      03/07/2017        71307    02/01/2017 - 02/29/2017       552
    4389      04/07/2017        80288    03/01/2017 - 03/31/2017       552

Create the CBOC Activity Report for extract number: 4389

Do you want the output in exportable format? NO//

This report requires 80-column format.
DEVICE: HOME// 0;132  HOME (CRT)
```

Step 2. Select the desired extract number on which to run the report, then press <Enter>.

Step 3. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The report output is grouped by Feeder Key, division, and clinic. The report includes Patient Name, SSN and Visit Date/Time. Also listed are totals for unique SSNs and visits for each clinic, division and Feeder Key as well as an overall total for the station (Figure 6).

Figure 6: CBOC Activity Report

```
CBOC Activity Report                                                    Page: 429
JUL 2007                                          Report Run Date: JUN 06, 2017

Feeder Key: 561125060OOTH0     Division: 660GB     Clinic: ZZOGD MH/SW 39 PCT G

Patient                                SSN         Visit Date/Time
--------------------------------------------------------------------------------
TEST,PATIENT 1                      XXXXXXXXX      Jul 16, 2007@12:03
TEST,PATIENT 1                      XXXXXXXXX      Jul 16, 2007@16:39
TEST,PATIENT 1                      XXXXXXXXX      Jul 30, 2007@14:39:20

   Total Unique SSNs for Division:         24            47 Division Visits
 Total Unique SSNs for Feeder Key:         24            47 Feeder Key Visits
Total Unique SSNs (entire report):       3387          4914 Total Visits
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7:).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 7: Exported CBOC Activity Report

A	B	C	D	E	F	G
FEEDER KEY	DIVISION	CLINIC	PATIENT NAME	SSN	VISIT DATE/TIME	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 16, 2007@12:03	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 16, 2007@16:39	
561125060OOTH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXX	July 30, 2007@14:39:20	
			Total Unique SSNs for Clinic	24	Clinic Visits	47
			Total Unique SSNs for Division	24	Division Visits	47
			Total Unique SSNs for Feeder Key	24	Feeder Key Visits	47
			Total Unique SSNs (entire report)	3387	Total Visits	4914

4.1.2 CPT/ICD Inquiry

The CPT/ICD Inquiry function allows the user to select either a Current Procedural Terminology (CPT) code or an International Classification of Disease (ICD) code and displays the Short Name, Category and Description for the selected code.

To perform a CPT inquiry:

Step 1. From the CPT/ICD Inquiry options, select CPT Inquiry <1>, then press <Enter>.

- Information about the inquiry appears, followed by a prompt to select the CPT code.

Step 2. At the prompt, type the desired CPT code, the press <Enter>.

- To display a list of selectable CPT codes, type **??** at the prompt, then press **<Enter>.**

Figure 8: CPT Inquiry

```
Select CPT/ICD Inquiry Option: cpt Inquiry


This inquiry allows the user to select a CPT code, then displays
the Short Name, Category, and Description for the selected code.


Select CPT: 10121      REMOVE FOREIGN BODY

CPT Inquiry                                          Date: SEP 12, 2017
--------------------------------------------------------------------------------

CPT Code: 10121               Short Name: REMOVE FOREIGN BODY

Category: INTEGUMENTARY SYSTEM

Description: INCISION AND REMOVAL OF FOREIGN BODY, SUBCUTANEOUS TISSUES; COMPLICATED


Type <Enter> to continue or '^' to exit:
```

To perform an ICD inquiry:

Step 1. From the CPT/ICD Inquiry options, select ICD Inquiry, then press <Enter>.

Step 2. At the prompt, type the desired ICD diagnosis code, the press <Enter>.

- Enter a diagnosis name, a diagnosis code or code fragment, one or more keywords sufficient to select a diagnosis name, or an accent grave character (‘) followed by the Internal Entry Number (IEN) to select a specific entry.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 9.

Figure 9: ICD Inquiry

```
Select CPT/ICD Inquiry Option: 2  ICD Inquiry


 Select ICD Diagnosis:  T17

 150 matches found

    1.  T17.0XXA  Foreign body in nasal sinus, initial encounter
    2.  T17.0XXD  Foreign body in nasal sinus, subsequent encounter
    3.  T17.0XXS  Foreign body in nasal sinus, sequela
    4.  T17.1XXA  Foreign body in nostril, initial encounter
    5.  T17.1XXD  Foreign body in nostril, subsequent encounter

Press <RETURN> for more, '^' to exit, or Select 1-5:  1   T17.0XXA  Foreign body in nasal sinus, initial
encounter

DEVICE: 0;132;9999  HOME  (CRT)
ICD DIAGNOSIS List
                        SEP 12, 2017@10:19   PAGE 1
------------------------------------------------------------------------------


CODE NUMBER: T17.0XXA                   CODING SYSTEM: ICD-10-CM
POA EXEMPT: Not POA Exempt
DRG GROUPER EFFECTIVE DATE: OCT 01, 2015
DRG: DRG154
DRG: DRG155
DRG: DRG156
MDC EFFECTIVE DATE: OCT 01, 2015        MDC: EAR, NOSE, MOUTH & THROAT
STATUS EFFECTIVE DATE: OCT 01, 2015     STATUS: ACTIVE
DIAGNOSIS EFFECTIVE DATE: OCT 01, 2015  DIAGNOSIS: Foreign body in nasal sinus,
initial encounter
DESCRIPTION EFFECTIVE DATE: OCT 01, 2015
  DESCRIPTION: FOREIGN BODY IN NASAL SINUS, INITIAL ENCOUNTER
WORD: FB
CC EFFECTIVE DATE: OCT 01, 2015         COMPLICATION/COMORBIDITY: non-CC
PRIMARY: Primary DX is not own CC/MCC
DRG DIAGNOSIS IDENTIFIER CODE: 121
DRG DIAGNOSIS IDENTIFIER CODE: 282
  EXCLUDE FROM LOOKUP (c): 0
```

4.1.3 Enter/Edit DSS Ward

Selecting the DSS Department Management option from the Maintenance Menu displays a sub-menu with one option (Figure 10:

Figure 10: DSS Department Management Menu

```
Select Maintenance Option: 3  DSS Department Management


   2    Enter/Edit DSS Ward

Select DSS Department Management Option:
```

Note:

- This option should only be used by the MCA site manager to enter or edit the DSS Department for the ward and suffix associated with each medical center ward within a division.

To Enter or Edit a DSS Ward:

Step 1. **From the DSS Department Management menu, select the Enter/Edit DSS Ward option, then press <Enter>.**

Step 2. **At the prompt, type the desired ward location name, then press <Enter>.**

- If the ward selected exists in the DSS WARD file (#727.4), the DSS Department Code displays and inquires if it requires editing.
- If the selected ward does not exist, in the DSS WARD file (#727.4), the User is prompted to enter a DSS Department for Ward and suffix to complete the DSS Department Code.
- The suffix must have one or two characters and must not contain an embedded caret (^). The hyphen character (-) should not be used unless the DSS Department code was previously established in DSS/Austin.
- After entering or editing the information, the new DSS Department code displays and the system prompts the user to verify its accuracy.

Figure 11: DSS Department Management – Ward Selection

```
Select WARD LOCATION NAME: 8 S

Ward:              8 S
Ward Bedsection:   B-330
Ward Specialty:    NHCU
Ward Service:      NHCU
Division:          DAYTON/552
```

4.1.4 Laboratory

Choosing the Laboratory (LAR) option from the Maintenance Menu options displays three options specific to Lab Results (Figure 12). The subsections that follow describe the functionality of each option.

Figure 12: Laboratory Menu Options

```
   1     Add/Edit Lab Results Translation Table
   2     Lab Results Extract Untranslatable Results Report
   3     Lab Results DSS LOINC Code Report

Select Laboratory Option:
```

4.1.4.1 Add/Edit Lab Results Translation Table

This option allows the user to either edit existing entries or add new entries in the LAB RESULTS TRANSLATION file (#727.7). Free text results (non-numeric) are stored in this file with their corresponding translation codes.

Refer to Appendix D: Create a LAR Translation Table for additional information on creating a LAR Translation Table.

Figure 13: Add/Edit Lab Results Translation Table

```
Select Maintenance Option: Add/Edit Lab Results Translation Table
Select LAB RESULTS TRANSLATION: ?
Answer with LAB RESULTS TRANSLATION, or NUMBER
Do you want the entire 65-Entry LAB RESULTS TRANSLATION List? Y (Yes)
     Choose from:
     1   NEG                23  R                  45  REM
     2   POS                24  REAC               46  NREACT
     3   N                  25  REACT              47  SEE COM
     4   POSITIVE           26  REACTIVE           48  SEE RPT
     5   NE                 27  REACTIVE*          49  TYPE 1
     6   P                  28  WK.POS.            50  2B
     7   NEGATIV            29  WK POS             51  3A
     8   NEGATIVE           30  DETEC              52  BAS
     9   NEG.               31  DETECTED.          53  POD
     10  ND                 32  EQUIV              54  N-I
     11  NEG#               33  EQUIVOCAL          55  PEND
     12  NONREACT           34  BDL                56  RPC
     13  NR                 35  BRDLNE             57  QNS
     14  NRE                36  BRDLINE            58  FFT
     15  NONREATIVE         37  BORDERLINE         59  **POS
     16  NONREACTIVE        38  REPEAT             60  ***POS
     17  NON REAC           39  NRG                61  +/-=POS
     18  NOTDET             40  LSG                62  =+POS
     19  NON-REACT          41  DONE               63  INCONC.
     20  POS#               42  NEH                64  +
     21  POS.               43  MEG                65  -
     22  WK.POS             44  NGE

You may enter a new LAB RESULTS TRANSLATION, if you wish
Answer must be 1-30 characters in length

Select LAB RESULTS TRANSLATION: pend
...OK? Yes// <RET> (Yes)

RESULT: PEND// <RET>
TRANSLATION CODE: Result cannot be translated// ??
Numeric Translation Code that the Result will be translated to.
     Choose from:
     0   Negative, Non-Reactive
     1   Positive, Reactive
     2   Borderline, Indeterminate
     3   Test Not Performed, Qty not sufficient or other reason
     5   Result cannot be translated
TRANSLATION CODE: Result cannot be translated// <RET>
Select LAB RESULTS TRANSLATION:
```

4.1.4.2 Lab Results Extract Untranslatable Results Report

This report creates a listing of results that are not translatable (i.e., they have no entry in the LAB RESULTS TRANSLATION file (#727.7)). This is a pre-extract audit report and should be run prior to the generation of the actual extract. Generating this report has no effect on the actual extract.

Notes:

- This report may take a long time to process. User are encouraged to queue this report for processing during non-peak hours if possible.
- When the report is displayed on-screen, if the Result field is longer than what can be displayed, a "+" will be appended to the field to indicate there is more text available.

The system prompts the user to enter the date range to scan the LAR Extract records. Beginning and ending dates must be in the same month and year. See Appendix D: Create a LAR Translation Table for additional information on creating a LAR Translation Table, if necessary.

To run the Lab Results Extract Untranslatable Results Report:

Step 1. Select Lab Results Extract Untranslatable Results Report from the Laboratory menu options.

Step 2. Type the desired start date for the report, then press <Enter>.

Step 3. Type the desired end date for the report, then press <Enter>.

Step 4. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 14.

Figure 14: Running the Lab Results Extract Untranslatable Results Report

```
Select Laboratory Option: 2  Lab Results Extract Untranslatable Results Report

This report prints a listing of results that are not translatable i.e. have
no entry in the Lab Results Translation File (#727.7).

This report is a pre-extract type audit report and should be run prior to the
generation of the actual extract.  Running this report has no effect on the
actual extract.

**WARNING: This report can take a long time to process.  You are encouraged
to queue this report for processing during the evening if possible.**

Enter the date range for which you would like to scan the LAR Extract records.

Starting with Date: 01012017  (JAN 01, 2017)
Ending with Date: 013117  (JAN 31, 2017)

Do you want the output in exportable format? NO// n  NO
DEVICE: HOME// 0;132;24    HOME (CRT)
```

The report generates and lists any entries that are not translatable. The report includes Patient Name, SSN, Facility, Date/Time Collected, Test Code, Test Name and Result (Figure 99: Figure 15).

Figure 15: Lab Results Extract Untranslatable Results Report

```
LAR Extract Untranslatable Results Audit Report                    Page: 1
Start Date: MAR 09, 2015
End Date:   MAR 10, 2015                        Report Run Date:  JUN 08, 2016

Pat. SSN         Date/Time      Test  Test Name             Result
Name             Collected      Code
--------------------------------------------------------------------------------

PAT1 XXXXXXXXX   3/9/15@13:15     88  Hepatitis C genotype  TYPE 2
PAT1 XXXXXXXXX   3/10/15@11:10    88  Hepatitis C genotype  TYPE 4
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 16).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 16: Exported LAR Extract Untranslatable Results Report

A	B	C	D	E	F
PATIENT NAME	SSN	DATE/TIME COLLECTED	TEST CODE	TEST NAME	RESULT
PAT1	XXXXXXXXX	3/9/15@13:15	88	Hepatitis C genotype	TYPE 2
PAT2	XXXXXXXXX	3/10/15@11:10	88	Hepatitis C genotype	TYPE 4

4.1.4.3 Lab Results DSS LOINC® Code Report

This report generates a listing of the DSS Logical Observation Identifiers, Names, Codes (LOINC®) file (#727.29), its definitions of the LAR test numbers and the local tests assigned to them. It also compares the LOINC code assigned by MCAO for a LAR test to the LOINC codes found in the local database. The latter is based on the linking of workload codes to LOINC codes at a particular location. Differences are marked with an asterisk following the Local LOINC Code column and must be resolved. This allows MCAO to guide the location.

The report displays all workload codes associated with the MCA desired LOINC code. The report displays the values in the appropriate columns of the LABORATORY TEST file (#60), even if a matching workload code is not found. The intent of this action is to identify inexact matches and to display all workload codes associated with an MCA desired LOINC code.

The system attempts to find a matching LOINC code between the DSS LOINC file (#727.29) and the WKLD CODE file (#64). If a match is not found, an asterisk (*) displays in the FLG column which indicates that there is no local workload setup for the desired MCAO LOINC code. None of the 'local' fields (i.e., fields coming from file #64) are populated.

To run the Lab Results DSS LOINC Code Report:

Step 1. Select Lab Results DSS LOINC Code Report from the Laboratory menu options.

Step 2. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 17.

Figure 17: Running the Lab Results DSS LOINC Code Report

```
Select Laboratory Option: 3  Lab Results DSS LOINC Code Report

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME//   HOME  (CRT)
```

The report generates and includes LAR Test Number, LAR Test Name, LAR Units, LAR LOINC, Flag, Local Test Name, Local Specimen Type, Local Workload IEN, and Local Workload Code information (Figure 99: Figure 18).

Figure 18: Lab Results DSS LOINC CODE Report

```
LAB RESULTS DSS LOINC CODE REPORT                                                                                        Page: 1
Report Run Date/Time: MAY 26, 2016
DSS Site:             DAYTON (552)

                                                                   F                                   LOC SPEC        LOC WKLD LOC WKLD
LAR TEST#  LAR TEST NAME             LAR UNITS       LAR LOINC     L   LOCAL TEST NAME                  TYPE             IEN      CODE
(#727.29)    (#727.29)               (#727.29)       (#727.29)     G         (#64)                      (#64)            (#64)    (#64)
-------------------------------------------------------------------------------------------------------------------------------------

0001       Hemoglobin                G/DL                718-7         I-HEMOGLOBIN                 BLOOD              100458  83020.4456
0001       Hemoglobin                G/DL                718-7         NEW HGB                      BLOOD              100727  83020.4452
0002       Potassium (Serum)         MEQ/L or MMOL      2823-3         POTASSIUM                    PLASMA             101862  84140.4505
0002       Potassium (Serum)         MEQ/L or MMOL      2823-3         POTASSIUM                    SERUM              101862  84140.4505
0003       Sodium (Serum)            MEQ/L or MMOL      2947-0         I-SODIUM                     BLOOD              100453  84295.4456
0003       Sodium (Serum)            MEQ/L or MMOL      2951-2         SODIUM                       PLASMA             101973  84295.4505
0003       Sodium (Serum)            MEQ/L or MMOL      2951-2         SODIUM                       SERUM              101973  84295.4505
0004       Lithium (Serum)           MMOL/L            14334-7         LITHIUM                      SERUM              101294  81744.5323
0004       Lithium (Serum)           MMOL/L            14334-7         ZZLITHIUM                    PLASMA             101953  81744.4505
0004       Lithium (Serum)           MMOL/L            14334-7         ZZLITHIUM                    SERUM              101953  81744.4505
0005       BUN                       mg/dl             11064-3     *
0005       BUN                       mg/dl             11065-0     *
0005       BUN (Blood Urea Nitrogen  MG/DL              3094-0         UREA NITROGEN                PLASMA                643  84520.0000
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 19).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 19: Exported Lab Results DSS LOINC CODE Report

A	B	C	D	E	F	G	H	I
LAR TEST# (#727.29)	LAR TEST NAME (#727.29)	LAR UNITS (#727.29)	LAR LOINC (#727.29)	FLAG	LOCAL TEST NAME (#64)	LOC SPEC TYPE (#64)	LOC WKLD IEN (#64)	LOC WKLD CODE (#64)
1	Hemoglobin	G/DL	718-7		I-HEMOGLOBIN	BLOOD	100458	83020.4456
2	Potassium (Serum)	MEQ/L or MMOL/L	2823-3		POTASSIUM	PLASMA	101862	84140.4505
3	Sodium (Serum)	MEQ/L or MMOL/L	2947-0		I-SODIUM	BLOOD	100453	84295.4456
4	Lithium (Serum)	MMOL/L	14334-7		LITHIUM	SERUM	101294	81744.5323
5	BUN	mg/dl	11064-3	*				
5	BUN	mg/dl	11065-0	*				

4.1.5 Pharmacy

Choosing the Pharmacy option from the Maintenance Menu displays four report options (**Error! Reference source not found.** The following subsections describe the functionality of each option.

Figure 20: Pharmacy Options Menu

```
Select Maintenance Option: PHA  Pharmacy


   1     Enter/Edit IV Room Division
   2     Print IV Room Worksheet
   3     Pharmacy NDC Lookup
   4     Pharmacy Edit and Edit Log ...

Select Pharmacy Option:
```

4.1.5.1 Enter/Edit IV Room Division

This option allows users to enter or edit entries in the DIVISION field (#.02) of the IV ROOM file (#59.5). The DIVISION field allows users to tie outpatient IV data to a medical center division for MCA purposes.

To enter or edit an IV room division:

Step 1. From the Pharmacy menu, select the Enter/Edit IV Room Division option, then press <Enter>.

Step 2. At the prompt, type the desired IV room name, then press <Enter>.

- To display a list of selectable IV rooms, type **??** at the prompt, then press **<Enter>**.

Step 3. At the DIVISION prompt, type the desired division name, then press <Enter>.

- To display a list of selectable divisions, type **??** at the prompt, then press **<Enter>**.
- If a division is already assigned to the selected IV room, that division name will appear after the DIVISION: prompt (Example: DIVISION: CHEYENNE VAMROC//).
- To delete an assigned division, type @, then press **<Enter>**.

Figure 21: Enter/Edit IV Room Division Menu Options

```
Select Pharmacy Option: 1  Enter/Edit IV Room Division

This option allows editing of the DIVISION field for IV Rooms.


Select IV ROOM NAME: ?
    Answer with IV ROOM NAME:
   CHEYENNE RM#272

Select IV ROOM NAME: cheyenne RM#272
DIVISION: CHEYENNE VAMROC//
```

4.1.5.2 Print IV Room Worksheet

This option creates a worksheet listing of all the entries in the IV ROOM file (#59.5). MCA managers can use this worksheet to define the division for each IV room for MCA purposes.

To print an IV Room Worksheet:

Step 1. From the Pharmacy Menu, select the Print IV Room Worksheet option, then press <Enter>.

- Information about the option appears, followed by a prompt.

Step 2. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 22.

Figure 22: Running the Print IV Room Worksheet

```
Select Pharmacy Option: 2  Print IV Room Worksheet

This option will produce a worksheet listing all entries in the IV Room file
(#59.5).  It should be used to help DSS and Pharmacy services define and
review the DIVISION assignments for each IV Room.



Do you want the output in exportable format? NO// n  NO
DEVICE: HOME//
```

The report output includes IV Room, Division, and Inactive Date (Figure 23).

Figure 23: IV Room Worksheet

```
IV Room Worksheet                                                    Page: 1
Printed May 30, 2017

IV ROOM                          DIVISION                 INACTIVE DATE
-------------------------------------------------------------------------------

CHEYENNE RM#272                  CHEYENNE VAMROC
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 24).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 24: Exported IV Room Worksheet

A	B	C
IV ROOM	DIVISION	INACTIVE DATE
CHEYENNE RM#272	CHEYENNE VAMROC	

4.1.5.3 Pharmacy NDC Lookup

This option allows the user to search the local DRUG file (#50) using National Drug Codes (NDC) from DSS Pharmacy Feeder Keys that have been rejected. This occurs when a pharmacy item has not been matched to the National Drug File (NDF). The output varies slightly, depending on the version of the NDF running at the requestor's site.

Refer to Appendix C: Feeder Key Transmission for information about Feeder Key transmission.

To perform a Pharmacy NDC Lookup:

Step 1. From the Pharmacy Menu, select the Pharmacy NDC Lookup option, then press <Enter>.

- Information about pharmacy feeder keys appears (Figure 25).

Figure 25: Pharmacy NDC Lookup Feeder Key Information

```
Pharmacy Feeder Keys for DSS are built in the following manner.

Your site is running NATIONAL DRUG FILE (NDF) v4.0.
If Pharmacy data is dated after September 30, 1998,
then PHA Feeder Keys are composed of 17 numeric characters.

     Ex. "12006000003073531"   where characters:
     1-5 (12006)         = pointer to VA PRODUCT NAME file (#50.68)
     6-17 (000003073531) = NDC from the local DRUG file (#50)

If Pharmacy data is dated prior to October 1, 1998,
then PHA Feeder Keys are composed of 19 numeric characters.

     Ex. "0016006000003073531"   where characters:

     1-4 (0016)          = pointer to the NATIONAL DRUG file (#50.6)
     5-7 (006)           = pointer to VA PRODUCT NAME subfile (#50.68)
                           of the NATIONAL DRUG file (#50.6)
     8-19 (000003073531) = NDC from the local DRUG file (#50)
```

Step 2. Press <Enter> to continue.

- Information about the option appears followed by a prompt (Figure 26).

Figure 26: Pharmacy NDC Lookup Description

```
This option will allow lookups on the local DRUG file (#50) using
NDCs from DSS Pharmacy Feeder Keys that have been rejected because
the first five characters are zeros in a 17 character Feeder Key.
(Ex. "00000051079014120")
OR
the first seven characters are zeros in a 19 character Feeder Key.
(Ex. "0000000051079014120")

This would occur when a pharmacy item has not been matched to the
the National Drug File (NDF).

Enter the NDC (last twelve characters) from a rejected feeder key
to display information from the local DRUG file for any drug which
has that NDC.


Enter 12 numeric characters at the prompt or <cr> to exit.

Select NDC:
```

Step 3. At 'Select NDC' prompt, type the desired NDC, then press <Enter>.

- To display a list of selectable NDCs, type **??** at the prompt, then press **<Enter>**.

Once an NDC from a rejected feeder key is entered, the output displays the local generic name of the drug, the NDC, dispense unit, VA classification, and price per dispense unit for any drug assigned the specified NDC (Figure 27).

Figure 27: Pharmacy NDC Lookup

```
Select NDC: 000000000149  CMP-HYDROCORT 0.5% CRM/EMOLL CRM 1:1         DE900
     NATL FORM; EACH GM

CMP-HYDROCORT 0.5% CRM/EMOLL CRM 1:1
------------------------------------
NDC:           00000-0001-49           VA Classification:       DE900
Dispense Unit: GM                      Price per Dispense Unit: 0.040


Enter 12 numeric characters at the prompt or <cr> to exit.
```

4.1.5.4 Pharmacy Edit and Edit Log

This option allows authorized users (i.e., holders of the ECXPVE key) to edit the Pharmacy extracts (BCM, IVP, PRE or UDP). It will also allow users to view the Pharmacy Log with edit changes.

Figure 28: Pharmacy Edit and Edit Log Options

```
Select Pharmacy Option: 4  Pharmacy Edit and Edit Log


   1     Pharmacy Volume Edit
   2     Pharmacy Volume Edit Log

Select Pharmacy Edit and Edit Log Option:
```

4.1.5.4.1 Pharmacy Volume Edit

This option allows authorized users (i.e. holders of the ECXPVE key) to edit the Pharmacy Extracts (PRE, IVP, UDP and BCM). Corrections may be made to the following fields:

- Quantity and Unit of Issue fields for PRE extracts.
- Quantity and Total Doses per Day fields for IVP extracts.
- Quantity field for UDP extracts.
- Component Dose Given and Component Units fields for BCM extracts.

Notes:

- The extract must be re-run if changes are made after the extract is transmitted. Please contact the MCAO Customer Service Help Desk (CSHD) for assistance.

To perform a Pharmacy Volume Edit:

Step 1. **From the Pharmacy Menu, select the Pharmacy Volume Edit option, then press <Enter>.**

Step 2. **Select the desired extract on which to perform the edit (PRE, IVP, UDP or BCM), then press <Enter>.**

Step 3. **Type the desired extract log number, then press <Enter>.**

- Type **??** at the prompt, then press **<Enter>** to see a list of selectable extract log numbers.

Step 4. Type a patient's SSN, if known, then press <Enter>.

- Entering a patient SSN is optional.
- Press **<Enter>** at the prompt to skip SSN entry.

Step 5. Type the desired extract sequence number.

- Type ? at the prompt, then press <Enter> to see a list of selectable extract sequence numbers.

Note:

- If a patient's SSN is entered and a question mark (?) is entered for the extract sequence number, only records including that patient's SSN will appear in the results.

Step 6. Enter the desired volume edits, then press <Enter>.

- Depending on the extract selected (PRE, IVP, UDP or BCM) the fields available for editing will vary.
  - PRE extracts allow edits to the Quantity and Unit of Issue fields.
  - IVP extracts allow edits to the Quantity and Total Doses per Day fields
  - UDP extracts allow edits to the Quantity field.
  - BCM extracts allow edits to the Component Dose Given and Component Units fields.
- The currently assigned value appears after the prompt (Example: QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 29.

Notes:

- Figure 29 shows an example of performing a pharmacy volume edit using the prescription extract (PRE).
- The steps to perform pharmacy volume edits are similar for PRE, IVP, UDP and BCM extracts. The fields available for edits will vary, depending on the extract selected.

Figure 29: Performing a Pharmacy Volume Edit – PRE Extract

```
Select Pharmacy Option: 4  Pharmacy Edit and Edit Log


   1     Pharmacy Volume Edit
   2     Pharmacy Volume Edit Log

Select Pharmacy Edit and Edit Log Option: 1  Pharmacy Volume Edit

     Select one of the following:

          P         PRE
          I         IVP
          U         UDP
          B         BCM

Enter response: pre  PRE
Select PRE EXTRACT NUMBER: ?

Select from one of the following extract numbers:
If no numbers appear then there are no extracts that can
be edited.

5342
5357
5368

Select PRE EXTRACT NUMBER: 5342
Enter patient's SSN, if known, or press ENTER to continue: ??

Enter patient's SSN, if known.  The SSN will be used to find sequence
numbers associated with this patient.  Enter 9 digits or 9 digits and
P, no hyphens or spaces.  Entry is optional.

Enter patient's SSN, if known, or press ENTER to continue:
Select PRE EXTRACT SEQUENCE NUMBER: ?

Select from one of the following sequence numbers:
SEQUENCE #  SSN         FILL DT       QUANTITY  UNIT OF ISSUE
---------------------------------------------------------------
32359066    XXXXXXXXX   MAR 01, 2017  90        TAB

Select PRE EXTRACT SEQUENCE NUMBER: 32359066

QUANTITY: 6// 10
UNIT OF ISSUE: TAB// CAP
```

4.1.5.4.2 Pharmacy Volume Edit Log

This option allows users to view the Pharmacy Edit Log and the changes made.

To view the Pharmacy Volume Edit Log:

Step 1. From the Pharmacy Menu, select the Pharmacy Volume Edit Log option, then press <Enter>.

Step 2. Select the desired extract edit log (PRE, IVP, UDP or BCM), then press <Enter>.

Step 3. Select the sort order for the edit log.

- The system can sort by user name that made the edit or by the date the edit was made.

Step 4. Type the desired start date for the edit log, then press <Enter>.

Step 5. Type the desired end date for the edit log, then press <Enter>.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 30.

Notes:

- Figure 30 shows an example of performing a pharmacy volume edit using the prescription extract (PRE).
- The steps to display the pharmacy volume edit logs are similar for PRE, IVP, UDP and BCM extracts. The edited fields displayed in the 'Field Name' column will vary, depending on the extract selected.

Figure 30: Running the Pharmacy Volume Edit Log – PRE Extract

```
Select Pharmacy Edit and Edit Log Option: 2  Pharmacy Volume
Edit Log

This option prints a log of the changes made to the Pharmacy
Extracts: PRE, IVP, UDP or BCM

     Select one of the following:

          P         PRE
          I         IVP
          U         UDP
          B         BCM

Which extract log do you need?: pre  PRE

     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Pharmacy Volume Edit Log: 1//   USER NAME

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
Starting with Date: 2/1/17  (FEB 01, 2017)
Ending with Date: 2/5/17  (FEB 05, 2017)
DEVICE: 0;132;24  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Sequence Number, Extract Number, Field Name, Old Value and New Value (Figure 31).

Note:

- Depending on the edit log selected (PRE, IVP, UDP or BCM), the fields displayed in the 'Field Name' column will vary: PRE extracts allow edits to the Quantity and Unit of Issue fields; IVP extracts allow edits to the Quantity and Total Doses per Day fields; UDP extracts allow edits to the Quantity field; and BCM extracts allow edits to the Component Dose Given and Component Units fields.

Figure 31: Pharmacy Volume Edit Log – PRE Extract

```
PHARMACY VOLUME EDIT LOG FOR PRE
                                                                                Page 1
Printed on MAR 06, 2017@12:47:55 for 2/1/17 to 2/5/17
USER NAME     DATE/TIME CHANGED     SEQUENCE #     EXTRACT #   FIELD NAME     OLD VALUE    NEW VALUE
-------------------------------------------------------------------------------------------------------
DSS, USER1    FEB 3,2017@16:33:01   11021196        4562       QUANTITY       240           241
DSS, USER1    FEB 3,2017@16:33:01   11021196        4562       UNIT OF ISSUE  ML            CC
```

4.1.6 Print Feeder Keys

This option is used to print a list of feeder keys for a selected individual feeder system or a range of feeder systems. For some feeder systems, the user is prompted to select the sort method (old or new).

To run the Print Feeder Keys option:

Step 1. Select Print Feeder Keys from the Maintenance Menu options.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the system(s) for which to print the feeder keys.

- Options are CLI, ECS, LAB, PHA, RAD, SUR or PRO.
- The user may enter a single system, a number of systems, or a range.

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 32.

Figure 32: Running the Print Feeder Keys Option

```
Select Maintenance Option: key  Print Feeder Keys

Do you want the output in exportable format? NO//

Print list of Feeder Keys:

Select : 1. CLI
         2. ECS
         3. LAB
         4. PHA
         5. RAD
         6. SUR
         7. PRO

Enter a list or range of numbers (1-7): 7
DEVICE:
```

The output includes Feeder System, Feeder Key and Description (Figure 33).

Notes:

- Figure 33 shows an example of running the Print Feeder Key option for the prosthetics (PRO) feeder system.
- The steps to display the feeder keys are similar for CLI, ECS, LAB, PHA, RAD and SUR feeder systems.
- For PHA feeder keys, the output varies depending on the version of National Drug File (NDF) utilized at the user's site.
- For ECS feeder keys, all CPT code-based feeder keys are displayed before procedure-based feeder keys. Procedure-based feeder keys ending in "N" indicate national procedures. Those ending in "L" represent local procedures. Some keys are comprised of the CPT code appended to the procedure code.

Figure 33: Print Feeder Keys - PRO

```
                    Feeder Key List For Feeder System PRO          Page: 1

     Feeder Key            Description
-------------------------------------------------------------------------------

     A4230NC               INFUS INSULIN PUMP NON NEEDL/New/COM
     A4265NC               PARAFFIN/New/COM
     A4301NC               IMPLANTABLE ACCESS SYST PERC/New/COM
     A4364NC               ADHESIVE, LIQUID OR EQUAL/New/COM
     A4465NC               NON-ELASTIC EXTREMITY BINDER/New/COM
     A4466NC               ELASTIC GARMENT/COVERING/New/COM
     A4500NC               BELOW KNEE SURGICAL STOCKING/New/COM
     A4556NC               ELECTRODES, PAIR/New/COM
     A4557NC               LEAD WIRES, PAIR/New/COM
     A4565NC               SLINGS/New/COM
     A4565NV               SLINGS/New/VA
```

The exportable version of the report output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 34).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 34: Exported Print Feeder Keys - PRO

A	B	C
FEEDER SYSTEM	FEEDER KEY	DESCRIPTION
PRO	A4265NC	PARAFFIN/New/COM
PRO	A4301NC	IMPLANTABLE ACCESS SYST PERC/New/COM
PRO	A4301NCS	IMPLANTABLE ACCESS SYST PERC/New/COM
PRO	A4363NC	OSTOMY CLAMP, REPLACEMENT/New/COM
PRO	A4367NC	OSTOMY BELT/New/COM
PRO	A4465NC	NON-ELASTIC EXTREMITY BINDER/New/COM
PRO	A4466NC	ELASTIC GARMENT/COVERING/New/COM

4.1.7 Print Feeder Locations

This option creates a list of feeder locations for all feeder systems and can be used to identify any rejects that come in during processing. It allows users to identify the location where the product rejection is generated.

Note:

- This report should be generated during non-peak hours due to its length.

To run the Print Feeder Locations option:

Step 1. Select Print Feeder Locations from the Maintenance Menu options.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 35.

Figure 35: Running the Print Feeder Locations Option

```
Select Maintenance Option: LOC Print Feeder Locations

Print list of feeder locations.

Do you want the output in exportable format? NO//
DEVICE: 0;132  HOME (CRT)
```

The output is sorted by feeder location within each feeder system and displays the Feeder Location and Description (Figure 36).

Figure 36: Print Feeder Locations

```
              Feeder Location List For Feeder System PRO              Page: 7

     FEEDER LOCATION   DESCRIPTION
-------------------------------------------------------------------------------
     552HO2            DAYTON Home Oxygen
     552LAB            DAYTON Prosthetics Lab
     552NONL           DAYTON Non Lab Location
     552ORD            DAYTON Ordering Location
```

The exportable version of the output produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 37).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 37: Exported Print Feeder Locations

A	B	C
FEEDER SYSTEM	FEEDER LOCATION	DESCRIPTION
CLI	1102	DAY AC AMOD
CLI	1103	VISN TELEPHONE TRIAGE-X
CLI	1104	DAY PULMONARY FUNCTION
CLI	1104	DAY PULM NEBULIZER
CLI	1105	INPATIENT RADIOLOGY
CLI	1105	OUTPATIENT RADIOLOGY
CLI	1105	TRANSCRIPTION (RADIOLOGY)

4.1.8 Prosthetics

Selecting the Prosthetics option from the Maintenance Menu provides a list of prosthetics-related reports (Figure 38). The following subsections describe the functionality of each option.

Figure 38: Prosthetics Menu Options

```
Select Maintenance Option: PRO  Prosthetics


   1     Cost by PSAS HCPC Report
   3     Prosthetics (PRO) YTD HCPCS Report
   4     Prosthetics (PRO) YTD Laboratory Report
   5     Prosthetics Edit and Edit Log ...
   6     Prosthetics Monthly Rental Report
   7     Prosthetics Unit of Issue Report

Select Prosthetics Option:
```

4.1.8.1 Cost by PSAS HCPC Report

This option creates the Cost by Prosthetic and Sensory Aids Service (PSAS) Healthcare Common Procedure Coding (HCPC) Report. This report includes PSAS HCPC coded expenditures for a specified time frame.

To run the Cost by PSAS HCPC Report:

Step 1. Select Cost by PSAS HCPC Report from the Prosthetics Menu options.

Step 2. Type the desired start date for the report.

Step 3. Type the desired end date for the report.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 39.

Figure 39: Running the Cost by PSAS HCPC Report

```
Select Prosthetics Option: 1  Cost by PSAS HCPC Report
Enter Report Start Date:  01012017  (JAN 01, 2017)
Enter Report Ending Date:  (JAN 01, 2017-MAY 25, 2017):
This is a required response. Enter '^' to exit
Enter Report Ending Date:  (JAN 01, 2017-MAY 25, 2017):
01312017  (JAN 31, 2017)

Do you want the output in exportable format? NO// no  NO

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **


DEVICE: HOME//
```

The report output includes PSAS HCPC, Feeder Key, Description, Form, Quantity, Unit of issue, Cost, and Grand Total (Figure 40).

Figure 40: Cost by PSAS HCPC Report

```
Cost by PSAS HCPC REPORT for CHEYENNE VA MEDICAL station 442                                          Page: 380

Report for Jan 01, 2017 thru Jan 31, 2017
 PSAS HCPC FEEDER KEY         DESCRIPTION                                       FORM    QTY   Unit of Issue        Cost
 ----------------------------------------------------------------------------------------------------------------------
  A7038    A9900NCS          FLTR DISP W/POS ARWY PRSS DEV                     11      2       EACH         $    12.00
  A7038    A9900NCS          FLTR DISP W/POS ARWY PRSS DEV                     11      1       EACH         $     8.00
  VA186    A9900NCS          VALVE/TUBING,FIRE SAFE(OXYGEN)                    11      1       EACH         $    14.89
  A7037    A9900NCS          TUBING USD W/POS ARWY PRSS DEV                    11      2       EACH         $     6.00
  A7038    A9900NCS          FLTR DISP W/POS ARWY PRSS DEV                     11      2       EACH         $     7.90
  A7038    A9900NCS          FLTR DISP W/POS ARWY PRSS DEV                     11      1       EACH         $     2.50
  A7029    A9900NCS          REPL NASAL PILLOW COMB MASK                       11      1       EACH         $    53.01
  A7034    A9900NCS          NASL INTFCE POS ARWY PRSS DEV                     11      1       EACH         $    62.50

                                                                                                        ==============
                                                                                Grand Total:            $  716,670.07
FORM:
1:PSC     2:2421  3:2237        4:2529-3          5:2529-7          6:2472   7:2431        8:2914
9:OTHER  10:2520 11:STOCK ISSUE  12:INVENTORY ISSUE  13:HISTORICAL DATA  14:VISA  15:LAB ISSUE-3  16:DALC
```

The exportable version of the report output contains similar information in a delimited text format that can be imported into an Excel spreadsheet. The exportable version of the report contains an additional column 'Form Description' and does not include the 'Grand Total' field (Figure 7: 41).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 41: Exported Cost by PSAS HCPC Report

A	B	C	D	E	F	G	H
PSAS HCPC	FEEDER KEY	DESCRIPTION	FORM	FORM DESCRIPTION	QTY	UNIT OF ISSUE	COST
A7038	A9900NCS	FLTR DISP W/POS ARWY PRSS DEV	11	STOCK ISSUE	2	EACH	12
A7038	A9900NCS	FLTR DISP W/POS ARWY PRSS DEV	11	STOCK ISSUE	1	EACH	8
VA186	A9900NCS	VALVE/TUBING,FIRE SAFE(OXYGEN)	11	STOCK ISSUE	1	EACH	14.89

4.1.8.2 Prosthetics (PRO) YTD HCPCS Report

The Prosthetics Year-to-Date (YTD) Healthcare Common Procedure Coding System (HCPCS) Report displays data from Prosthetics extracts from the beginning of the fiscal year to the ending date of the last extract. Data from the current or previous fiscal year may be selected for the report.

Multidivisional prosthetics sites must specify the primary prosthetics division for the report. Users may choose to generate a specific report for one division or a combined report for all divisions. The report is sorted by PSAS HCPCS Code. Non-divisional site data is reported under the facility station number.

To run the Prosthetics (PRO) YTD HCPCS Report:

Step 1. Select Prosthetics (PRO) YTD HCPCS Report from the Prosthetics Menu options.

Step 2. Select a primary division for the report if necessary.

- For sites and users belonging to more than one division, a primary division must be selected for the report (Figure 42).

Figure 42: Selecting a Primary Division for the Prosthetics YTD HCPCS Report

```
If you belong to more than one Primary Division, you must
select a Primary Division for the report.

Select Prosthetic Division: 674  OLIN E. TEAGUE VET CENTER  TX  VAMC  674

You may select ONE or ALL of the following:

(1)   674     OLIN E. TEAGUE VET CENTER
(2)   674A4   DORIS MILLER VAMC

Select O(ne) or A(ll): ALL// o  ONE

Which one?: 1
```

Step 3. Select whether to run the report for the current or previous fiscal year.

- The default selection is the current fiscal year. Press **<Enter>** to accept the default. Otherwise, type **P**, then press **<Enter>** to select the previous fiscal year.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 43.

Figure 43: Running the Prosthetics (PRO) YTD HCPCS Report

```
Select Prosthetics Option: 3  Prosthetics (PRO) YTD HCPCS Report

Setup for PRO Extract YTD HCPCS Report --

If you belong to more than one Primary Division, you must
select a Primary Division for the report.


Select C(urrent) or P(revious) Fiscal Year: CURRENT// c  CURRENT

Do you want the output in exportable format? NO// no  NO

Please note: The PRO Extract YTD HCPCS Report requires 132 columns.
             Select an appropriate device for output.

DEVICE: HOME//
```

The report is sorted by PSAS HCPCS code and is divided into three sections: New (Figure 44), Repairs (Figure 45) and Rentals (Figure 46). The report displays the quantity, total cost, and average cost for PSAS HCPCS line item. Three sets of totals are displayed for each line item: totals for commercial items, totals for VA items, and totals for items produced within the facility prosthetics lab.

Figure 44: Prosthetics (PRO) YTD HCPCS Report – New

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      CHEYENNE VA MEDICAL (442)
Run Date/Time: MAY 25, 2017@22:30

REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)
                                Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                     -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-       -Lab-    -Lab-    -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A4265 PARAFFIN                     9       214     23.78         0        0      0.00          0        0      0.00     23.78
A4367 OSTOMY BELT                  1        16     16.00         0        0      0.00          0        0      0.00     16.00
A4466 ELASTIC GARMENT/COVERING    91      1143     12.56         0        0      0.00          0        0      0.00     12.56
A4483 MOISTURE EXCHANGER           1        24     24.00         0        0      0.00          0        0      0.00     24.00
A4495 THIGH LENGTH SURG STOCKING  12       239     19.96         0        0      0.00          0        0      0.00     19.96
A4500 BELOW KNEE SURGICAL STOCKI 531      5207      9.81         0        0      0.00          0        0      0.00      9.81
A4556 ELECTRODES, PAIR           817      1974      2.42         0        0      0.00          0        0      0.00      2.42
A4565 SLINGS                      77       250      3.25         0        0      0.00          0        0      0.00      3.25
A4570 SPLINT                      27      1137     42.10         0        0      0.00          0        0      0.00     42.10
A4595 TENS SUPPL 2 LEAD PER MONT   4        86     21.43         0        0      0.00          0        0      0.00     21.43
A4600 SLEEVE, INTER LIMB COMP DE  18      1576     87.56         0        0      0.00          0        0      0.00     87.56
A4604 TUBING WITH HEATING ELEMEN  12       570     47.50         0        0      0.00          0        0      0.00     47.50
A4608 TRANSTRACHEAL OXYGEN CATH   18      4711    261.71         0        0      0.00          0        0      0.00    261.71
Type <Enter> to continue or '^' to exit:
```

Figure 45: Prosthetics (PRO) YTD HCPCS Report - Repair

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      CHEYENNE VA MEDICAL (442)
Run Date/Time: MAY 25, 2017@22:30

REPORT OF REPAIR PROSTHETICS ACTIVITIES
                                 Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                      -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-      -Lab-   -Lab-    -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A5503 DIABETIC SHOE W/ROLLER/ROC      2        63      31.50         0        0      0.00         0        0     0.00      31.50
A5507 MODIFICATION DIABETIC SHOE      9       275      30.56         0        0      0.00         0        0     0.00      30.56
A9280 ALERT DEVICE, NOC               2       474     236.75         0        0      0.00         0        0     0.00     236.75
E0431 PORTABLE GASEOUS 02            23       766      33.29         0        0      0.00         0        0     0.00      33.29
E0433 PORTABLE LIQUID OXYGEN SYS    293      2494       8.51         0        0      0.00         0        0     0.00       8.51
E0434 PORTABLE LIQUID 02           2039      2625       1.29         0        0      0.00         0        0     0.00       1.29
E0435 OXYGEN SYSTEM LIQUID PORTA      5       191      38.20         0        0      0.00         0        0     0.00      38.20
E0439 STATIONARY LIQUID 02           89     18156     204.01         0        0      0.00         0        0     0.00     204.01
E0441 STATIONARY 02 CONTENTS, GA      1        36      36.47         0        0      0.00         0        0     0.00      36.47
E0443 PORTABLE 02 CONTENTS, GAS   28731    229565       7.99         0        0      0.00         0        0     0.00       7.99
E0444 PORTABLE 02 CONTENTS, LIQU  52739     52472       0.99         0        0      0.00         0        0     0.00       0.99
E0470 RAD W/O BACKUP NON-INV INT      5       420      84.00         0        0      0.00         0        0     0.00      84.00
E0565 COMPRESSOR AIR POWER SOURC     10       490      49.00         0        0      0.00         0        0     0.00      49.00
Type <Enter> to continue or '^' to exit:
```

Figure 46: Prosthetics (PRO) YTD HCPCS Report – Rental

```
Prosthetics (PRO) Extract YTD HCPCS Report                                                                    Page 1
FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      CHEYENNE VA MEDICAL (442)
Run Date/Time: MAY 25, 2017@22:30

REPORT OF RENTAL PROSTHETICS ACTIVITIES
                                 Qty.    Total $    Ave. $      Qty.   Total $    Ave. $      Qty.   Total $   Ave. $     Ave. $
PSAS HCPCS                      -Comm-   -Comm-     -Comm-      -VA-    -VA-      -VA-      -Lab-   -Lab-    -Lab-      -All-
-------------------------------------------------------------------------------------------------------------------------------

A4600 SLEEVE, INTER LIMB COMP DE      1       270    270.00         0        0      0.00         0        0     0.00     270.00
A5510 COMPRESSION FORM SHOE INSE      1      1776   1776.35         0        0      0.00         0        0     0.00    1776.35
C1721 AICD, DUAL CHAMBER              1       819    819.19         0        0      0.00         0        0     0.00     819.19
E0184 DRY PRESSURE MATTRESS          28       239      8.54         0        0      0.00         0        0     0.00       8.54
E0185 GEL PRESSURE MATTRESS PAD      30       256      8.54         0        0      0.00         0        0     0.00       8.54
E0186 AIR PRESSURE MATTRESS        1422     20216     14.22         0        0      0.00         0        0     0.00      14.22
E0199 DRY PRESSURE PAD FOR MATTR     31       592     19.10         0        0      0.00         0        0     0.00      19.10
E0272 MATTRESS FOAM RUBBER           57       821     14.41         0        0      0.00         0        0     0.00      14.41
E0280 BED CRADLE                     31       310     10.00         0        0      0.00         0        0     0.00      10.00
E0301 HD HOSP BED, 350-600 LBS      216      3942     18.25         0        0      0.00         0        0     0.00      18.25
E0302 EX HD HOSP BED > 600 LBS      1298     28158     21.69         0        0      0.00         0        0     0.00      21.69
E0471 RAD W/BACKUP NON INV INTRF      1       480    480.00         0        0      0.00         0        0     0.00     480.00
E0617 AUTOMATIC EXT DEFIBRILLATO      1      2995   2995.00         0        0      0.00         0        0     0.00    2995.00
Type <Enter> to continue or '^' to exit:
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 47).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 47: Exported Prosthetics (PRO) YTD HCPCS Report

A	B	C	D	E	F	G	H	I	J	K	L
REPORT TYPE	PSAS HCPCS	QTY COM	TOTAL COM	AVE COM	QTY VA	TOTAL VA	AVE VA	QTY LAB	TOTAL LAB	AVE LAB	ALL AVE
NEW	A4265 PARAFFIN	9	214	23.78	0	0	0	0	0	0	23.78
NEW	A4367 OSTOMY BELT	1	16	16	0	0	0	0	0	0	16
NEW	A4466 ELASTIC GARMENT/COVERING	91	1143.34	12.56	0	0	0	0	0	0	12.56
NEW	A4483 MOISTURE EXCHANGER	1	24	24	0	0	0	0	0	0	24
NEW	A4495 THIGH LENGTH SURG STOCKING	12	239.46	19.96	0	0	0	0	0	0	19.96
NEW	A4500 BELOW KNEE SURGICAL STOCKI	531	5207.25	9.81	0	0	0	0	0	0	9.81
NEW	A4556 ELECTRODES, PAIR	817	1973.71	2.42	0	0	0	0	0	0	2.42
NEW	A4565 SLINGS	77	250.25	3.25	0	0	0	0	0	0	3.25
NEW	A4570 SPLINT	27	1136.62	42.1	0	0	0	0	0	0	42.1
NEW	A4595 TENS SUPPL 2 LEAD PER MONT	4	85.7	21.43	0	0	0	0	0	0	21.43
NEW	A4600 SLEEVE, INTER LIMB COMP DE	18	1576.13	87.56	0	0	0	0	0	0	87.56
NEW	A4604 TUBING WITH HEATING ELEMEN	12	570	47.5	0	0	0	0	0	0	47.5
NEW	A4608 TRANSTRACHEAL OXYGEN CATH	18	4710.84	261.71	0	0	0	0	0	0	261.71
NEW	A4611 HEAVY DUTY BATTERY	46	8638.48	187.79	0	0	0	0	0	0	187.79

4.1.8.3 Prosthetics (PRO) YTD Laboratory Report

This report lists prosthetics extract data by HCPCS code for items produced within the prosthetics laboratories of the facility. It is intended for users at sites with on-site prosthetics laboratories. Data is accumulated from all extract records for extracts dated within the beginning and end of a fiscal year. Data from the current or previous fiscal year may be selected for the report.

Multidivisional prosthetics sites must specify the primary prosthetics division for the report. Users may choose to generate a specific report for one division or a combined report for all divisions. The report is sorted by PSAS HCPCS Code. Non-divisional site data is reported under the facility station number.

To run the Prosthetics (PRO) YTD HCPCS Report:

Step 1. Select Prosthetics (PRO) YTD Laboratory Report from the Prosthetics Menu options.

Step 2. Select a primary division for the report if necessary.

- For sites belonging to more than one division, a primary division must be selected for the report (Figure 48).

Figure 48: Selecting a Division for the Prosthetics YTD Laboratory Report

```
If you belong to more than one Primary Division, you must
select a Primary Division for the report.

Select Prosthetic Division: 674  OLIN E. TEAGUE VET CENTER  TX  VAMC  674

You may select ONE or ALL of the following:

(1)   674     OLIN E. TEAGUE VET CENTER
(2)   674A4   DORIS MILLER VAMC

Select O(ne) or A(ll): ALL// o  ONE

Which one?: 1
```

Step 3. Select whether to run the report for the current or previous fiscal year.

- The default selection is the current fiscal year. Press **<Enter>** to accept the default. Otherwise, type **P**, then press **<Enter>** to select the previous fiscal year.

Step 4. Type the desired end date for the report.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 49.

Figure 49: Running the Prosthetics (PRO) YTD Laboratory Report

```
Select Prosthetics Option: 4  Prosthetics (PRO) YTD Laboratory Report

Setup for PRO Extract YTD Laboratory Report --

If you belong to more than one Primary Division, you must
select a Primary Division for the report.


Select C(urrent) or P(revious) Fiscal Year: CURRENT// p  PREVIOUS

Do you want the output in exportable format? NO// n  NO

Please note: The PRO Extract YTD Laboratory Report requires 132 columns.
             Select an appropriate device for output.

DEVICE: HOME// 0;132;24    HOME  (CRT)
```

The report is sorted by PSAS HCPCS code and is divided into two sections: New (Figure 50) and Repairs (Figure 51). The report displays the quantity, labor cost, material cost, and the average cost for items within each PSAS HCPCS code. Two sets of totals are displayed for each PSAS HCPCS line item: totals for items produced for use at the local site and totals for items produced for other VA stations.

Figure 50: Prosthetics (PRO) YTD Laboratory Report – New

```
Prosthetics (PRO) Extract YTD Laboratory Report
                                                                                Page 1

FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      DAYTON (552)
Run Date/Time: SEP 06, 2017@20:25

REPORT OF NEW PROSTHETICS ACTIVITIES (Initial, Replacement, or Spare)

                                  Produced for Station #552            Produced for all other stations
PSAS HCPCS                        Qty.   Labor $    Mat'l $    Ave. $    Qty.  Labor $  Mat'l $   Ave. $
-------------------------------------------------------------------------------------------------------

L1940 AFO MOLDED TO PATIENT PLAS    4       154         38     47.86       0        0        0      0.00
L1970 AFO PLASTIC MOLDED W/ANKLE   11       478       2155    239.35       0        0        0      0.00
L3020 FOOT LONGITUD/METATARSAL S    1        11         71     82.03       0        0        0      0.00
L3221 ORTHOPEDIC MENS SHOES DPTH    2         0          0      0.00       0        0        0      0.00
L3250 CUSTOM MOLD SHOE REMOV PRO    2       338       1519    928.54       0        0        0      0.00
L4631 AFO, WALK BOOT TYPE, CUS F    2        99       1426    762.59       0        0        0      0.00
L5000 SHO INSERT W ARCH TOE FILL    3         0          0      0.00       0        0        0      0.00
L5020 TIBIAL TUBERCLE HGT W/ TOE    2        77         19     47.86       0        0        0      0.00
L5301 BK MOLD SOCKET SACH FT END    5       462       4273    947.00       0        0        0      0.00
L5321 AK OPEN END SACH              5      1070      48076   9829.29       0        0        0      0.00
```

Figure 51: Prosthetics (PRO) YTD Laboratory Report - Repair

```
Prosthetics (PRO) Extract YTD Laboratory Report
                                                                                Page 1

FY Date Range: OCT 01, 2016 to MAR 31, 2017
Facility:      DAYTON (552)
Run Date/Time: SEP 06, 2017@20:25

REPORT OF REPAIR PROSTHETICS ACTIVITIES (

                                  Produced for Station #552            Produced for all other stations
PSAS HCPCS                        Qty.   Labor $    Mat'l $    Ave. $    Qty.  Labor $  Mat'l $   Ave. $
-------------------------------------------------------------------------------------------------------

L5673 SOCKET INSERT W LOCK MECH     5        20        312     66.30       0        0        0      0.00
L5679 SOCKET INSERT W/O LOCK MEC    3       308        216    174.67       0        0        0      0.00
L5685 BELOW KNEE SUS/SEAL SLEEVE    2         0          0      0.00       0        0        0      0.00
L5695 AK SLEEVE SUSP NEOPRENE/EQ    2         0        110     55.00       0        0        0      0.00
L5700 REPLACE SOCKET BELOW KNEE     1       130       1389   1519.00       0        0        0      0.00
L5701 REPLACE SOCKET ABOVE KNEE     3       540       2373    971.00       0        0        0      0.00
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 52).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

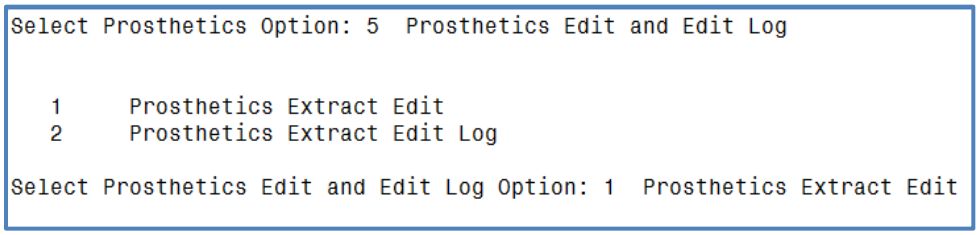
Figure 52: Exported Prosthetics (PRO) YTD Laboratory Report

A	B	C	D	E	F	G	H	I	J
REPORT TYPE	PSAS HCPCS	LOCAL QTY	LOCAL LABOR COST	LOCAL MATERIAL COST	LOCAL AVE COST	ALL OTHER QTY	ALL OTHER LABOR COST	ALL OTHER MATERIAL COST	ALL OTHER AVE COST
NEW	A5501 DIABETIC CUSTOM MOLDED SHO	1	194.3	628	822.3	0	0	0	0
NEW	A5513 MULTI DEN INSERT CUSTOM MO	8	30.03	823.25	106.66	0	0	0	0
REPAIR	L7510 PROSTHETIC DEVICE REPAIR R	3	90	12.9	34.3	0	0	0	0
REPAIR	L7520 REPAIR PROSTHESIS PER 15 M	3	0	0	0	0	0	0	0

4.1.8.4 Prosthetics Edit and Edit Log

This option allows users to either edit the prosthetic extract or view the prosthetics extract edit log (Figure 53). The following subsections describe the functionality of each option.

Figure 53: Prosthetics Edit and Edit Log Options



4.1.8.4.1 Prosthetics Edit

This option allows authorized users to edit the quantity field within the prosthetics extract.

Notes:

- The extract must be re-run if changes are made after the extract is transmitted. Please contact the MCAO Customer Service Help Desk (CSHD) for assistance.

To perform a Prosthetics Edit:

Step 1. From the Prosthetics Edit and Edit Log menu options, select the Prosthetics Extract Edit, then press <Enter>.

Step 2. Type the desired extract log number, then press <Enter>.

- Type **??** at the prompt, then press **<Enter>** to see a list of selectable prosthetics extract log numbers.

Step 3. Type a patient's SSN, if known, then press <Enter>.

- Entering a patient SSN is optional.
- Press **<Enter>** at the prompt to skip SSN entry.

Step 4. Type the desired extract sequence number.

- Type **?** at the prompt, then press **<Enter>** to see a list of selectable extract sequence numbers.

Note:

- If a patient's SSN is entered and a question mark (?) is entered for the extract sequence number, only records including that patient's SSN will appear in the results.

Step 5. Enter the desired quantity to edit the value, then press <Enter>.

- The currently assigned value appears after the prompt (Example: QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 54.

Figure 54: Performing a Prosthetics Edit

```
Select Prosthetics Edit and Edit Log  <PREPROD ACCOUNT> Option: 1  Prosthetics Extract Edit
Select PRO EXTRACT NUMBER: ??

Select from one of the following extract numbers:
If no numbers appear then there are no extracts that can be edited.

4590
4603

Select PRO EXTRACT NUMBER: 4590
Enter patient's SSN, if known, or press ENTER to continue:
Select PRO EXTRACT SEQUENCE NUMBER: ?

Select from one of the following sequence numbers:
SEQUENCE #  SSN         DELIVERY DATE  QUANTITY
-----------------------------------------------
825890      XXXXXXXXX   JAN 03, 2017   2
825891      XXXXXXXXX   JAN 03, 2017   1
Type <Enter> to continue or '^' to exit: ^
SEQUENCE #  SSN         DELIVERY DATE  QUANTITY
-----------------------------------------------

Select PRO EXTRACT SEQUENCE NUMBER: 825890
QUANTITY: 2// 1
```

4.1.8.4.2 Prosthetics Edit Log

This option allows users to view the changes made to the quantity field within the prosthetics extract.

To view the Prosthetics Edit Log:

Step 1. From the Prosthetics Edit and Edit Log menu options, select the Prosthetics Extract Edit Log, then press <Enter>.

Step 2. Select the sort order for the edit log.

- The system can sort by user name that made the edit or by the date the edit was made.

Step 3. Type the desired start date for the edit log, then press <Enter>.

Step 4. Type the desired end date for the edit log, then press <Enter>.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 55.

Figure 55: Running the Prosthetics Edit Log

```
Select Prosthetics Edit and Edit Log Option: 2  Prosthetics Extract Edit Log

This option prints a log of the changes made to the Prosthetics
Extracts.


     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Prosthetics Extract Edit Log: 1// 1  USER NAME

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
Starting with Date: 6/1/16  (JUN 01, 2016)
Ending with Date: 6/1/16  (JUN 01, 2016)
DEVICE: 0;132  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Sequence Number, Extract Number, Field Name, Old Value and New Value (Figure 55).

Figure 56: Prosthetics Edit Log

```
PROSTHETICS EXTRACT EDIT LOG                                                                                    Page 1
Printed on Jun 01, 2016@10:45:09 for 6/1/16 to 6/1/16
USER NAME              DATE/TIME CHANGED     SEQUENCE #     EXTRACT #   FIELD NAME      OLD VALUE          NEW VALUE
-------------------------------------------------------------------------------------------------------------------
DSS1                   JUN  1,2016  10:43    731062         4403        QUANTITY        00000099           00000098
DSS1                   JUN  1,2016  10:44    731062         4403        QUANTITY        00000098           00000099
```

4.1.8.5 Prosthetics Monthly Rental Report

This report assists with costing accuracy for the site's prosthetic rental items. The output displays only those items that are monthly rentals (e.g., dialysis machine or electromagnetic wound treatment device).

To run the Prosthetics Monthly Rental Report:

Step 1. Select Prosthetics Monthly Rental Report from the Prosthetics menu options, then press <Enter>.

Step 2. Type the desired starting delivery date, then press <Enter>.

Step 3. Type the desired ending delivery date, then press <Enter>.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 57.

Figure 57: Running the Prosthetics Monthly Rental Report

```
Select Prosthetics Option: 6  Prosthetics Monthly Rental Report

This report will identify all prosthetic monthly rental items over a user
selected time frame.  Enter the delivery start and end dates for the report.

Enter starting delivery date:  010117  (JAN 01, 2017)
Enter ending delivery date: 013117  (JAN 31, 2017)

Do you want the output in exportable format? NO//
DEVICE:
```

The report output includes Patient Name, Quantity, PSAS HCPCS, and Initiator (Figure 58).

Figure 58: Prosthetics Monthly Rental Report

```
Prosthetics monthly rental listing                  JUN 06, 2017@20:36   PAGE 1
                                        PSAS
PATIENT NAME                      QTY   HCPCS    INITIATOR
------------------------------------------------------------------------------

TEST,PATIENT 1                     1    E1594    SAMPLE,ONE
TEST,PATIENT 2                     1    E1594    SAMPLE,ONE
TEST,PATIENT 3                     1    E1594    SAMPLE,ONE
TEST,PATIENT 4                     1    E1594    SAMPLE,ONE
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 59).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 59: Exported Prosthetics Monthly Rental Report

A	B	C	D
PATIENT NAME	QTY	PSAS HCPCS	INITIATOR
TEST, PATIENT 1	1	E1594	SAMPLE, ONE
TEST, PATIENT 2	1	E1595	SAMPLE, ONE
TEST, PATIENT 3	1	E1596	SAMPLE, ONE
TEST, PATIENT 4	1	E1597	SAMPLE, ONE

4.1.8.6 Prosthetics Unit of Issue Report

This report lists all entries in the UNIT OF ISSUE file (#420.5) that can be used within the prosthetics package.

To run the Prosthetics Unit of Issue Report:

Step 1. Select Prosthetics Unit of Issue Report from the Prosthetics menu options, then press <Enter>.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 60.

Figure 60: Running the Prosthetics Unit of Issue Report

```
Select Prosthetics Option: 7  Prosthetics Unit of Issue Report

This report will list all units of issue that can be used in prosthetics.
The list will include the 2 character name as well as the full name.


Do you want the output in exportable format? NO// no  NO
DEVICE: HOME//   HOME  (CRT)
```

The report output includes the two-character name and the full name for each unit of issue (Figure 61).

Figure 61: Prosthetics Unit of Issue Report

```
Unit of Issue List on May 26, 2017@00:15                        Page: 1

NAME FULL NAME
------------------------------------------------------------------------
AM   AMPOULE
AT   ASSORTMENT
AY   ASSEMBLY
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 62).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 62: Exported Prosthetics Unit of Issue Report

A	B
NAME	FULL NAME
AM	AMPOULE
AT	ASSORTMENT

4.1.9 Setup for DSS Clinic Information

Choosing the Setup for DSS Clinic Information option from the Maintenance Menu displays seven additional options needed to accurately define DSS clinic information (Figure 63). **Error! Reference source not found.**The subsections that follow describe the functionality of each option.

Figure 63: DSS Clinic Information Menu Options

```
   1      CHAR4 Codes List
   2      Create DSS Clinic Stop Code File
   3      Clinics and DSS Stop Codes Print
   4      Enter/Edit Clinic Parameters
   5      Approve Reviewed DSS Clinic Worksheet
   7      Clinic & Stop Codes Validity Report
   8      Clinic Edit Log Report

Select Setup for DSS Clinic Information Option:
```

4.1.9.1 CHAR4 Codes List

This option displays a list of the CHAR4 codes with short descriptions from the NATIONAL CLINIC file (#728.441). The output generated by this option may be used as a reference guide when using the following options:

- Create DSS Clinic Stop Code File
- Clinics and DSS Stop Codes Print
- Enter/Edit Clinic Parameters
- Approve Reviewed DSS Clinic Worksheet

To create the CHAR4 Codes List:

Step 1. Select CHAR4 Codes List from the Setup for DSS Clinic Information menu options, then press <Enter>.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 64.

Figure 64: Running the CHAR4 Codes List

```
Select Setup for DSS Clinic Information Option: 1  CHAR4 Codes List

Do you want the output in exportable format? NO// n  NO
DEVICE:   HOME (CRT)    Right Margin: 80//
```

The output includes the CHAR4 Code and the Short Description for each code (Figure 65).

Figure 65: CHAR4 Code List

```
CHAR4 CODE LIST                                  AUG 31,2015  13:02    PAGE 1
CODE  SHORT DESCRIPTION
AETC  Ambulatory Evaluation and Treatment Center
AFCC  AFC Clinic
AGTO  Agent Orange
AOTH  A Other
ASOR  Ambulatory Surgery Performed in an OR
ASOT  Ambulatory Surgery Performed in Area Other than OR
ATEM  A Team
BARA  Bar 203-450 Audio
BOTH  B Other
[This output has been abbreviated to save space.]
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 7: 66).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 66: Exported CHAR4 Codes List

A	B
CHAR4 CODE	SHORT DESCRIPTION
AAAA	General Purpose 1 - assign own use
ABCD	Locally Defined A
ABLU	Blue Team A
ACBC	CBC A
ACPX	C & P clinic profile A
ACUP	Acupuncture
AETC	Ambulatory Evaluation and Treatment Center
AFCC	AFC Clinic
AGRP	A GROUP
AGTO	Agent Orange
AMSM	Antimicrb Stwrdshp MD
AMSP	Antimicrb Stwrdshp Pharmacist
ANUR	RN managed clinic A
AOTH	A Other
APRI	A Primary Care
APSZ	E-Consult NP or CNS

4.1.9.2 Create DSS Clinic Stop Code File

This option allows the authorized users (i.e., holders of the ECXMGR security key) to create local entries in the CLINICS AND STOP CODES file (#728.44) which will contain clinics, the stop codes assigned to those clinics by MAS/HAS, and the stop codes used for those clinics by DSS.

Running this option does not affect existing data in the CLINICS AND STOP CODES file (#728.44). This file includes the RECORD LAST SYNCHED field that identifies the last date the Create DSS Clinic Stop Code File option ran.

Note:

- This option should be run monthly, prior to generating the Clinic Visit Extract.

To create a DSS Clinic Stop Code File:

Step 1. Select Create DSS Clinic Stop Code File from the Setup for DSS Clinic Information menu options, then press <Enter>.

Step 2. Select whether to run the option now or to queue the option for a future date/time.

The enumerated steps described above display on the screen as shown in Figure 67.

Figure 67: Running the Create DSS Clinic Stop Code File Option

```
Select Setup for DSS Clinic Information Option: 2  Create DSS Clinic Stop Code File

This option creates local entries in the DSS CLINIC AND STOP CODES
file (#728.44).

The CREATE option last ran on 3/31/17.

Run the CREATE option (N)ow or (Q)ueue for a future date/time: n  NOW
Running CREATE...

The CREATE option has completed on May 26, 2017@01:18:06.

Proceed to DSS Clinic and Stop Code Print menu? NO//yes
```

4.1.9.2.1 New Clinic Entries

The software searches the HOSPITAL LOCATION file (#44) for all clinics. It does not create entries for clinics that are currently inactive.

New clinic entries are added to the CLINICS AND STOP CODES file (#728.44) with the field defaults listed in Table 6.

Table 6: New Clinic Entry Field Defaults

Field #	Field Name	Default value
1	STOP CODE	STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44)
2	CREDIT STOP CODE	CREDIT STOP CODE field (#2503) in HOSPITAL LOCATION file (#44)
3	DSS STOP CODE	STOP CODE NUMBER field (#8) in HOSPITAL LOCATION file (#44)
4	DSS CREDIT STOP CODE	CREDIT STOP CODE field (#2503) in HOSPITAL LOCATION file (#44)
5	ACTION TO SEND	5: SEND STOP CODE(S) WITHOUT CHAR4 CODE (If Clinic is not a Non-Count Clinic) 6: DO NOT SEND (If Clinic is a Non-Count Clinic)

4.1.9.2.2 Existing Clinic Entries

All preexisting clinics are checked against their counterparts in the HOSPITAL LOCATION file (#44) to ensure the STOP CODE field (#1) in the CLINICS AND STOP CODES file (#728.44) matches the STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44). The same validation check is performed on the CREDIT STOP CODE field (#2) to ensure it matches the CREDIT STOP CODE field (#2503) in the HOSPITAL LOCATION file (#44).

Any preexisting clinic currently marked as inactive in the HOSPITAL LOCATION file (#44) is flagged as inactive in the CLINICS AND STOP CODES file (#728.44). This inactive indicator is displayed as an asterisk (*) beside the clinic name on the worksheet generated by the *Clinics and DSS Stop Codes Print* option. Inactive clinics may still have valid historical data for DSS.

Any Stop Code changes to preexisting clinics delete the "Last Approved" date in the CLINICS AND STOP CODES file (#728.44). This ensures the edited clinics print out as "Unreviewed" the next time the clinic worksheet is generated using the *Clinics and DSS Stop Codes Print* option.

4.1.9.3 Clinics and DSS Stop Codes Print

This option produces a worksheet of all clinics, active clinics, duplicate clinics, inactive clinics, or unreviewed clinics awaiting approval.

Note:

- A clinic is "Unreviewed" if it is newly established or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

To run the Clinics and DSS Stop Codes Print worksheet:

Step 1. Select Clinics and DSS Stop Codes Print from the Setup for DSS Clinic Information menu options, then press <Enter>.

Step 2. Select the desired worksheet, then press <Enter>.

- Options include (A) All Clinics, (C) All Active Clinics, (D) Duplicate Clinics, (I) All Inactive Clinics, (U) Unreviewed Clinics, or (X) Export to Text File for Spreadsheet Use.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 68.

Figure 68: Running the Clinics and DSS Stop Codes Print Option

```
Select Setup for DSS Clinic Information Option: 3  Clinics and DSS Stop Codes Print

This option produces a worksheet of (A) All Clinics, (C) Active, (D) Duplicate, (I) Inactive,
or only the (U) Unreviewed Clinics that are awaiting approval.

Clinics that were defined as "inactive" by MAS/HAS the last time the
option "Create DSS Clinic Stop Code File" was run will be indicated with an "*".

Choose (X) for exporting the CLINICS AND STOP CODES FILE to a text file for spreadsheet use.

**REMINDER - The CREATE option last ran on 9/6/17.
If the most recent clinic changes from the HOSPITAL LOCATION file #44
are desired, run the CREATE option before running a report.**


     Select one of the following:

          A         ALL CLINICS
          C         ALL ACTIVE CLINICS
          D         DUPLICATE CLINICS
          I         ALL INACTIVE CLINICS
          U         UNREVIEWED CLINICS
          X         EXPORT TO TEXT FILE FOR SPREADSHEET USE

Enter "A", "C", "D", "I", "U", or "X": a  ALL CLINICS

**REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY**

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

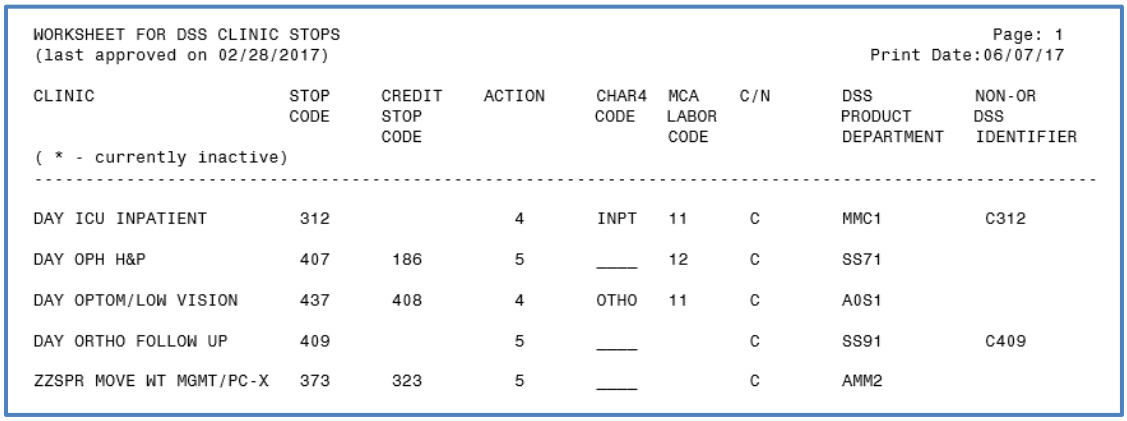
The report output for the All Clinics option includes Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 69).

Figure 69: Clinics and DSS Stop Codes Print - All Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                                    Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC                STOP     CREDIT    ACTION   CHAR4    MCA    C/N     DSS           NON-OR
                      CODE     STOP               CODE     LABOR          PRODUCT       DSS
                               CODE                        CODE           DEPARTMENT    IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

DAY CARDIO CARDIOVERS 303                 5       ____             C       MM31          C303

DAY CARDIO FOLLOW-UP  303                 5       ____     11      C       MM31          CARDIOLO

DAY GI INPATIENT      307                 4       INPT             C       MM71          307M

DAY ICU INPATIENT     312      685        4       INPT             C       MMC1          C312

DAY MH SPCM           502      125        4       OTHB     13      C       PP21S         SPCM
```

The report output for the All Active Clinics option includes the same information: Clinic, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 70).

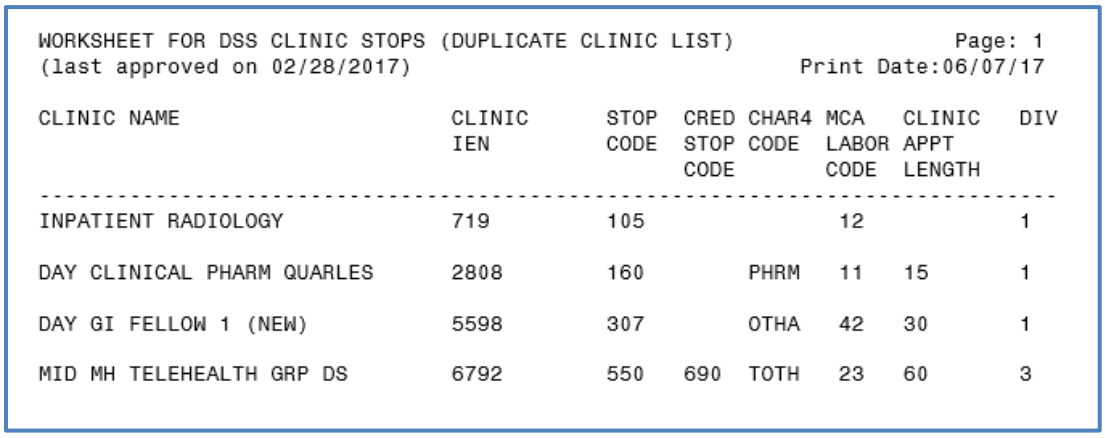
Figure 70: Clinics and DSS Stop Codes Print – All Active Clinics



```
WORKSHEET FOR DSS CLINIC STOPS                                                Page: 1
(last approved on 02/28/2017)                                  Print Date:06/07/17

CLINIC                  STOP    CREDIT   ACTION   CHAR4  MCA    C/N     DSS          NON-OR
                        CODE    STOP              CODE   LABOR          PRODUCT      DSS
                                CODE              CODE   CODE           DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

DAY ICU INPATIENT       312             4        INPT   11     C       MMC1         C312

DAY OPH H&P             407     186     5        ____   12     C       SS71

DAY OPTOM/LOW VISION    437     408     4        OTHO   11     C       A0S1

DAY ORTHO FOLLOW UP     409             5        ____          C       SS91         C409

ZZSPR MOVE WT MGMT/PC-X 373     323     5        ____          C       AMM2
```

The report output for the Duplicate Clinics option differs slightly and includes Clinic Name, Clinic IEN, Stop Code, Credit Stop Code, CHAR4 Code, MCA Labor Code, Clinic Appointment Length, and Division (Figure 71).

Figure 71: Clinics and DSS Stop Codes Print - Duplicate Clinics



```
WORKSHEET FOR DSS CLINIC STOPS (DUPLICATE CLINIC LIST)                  Page: 1
(last approved on 02/28/2017)                                Print Date:06/07/17

CLINIC NAME                  CLINIC      STOP   CRED  CHAR4  MCA    CLINIC   DIV
                             IEN         CODE   STOP  CODE   LABOR  APPT
                                         CODE         CODE   LENGTH
-------------------------------------------------------------------------------
INPATIENT RADIOLOGY          719         105           12             1

DAY CLINICAL PHARM QUARLES   2808        160    PHRM   11     15      1

DAY GI FELLOW 1 (NEW)        5598        307    OTHA   42     30      1

MID MH TELEHEALTH GRP DS     6792        550    690    TOTH   23     60      3
```

The report output for the All Active Clinics option includes Clinic Name, Stop Code, Credit Stop Code, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 72).

Figure 72: Clinics and DSS Stop Codes Print – All Inactive Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                    Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC                STOP     CREDIT    ACTION   CHAR4    MCA     C/N     DSS          NON-OR
                      CODE     STOP               CODE     LABOR           PRODUCT      DSS
                               CODE               CODE     CODE            DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

ZZ3N OPT-X*           409                6        ____             C                    D409

ZZADMISSIONS (LOC)-X* 301      485       4        NONC             N

ZZBROWN EKG-X*        107                6        ____     99      C

ZZDAY ECONSULT PSYCH* 509      697       4        CNSZ             C       PP21         C&P PSY
```

The report output for the Unreviewed Clinics option includes Clinic, Stop Code, Credit Stop Code, CHAR4 Code, MCA Labor Code, Clinic Appointment Length, and Division (Figure 72). A clinic is reported as unreviewed if it is newly established or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

Note:

- For additional information regarding reviewing clinics in order to omit them from the 'Unreviewed Clinics' output of the Clinics and DSS Stop Codes Print report, refer to Section 4.1.9.5).

Figure 73: Clinics and DSS Stop Codes Print – Unreviewed Clinics

```
WORKSHEET FOR DSS CLINIC STOPS                                                    Page: 1
(last approved on 02/28/2017)
Print Date:09/07/17

CLINIC                STOP     CREDIT    ACTION   CHAR4    MCA     C/N     DSS          NON-OR
                      CODE     STOP               CODE     LABOR           PRODUCT      DSS
                               CODE               CODE     CODE            DEPARTMENT   IDENTIFIER
( * - currently inactive)
-------------------------------------------------------------------------------------------------

AUDIOLOGY PRINC CLINIC 203                5        ____             N       ER31

DAY ANTICOAG DOAC SMA  348      317       5        ____             C

DAY SEC MSG AUDIOLOGY  203      719       4        EOTH             C       A0P1

ZZDAY ANESTHESIA*      419                5        ____     11      C       GSJ1         ANES
```

For each of the aforementioned options, the exportable version of the report output includes the same information plus additional information in a delimited text format that can be imported into an Excel spreadsheet. The additional columns included in the exported version of the report are: Clinic IEN, Inactive Date (if the clinic was inactivated), Reactivated Date (if the clinic was inactivated and subsequently reactivated), Clinic Type, Appointment Length (in minutes), Day, Appointment Type, Non-Count Status (yes/no), Occasion of Service (OOS) status, OOS Calling Package, and Variable Length Appointment (Figure 74).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Note:

- The exported versions of the 'All Clinics,' 'All Active Clinics,' 'All Inactive Clinics,' and 'Unreviewed Clinics' options contain the same columns for information. Therefore, only one example screen shot is provided.

Figure 74: Exported Clinics and DSS Stop Codes Print – All Clinics

IEN	Clinic	Stop Code	Credit Stop Code	Action	Last Approved Date	CHAR4 Code	MCA Labor Code	Inact Date	React Date	Clinic Type	App Len	Day	App Type	Non Cnt	OOS	OOS Calling Pkg	Var Length Appt	DSS Prod Dept	Non-OR DSS ID
1	ZZANKENEY,C (PA)	301	117	6	2/28/2017			4/27/1992		CLINIC	10	1	REGULAR	NO					
4	ZZDAY	409		5	2/28/2017			2/1/2016		CLINIC	15	1	REGULAR	NO				SS91	C409
5	HEMATOLOGY	301		4	2/28/2017	NONC		11/19/1998	11/20/1998	CLINIC	10	1	REGULAR	YES			V	A0S1	
286	DAY PULMONARY	104	116	4	2/28/2017	EOTH				CLINIC	30	1	REGULAR	NO				A0S1	C104
292	ZZOPHTHALMOLOGY CAT AMB SURG-X	429	407	6	2/28/2017			1/7/1998		CLINIC	30	1	REGULAR	NO					C407
745	TRANSCRIPTION (RADIOLOGY)	105		5	2/28/2017					CLINIC		1		NO	YES	RADIOLOGY /NUCLEAR MEDICINE			

The exported version of the 'Duplicate Clinics' option differs slightly from the other exported report versions and includes Clinic Name, Clinic IEN, Stop Code, Credit Stop Code, CHAR4 Code, MCA Labor Code, Clinic Appointment Length, and Division (Figure 75). This information is the same as contained in the print version of the duplicate clinics report.

Figure 75: Exported Clinics and DSS Stop Codes Print – Duplicate Clinics

CLINIC NAME	CLINIC IEN	STOP CODE	CREDIT STOP CODE	CHAR4 CODE	MCA LABOR CODE	CLINIC APPOINTMENT LENGTH	DIVISION
INPATIENT RADIOLOGY	719	105			12		1
DAY CLINICAL PHARM QUARLES	2808	160		PHRM	11	15	1
DAY GI FELLOW 1 (NEW)	5598	307		OTHA	42	30	1
MID MH TELEHEALTH GRP DS	6792	550	690	TOTH	23	60	3

4.1.9.4 Enter/Edit Clinic Parameters

This option allows extract managers to add or edit certain parameters associated with a clinic including the Action to Send Code, MCA Labor Code, Non-OR DSS Identifier, and/or the DSS Product Department.

Note:

- Modifying the DSS Product Department information for a clinic will not cause it to be placed in an "Unreviewed" status.

To Enter or Edit Clinic Parameters:

Step 1. Select Enter/Edit Clinic Parameters from the Setup for DSS Clinic Information menu options, then press <Enter>.

Step 2. Type the desired clinic name to edit, then press <Enter>.

- Existing clinic file data is displayed, followed by the current value for the Action to Send Code.

Step 3. To edit the current value for the Action to Send Code, type the desired code, then press <Enter>.

- Type **??**, then press **<Enter>** to see a list of selectable Action to Send Codes.
- To accept the default value, press **<Enter>** at the prompt without typing anything.

Step 4. Type the desired MCA Labor Code, then press <Enter>.

- Type **??**, then press **<Enter>** to see a list of selectable MCA Labor Codes.
- To accept the current value, press **<Enter>** at the prompt without typing anything.

Step 5. Type the desired Non-OR DSS Identifier, then press <Enter>.

- To accept the current value, press **<Enter>** at the prompt without typing anything.

Step 6. Type the desired DSS Product Department, then press <Enter>.

- To accept the current value, press **<Enter>** at the prompt without typing anything.
- After this field, the system prompts the user to enter select the next clinic name.

The enumerated steps described above display on the screen as shown in Figure 76.

Figure 76: Running the Enter/Edit Clinic Parameters Option

```
Select Setup for DSS Clinic Information Option: 4  Enter/Edit Clinic Parameters
Select CLINICS AND STOP CODES CLINIC NAME: Ambulatory Surgery
EXISTING CLINIC FILE DATA:
STOP CODE:        401
CREDIT STOP CODE: 117
ACTION TO SEND: SEND STOP CODE(S) WITH CHAR4 CODE
         //
MCA LABOR CODE: ??
This field further defines the clinic setup by identifying the Managerial Cost Accounting (MCA) labor code
associated with this clinic.
   Choose from:

   11        CLINICAL
   12        TECHNICIAN
   13        RESIDENT/TRAINEE
   21        RN
   22        NURSE TECH/ASSISTANT
   23        ADVANCE PRACTICE NURSE
   24        LPN,LVN
   41        PHYSICIAN/DENTIST
   42        FELLOW
   50        NON-NURSING CONTRACT STAFF
   51        CONTRACT RN
   52        CONTRACT NURSE TECH/ASSISTANT
   53        CONTRACT ADVANCE PRACTICE NURSE
   54        CONTRACT LPN,LVN
   99        MIXED LABOR (MULTIPLE PROVIDERS)
   01        ADMINISTRATIVE LABOR
MCA LABOR CODE : 54
NON-OR DSS IDENTIFIER: AMBU
DSS PRODUCT DEPARTMENT: ??
        The nationally defined DSS Intermediate Department Number designated to the patient
        care product being provided.
DSS PRODUCT DEPARTMENT:
```

4.1.9.5 Approve Reviewed DSS Clinic Worksheet

This option allows users to approve any clinics that are currently in an unreviewed status. A clinic is reported as unreviewed if it is newly established or if there is a change to the Stop Code/Credit Stop, Count/Non-Count clinic status or Active/Inactive clinic status.

To Approve a Reviewed DSS Clinic Worksheet:

Step 1. Select Approve Reviewed DSS Clinic Worksheet from the DSS Clinic Information menu options, then press <Enter>.

- Information about the option appears, followed by a prompt asking the reviewer if he/she is ready to approve.

Step 2. At the prompt, type Y to confirm that the information is ready for approval.

Step 3. Type the desired start time for the approval process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, simply press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

Note:

- The system does not confirm the completion of the approval process. However, if the 'Unreviewed Clinics' option for the Clinics and DSS Stop Codes Print report is run again, the report indicates "No data found for worksheet." The last approved date on the report will also reflect the latest date on which the Approve Reviewed DSS Clinic Worksheet option was run.

The enumerated steps described above display on the screen as shown in Figure 77.

Figure 77: Running the Approve Reviewed DSS Clinic Worksheet Option

```
Select Setup for DSS Clinic Information Option: 5  Approve Reviewed DSS Clinic Worksheet

This option allows you to mark the current clinic entries in the CLINICS AND
STOP CODES file (#728.44) as "reviewed".  Those entries will then be omitted
from the list printed from the "Clinic and DSS Stop Codes Print" when you
choose to print only "unreviewed" clinics.

Are you ready to approve the reviewed information provided by the
"Clinic and DSS Stop Codes Print"? NO// yes  YES

Requested Start Time: NOW//  (MAY 26, 2017@09:39:14)

...approval queued
```

4.1.9.6 Clinic and Stop Codes Validity Report

The Clinic & Stop Codes Validity Report is used to identify invalid clinic setups due to Stop Codes, Credit Stop Codes and/or CHAR4 codes changes after the initial clinic setup.

Stop Codes are assigned one of three restrictions: primary, secondary or either. Primary restrictions confine the stop code only the primary stop code position. Secondary restrictions confine the stop code to only the secondary stop code position. Restrictions defined as 'either' mean that the stop code can be used in either the primary or secondary stop code position. Stop Codes assigned a primary or secondary restriction type will also have a restriction date to track when the Stop Code was designated as restricted. Clinics are validated to ensure the Stop Codes are in compliance with restriction types.

The clinic's Stop Codes and Credit Stop Codes must be active, valid and conform to the restriction types. If any of the following conditions are not met, the offending clinic is listed on the report with a descriptive message explaining what needs to be updated.

- Must be present.
- Must be active.

- Must not have an inactive date in the future.
- Must be three numeric characters in length and valid.
- Must be in the correct position for the restriction type.
- Must not have matching Stop and Credit Stop Codes.
- Must not have an inactive CHAR4 Code.

Note:

- CHAR4 Codes cannot be added, deleted or modified by users.

This report lists the clinics that do not conform to the Stop Code and CHAR4 restriction types.

To run the Clinic and Stop Codes Validity Report:

Step 1. Select Clinic & Stop Codes Validity Report from the DSS Clinic Information menu options, then press <Enter>.

Step 2. Select whether to produce exportable output.

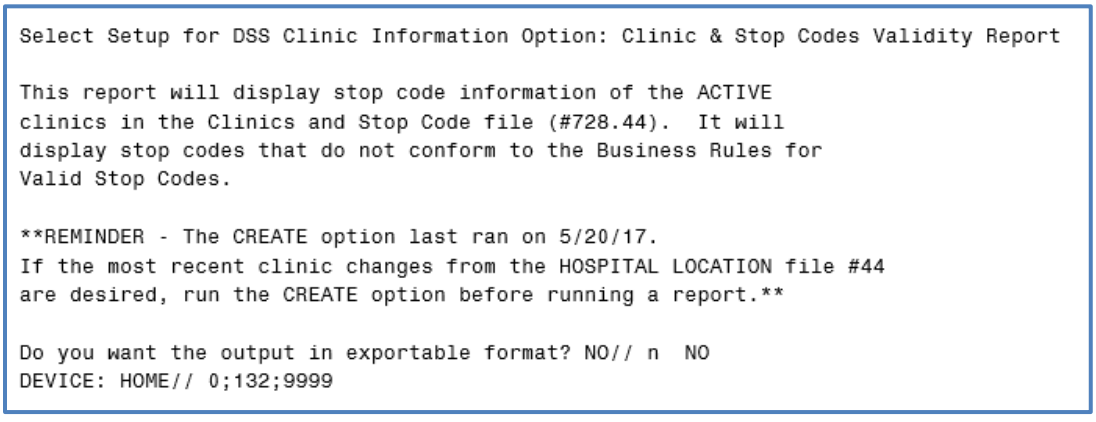
- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.
- Any problems are listed in the report. If no problems are found, the report indicates "No problems found."

The enumerated steps described above display on the screen as shown in Figure 78.

Figure 78: Running the Clinic & Stop Codes Validity Report



```
Select Setup for DSS Clinic Information Option: Clinic & Stop Codes Validity Report

This report will display stop code information of the ACTIVE
clinics in the Clinics and Stop Code file (#728.44).  It will
display stop codes that do not conform to the Business Rules for
Valid Stop Codes.

**REMINDER - The CREATE option last ran on 5/20/17.
If the most recent clinic changes from the HOSPITAL LOCATION file #44
are desired, run the CREATE option before running a report.**

Do you want the output in exportable format? NO// n  NO
DEVICE: HOME// 0;132;9999
```

The report output lists any invalid clinics and includes the Clinic IEN, Clinic Name, Stop Code, Credit Stop Code and CHAR4 Code information. A brief description of the error is also included on the report (Figure 79).

Figure 79: Clinic & Stop Codes Validity Report

```
CLINIC & STOP CODES VALIDITY REPORT                                    Page: 1

IEN#        CLINIC NAME                              STOP      CREDIT    CHAR4
                                                     CODE      STOP      CODE
                                                               CODE
-------------------------------------------------------------------------------

27          ZZDAY RENAL                              313       313
ERRORS:
      313 Stop Code should not match Credit Stop Code.

758         DAY MH PRP AFTERCARE GRP (PM)            560       595       OTHC
ERRORS:
      595 is an Inactive Credit Stop Code

2356        DAY MH PRP AFTERCARE (AM)                560       595       OTHC
ERRORS:
      595 is an Inactive Credit Stop Code

2703        DAY COMP & PEN WALTERS                   512       450
ERRORS:
      512 is an Inactive Stop Code
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 80).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 80: Exported Clinic and Stop Codes Validity Report

A	B	C	D	E	F	G	H	I
IEN	CLINIC NAME	STOP CODE	CREDIT STOP CODE	CHAR4 CODE	ERROR 1	ERROR 2	ERROR 3	WARNING
3	PSYCHOLOGY	85			85 is an Inactive Stop Code			
10	DEMO	101	117		101 is an Inactive Stop Code	101 This stop code can only be used in the secondary position.		

4.1.9.7 Clinic Edit Log Report

The Clinic Edit Log Report generates a list of changes made to Clinic Locations for a specific time frame. The report can be sorted either by user name of the person that performed the edit or by the date the change was made.

To run the Clinic Edit Log Report:

Step 1. Select Clinic Edit Log Report from the Setup for DSS Clinic Information menu options, then press <Enter>

Step 2. Select the sort order for the edit log.

- The system can sort by user name that made the edit or by the date the edit was made.

Step 3. Type the desired start date for the edit log, then press <Enter>.

Step 4. Type the desired end date for the edit log, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 81.

Figure 81: Running the Clinic Edit Log Report

```
Select Setup for DSS Clinic Information Option: 8  Clinic Edit Log Report

This option prints a log of the changes made to Clinic Locations

     Select one of the following:

          1         USER NAME
          2         DATE CHANGED

Select sort for Clinic Edit Log: 1//   USER NAME
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **
DEVICE: 0;132;9999  HOME (CRT)
```

The edit log output is sorted either by user name or by edit date, depending on the user selection. The edit log includes User Name, Date/Time Changed, Clinic IEN, Clinic Name, Field Name, Old Value and New Value (Figure 82).

Figure 82: Clinic Edit Log Report

```
CLINIC EDIT LOG                                                                                                    Page 1
Printed on Jun 01, 2016@14:35:43 for 5/1/16 to 5/30/16
USER NAME              DATE/TIME CHANGED     CLINIC IEN  CLINIC NAME         FIELD NAME OLD VALUE          NEW VALUE
-------------------------------------------------------------------------------------------------------------------------
USER,ONE               MAY  9,2016  14:43    8168        BIG EYE AMB SURG Z  NAME                          BIG EYE AMB SURG Z
USER,ONE               MAY  9,2016  14:43    8168        BIG EYE AMB SURG Z  TYPE                          CLINIC
USER,ONE               MAY  9,2016  14:47    8168        BIG EYE AMB SURG Z  NON-COUNT                     NO
USER,ONE               MAY  9,2016  14:47    8168        BIG EYE AMB SURG Z  DIVISION                      DAYTON
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 83).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 83: Exported Clinic Edit Log Report

A	B	C	D	E	F	G
USER NAME	DATE/TIME CHANGED	CLINIC IEN	CLINIC NAME	FIELD NAME	OLD VALUE	NEW VALUE
USER,ONE	MAY 9,2016 14:43	8168	BIG EYE AMB SURG Z	NAME		BIG EYE AMB SURG Z
USER,ONE	MAY 9,2016 14:43	8168	BIG EYE AMB SURG Z	TYPE		CLINIC
USER,ONE	MAY 9,2016 14:47	8168	BIG EYE AMB SURG Z	NON-COUNT CLINIC? (Y OR N)		NO
USER,ONE	MAY 9,2016 14:47	8168	BIG EYE AMB SURG Z	DIVISION		DAYTON

4.1.10 Setup for Inpatient Census Information

Selecting the Setup for Inpatient Census Information option from the Maintenance Menu displays four additional options needed to accurately define and create DSS inpatient census information (Figure 84). **Error! Reference source not found.**The subsections that follow describe the functionality of each option.

Figure 84: Patient Census Information Menu Options

```
Select Setup for Patient Census Information Option: ?

1       Trial for Setup Extract
2       Generate the Inpatient Setup Extract
3       Active MAS Wards for Fiscal Year Print
4       Primary Care Team Print
```

Note:

- These reports are resource intensive and should be run during non-peak hours.

4.1.10.1 Trial for Setup Extract

This option allows users to generate a report of the inpatient population for a specified date. The report is sorted by inpatient ward. Within each ward, the data is sorted by patient name, SSN and admission date. This report can be compared to MAS/HAS reports to eliminate any problems in the ADMISSION SETUP EXTRACT file (#727.82).

To run the Trial for Setup Extract Option:

Step 1. Select Trial for Setup Extract from the Setup for Inpatient Census Information menu options, then press <Enter>.

Step 2. Type the desired date for the report, then press <Enter>.

- The default selection is the current date. To accept the default date, press **<Enter>**.
- To select a new date, type the desired date at the prompt, then press **<Enter>**.

Note:

- The report is generated for the beginning of the day you select, not the end of the day as MAS/HAS reports do. For example, for this report, if the user selects October 1, 2017, the report will start at midnight on October 1. For the MAS/HAS report the selected date would need to be September 30, 2017. The MAS/HAS report begins at midnight at the end of the day.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

Step 4. Type the desired start time to run the report, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

The enumerated steps described above display on the screen as shown in Figure 85.

Figure 85: Running the Trial for Setup Extract Option

```
Select Setup for Inpatient Census Information Option: 1 Trial for Setup
Extract


WARNING.
This is very resource intensive and should be queued to run at slack time.

This option will print the admission data and data for the last
transfer and treating specialty change for all patients who
were in the hospital on the day you select.

NOTE - This will generate a report of your inpatient population on the
BEGINNING of the day you select, not the end of the day as MAS reports do.
For example, for this report, if you choose October 1, 1994, the report will
start at midnight at the beginning of the day.  For the MAS report, you would
choose September 30, 1994.  The MAS report begins at midnight at the end
of the day.

Select the date :  Mar 01, 2017 //
This report must be queued to a 132 column printer.
DEVICE: HOME//
Requested Start Time: NOW//  4/1/17 (APR 01, 2017@15:10:29)
```

Figure 86: Trial for Setup Extract

```
INPATIENT WARD LIST (DSS) FOR Apr 01, 2017    FOR WARD 410 D
PATIENT                                SSN            ADMIT DATE
DSSPATIENT,ONE                         XXXXXXXXX      Feb 04, 2017
DSSPATIENT,TWO                         XXXXXXXXX      Feb 10, 2017
DSSPATIENT,THREE                       XXXXXXXXX      Jan 04, 2017
DSSPATIENT,FOUR                        XXXXXXXXX      Jan 05, 2017
DSSPATIENT,FIVE                        XXXXXXXXX      Jan 05, 2017
```

4.1.10.2 Generate the Inpatient Setup Extract

This option generates the Inpatient Setup Extract which creates the hospital population for the selected start date. This data is stored in the following files until transmitted to the AITC.

- ADMISSION SETUP EXTRACT file (#727.82)
- PHYSICAL MOVEMENT SETUP EXTRACT file (#727.821)
- TREATING SPECIALTY CHANGE SETUP EXTRACT file (#727.822)

Note:

- Once this option has been run, it should not be used again.

To generate the Inpatient Setup Extract:

Step 1. Select the Generate the Inpatient Setup Extract option from the Setup for Inpatient Census Information menu options, then press <Enter>.

- A warning message appears, followed by information about the option.

Step 2. Type the desired date for the report, then press <Enter>.

- The extract runs. The user receives a confirmation MailMan message once the extract completes.

The enumerated steps described above display on the screen as shown in Figure 87.

Figure 87: Running the Generate the Inpatient Setup Extract Option

```
Select Setup for Inpatient Census Information Option: 2 Generate the Inpatient Setup Extract


WARNING.
This is very resource intensive and should be queued to run at slack time.

This option will extract the admission data and data for the last
transfer and treating specialty change for all patients who
were in the hospital on the day you select.

NOTE - This will generate a report of your inpatient population on the
BEGINNING of the day you select, not the end of the day as MAS/HAS reports do.
For example, for this report, if you choose October 1, 1994, the report will
start at midnight at the beginning of the day.  For the MAS report, you would
choose September 30, 1994.  The MAS/HAS report begins at midnight at the end
of the day.


Select the date:  Oct 01, 2017// <RET> (OCT 01, 2017)
Requested Start Time: NOW// <RET> (DEC 17, 2017@09:43:16)
```

4.1.10.3 Active MAS Wards for Fiscal Year Print

This option provides assistance for building wards in the commercial database at the AITC. Use this option to generate a list of all MAS/HAS wards that were active at any time during the current fiscal year.

To Generate a List of Active Wards for the Current Fiscal Year:

Step 1. Select the Active MAS Wards for Fiscal Year Print option from the Setup for Inpatient Census Information menu options, then press <Enter>.

- Information about the option appears, followed by a prompt.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 88.

Figure 88: Running the Active MAS Wards for Fiscal Year Print Option

```
Select Setup for Inpatient Census Information Option: 3  Active MAS Wards for Fiscal Year Print

This option prints a list of all MAS/HAS wards that were active at any time
during FY2017.  The list is sorted by Medical Center Division and displays
the pointer to the Hospital Location file (#44) and DSS Department data
if available.

Do you want the output in exportable format? NO// no  NO

This report requires a print width of 132 characters.

DEVICE: HOME//
```

The report output is sorted by medical center division and includes Ward, DSS Department, Pointer to File #44 (HOSPTIAL LOCATION file), Ward Service and Ward Specialty (Figure 89).

Figure 89: Active MAS Wards for Fiscal Year Print

```
Active Wards for FY2015
Printed on SEP 24,2015@14:56

                        DSS          Pointer      Ward          Ward
    WARD                Department   to File #44  Service       Specialty
---------------------------------------------------------------------------------------

DIVISION: ALB-PRRTP
    7C MED              ABCD         197          MEDICINE      GENERAL(ACUTE MEDICINE)
    PRRTP-DOM                        499          DOMICILIARY   PSYCH RESID REHAB TRMT PROG


DIVISION: FACNEW
    8B NEUROSURG        TEST         391          SURGERY       ORTHOPEDIC
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 90).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 90: Exported Active MAS Wards for Fiscal Year Print

A	B	C	D	E	F
DIVISION	WARD	DSS DEPT	POINTER TO FILE 44	WARD SERVICE	WARD SPECIALTY
ALB-PRRTP	7C MED	ABCD	197	MEDICINE	GENERAL(ACUTE MEDICINE)
ALB-PRRTP	PRRTP-DOM		499	DOMICILIARY	PSYCH RESID REHAB TRMT PROG
FACNEW	8B NEUROSURG	TEST	391	SURGERY	ORTHOPEDIC

4.1.10.4 Primary Care Team Print

This option generates a list of all primary care teams. The list is sorted alphabetically by team name and displays the pointer to the TEAM file (#404.51). This option allows the user to build primary care teams on the commercial DSS system.

To Run the Primary Care Team Print Option:

Step 1. Select the Primary Care Team option from the Setup for Inpatient Census Information menu options, then press <Enter>.

- Information about the option appears, followed by a prompt

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 91.

Figure 91: Running the Primary Care Team Print Option

```
Select Setup for Inpatient Census Information Option: 4  Primary Care Team Print

This option prints a list of all Primary Care Teams.  The list is sorted
alphabetically by TEAM name and displays the pointer to the TEAM file (#404.51).

Do you want the output in exportable format? NO//

The right margin for this report is 80.


DEVICE:   HOME  (CRT)    Right Margin: 80//
```

The report output includes Team Name and the Team File Pointer (Figure 92).

Figure 92: Primary Care Team Print Report

```
Primary Care Teams                                    MAY 30, 2017@06:33   PAGE 1
                                                 TEAM FILE
TEAM NAME                                          POINTER
-------------------------------------------------------------------------------
MH BHIP TEAM CHY 1                                    43
MH BHIP TEAM CHY 2                                    44
MH SPT V19 442                                        73
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 93).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 93: Exported Primary Care Team Print

A	B
TEAM NAME	TEAM FILE POINTER
MH BHIP TEAM CHY 1	43
MH BHIP TEAM CHY 2	44
MH BHIP TEAM FTC 4	46

4.1.11 Test Patient List

This option identifies any patients that are considered test patients by either VistA or DSS conventions.

VistA flags patients as test patients when the SSN contains five leading zeros (e.g., 000-00-1234) or the patient's last name begins with ZZ (e.g., ZZWashington, George).

DSS flags patients as test patients when any of the following are true:

- The SSN contains 3 leading zeroes (e.g., 000-12-3456).
- The SSN contains two middle zeroes (e.g., 123-00-4567).
- The SSN contains consecutive numbers 1 to 9 (e.g., 123-45-6789).
- The SSN contains repeating numbers in all 9 digits (e.g., 111-11-1111).
- The SSN contains three leading sixes (e.g., 666-98-7654).

The Test Patient List report includes the patient's VistA test patient status as well as the DSS test patient status to help the user determine if the patient identified is indeed test patient.

To Run the Test Patient List Report:

Step 1. Select Trial for Setup Extract from the Maintenance menu options, then press <Enter>.

- A note appears indicating that the report may take a while to generate.

Step 2. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 3. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 94.

Figure 94: Running the Test Patient List Option

```
Select Maintenance  <PREPROD ACCOUNT> Option: tst  Test Patient List

** NOTE: This report can take a while to generate.  If you're not exporting the
report, it's suggested that you queue it to run in the background.


Do you want the output in exportable format? NO//
DEVICE: HOME// 0;132;9999
```

The report output includes Name, SSN, Test Patient Indicator (VistA), and DSS Test Patient Indicator (Figure 95).

Figure 95: Test Patient List

```
Test Patient List on May 30, 2017@07:57                                Page: 1

NAME                            SSN         TEST PATIENT  DSS TEST PAT
                                            INDICATOR     INDICATOR
------------------------------------------------------------------------------
PATIENT, TEST1                  666000012       N             Y
PATIENT, TEST2                  666666604       N             Y
```

The exportable version of the report output contains the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 96).

For guidance on capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports, refer to Appendix E: Exporting a Report to a Spreadsheet.

Figure 96: Exported Test Patient List

A	B	C	D
NAME	SSN	TEST PATIENT INDICATOR	DSS TEST PATIENT
PATIENT, TEST1	666000012	N	Y
PATIENT, TEST2	666666604	N	Y

4.2 Pre-Extract Audit Reports

Selecting the Pre-Extract Audit Reports option from the Extract Manager's Menu provides a list of audit reports that have a significant effect on facility workload as recorded in the NPCD (Figure 97). The reports listed also require more complex review and correction by local subject matter experts (SMEs). The subsections that follow describe the functionality of each option.

Figure 97: Pre-Extract Reports Menu Options

```
Pre-Extract Reports option:

   ECS    Event Capture Pre-Extract Unusual Volume Report
   LBB    Laboratory Blood Bank (LBB) Pre-Extract Audit
   PHA    Pharmacy ...
   PRO    Prosthetic Pre-Extract Unusual Cost Report
   SUR    Surgery ...
```

4.2.1 Event Capture Pre-Extract Unusual Volume Report

This report generates a listing of unusual volumes that would be generated by the Event Capture extract (ECS) as determined by a user-defined threshold value. This report should be run prior to the generation of the actual ECS extract to identify and fix, as necessary, any volumes determined to be erroneous. The default threshold value is 20 but can be changed by the user prior to running the report.

To run the Event Capture Pre-Extract Unusual Volume Report:

Step 1. From the Pre-Extract Audit Reports menu options, select the Event Capture Pre-Extract Unusual Volume Report <ECS>.

- Information about the report appears.

Step 2. Press <Enter> to continue.

- The user is prompted to either accept the default threshold or change it.
- To change the default threshold, type '**YES'** at the prompt, and then enter the desired numerical threshold (0-99).
- To accept the default threshold, simply press **<Enter>** to continue.

Step 3. Select the desired DSS Units for the report.

- The user can either choose to run the report for all DSS Units or select only specific DSS Units.

Step 4. Enter a Starting Date for the report.

Step 5. Enter an Ending Date for the report.

Step 6. Select whether to produce exportable output for the report or to print to screen.

Step 7. Select the output format.

The enumerated steps described above display on the screen as shown in Figure 98.

Figure 98: Running the Event Capture Pre-Extract Unusual Volume Report

```
Select Pre-Extract Audit Reports Option: ecs  Event Capture Pre-Extract Unusual Volume Report

Event Capture Pre-Extract Unusual Volume Report

   This report prints a listing of unusual volumes that would be
   generated by the Event Capture extract (ECS) as determined by
   a user-defined threshold value. It should be run prior to
   the generation of an actual extract to identify and fix, as
   necessary, any volumes determined to be erroneous.

   Unusual volumes are those in excess of the threshold value
   defined by the user. The threshold value is 20 by default.

   Note: You may set a different threshold if you opt to continue.

   Run times will vary depending upon the size of the EVENT CAPTURE
   PATIENT file (#721) and the date range selected, but may be at
   least several minutes. Queuing to a printer is recommended.

   The running of this report has no effect on the actual extracts
   and can be run as needed.

   You may select one or all DSS Units.  If you select one unit,
   the report is sorted by descending volume. If you select all DSS Units,
   the report is sorted by DSS Unit, then by descending volume.

Type <Enter> to continue or '^' to exit:

The default threshold volume for unusual volumes in Event Capture is 20.
Would you like to change the threshold? NO//

Do you want All DSS Units? YES//

Enter the date range for which you would like to scan the Event Capture records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report is formatted for 132-column line width.
Enter 'Q' to queue report to TaskManager, then select printer.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists any volumes that match or exceed the defined threshold for the defined time frame. The report includes the SSN, Facility, DSS Unit, Date/Time of visit, Procedure, Volume and Provider (Figure 99).

Figure 99: Event Capture Pre-Extract Unusual Volume Report – All DSS Units

```
Event Capture Pre-Extract Unusual Volume Report                                    Page: 1
Start Date: JAN 01, 2017                                          Report Run Date: AUG 28, 2017
End Date: JAN 31, 2017                                            Threshold Value: 20

 SSN         FACILITY   DSS UNIT                       DATE/TIME          PROCEDURE  VOLUME  PROVIDER
-------------------------------------------------------------------------------------------------------------

 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE   3/1/2017@08:00     HH101N     31      Provider, One
 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE   3/1/2017@08:00     HH101N     31      Provider, One
 XXXXXXXXX   552        HCHC HOSPICE PALLIATIVE CARE   3/1/2017@08:00     HH101N     31      Provider, One

 -------------------------------------------------------------------------------------------------------------
 XXXXXXXXX   552        N&FS IND INPATIENT             3/2/2017@14:51     NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT             3/10/2017@13:14    NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT             3/28/2017@12:38    NU016N     20      Provider, Two
 XXXXXXXXX   552        N&FS IND INPATIENT             3/28/2017@14:16    NU016N     20      Provider, Two
 -------------------------------------------------------------------------------------------------------------
 XXXXXXXXX   552        PROSTHETICS STOCK              3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK              3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK              3/15/2017@08:00    E044301    24      Provider, Three
 XXXXXXXXX   552        PROSTHETICS STOCK              3/9/2017@08:00     E240201    21      Provider, Three
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 100).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 100: Exported ECS Extract Unusual Volume Report – All DSS Units

SSN	FACILITY	DSS UNIT	DATE/TIME	PROCEDURE	VOLUME	PROVIDER
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	HCHC HOSPICE PALLIATIVE CARE	3/1/2017@08:00	HH101N	31	Provider, One
XXXXXXXXX	552	N&FS IND INPATIENT	3/2/2017@14:51	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/10/2017@13:14	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/28/2017@12:38	NU016N	20	Provider, Two
XXXXXXXXX	552	N&FS IND INPATIENT	3/28/2017@14:16	NU016N	20	Provider, Two
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/15/2017@08:00	E044301	24	Provider, Three
XXXXXXXXX	552	PROSTHETICS STOCK	3/9/2017@08:00	E240201	21	Provider, Three

4.2.2 Laboratory Blood Bank (LBB) Pre-Extract Audit

This report provides MCA staff with a list of unmatched blood products and contains records that do not have a value in either the DSS Product Department or DSS IP number fields. The report enables staff to correct the unmatched blood products prior to running the LBB Extract.

To run the Laboratory Blood Bank Audit Report:

Step 1. From the Laboratory Blood Bank (LBB) Pre-Extract Audit menu options, select the Event Capture Pre-Extract Unusual Volume Report <ECS>.

- Information about the report appears.

Step 2. Select a Starting Date for the report.

Step 3. Select an Ending Date for the report.

Step 4. Select whether to produce exportable output or to print to a selected device.

Step 5. Select the device output format.

Step 6. Select the desired queueing option, if necessary.

The enumerated steps described above display on the screen as shown in Figure 101.

Figure 101: Running the Laboratory Blood Bank Pre-Extract Audit

```
Select Pre-Extract Audit Reports Option: lbb  Laboratory Blood Bank (LBB) Pre-
Extract Audit

LBB Pre-Extract Audit Report Information for DSS

**NOTE: This audit can only be run prior to the LBB Extract being generated.
If you have already generated your LBB Extract, refer to the Processing
Guide Chapter 4 section on Regenerating.**

Starting with Date: 04012017  (APR 01, 2017)
Ending with Date: 04302017  (APR 30, 2017)

Do you want the output in exportable format? NO// no  NO
QUEUE TO PRINT ON
DEVICE: HOME//   HOME  (CRT)
Queuing NOT ALLOWED on this device

Previously, you have selected queueing.
Do you STILL want your output QUEUED? Yes// no  (No)
DEVICE: HOME//   HOME  (CRT)    Right Margin: 80//

Retrieving records...
```

The report generates for the selected time frame and lists any records that do not have a value in either the DSS Product Department or DSS IP Number fields. The report includes Patient Name, SSN, Feeder Location, Transfusion Date, Component, and Number of Units (Figure 102).

Figure 102: LBB Pre-Extract Audit Report

```
Laboratory Blood Bank (LBB) Pre-Extract Audit Report                    Page  1
01 Apr 2017 - 30 Apr 2017                                  Run Date: 08 Jun 2017
                                     Transf                   Number
Name          SSN        FDR LOC     Date         COMP     of Units
=================================================================================
TEST,PAT1   XXXXXXXXX     BB660      4/7/17       RBC          1
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 103).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 103: Exported LBB Pre-Extract Audit Report

A	B	C	D	E	F
NAME	SSN	FEEDER LOCATION	TRANSFUSION DATE	COMPONENT	NUMBER OF UNITS
TEST, PATIENT1	XXXXXXXXX	BB660	4/7/2017	RBC	1

4.2.3 Pharmacy

Selecting the Pharmacy option from the Pre-Extract Audit Reports menu displays a list of four options for pharmacy reports (Figure 104). The subsections that follow describe the functionality of each option.

Figure 104: Pharmacy Menu Options

```
Select Pre-Extract Audit Reports Option: pha  Pharmacy


   1     Pharmacy Pre-Extract Incomplete Feeder Key Reports
   2     Pharmacy Pre-Extract Unusual Cost Reports
   3     Pharmacy Pre-Extract Unusual Volume Reports
   4     IVP/UDP Source Audit Reports

Select Pharmacy Option:
```

4.2.3.1 Pharmacy Pre-Extract Incomplete Feeder Key Reports

Three separate reports can be generated for the Incomplete Feeder Key Reports (PRE, IVP, and UDP). These pre-extract reports can be used as a tool to identify and fix DRUG file (#50) entries that have incomplete Feeder Keys. Only drugs that would be included on the extract for the specified date range are listed on the resulting report.

Incomplete Feeder Keys may result in the DRUG file (#50) for the following reasons:

- No PSNDF VA Product Name Entry (first 5 digits are zero, but the National Drug Code (NDC) portion is valid.)
- No National Drug Code (NDC) (last 12 digits are zeros, 'N/A', or 'S"). This indicates the PSNDF VA Product Name portion is valid but either the last 12 characters of the Feeder Key are zero =OR= the NDC portion is prefaced with an 'S' (possibly indicating a supply item number or UPC) =OR= the NDC portion contains "N/A".
- No PSNDF VA Product Name Entry or NDC (all 17 digits are zero). This indicates that both the PSNDF VA Product Name Entry portion =AND= the NDC portion of Feeder Key are invalid (as described above).

This report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting DRUG file (#50) entries that have incomplete Feeder Keys.

To run a Pharmacy Pre-Extract Incomplete Feeder Key Report:

Step 1. Select the Pharmacy Pre-Extract Incomplete Feeder Key Reports option from the Pharmacy menu, then press <Enter>.

- Additional options appear.

Step 2. Select the pharmacy extract on which to run the report (PRE, IVP or UDP), then press <Enter>.

Step 3. Type the desired start date for the report, then press <Enter>.

Step 4. Type the desired end date for the report, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 105.

Figure 105: Running the Pharmacy Pre-Extract Incomplete Feeder Key Reports

```
Select Pharmacy  Option: 1  Pharmacy Pre-Extract Incomplete Feeder Key
Reports


This report prints a listing of Drug File (#50) entries that will generate
incomplete Feeder keys in the three Pharmacy Extracts.  This listing
can be used to identify and fix Drug File entries.  The number of extract
records, total, quantity, unit price and total cost for each drug are
included to aid in determining the impact of the incomplete Feeder Keys.

This report is broken into 3 sections as follows:

Section 1:  No PSNDF VA Product Name Entry (first 5 digits are zero).

Section 2:  No National Drug Code (NDC) (last 12 digits are zero) or the NDC
            is prefixed with an 'S', indicating possible supply item number
            or UPC.

Section 3:  No PSNDF VA Product Name Entry, and
              a. no NDC (all 17 digits are zero), or
              b. The NDC is prefixed with an 'S', indicating possible supply
                 item number or UPC.
Section 3:  No PSNDF VA Product Name Entry or NDC.

Run times for this report will vary depending upon the size of the extract
and could take as long as 30 minutes or more to complete.  This report has no
effect on the actual extracts and can be run as needed.

Type <Enter> to continue or '^' to exit:


Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP

Selection: 1//   PRE

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132 column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists drugs with incomplete feeder keys that would be included on the specified pharmacy extract for the specified date range. The report includes Drug Entry, Generic Name, Feeder Key, Number of Records, Total Quantity, Unit Price and Total Cost (Figure 106).

Figure 106: Pharmacy Pre-Extract Incomplete Feeder Key Report – PRE

```
Prescription Pre-Extract Incomplete Feeder Key Report                                    Page: 1
Start Date: JAN 01, 2017
End Date:   JAN 31, 2017                                    Report Run Date/Time:  SEP 08, 2017

Drug    Generic Name                    Feeder Key          # of      Total       Unit          Total
Entry                                                       Records   Quantity    Price         Cost
-------------------------------------------------------------------------------------------------------

No PSNDF VA Product Name Entry (Five leading zeros)

8480   SPEEDICATH CATHETER 14FR #28414  00000011701090343      2          380      $0.8583     $442.03
8854   MAGNESIUM CHLOR 535MG EC TAB     00000000904791152      2        1,260      $0.0568      $71.57
9234   ENTRUST PLUS DISPOSABLE GUARDS   000000000003870303712  1          252      $0.2708      $68.24
9747   ALOH/DIPH/MAG/LIDO/SIMET 1:1:1   00000065628005001      2          480      $0.1265      $60.72


                                                                          TOTAL       $642.56

Type <Enter> to continue or '^' to exit:


Prescription Pre-Extract Incomplete Feeder Key Report                                    Page: 2
Start Date: JAN 01, 2017
End Date:   JAN 31, 2017                                    Report Run Date/Time:  SEP 08, 2017

Drug    Generic Name                    Feeder Key          # of      Total       Unit          Total
Entry                                                       Records   Quantity    Price         Cost
-------------------------------------------------------------------------------------------------------

No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)

3414   APPLICATOR,COTTON TIP STERILE    14106S61678443053     11        2,200    $0.0470       $103.40
5311   SYRINGE 3CC 20G 1-1/2            11620000000000000      1            3    $0.0600         $0.18
5433   DRESSING NON-ADHERE OIL/EMULSION 11224000000000000      2           40    $0.8224        $32.90
8337   GLOVE LATEX MEDIUM PWDR-FREE     13160S71591210312     13        3,300    $0.0745       $245.85
8539   COBAN WRAP 4INx5YDS              25418S70738776766     31          527    $1.3572       $811.94

                                                                          TOTAL     $1,507.94


Type <Enter> to continue or '^' to exit:


Prescription Pre-Extract Incomplete Feeder Key Report                                    Page: 3
Start Date: JAN 01, 2017
End Date:   JAN 31, 2017                                    Report Run Date/Time:  SEP 08, 2017

Drug    Generic Name                    Feeder Key          # of      Total       Unit          Total
Entry                                                       Records   Quantity    Price         Cost
-------------------------------------------------------------------------------------------------------

No PSNDF VA Product Name Entry or National Drug Code (NDC)

 9838   INV-CIRT-RANDOMIZED PACK         00000000000000000      9          25      $0.0000         $0.00
 9886   INV-NAC300MG OR PLACEBO          00000000000000000      2          96      $0.0000         $0.00


                                                                          TOTAL          $0.00


                                                                    GRAND TOTAL     $2,150.50
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 107).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 107: Exported Pharmacy Pre-Extract Incomplete Feeder Key Reports

A	B	C	D	E	F	G	H	I
TYPE	DRUG ENTRY	GENERIC NAME	FEEDER KEY	NUMBER OF RECORDS	TOTAL QTY	UNIT PRICE	TOTAL COST	ERROR
Prescription	108	CMP-CLOTRIMAZOLE 1% CM/HC 1% CM 1:1	114	1	30	0.08	2.4	No PSNDF VA Product Name Entry (Five leading zeros)
Prescription	1070	CMP-NYSTATIN CRM 15GM/HC PWD 0.15GM	175	1	30	2.23	66.9	No PSNDF VA Product Name Entry (Five leading zeros)

Note:

- Output is similar for all three pharmacy extracts (PRE, IVP and UDP). Therefore, only one example is provided in this user guide.

4.2.3.1.1 PRE Extracts Incomplete Feeder Key Report

This report generates a listing of DRUG file (#50) entries that would generate incomplete feeder keys in the PRE extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete Feeder Keys.

Please refer to Section 4.2.3.1 for additional information and example output.

4.2.3.1.2 IVP Extracts Incomplete Feeder Key Report

This report prints a listing of DRUG file (#50) entries that would generate incomplete Feeder Keys in the IVP extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete Feeder Keys.

Please refer to Section 4.2.3.1 for additional information and example output.

4.2.3.1.3 UDP Extracts Incomplete Feeder Key Report

This report prints a listing of DRUG file (#50) entries that would generate incomplete Feeder Keys in the UDP extract. This listing can be used to identify and correct DRUG file entries. The number of affected extract records, along with their unit price, total quantity and total cost, are included to aid in determining the impact of the incomplete Feeder Keys.

Please refer to Section 4.2.3.1 for additional information and example output.

4.2.3.2 Pharmacy Pre-Extract Unusual Cost Reports

This option allows extract managers (i.e., users with the ECXMGR security key) to create a listing of unusual costs that would be generated by the pharmacy extracts (PRE, IVP or UDP). The unusual cost is determined by a user-defined threshold. This pre-extract report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting erroneous costs.

To run a Pharmacy Pre-Extract Unusual Cost Report:

Step 1. Select the Pharmacy Pre-Extract Unusual Cost Reports option from the Pharmacy menu, then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select the pharmacy extract on which to run the report (PRE, IVP or UDP), then press <Enter>.

Step 4. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 5. Type the desired start date for the report, then press <Enter>.

Step 6. Type the desired end date for the report, then press <Enter>.

Step 7. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 8. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 108.

Figure 108: Running the Pharmacy Pre-Extract Unusual Cost Report

```
Select Pharmacy Option: 2  Pharmacy Pre-Extract Unusual Cost Reports


This report prints a listing of unusual costs that would be
generated by the pharmacy extracts (PRE, IVP and UDP) as
determined by a user defined threshold value.  It should be run
prior to the generation of the actual extract(s) to identify and
fix as necessary any costs determined to be erroneous.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, Descending Cost, and SSN.

Type <Enter> to continue or '^' to exit:



Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP

Selection: 1// pre  PRE

The default threshold cost for the Prescription extract is $50.
Would you like to change the threshold? NO//

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;99999  HOME (CRT)
```

The report generates and lists costs above the defined threshold that would be included on the specified pharmacy extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, Total Cost and Days Supply (Figure 109).

Figure 109: Pharmacy Pre-Extract Unusual Cost Report – PRE

```
  Prescription Pre-Extract Unusual Cost Report                                                              Page: 1
  Start Date: JAN 01, 2017                                                          Report Run Date/Time:  SEP 08, 2017
  End Date:   JAN 31, 2017                                                          Threshold Value = $50

  Name       SSN       Day     Generic Name                        Feeder Key          Quantity      Total Cost Days Supply
  -----------------------------------------------------------------------------------------------------------------------

PATIENT1  XXXXXXXXX  01/17    LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM  10002000168035755    270 GM          $142.1280     90
PATIENT2  XXXXXXXXX  01/24    LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM  10002000168035755    270 GM          $142.1280     90
PATIENT3  XXXXXXXXX  01/20    LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM  10002000168035755    150 GM           $78.9600     90
PATIENT4  XXXXXXXXX  01/18    SODIUM HYPOCHLORITE 0.5% TOP SOLN    10016039328006250   2400 ML           $54.2400     30
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 110).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 110: Exported Pharmacy Pre-Extract Unusual Cost Report

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	QUANTITY	TOTAL COST	DAYS SUPPLY
TEST1	XXXXXXXXX	24-Jan	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000591207000.00	180 GM	$230.40	90
TEST2	XXXXXXXXX	26-Jan	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000591207000.00	90 GM	$115.20	30

Note:

- Output is similar for all three pharmacy extracts (PRE, IVP and UDP). Therefore, only one example is provided in this user guide.

4.2.3.2.1 PRE Unusual Cost Report

This report generates a listing of unusual costs as defined by a user-specified threshold that would generate in the PRE extract. This listing can be used to identify and correct erroneous costs.

Please refer to Section 4.2.3.2 for additional information and example output.

4.2.3.2.2 IVP Unusual Cost Report

This report generates a listing of unusual costs as defined by a user-specified threshold that would generate in the PRE extract. This listing can be used to identify and correct erroneous costs.

4.2.3.2.3 UDP Unusual Cost Report

This report generates a listing of unusual costs as defined by a user-specified threshold that would generate in the PRE extract. This listing can be used to identify and correct erroneous costs.

Please refer to Section 4.2.3.2 for additional information and example output.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by combining Prescription Unit Dose and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

4.2.3.3 Pharmacy Pre-Extract Unusual Volume Reports

This option allows extract managers (i.e., user with the ECXMGR security key) to create a listing of unusual volumes that would be generated by the pharmacy extracts (PRE, IVP, UDP or BCM). The unusual volume is determined by a user-defined threshold. This pre-extract report has no effect on the actual extracts and can be generated as needed to use as a tool in identifying and correcting erroneous pharmacy volumes.

Unusual volumes are defined as follows:

- PRE Extract: Quantity field is greater than the threshold value.
- IVP Extract: Total Doses Per Day field is greater than the threshold value or less than the negative of the threshold value.
- UDP Extract: Quantity field is greater than the threshold value.
- BCM Extract: Component Dose Given field is greater than the threshold value.

To run a Pharmacy Pre-Extract Unusual Volume Report:

Step 1. Select the Pharmacy Pre-Extract Unusual Volume Reports option from the Pharmacy menu, then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select the extract on which to run the report (PRE, IVP, UDP or BCM), then press <Enter>.

The enumerated steps described above display on the screen as shown in Figure 111.

Figure 111: Running a Pharmacy Pre-Extract Unusual Volume Report

```
Select Pharmacy Option: 3  Pharmacy Pre-Extract Unusual Volume Reports


This report prints a listing of unusual volumes that would be
generated by the pharmacy extracts (PRE, IVP, UDP and BCM) as
determined by a user defined threshold value.  It should be run
prior to the generation of the actual extract(s) to identify and
fix as necessary any volumes determined to be erroneous.

Unusual volumes are defined as follows:

PRE Extract:  Quantity field greater than the threshold value.
IVP Extract:  Total Doses Per Day field greater than the threshold
              or less than the negative of the threshold value.
UDP Extract:  Quantity field greater than threshold value.
BCM Extract:  Component Dose Given field greater than threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, Descending Volume, and SSN.

Type <Enter> to continue or '^' to exit:


Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1//
```

Note:

- Depending on which extract is selected, the options differ. Additional details on how to perform each report are contained in the relevant subsections that follow.

4.2.3.3.1 PRE Unusual Volume Report

This report generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the PRE extract. This listing can be used to identify and correct erroneous pharmacy volumes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the PRE Extract:

Step 1. From the list of report options, select the PRE option, then press <Enter>.

Step 2. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 3. Type the desired start date for the report, then press <Enter>.

Step 4. Type the desired end date for the report, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 112.

Figure 112: Running the Unusual Volume Report - PRE

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// pre  PRE

The default threshold volume for the Prescription extract is 500.
Would you like to change the threshold? NO//

Enter the date range for which you would like to scan the Prescription
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/7/17  (JAN 07, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the PRE extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, Total Cost and Days Supply (Figure 113).

Figure 113: Unusual Volume Report - PRE

```
Prescription Extract Unusual Volume Report                                                                    Page: 1
Start Date: JAN 01, 2002                                                    Report Run Date/Time:  MAY 27, 2016
End Date:   JAN 31, 2002                                                    Threshold Value = 500

Name       SSN       Day     Generic Name                          Feeder Key            Quantity      Total Cost Days Supply
-------------------------------------------------------------------------------------------------------------------------------

DSS1    XXXXXXXXX   01/04    CALCIUM ACETATE 667MG (CA 169MG) TAB      10093063717091002       600 TAB          $34.8000      30
DSS1    XXXXXXXXX   01/23    CALCIUM ACETATE 667MG (CA 169MG) TAB      10093063717091002       600 TAB          $34.8000      90
DSS1    XXXXXXXXX   01/23    CALCIUM ACETATE 667MG (CA 169MG) TAB      10093063717091002       600 TAB          $34.8000      90
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 114).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 114: Exported Unusual Volume Report - PRE

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	QUANTITY	TOTAL COST	DAYS SUPPLY
DSS1	XXXXXXXXX	01/04	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	$34.80	30
DSS1	XXXXXXXXX	01/23	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	$34.80	90
DSS1	XXXXXXXXX	01/23	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	$34.80	90
DSS1	XXXXXXXXX	01/30	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	$34.80	90

4.2.3.3.2 IVP Unusual Volume Report

This report generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the IVP extract. This listing can be used to identify and correct erroneous pharmacy volumes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the IVP Extract:

Step 1. From the list of report options, select the IVP option, then press <Enter>.

Step 2. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 3. Type the desired start date for the report, then press <Enter>.

Step 4. Type the desired end date for the report, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 115.

Figure 115: Running the Unusual Volume Report – IVP

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 2  IVP

The default threshold volume for the IV Detail extract is 1000.
Would you like to change the threshold? NO//

Enter the date range for which you would like to scan the IV Detail
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999
```

The report generates and lists volumes above the defined threshold that would be included in the IVP extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Total Doses per Day, and Total Cost (Figure 116).

Note:

- The Total Cost column displays 4 decimal places and is calculated by multiplying the Average Drug Cost per Unit by the Total Doses per Day.

Figure 116: Unusual Volume Report - IVP

```
IV Detail Extract Unusual Volume Report                                                              Page: 1
Start Date: JAN 01, 2017                                               Report Run Date/Time:  MAY 30, 2017
End Date:   JAN 31, 2017                                                         Threshold Value = 1000

Name       SSN        Day     Generic Name                             Feeder Key              Total Doses Total Cost
                                                                                               Per Day
------------------------------------------------------------------------------------------------------------------
TEST1    XXXXXXXXX   01/28    MEROPENEM 500MG VIAL                     12612063323050720       2500 MG     $26.7000
TEST2    XXXXXXXXX   01/12    INFLIXIMAB 100MG/VIL (PF) INJ            12920057894003001       1100 MG     $4,444.0000
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 117).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 117: Exported Unusual Volume Report - IVP

A	B	C	D	E	F	G
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	TOTAL DOSES PER DAY	TOTAL COST
TEST1	XXXXXXXXX	28-Jan	MEROPENEM 500MG VIAL	12612063323050700	2500 MG	$26.70
TEST2	XXXXXXXXX	12-Jan	INFLIXIMAB 100MG/VIL (PF) INJ	12920057894003000	1100 MG	$4,444.00

4.2.3.3.3 UDP Unusual Volume Report

This report generates a listing of unusual volumes as defined by a user-specified threshold that would generate in the UDP extract. This listing can be used to identify and correct erroneous pharmacy volumes.

Note:

- Users can choose to add the SIG/Order Directions on the second line of this report. SIG/Order Direction information is produced by combining Prescription Unit Dose and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the UDP Extract:

Step 1. From the list of report options, select the UDP option, then press <Enter>.

Step 2. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 3. Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 118.

Figure 118: Running the Unusual Volume Report – UDP

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 3  UDP

The default threshold volume for the Unit Dose Local extract is 500.
Would you like to change the threshold? NO//
Include SIG/Order Direction on line 2 of report? NO// y  YES

Enter the date range for which you would like to scan the Unit Dose Local
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the UDP extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Quantity, and Total Cost (Figure 119). If SIG/Order Directions were selected for inclusion on the report, they display on the second line for each entry.

Figure 119: Unusual Volume Report with SIG/Order Directions - UDP

```
Unit Dose Local Extract Unusual Volume Report                                    Page: 1
Start Date: JAN 01, 2017                                  Report Run Date/Time:  MAY 30, 2017
End Date:   JAN 31, 2017                                          Threshold Value = 10

Name       SSN       Day     Generic Name                  Feeder Key            Quantity    Total Cost
-------------------------------------------------------------------------------------------------------

TEST1    XXXXXXXXX   01/07    GABAPENTIN 300MG CAP          11801052343003199      12 CAP      $0.3564
     SIG: 600 MG TID-WITH FOOD
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 120).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 120: Exported Unusual Volume Report with SIG/Order Directions – UDP

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	QUANTITY	TOTAL COST	SIG
TEST1	XXXXXXXXX	7-Jan	GABAPENTIN 300MG CAP	11801052343003100	12 CAP	$0.36	600 MG TID-WITH FOOD
TEST2	XXXXXXXXX	14-Jan	GABAPENTIN 300MG CAP	11801052343003100	12 CAP	$0.36	600 MG TID-WITH FOOD

4.2.3.3.4 BCM Unusual Volume Report

This report generates a listing unusual component doses as defined by a user-specified threshold that would generate in the BCM extract. This listing can be used to identify and correct erroneous pharmacy volumes.

Notes:

- The BCM extract contains both IV and non-IV records. After selecting BCM from the Pharmacy Pre-Extract Unusual Volume Reports menu options, the system prompts the user to select which records to include on the report (IV or non-IV).
- For non-IV medications, users can choose to add the SIG/Order Directions on the second line of the report. SIG/Order Direction information is produced by combining Prescription Unit Dose and Schedule information. This field assists pharmacists to identify dispensing errors for auditing purposes.

To run a Pharmacy Pre-Extract Unusual Volume Report for the BCM Extract:

Step 1. From the list of report options, select the BCM option, then press <Enter>.

Step 2. Select whether to run the report for IV or non-IV records, then press <Enter>.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. [This step applies to the Non-IV report only] Select whether to include SIG/Order Direction information on the report, then press <Enter>.

- At the 'Include SIG/Order Direction on line 2 of report? NO//' prompt, press **<Enter>** to accept 'NO' as the default. To include the information, type **Y** at the prompt, then press **<Enter>**.

Step 5. Type the desired start date for the report, then press <Enter>.

Step 6. Type the desired end date for the report, then press <Enter>.

Step 7. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 8. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 121.

Figure 121: Running the Unusual Volume Report – BCM Non-IV

```
Choose the report you would like to run.

     Select one of the following:

          1         PRE
          2         IVP
          3         UDP
          4         BCM

Selection: 1// 4  BCM

     Select one of the following:

          I         IV
          N         NON-IV

Select type of BCM record: n  NON-IV

The default threshold volume for the BCM-NON IV Entries extract is 5.
Would you like to change the threshold? NO//
Include SIG/Order Direction on line 2 of report? NO// y  YES

Enter the date range for which you would like to scan the BCM-NON IV Entries
Extract records.
Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists volumes above the defined threshold that would be included in the BCM extract for the specified date range. The report includes Patient Name, SSN, Day, Generic Name, Feeder Key, Component Dose Given, and Total Cost (Figure 122). If SIG/Order Directions were selected for inclusion on the report, they display on the second line for each entry.

Figure 122: Unusual Volume Report with SIG/Order Directions – BCM Non-IV

```
BCM-NON IV Entries Pre-Extract Unusual Volume Report                                                    Page: 1
Start Date: JAN 01, 2017                                                    Report Run Date/Time:  SEP 11, 2017
End Date:   JAN 31, 2017                                                    Threshold Value = 5

Name       SSN       Day     Generic Name                          Feeder Key        Component Dose Given          Total Cost
-------------------------------------------------------------------------------------------------------------------------------

DSS1    XXXXXXXXX   01/01    QUETIAPINE FUMARATE 25MG TAB          12750060429041310        6 TAB                   $0.1380
     SIG: 150 MG QHS

DSS1    XXXXXXXXX   01/02    QUETIAPINE FUMARATE 25MG TAB          12750060429041310        6 TAB                   $0.1380
     SIG: 150 MG QHS
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 123).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 123: Exported Unusual Volume Report with SIG/Order Directions – BCM Non-IV

A	B	C	D	E	F	G	H
NAME	SSN	DAY	GENERIC NAME	FEEDER KEY	COMPONENT DOSE GIVEN	TOTAL COST	SIG
DSS1	XXXXXXXXX	1-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	$0.1380	150 MG QHS
DSS1	XXXXXXXXX	2-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	$0.1380	150 MG QHS

4.2.3.4 IVP/UDP Source Audit Report

The IVP/UDP Source Audit Reports provide a record count for each division for the specified date range that would generate in either the IVP or UDP extract. The reports extract data from the UDP and IVP Intermediate source files UNIT DOSE EXTRACT DATA file (#728.904) and IV EXTRACT DATA file (#728.113).

To run a Pharmacy IVP/UDP Source Audit Report:

Step 1. Select the IVP/UDP Source Audit Report option from the Pharmacy menu, then press <Enter>.

Step 2. Select whether to run the report for IVP or UDP records, then press <Enter>.

Step 3. Select which divisions to use for the report, then press <Enter>.

- The default is set to use all divisions. At the 'Select division:' prompt, press **<Enter>** to accept the default.
- To select a specific division, type the division name or number, then press **<Enter>.**

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 124.

Note:

- Output is similar for all the IVP and UDP source audit reports. Therefore, only one example is provided in this user guide. The example provided shows the IVP output.

Figure 124: Running the IVP/UDP Source Audit Report

```
Select Pharmacy  Option: 4  IVP/UDP Source Audit Reports

     Select one of the following:

          1         IVP
          2         UDP

Select Source Audit Report: udp  UDP
Select division: ALL//
Enter Report Start Date:  Sep 11, 2017// ^


   1     <PREPROD ACCOUNT> Pharmacy Pre-Extract Incomplete Feeder Key Reports
   2     <PREPROD ACCOUNT> Pharmacy Pre-Extract Unusual Cost Reports
   3     <PREPROD ACCOUNT> Pharmacy Pre-Extract Unusual Volume Reports
   4     <PREPROD ACCOUNT> IVP/UDP Source Audit Reports

Select Pharmacy  <PREPROD ACCOUNT> Option: 4  IVP/UDP Source Audit Reports

     Select one of the following:

          1         IVP
          2         UDP

Select Source Audit Report: 1  IVP
Select division: ALL//
Enter Report Start Date:  Sep 11, 2017// 1/1/17  (JAN 01, 2017)
Enter Report End Date:  Sep 11, 2017// 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists the record counts for the selected division(s) for the specified date range. The report includes Division, Date, and Record Count (Figure 125).

Figure 125: IVP/UDP Source Audit Report

```
IVP Source Audit Report                                              PAGE: 1

Run Date:   Sep 11, 2017

Start Date: Jan 01, 2017
End Date:   Jan 31, 2017

 Division              Date           Record Count
================================================================================
 552                Jan 01, 2017             106
 552                Jan 02, 2017             122
 552GB              Jan 13, 2017             2
 552                Jan 14, 2017             88
 552                Jan 15, 2017             84
 552GB              Jan 15, 2017             2
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 126).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 126: Exported IVP/UDP Source Audit Report

A	B	C
DIVISION	DATE	RECORD COUNT
552	1/1/2017	106
552	1/2/2017	122
552GB	1/13/2017	2
552	1/14/2017	88
552	1/15/2017	84
552GB	1/15/2017	2

4.2.4 Prosthetic Pre-Extract Unusual Cost Report

This report generates a listing of unusual costs as defined by a user-specified threshold that would generate in the prosthetics (PRO) extract. This listing can be used to identify and correct erroneous prosthetic costs.

To run a Prosthetic Pre-Extract Unusual Cost Report:

Step 1. Select the Prosthetic Pre-Extract Unusual Cost Report option from the Pharmacy menu, then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 127.

Figure 127: Running the Prosthetic Pre-Extract Unusual Cost Report

```
Select Pre-Extract Audit Reports Option: pro  Prosthetic Pre-Extract Unusual
Cost Report


This report prints a listing of unusual costs that would be
generated by the Prosthetic extract (PRO) as determined by a
user-defined threshold value.  It should be run prior to the
generation of the actual extract(s) to identify and fix, as
necessary, any costs determined to be erroneous.

Unusual costs are those where the Cost of Transaction is
greater than the threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by Feeder Key, then by descending Cost of
Transaction and SSN.

**NOTE: The feeder key on this report will match what appears in DSS.
However, the feeder key on the report will be different than the feeder
key on the PRO extract.

Type <Enter> to continue or '^' to exit:



The default threshold cost for the Prosthetic extract is $500.00.
Would you like to change the threshold?? NO//

Enter the date range for which you would like to scan the Prosthetic
Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/31/17  (JAN 31, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

The report generates and lists costs above the defined threshold that would be included in the PRO extract for the specified date range. The report includes Patient Name, SSN, Date of Service, Form, PSAS HCPCS Code, Feeder Key, Quantity, Cost of Transaction and Transaction Type (Figure 128).

Figure 128: Prosthetic Pre-Extract Unusual Cost Report

```
Prosthetic Pre-Extract Unusual Cost Report                                          Page: 1
Start Date: JAN 01, 2017                                       Report Run Date/Time: SEP 11, 2017
End Date: JAN 31, 2017
Threshold Value: 500

                    Date of            PSAS                                        Cost of     Tran
Name     SSN        Service       FORM HCPCS CODE      Feeder Key    Quantity     Transaction  Type
-----------------------------------------------------------------------------------------------------
DSS1   XXXXXXXXX    01/05/17       14  A4556            A4556NC         1         $1,000.00     I
DSS2   XXXXXXXXX    01/17/17       14  A4556            A4556NC         1         $2,000.00     I
DSS3   XXXXXXXXX    01/09/17       14  A4913            A4913NC        19           $702.00     I
DSS4   XXXXXXXXX    01/09/17       14  A4913            A4913NC        14           $537.00     I
DSS5   XXXXXXXXX    01/31/17        9  E0443            E0443XC        84           $715.00     X

FORM:
1:PSC     2:2421  3:2237        4:2529-3          5:2529-7           6:2472   7:2431        8:2914
9:OTHER  10:2520 11:STOCK ISSUE  12:INVENTORY ISSUE  13:HISTORICAL DATA  14:VISA  15:LAB ISSUE-3  16:DALC

TRAN TYPE:
I:INITIAL ISSUE         R:REPLACE         S:SPARE         X:REPAIR         5:RENTAL
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 129).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 129: Exported Prosthetic Pre-Extract Unusual Cost Report

A	B	C	D	E	F	G	H	I	J	K
NAME	SSN	DATE OF SERVICE	FORM	FORM DESCRIPTION	PSAS HCPCS CODE	FEEDER KEY	QUANTITY	COST OF TRANSACTION	TRANSACTION TYPE	TRAN TYPE DESC
DSS1	XXXXXXXXX	1/5/2017	14	VISA	A4556	A4556NC	1	$1,000.00	I	INITIAL ISSUE
DSS2	XXXXXXXXX	1/17/2017	14	VISA	A4556	A4556NC	1	$2,000.00	I	INITIAL ISSUE
DSS3	XXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	19	$702.00	I	INITIAL ISSUE
DSS4	XXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	14	$537.00	I	INITIAL ISSUE
DSS5	XXXXXXXXX	1/31/2017	9	OTHER	E0443	E0443XC	84	$715.00	X	REPAIR

4.2.5 Surgery

Selecting the Surgery option from the Pre-Extract Audit Reports menu displays a list of two options for surgery reports (Figure 130). The subsections that follow describe the functionality of each option.

Figure 130: Surgery Menu Options

```
Select Pre-Extract Option: SUR Surgery


   1      Surgery Pre-Extract Volume Report
   2      Surgery Pre-Extract Unusual Volume Report


Select Surgery Option:
```

4.2.5.1 Surgery Pre-Extract Volume Report

This menu option generates a report listing all surgical cases appearing on the Surgery extract for transmission to the AITC for review.

Step 1. To run the Surgery Pre-Extract Volume Report:

Step 2. Select the Surgery Pre-Extract Volume Report option from the Surgery menu, then press <Enter>.

Step 3. Type the desired start date for the report, then press <Enter>.

Step 4. Type the desired end date for the report, then press <Enter>.

Step 5. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 6. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 131.

Figure 131: Running the Surgery Pre-Extract Volume Report

```
Select Surgery Option: 1  Surgery Pre-Extract Volume Report

Enter the date range for which you would like to scan the
Surgery Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/15/17  (JAN 15, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates and lists information for Surgery extract records for the specified date range. The report includes Patient Name, SSN, Day, Case Number, Encounter Number, Patient Holding Time, Anesthesia Time, Patient Time, Operation Time, PACU Time, OR Clean Time, Cancel/Abort, and Principal Procedure (Figure 132).

Figure 132: Surgery Pre-Extract Volume Report

```
Surgery Pre-Extract Volume Report                                                                     Page: 1
Start Date: JAN 01, 2017                                                       Report Run Date/Time: SEP 11, 2017
  End Date: JAN 31, 2017

                          Case    Encounter      Pt Holding Anesthesia Patient  Operation PACU      OR Clean  Canc/    Principal
Name    SSN       Day     Number  Number           Time       Time      Time      Time    Time        Time    Abort    Procedure
-------------------------------------------------------------------------------------------------------------------------------

DSS1  XXXXXXXXX 01/26/17 119416 54943332917026430    31.0       19.0       5.0        4    5.0      NO TIMES          TURP
DSS2  XXXXXXXXX 01/23/17 120480 52835848717023429    26.0       17.0      15.0       12    5.0      NO TIMES          LEFT ACHILLES R
DSS3  XXXXXXXXX 01/09/17 120234 529684340170109I     23.0       21.0       1.0       12    NO TIMES NO TIMES          RIGHT GROIN EXP
DSS4  XXXXXXXXX 01/06/17 120222 52056497917006429    17.0       15.0       7.0        4    4.0      NO TIMES          LEFT DISTAL RAD
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 133).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 133: Exported Surgery Pre-Extract Volume Report

A	B	C	D	E	F	G	H	I	J	K	L	M
NAME	SSN	DAY	CASE#	ENCOUNTER #	PT HOLDING TIME	ANESTHESIA TIME	PATIENT TIME	OPERATION TIME	PACU TIME	OR CLEAN TIME	CANC/ ABORT	PRINCIPAL PROCEDURE
DSS1	XXXXXXXXX	1/26/2017	119416	12345678917026400	31.0	19.0	5.0	4	5.0	NO TIMES		TURP
DSS2	XXXXXXXXX	1/23/2017	120480	12345678917026500	26.0	17.0	15.0	12	5.0	NO TIMES		LEFT ACHILLES R
DSS3	XXXXXXXXX	1/9/2017	120234	12345678917026900	23.0	21.0	1.0	12	NO TIMES	NO TIMES		RIGHT GROIN EXP
DSS4	XXXXXXXXX	1/6/2017	120222	12345678917026800	17.0	15.0	7.0	4	4.0	NO TIMES		LEFT DISTAL RAD

4.2.5.2 Surgery Pre-Extract Unusual Volume Report

The Surgery Extract Unusual Volume Report generates a listing of unusual time duration volumes for surgery cases as defined by a user-specified threshold that would generate in the surgery extract. This listing can be used to identify and correct erroneous surgery time volumes.

Notes:

- The default threshold for this report is 25 which equates to six (6) hours.
- The unusual volumes captured are defined by the Operation Time, Patient Time, Anesthesia Time, Recovery Room Time, OR Clean Time and Patient Holding Time fields.

To run the Surgery Pre-Extract Unusual Volume Report:

Step 1. Select the Surgery Pre-Extract Unusual Volume Report option from the Surgery menu, then press <Enter>.

- Information about the report appears.

Step 2. Press <Enter> to continue to the next prompt.

Step 3. Select whether to accept or change the default threshold.

- At the 'Would you like to change the threshold? NO//' prompt, press **<Enter>** to accept the default.

Step 4. Type the desired start date for the report, then press <Enter>.

Step 5. Type the desired end date for the report, then press <Enter>.

Step 6. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 7. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 134.

Figure 134: Running the Surgery Pre-Extract Unusual Volume Report

```
Select Surgery Option: 2  Surgery Pre-Extract Unusual Volume Report

This report prints a listing of unusual volumes that would be
generated by the Surgery extract (SUR) as determined by a
user-defined threshold value.  It should be run prior to the
generation of the actual extract(s) to identify and fix, as
necessary, any volumes determined to be erroneous.

Unusual volumes are those where either the Operation Time,
Patient Time, Anesthesia Time, Recovery Room Time, OR Clean Time
or Pt Holding Time field is greater than the threshold value.

Note: The threshold can be set after a report is selected.

Run times for this report will vary depending upon the size of
the extract and could take as long as 30 minutes or more to
complete.  This report has no effect on the actual extracts and
can be run as needed.

The report is sorted by descending Volume and Case Number.

Type <Enter> to continue or '^' to exit:

The default threshold volume for the Surgery extract is 25.
The default threshold volume (25) equates to 6 hours.
Would you like to change the threshold?? NO// y  YES

Volume > threshold
Enter the new threshold volume:  (0-99): 5

Enter the date range for which you would like to scan the
Surgery Extract records.

Starting with Date: 1/1/17  (JAN 01, 2017)
Ending with Date: 1/15/17  (JAN 15, 2017)

Do you want the output in exportable format? NO//

This report requires 132-column format.
DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

The report generates and lists information for Surgery extract records for the specified date range. The report includes Patient Name, SSN, Day, Case Number, Encounter Number, Patient Holding Time, Anesthesia Time, Patient Time, Operation Time, PACU Time, OR Clean Time, Cancel/Abort, and Principal Procedure (Figure 135).

Figure 135: Surgery Extract Unusual Volume Report

```
Surgery Extract Unusual Volume Report                                                                          Page: 1
Start Date: MAR 01, 2016                                                           Report Run Date/Time: MAY 23, 2016
  End Date: MAR 28, 2016                                                                 Threshold Value: 5

                       Case      Encounter      Pt Holding Anesthesia Patient   Operation PACU      OR Clean  Canc/      Principal
Name    SSN       Day     Number      Number          Time        Time      Time       Time   Time        Time   Abort      Procedure
--------------------------------------------------------------------------------------------------------------------------------------

PAT1 XXXXXXXXX 03/18/16 01234  XXXXXXXXX16078429     2.0     NO END TM     5.0          2   15.0      NO TIMES           EXAM UNDER ANES
PAT2 XXXXXXXXX 03/07/16 01235  XXXXXXXXX160307I      5.0        7.0        6.0          4   12.0      NO TIMES           LEFT TOTAL KNEE
PAT3 XXXXXXXXX 03/08/16 01236  XXXXXXXXX160308I      2.0        9.0        7.0          5   12.0      NO TIMES           LEFT TOTAL KNEE
PAT4 XXXXXXXXX 03/08/16 01237  XXXXXXXXX16067291     2.0        7.0        5.0          2   11.0      NO TIMES           BILATERAL TEMPO
PAT5 XXXXXXXXX 03/08/16 01238  XXXXXXXXX160308I      4.0       16.0       16.0         13   11.0      NO TIMES           LAPAROSCOPIC RI
PAT6 XXXXXXXXX 03/22/16 01239  XXXXXXXXX160322I      3.0       19.0       18.0         14   10.0      NO TIMES           LEFT FEMORAL PO
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 136).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 136: Exported Surgery Extract Unusual Volume Report

A	B	C	D	E	F	G	H	I	J	K	L	M
NAME	SSN	DAY	CASE #	ENCOUNTER #	PT HOLDING TIME	ANESTHESIA TIME	PATIENT TIME	OPERATION TIME	PACU TIME	OR CLEAN TIME	CANC/ABORT	PRINCIPAL PROCEDURE
PAT1	XXXXXXXXX	3/5/2014	73319	XXXXXXXXX140304I	1.0	9.0	8.0	7.0	9.0	NO TIMES		ILEOCECECTOMY WITH ANASTOMOSIS
PAT2	XXXXXXXXX	3/3/2014	73064	XXXXXXXXX140303I	4.0	13.0	9.0	7.0	9.0	NO TIMES		LEFT FEMORAL ANGIOGRAM
PAT3	XXXXXXXXX	3/7/2014	73353	XXXXXXXXX14064291	2.0	10.0	9.0	7.0	8.0	NO TIMES		GASTROJEJUNOSTOMY
PAT4	XXXXXXXXX	3/3/2014	73306	XXXXXXXXX140227I	NO BEG TM	10.0	9.0	7.0	8.0	NO TIMES		PARTIAL LEFT COLECTOMY WITH END COLOSTOMY (HARTMANN'S PROCEDURE)
PAT5	XXXXXXXXX	3/3/2014	72909	XXXXXXXXX140303I	3.0	7.0	5.0	3.0	8.0	NO TIMES		LEFT TOTAL KNEE ARTHROPLASTY

4.3 Package Extracts

The Package Extracts option enables users with ECXMGR access to run an extract for a selected package. Additionally, ECXMGR users can reschedule an extract to run, rerun an extract that was previously run or cancel an extract that is currently running.

Notes:

- Use caution when re-running an extract because multiple extracts can run simultaneously which can be resource intensive.
- The DSS application automatically removes tildes (~) from extract record data prior to transmitting. This is done to avoid sending extract record data that could be recognized as an end-of-record indicator to the AITC.

For detailed information regarding extract record layouts for extracted fields, please refer to the current DSS Extracts Version 3.0 Data Definitions Guide available on the VDL.

When the Package Extracts option is selected from the Extract Managers Menu, a list of individual package extracts displays (Figure 137)Figure 137: .

Figure 137: Package Extracts Options

```
Select Extract Manager's Options Option: p  Package Extracts


   ADM   Admissions Extract
   BCM   BCMA Extract
   LBB   Blood Bank Extract
   CLI   Clinic Visit Extract
   ECS   Event Capture Extract
   IVP   IV Extract
   LAB   Lab Extract
   LAR   Lab Results Extract
   PRE   Prescription Extract
   PRO   Prosthetics Extract
   ECQ   QUASAR Extract
   RAD   Radiology Extract
   SUR   Surgery Extract
   MOV   Transfer and Discharge Extract
   TRT   Treating Specialty Change Extract
   UDP   Unit Dose Extract
         Fiscal Year Logic - DSS Testing Only
```

To run a package extract:

Step 1. From the Package Extracts Options, select the desired extract.
Step 2. Enter a Starting Date for the selected extract.
Step 3. Enter an Ending Date for the selected extract.
Step 4. Enter the requested start time.

- Press **<Enter>** to accept 'NOW' as the default time
- The request is queued. Depending on the size of the selected extract, it may take a few minutes to a few hours to complete.
- When the extract has completed, the user will receive a confirmation email in his/her MailMan email account.

The following example (Figure 138)Figure 138: shows example output when running the Admissions (ADM) extract. Output is similar for every extract.

Figure 138: Running a Package Extract

```
Select Package Extracts Option: ADM  Admissions Extract

Extract Admission Information for DSS

Starting with Date: 4/1/17  (APR 01, 2017)
Ending with Date: 4/30/17  (APR 30, 2017)

Requested Start Time: NOW//  (MAY 12, 2017@122:02:16)

Request queued as Task #5467
```

4.3.1 Admission Extract (ADM)

This option allows users to extract patient admissions data for a selected date range. This data is stored in the ADMISSION EXTRACT file (#727.802) until it is transmitted to AITC.

The mail group for this extract is DSS-ADMS. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.2 BCMA Extract (BCM)

This option allows users to extract BCMA data for a selected date range. The medication administration data in the BCMA extract is retrieved from the BCMA MEDICATION LOG file (#53.79) and excludes records that are already included in the UDP extract or the IVP extract. This data is stored in the BCMA EXTRACT file (#727.833) until it is transmitted to the AITC.

The mail group for this extract is DSS-BCM. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.3 Blood Bank Extract (LBB)

This option allows users to extract Blood Bank data for a selected date range. This data is stored in the BLOOD BANK EXTRACT file (#727.829) until the data is transmitted to the AITC. This extract enables

MCA staff to view and manage the true economic costs of blood product usage by the Veterans Health Administration (VHA).

The mail group for this extract is DSS-LBB. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.4 Clinic Visit Extract (CLI)

This option allows users to extract the clinic visit data for a selected date range. This data is stored in the CLINIC EXTRACT file (#727.827) until it is transmitted to the AITC.

The following records are excluded from the Clinic Visit extract:

- Non-Count Clinics are excluded unless specifically assigned to a DSS Action Code other than 6.
- Cancelled clinic appointments are excluded.
- Clinics with an ACTION TO SEND code of 6 in the CLINICS AND STOP CODES file (#728.44) are also excluded.

The mail group for this extract is DSS-SCX. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.5 Event Capture Local Extract (ECS)

This option allows users to extract the Event Capture data for a selected date range. The ECS data is retrieved from the EVENT CAPTURE PATIENT file (#721). Once extracted, the data is stored in the EVENT CAPTURE LOCAL EXTRACT file (#727.815) until it is transmitted to the AITC.

The mail group for this extract is DSS-EC. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.6 IV Extract (IVP)

This option allows users to extract the Pharmacy IV data for a selected date range. The data is retrieved from the IV EXTRACT DATA file (#728.113). Once the extracted, the data is stored in the IV DETAIL EXTRACT file (#727.819) until it is transmitted to the AITC.

The mail group for this extract is DSS-IV. The purpose of this mail group is to receive messages, when the extract is complete and the data is transmitted to the AITC.

4.3.7 Lab Extract (LAB)

This option allows users to extract the Laboratory data including inpatient, outpatient, referrals and research tests for a selected date range. The data is retrieved from the PATIENT file (#2) or the REFERRAL PATIENT file (#67). The identifying number is the SSN for in-house patients or a selected non-SSN ID constant for referrals and research. This data is stored in the LABORATORY EXTRACT file (#727.813) until it is transmitted to the AITC.

The mail group for this extract is DSS-LAB. The purpose of this mail group is to receive messages, when the extract is complete and the data is transmitted to the AITC.

4.3.8 Lab Results Extract (LAR)

This option allows users to extract the Laboratory Results data for a selected date range. This data is stored in the LAB RESULTS EXTRACT file (#727.824) until it is transmitted to the AITC.

The mail group for this extract is DSS-LAB. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.9 Prescription Extract (PRE)

This option is used to extract the Prescription (pharmacy outpatient) data for a selected date range. This data is stored in the PRESCRIPTION EXTRACT file (#727.81) until it is transmitted to the AITC.

The mail group for this extract is DSS-PRES. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.10 Prosthetics Extract (PRO)

This option allows users to extract the Prosthetics data for a selected date range. The data is stored in the PROSTHETICS EXTRACT file (#727.826), until transmitted to the AITC.

The following information is required to extract a Prosthetics record:

- Station
- Requesting Station
- Patient Name (in Prosthetics)
- SSN
- Receiving Station
- Name (in PATIENT file [#2])
- Type of Transaction
- Delivery Date
- Source
- HCPS

For any Prosthetics records that could not be extracted, the user will receive a Prosthetics DSS exception message indicating the record's IEN in the record of pros appliance/repair file (#660) and the missing critical information. The records identified the exception message should be reviewed to determine necessary corrections. Once corrected, the extract should be regenerated to ensure the proper DSS credit is received.

When extracting data for a specific division, only a primary division can be selected. The primary division is defined in the PROSTHETICS SITE PARAMETERS file (#669.9) and the NEW PERSON file (#200).

The mail group for this extract is DSS-PRO. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.11 QUASAR Extract (ECQ)

This option allows users to extract Audiology and Speech Pathology clinic visit data for a selected date range. The data is retrieved from the A&SP CLINIC VISIT file (#509850.6) and is stored in the Quality: Audiology and Speech Pathology Audit & Review (QUASAR) EXTRACT (#727.825) file until it is transmitted to the AITC.

The mail group for this extract is DSS-QSR. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.12 Radiology Extract (RAD)

This option allows users to extract the Radiology data for a selected date range. This data is stored in the RADIOLOGY EXTRACT file (#727.814) until it is transmitted to the AITC.

The mail group for this extract is DSS-RAD. The purpose of this mail group is to receive messages when extract is complete and the data is transmitted to the AITC.

4.3.13 Surgery Extract (SUR)

This option allows users to extract the Surgery data for a selected date range. This data is stored in the SURGERY EXTRACT file (#727.811) until it is transmitted to the AITC. Secondary procedures and prostheses are also extracted.

The mail group for this extract is DSS-SURG. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.14 Transfer and Discharge Extract (MOV)

This option allows users to extract all Patient Movement (transfers and discharge) data for the selected date range. This data is stored in the PHYSICAL MOVEMENT EXTRACT file (#727.808) until it is transmitted to the AITC.

The mail group for this extract is DSS-MOVS. The purpose of this mail group is to receive messages when the extract is complete and the data is transmitted to the AITC.

4.3.15 Treating Specialty Change Extract (TRT)

This option is used to extract Treating Specialty Change data, for a selected date range. This data is stored in the TREATING SPECIALTY CHANGE EXTRACT file (#727.817), until it is transmitted to the AITC.

The mail group for this extract is DSS-TREAT. The purpose of this mail group is to receive messages, when the extract is complete and the data is transmitted to the AITC.

4.3.16 Unit Dose Extract (UDP)

This option is used to extract all Unit Dose Orders, for the selected date range. Data is extracted from the UNIT DOSE EXTRACT DATA file (#728.904), which is populated by the Inpatient Medications package, when a pick list is filed. This data is stored in the UNIT DOSE LOCAL EXTRACT file (#727.809), until it is transmitted to the AITC.

The mail group for this extract is DSS-UD. The purpose of this mail group is to receive messages, when the extract is complete and the data is transmitted to the AITC.

4.3.17 Fiscal Year Logic – DSS Testing Only

The Fiscal Year Logic - DSS Testing Only option allows users to select a fiscal year that may not have the DSS logic implemented for that year.

Note:

- Users must have the ECX DSS TEST security key assigned to view future fiscal years.

Figure 139 shows example output when running the Fiscal Year Logic option.

Figure 139: Running the Fiscal Year Logic Option

```
Select Package Extracts Option: fiscal Year Logic - DSS Testing Only



*****************************************************************
*                                                               *
* Use this option with caution since it will allow you to       *
* run any supported DSS extract using specific fiscal year      *
* logic.  By running this option you may negatively impact      *
* your extract data.                                            *
*                                                               *
* DO NOT USE this option unless you are an official test site   *
* for the DSS Fiscal Year Conversion.                           *
*---------------------------------------------------------------*
*                                                               *
* Note that this option does not update the last date used for  *
* the given extraction.  It also does not verify that the time  *
* frame selected is after the last date used for the extract.   *
*                                                               *
*****************************************************************


Type <Enter> to continue or '^' to exit:


Select DSS Extract to queue: CLINIC I  (CLI)
Starting with Date: 3/1/17  (MAR 01, 2017)
Ending with Date: 3/31/2017//   (MAR 31, 2017)

     Select one of the following:

          2015      Fiscal Year 2015
          2016      Fiscal Year 2016
          2017      Fiscal Year 2017
          2018      Fiscal Year 2018

Select fiscal year logic to use for extract: 2018  Fiscal Year 2018

WARNING: Logic has not been released for this year.  Do not use unless directed
by MCAO.  Do you want to continue? YES//
```

4.4 SAS Extract Audit Reports

The SAS Extracts Audit Reports menu provides the audit reports for extracts which have additional records created by the SAS programs at the Austin Automation Center. The following sub-sections contain a brief description followed by a sample output for each SAS Extract Audit Report option. To

execute any of the SAS Extract Audit Reports options, select SAS Extract Audit Reports from the Extract Manager's Options, then enter the DSS extract log number and a printer device.

For additional information regarding record layouts for extracted fields, refer to the DSS Extracts Version 3.0 Data Definitions Document.

Figure 140: SAS Extracts Audit Reports Menu Options

```
Select Extract Manager's Options Option: s  SAS Extract Audit Reports


   PRE   SAS Prescription Audit Report
   RAD   SAS Radiology Audit Report
   SUR   SAS Surgery Audit Report

Select SAS Extract Audit Reports Option:
```

4.4.1 SAS Prescription Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Prescription (pharmacy outpatient) extract. With this option, users may print a summary report for all records sorted by Feeder Location and Feeder Key.

Refer to Appendix C: Feeder Key Transmission for information about Feeder Key transmission.

To run the SAS Prescription Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select SAS Prescription Audit Report.

Step 2. Enter the desired DSS extract log record number for the completed Prescription extract.

- Typing **??** at the prompt will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the Do you want the output in exportable format? NO// prompt, press **<Enter>** to accept 'NO' as the default

Step 4. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 141.

Figure 141: Running the SAS Prescription Audit Report

```
Select SAS Extract Audit Reports Option: pre  SAS Prescription Audit Report

Prescription Extract SAS Report

Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   5292        01-07-17     Prescription
   5306        02-02-17     Prescription
   5324        03-01-17     Prescription
   5342        04-04-17     Prescription
   5357        07-03-17     Prescription
   5368        07-05-17     Prescription
   5387        07-25-17     Prescription
   5389        07-28-17     Prescription
   5405        08-11-17     Prescription

Select DSS EXTRACT LOG RECORD NUMBER: 5405       08-11-17     Prescription

     Extract:      Prescription #5405

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 188520

Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes Feeder Location, Feeder Key, and Quantity of records created (Figure 142).

Figure 142: SAS Prescription (PRE) Audit Report

```
SAS Audit Report for Prescription (PRE) Extract
DSS Extract Log #:    4348
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@10:42
Division/Site:        DAYTON (1)                                   Page: 1

Feeder Location                        Feeder Key                  Quantity
-------------------------------------------------------------------------------

   CMOPDIS1                            CMOPDISP                    41949

   CMOPDSU1                            10002000168035755             510
                                       10140054629001162            6250
                                       10222070074060750          343008
                                       10252000003183910            1500
                                       10254000003175507               1
                                       10256008380007300               2
                                       10257008380007299               4
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 143).

Guidance for capturing exported data, into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 143: Exported SAS Prescription Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4348	DAYTON(1)	CMOPDIS1	CMOPDISP	41949
4348	DAYTON(1)	CMOPDSU1	10002000168035700	510
4348	DAYTON(1)	CMOPDSU1	10140054629001100	6250
4348	DAYTON(1)	CMOPDSU1	10222070074060700	343008
4348	DAYTON(1)	CMOPDSU1	10252000003183900	1500

4.4.2 SAS Radiology Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Radiology extract. This option generates a summary report for all records sorted by Feeder Location and Feeder Key. Bilateral modifiers will increase volumes.

Refer to Appendix C: Feeder Key Transmission for information about Feeder Key transmission.

To run the SAS Radiology Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select SAS Radiology Audit Report.

Step 2. Enter the desired DSS extract log record number for the completed Radiology extract.

Note:

- Typing **??** at the prompt and then pressing **<Enter>** will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the Do you want the output in exportable format? NO// prompt, press **<Enter>** to accept 'NO' as the default.

Step 4. Select the device output format, then press <Enter>.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 144.

Figure 144: Running the SAS Radiology Audit Report

```
Select SAS Extract Audit Reports  Option: rad  SAS Radiology Audit Report


Radiology Extract SAS Report


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:

   5338        04-04-17     Radiology
   5362        07-03-17     Radiology
   5380        07-10-17     Radiology
   5402        07-28-17     Radiology
   5412        08-11-17     Radiology

Select DSS EXTRACT LOG RECORD NUMBER: 5338       04-04-17     Radiology

     Extract:      Radiology #5338

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 12114

Do you want the output in exportable format? NO//


DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes Feeder Location, Feeder Key, and Quantity of records created (Figure 145).

Figure 145: SAS Radiology Audit Report

```
SAS Audit Report for Radiology (RAD) Extract
DSS Extract Log #:    4350
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@11:46
Division/Site:        DAYTON (552)                                  Page: 20

Feeder Location                        Feeder Key                  Quantity
-------------------------------------------------------------------------------

   552-6                                  7694201                      11
   552-6                                  7700101                       7
   552-6                                  7700201                       2
   552-6                                  7700301                       2
   552-6                                  9914901                      11
   552-6                                  644950150                     1
   552-6                                  G026901                       3
                                         ----------------------------------
Total for Feeder Location 552-ANGIO/NEURO/INTERV (552-6):             482

Grand Total for Division 552:                                        6478
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 146).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 146: Exported SAS Radiology Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4350	DAYTON(552)	552-1 (GENERAL RADIOLOGY)	888888	237
4350	DAYTON(552)	552-1 (GENERAL RADIOLOGY)	999999	26
		Total for Feeder Location 552-GENERAL RADIOLOGY (552-1)		3255
4350	DAYTON(552)	552-2 (NUCLEAR MEDICINE)	7708001	38
4350	DAYTON(552)	552-2 (NUCLEAR MEDICINE)	7708101	1
		Total for Feeder Location 552-NUCLEAR MEDICINE (552-2)		1099
4350	DAYTON(552)	552-6 (ANGIO/NEURO/INTERV)	644950150	1
4350	DAYTON(552)	552-6 (ANGIO/NEURO/INTERV)	G026901	3
		Total for Feeder Location 552-ANGIO/NEURO/INTERV (552-6)		482
		Grand Total for Division 552		6478

4.4.3 SAS Surgery Audit Report

This option emulates the SAS routine at the AITC which creates new records from the Surgery extract. Users may print a summary report for all records sorted by Feeder Location and Feeder Key.

Refer to Appendix C: Feeder Key Transmission for information about Feeder Key transmission.

To run the SAS Radiology Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select SAS Surgery Audit Report.

Step 2. Enter the desired DSS extract log record number for the completed Surgery extract.

Note:

- Typing **??** at the prompt and then pressing **<Enter>** will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates and the number of records in the extract.

Step 3. Select whether to produce exportable output or to print to a selected device.

- At the Do you want the output in exportable format? NO// prompt, press <Enter> to accept 'NO' as the default.

Step 4. Select the device output format, then press <Enter>.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.
- The output prints according to the user-selected print device.
- The audit printed report includes Feeder Location, Feeder Key, and Quantity of records created.

The enumerated steps described above display on the screen as shown in Figure 147Figure 144: .

Figure 147: Running the SAS Surgery Audit Report

```
Select SAS Extract Audit Reports Option: sur  SAS Surgery Audit Report


Surgery Extract SAS Report


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   5363        07-03-17     Surgery
   5377        07-10-17     Surgery
   5399        07-28-17     Surgery
   5417        08-11-17     Surgery

Select DSS EXTRACT LOG RECORD NUMBER: 5363       07-03-17     Surgery

     Extract:      Surgery #5363

     Start date:   MAR 01, 2017
     End date:     MAR 31, 2017
     # of Records: 1342


Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME (CRT)
```

The report generates for the selected extract and includes Feeder Location, Feeder Location Name, Feeder Key, and Quantity of records created (Figure 148).

Figure 148: SAS Surgery Audit Report

```
SAS Audit Report for Surgery (SUR) Extract
DSS Extract Log #:    4354
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 03, 2016@13:59
Division/Site:        DAYTON (552)                                  Page: 1

Feeder      Feeder Location
Location    Name                                 Feeder Key          Quantity
-------------------------------------------------------------------------------

552C321     NON-OR                               NON-30                38

552C321A    NON-OR - ANESTHESIA                  NON-21                 8
                                                 NON-27                64

552C321S    NON-OR - SURGERY                     NON-40                49

552ORCA     CARDIAC OR                           050-10                76
                                                 050-30                22
                                                 050-60                50
                                                 054-10                96
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 149: Figure 149).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 149: Exported SAS Audit Report for Surgery (SUR) Extract

A	B	C	D	E	F
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FDR LOCATION NAME	FEEDER KEY	QUANTITY
4354	DAYTON(1)	552C321	NON-OR	NON-30	38
4354	DAYTON(1)	552C321A	NON-OR - ANESTHESIA	NON-21	8
4354	DAYTON(1)	552C321A	NON-OR - ANESTHESIA	NON-27	64
4354	DAYTON(1)	552C321S	NON-OR - SURGERY	NON-40	49
4354	DAYTON(1)	552ORCA	CARDIAC OR	050-10	76

4.5 Extract Audit Reports

Selecting the Extract Audit Reports option from the Extract Manager's Menu displays a list of available extract audit reports (Figure 150). The subsections that follow contain a brief description followed by a sample output for each Extract Audit Report option.

Refer to the current DSS Extracts Version 3.0 Data Definitions Guide available on the VDL for more information about the record layout for the extracted fields.

Figure 150: Extract Audit Reports Menu

```
Select Extract Manager's Options Option: E  Extract Audit Reports Menu

      ADM    Admission (ADM) Extract Audit
      ECQ    QUASAR (ECQ) Extract Audit
      ECS    Event Capture (ECS) Extract Audit
      LAB    Laboratory (LAB) Extract Audit
      LAR    Laboratory Results (LAR) Extract Audit
      LBB    Laboratory Blood Bank (LBB) Audit Reports…
      MOV    Physical Movement (MOV) Extract Audit
      PRO    Prosthetics (PRO) Extract Audit
      RAD    Radiology (RAD) Extract Audit
      SUR    Surgery (SUR) Extract Audit
      TRT    Treating Specialty Change (TRT) Extract Audit
```

To run an Extract Audit Report:

Note:

- The steps that follow use the Admission Extract Audit as an example.
- All extract audit reports use similar steps to produce the report. Therefore, only one example is provided.

Step 1. From the Extract Audit Reports Menu, select the desired extract audit report.

Step 2. Enter the desired DSS extract log record number for the completed extract.

- Type **??** at the prompt to list any available extract log numbers that can be used.
- Once selected, information about the selected extract appears including the start and end dates and the number of records in the extract.

Step 3. Enter the desired start date for the report, then press <Enter>.

- The date range for the selected extract can be narrowed, if desired. For example, if the selected extract contained records for March 1-March 31, the user has the option to narrow that range to March 1-March 15, if desired.

- If no changes to the start date are desired, press **<Enter>** at the prompt to accept the default date.

Step 4. Enter the desired end date for the report, then press <Enter>.

- Press **<Enter>** to accept the extract end date as the default end date for the report.

Step 5. Select whether to run the report for all divisions. (ADM Extract Audit Report)

- Press **<Enter>** at the prompt to accept NO as the default answer.
- Type **Y** at the prompt and then press **<Enter>** to run the report for all divisions.

Step 6. If selected NO, and does not wish to run the report for all divisions, the next prompt will ask the user to 'Select MEDICAL CENTER DIVISION NAME.'

- At the prompt, type the desired medical center division name, then press **<Enter>**.
- Typing **??** at the prompt will list any available medical center divisions that can be used.

Step 7. Select one or many medical center divisions.

- After selecting all desired medical center divisions, pressing **<Enter>** at the prompt will advance the user to the next prompt.

Step 8. Select whether to produce exportable output or to print to a selected device.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 9. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in (Figure 151).

Figure 151: Running an Extract Audit Report

```
Select Extract Audit Reports Option: adm  Admission (ADM) Extract Audit

Setup for ADM Extract Audit Report --


Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:
   4778        01-31-17     Admission
   4795        02-09-17     Admission
   4811        03-09-17     Admission

Select DSS EXTRACT LOG RECORD NUMBER: 4778       01-31-17     Admission

     Extract:      Admission #4778

     Start date:   JAN 01, 2017
     End date:     JAN 31, 2017
     # of Records: 488

     You can narrow the date range, if you wish.

     The Start Date can't be earlier than JAN 01, 2017,
     or later than JAN 31, 2017.

Select Start Date: JAN 01, 2017//  (JAN 01, 2017)

     The End Date can't be earlier than JAN 01, 2017
     (the Start Date you selected), or later than JAN 31, 2017.

Select End Date: JAN 31, 2017//  (JAN 31, 2017)


Do you want the ADM extract audit report for all divisions? NO// y  YES


Do you want the output in exportable format? NO//

DEVICE: HOME// 0;132;9999  HOME  (CRT)
```

All extract audit reports can be exported. The exported version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 143: Figure 152).

Guidance for capturing exported data, into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 152: Exported Extract Audit Report

A	B	C	D	E
EXTRACT LOG #	DIVISION/SITE	FEEDER LOCATION	FEEDER KEY	QUANTITY
4348	DAYTON(1)	CMOPDIS1	CMOPDISP	41949
4348	DAYTON(1)	CMOPDSU1	10002000168035700	510
4348	DAYTON(1)	CMOPDSU1	10140054629001100	6250
4348	DAYTON(1)	CMOPDSU1	10222070074060700	343008
4348	DAYTON(1)	CMOPDSU1	10252000003183900	1500

4.5.1 Admission (ADM) Extract Audit

This option is used to create a summary report from the ADMISSION EXTRACT file (#727.802) that displays the number of patient admissions by ward and ward group (Figure 153).

Figure 153: Admission (ADM) Extract Audit Report

```
Admission (ADM) Extract Audit Report
DSS Extract Log #:       4778
Date Range of Audit:     JAN 01, 2017 to JAN 31, 2017
Report Run Date/Time:    AUG 01, 2017@11:08
Medical Center Division: SALT LAKE CITY VAMC (660) <1>              Page: 1

     Ward <DSS Dept.>                  # of Admissions
-------------------------------------------------------------------------------

     MICU <MICU>                                8
     TELEMETRY                                 12
     ACUTE MEDICINE                            25
     REHAB                                      1
                                           ----------
Ward group SUBTOTAL MEDICINE subtotal:         46

     SICU                                       4
     3-WEST                                    12
                                           ----------
Ward group SUBTOTAL SURGERY subtotal:          16

     3-A                                        7
                                           ----------
Ward group SUBTOTAL PSYCH subtotal:             7

     HOPTEL                                     0
     MED LODGER                                 0
     3-W LODGER                                 0

Division SALT LAKE CITY VAMC Grand Total:      69
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 154: Figure 154).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 154: Exported Admission Extract Audit Report

A	B	C	D	E
EXTRACT LOG #	MEDICAL CENTER DIVISION	DATE RANGE OF AUDIT	WARD <DSS DEPT.>	# OF ADMISSIONS
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU (S)	6
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	TCU (S)	6
		Ward group SURGERY subtotal:	60	
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU MO	5
4342	DAYTON (552) <D>	DEC 01, 2015 to DEC 31, 2015	ICU SO	0
		Ward group OBSERVATION subtotal:	89	
		Division DAYTON	Grand Total:	424

4.5.2 QUASAR (ECQ) Audit

This option is used to create a summary report from the QUASAR EXTRACT file (#727.825) that displays the number of procedures performed for patient visits to Audiology and Speech Pathology (Figure 155)Figure 155: .

Figure 155: QUASAR Extract Audit Report

```
QUASAR (ECQ) Extract Audit Report
DSS Extract Log #:    3898
Date Range of Audit:  MAY 01, 2010 to MAY 31, 2010
Report Run Date/Time: JUN 06, 2016@10:21
QUASAR Site:          OLIN E. TEAGUE VET CENTER(674)                Page: 9

DSS Unit                Procedure                                    Volume
-------------------------------------------------------------------------------
                        V5020     CONFORMITY EVALUATION                 1
                        V5275     EAR IMPRESSION                        4
                        ---------------------------------------------------
Volume for Audiology:                                                  449



Total Volume for Audiology:                                           4253
Total Volume for Speech Pathology:                                     107

Grand Total for Site OLIN E. TEAGUE VET CENTER (674):                 4360
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 156).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 156: Exported QUASAR Extract Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	QUASAR SITE	DIVISION	DSS UNIT	PROCEDURE	PROCEDURE DESCRIPTION	VOLUME
3898	OLIN E. TEAGUE VET CENTER (674)	AUSTIN (674BY)	Audiology	69210	REMOVE IMPACTED EAR WAX	50
3898	OLIN E. TEAGUE VET CENTER (674)	AUSTIN (674BY)	Audiology	92550	TYMPANOMETRY & REFLEX THRESH	25
				Volume for Audiology		1549
3898	OLIN E. TEAGUE VET CENTER (674)	TEMPLE (674)	Audiology	69200	CLEAR OUTER EAR CANAL	1
3898	OLIN E. TEAGUE VET CENTER (674)	TEMPLE (674)	Audiology	69210	REMOVE IMPACTED EAR WAX	66
				Volume for Audiology		2255
3898	OLIN E. TEAGUE VET CENTER (674)	WACO (674A4)	Audiology	69210	REMOVE IMPACTED EAR WAX	10
3898	OLIN E. TEAGUE VET CENTER (674)	WACO (674A4)	Audiology	92550	TYMPANOMETRY & REFLEX THRESH	11
				Volume for Audiology		449
				Total Volume for Audiology		4253
				Total Volume for Speech Pathology		107
				Grand Total for Site OLIN E. TEAGUE VET CENTER (674)		4360

4.5.3 Event Capture Local (ECS) Extract Audit

This option is used to create a summary report from the EVENT CAPTURE LOCAL EXTRACT file (#727.815) that displays the number of procedures performed within each DSS Unit (Figure 157).

Note:

- If the selected ECS extract contains any late state home spreadsheet records, the system prompts to user to select whether to include these records in the audit report.

Figure 157: ECS Extract Audit Report

```
Event Capture (ECS) Extract Audit Report
DSS Extract Log #:      4895
Date Range of Audit:    MAR 01, 2017 to MAR 31, 2017
Report Run Date/Time:   SEP 14, 2017@12:43
Event Capture Location: GEORGE E. WAHLEN VAMC (660)                Page: 1

DSS Unit
     Category                      Procedure                        Volume
-------------------------------------------------------------------------------

CHAPLAIN GROUP  (167) (109)

     Unknown                       CH103  CH103                        5
                                   CH104  CH104                        8
                                   CH105  CH105                        3
                                   CH106  CH106                        9

     ---------------------------------------------------------------------------
Total Volume for Unit CHAPLAIN GROUP  (167) (109):                     25

HCHC ADULT DAY CENTER (21)

     Unknown                       SN010  BASIC RATE, STATE HOME        5
                                   SN011  SVC-CONNECT(SC) STATE H       36

     ---------------------------------------------------------------------------
Total Volume for Unit HCHC ADULT DAY CENTER (21):                      41

STATE NURSING HOME SNH (23)

     Unknown                       SN010  BASIC RATE, STATE HOME     8250
                                   SN011  SVC-CONNECT(SC) STATE H    3744

     ---------------------------------------------------------------------------
Total Volume for Unit STATE NURSING HOME SNH (23):                  11994


Grand Total for Location GEORGE E. WAHLEN VAMC (660):               12060
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 154: Figure 158).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

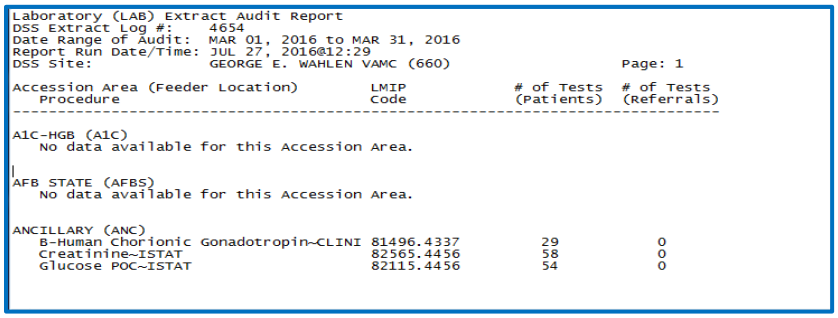
Figure 158: Exported ECS Extract Audit Report

A	B	C	D	E	F
LOCATION	EXTRACT LOG #	DSS UNIT	CATEGORY	PROCEDURE	VOLUME
SPRINGFIELD CBOC (424)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	6
SPRINGFIELD CBOC (424)	4343	N&FS HBPC SPRINGFIELD (44)	Unknown	NU003 STATUS MILD	8
MIDDLETOWN (426)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	5
MIDDLETOWN (426)	4343	MIDDLETOWN ECS AUDIOLOGY (99)	1 Audiology Exam	SP076 COMPREHENSIVE AUDIOMETRY	31
LIMA (456)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	5
LIMA (456)	4343	LIMA OT HBPC (108)	Unknown	G0152 Unknown	161
RICHMOND, OH CBOC (458)	4343	DIABETIC ECS (89)	Unknown	Q3014 Unknown	2
RICHMOND, OH CBOC (458)	4343	N&FS HBPC RICHMOND (67)	Unknown	NU003 STATUS MILD	9

4.5.4 Laboratory (LAB) Extract Audit

This option is used to create a summary report from the LABORATORY EXTRACT file (#727.813) that displays the volume of tests performed within each laboratory accession area (Figure 159).

Figure 159: Laboratory Extract Audit Report



```
Laboratory (LAB) Extract Audit Report
DSS Extract Log #:    4654
Date Range of Audit:  MAR 01, 2016 to MAR 31, 2016
Report Run Date/Time: JUL 27, 2016@12:29
DSS Site:             GEORGE E. WAHLEN VAMC (660)                    Page: 1

Accession Area (Feeder Location)        LMIP            # of Tests  # of Tests
   Procedure                            Code            (Patients)  (Referrals)
-------------------------------------------------------------------------------

A1C-HGB (A1C)
   No data available for this Accession Area.

AFB STATE (AFBS)
   No data available for this Accession Area.

ANCILLARY (ANC)
   B-Human Chorionic Gonadotropin~CLINI 81496.4337         29          0
   Creatinine~ISTAT                     82565.4456         58          0
   Glucose POC~ISTAT                    82115.4456         54          0
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 160).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 160: Exported Laboratory Extract Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	DSS SITE	ACCESSION AREA (FEEDER LOCATION)	PROCEDURE	LMIP CODE	# OF TESTS (PATIENTS)	# OF TESTS (REFERRALS)
4344	DAYTON (552)	ANCILLARY (ANC)	Activated Clotting Time~DSS ACC	85059.9999	14	0
4344	DAYTON (552)	ANCILLARY (ANC)	Base Excess~DSS ACC	81246.9999	17	0
			Total For ANCILLARY (ANC)		8312	0
4344	DAYTON (552)	AUTOPSY (AU)	Autopsy Complete with Brain	88532	1	0
4344	DAYTON (552)	AUTOPSY (AU)	Autopsy Complete with Brain~PATHOLOGIST AP	88532.5184	1	0
			Total For AUTOPSY (AU)		15	0
4344	DAYTON (552)	BLOOD BANK (BB)	ABO Cell and Serum Typing	86080	82	0
4344	DAYTON (552)	BLOOD BANK (BB)	Ab Detection Type & Scr	86167	81	0
			Total For BLOOD BANK (BB)		508	0
4344	DAYTON (552)	BLOOD GASES (BLGAS)	No data available for this Accession Area			
4344	DAYTON (552)	BONE MARROW (BM)	No data available for this Accession Area			
			Total For CHEMISTRY (CH)		107545	0

4.5.5 Laboratory Results (LAR) Extract Audit

This option is used to create a summary report for the LAB RESULTS EXTRACT file (#727.824). For a given LAR extract the audit report includes the test code, DSS test name, the month and year the test was performed, and the total count for each distinct test (Figure 161).

Notes:

- The number of tests will continue to increase in accordance with VistA maintenance updates.
- For a complete list of the tests, users can run the Lab Results DSS LOINC Code report.

- "Not in extract" displays in the Total Count column if there has been no workload for a particular DSS LAR test.

Figure 161: Laboratory Results Extract Audit Report

```
Lab Results (LAR) Extract Audit Report
DSS Extract Log #:       4071
Date Range of Audit:     AUG 01, 2011 to AUG 31, 2011
Report Run Date/Time:    JUN 13, 2012@04:57
Division: CHEYENNE VAMC (442)                                    Page: 1

 Test Code   DSS TEST NAME                          Month Year      Total Count
 0001        Hemoglobin                              AUG 2011             1842
 0002        Potassium (Serum)                       AUG 2011             2232
 0003        Sodium (Serum)                          AUG 2011             2174
 0004        Lithium (Serum)                         AUG 2011                9
 0005        BUN (Blood Urea Nitrogen)               AUG 2011             2125
 0006        WBC (Total WBC Count)                   AUG 2011             1751
 0007        Digoxin                                 AUG 2011               15
 0008        Theophylline                            AUG 2011                5
 0009        AST (Aspartate Transferase)             AUG 2011             1494
 0010        Glucose (Serum)                         AUG 2011             2214
 0011        Creatinine Clearance                    AUG 2011                7
 0013        GGTP (Gamma GT)                         AUG 2011              576
 0014        Dilantin (Phenytoin)                    AUG 2011               23
 0015        Valproic Acid                           AUG 2011                8
 0016        Carbamazepine (Tegretol)                AUG 2011                6
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 162).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 162: Exported Laboratory Results Extract Audit Report

A	B	C	D	E	F
EXTRACT LOG #	DIVISION	TEST CODE	DSS TEST NAME	MONTH YEAR	TOTAL COUNT
4345	DAYTON (552)	1	Hemoglobin	Dec-15	4882
4345	DAYTON (552)	2	Potassium (Serum)	Dec-15	5721
4345	DAYTON (552)	3	Sodium (Serum)	Dec-15	5737
4345	DAYTON (552)	4	Lithium (Serum)	Dec-15	33

4.5.6 Laboratory Blood Bank (LBB) Comparative Report

The Laboratory Blood Bank (LBB) Comparative Report compares the blood bank records identified in the VistA Blood Establishment Computer Software (VBECS) DSS EXTRACT file (source file for blood bank activity reported to DSS) to the extracted records in the BLOOD BANK EXTRACT file for the selected extract log number.

The report shows a side-by-side comparison of the information from the source file to the information in the extract file (Figure 163). This helps verify that the extracted data matches the source data.

Figure 163: Laboratory Blood Bank (LBB) Comparative Report

```
LBB Extract Comparative Audit Report                                                     Page  1

01 Mar 2009 - 31 Mar 2009                                                                Run Date: 29 Jun 2009
------------------ LOCAL BLOOD BANK SOURCE ----------------------   ------------- LBB EXTRACT (#2587) -------
                                     Transf                Number                    Transf              Number
Name          SSN         FDR LOC    Date         COMP     of Units    SSN           Date       COMP     of Units
===============================================================================================================
DSS2        xxxxxxxxx      BB623     3/13/09      APHP           1     xxxxxxxxx     3/13/09    APHP         1
DSS2        xxxxxxxxx      BB623     3/13/09      APHP           1     xxxxxxxxx     3/13/09    APHP         1
DSS2        xxxxxxxxx      BB623     3/15/09      APHP           1     xxxxxxxxx     3/15/09    APHP         1
---------------------------------------------------------------------------------------------------------------
                                                  APHP TOTAL     3                              APHP TOTAL   3

DSS3        xxxxxxxxx      BB623     3/24/09      LPC            1     xxxxxxxxx     3/24/09    LPC          1
DSS3        xxxxxxxxx      BB623     3/25/09      LPC            1     xxxxxxxxx     3/25/09    LPC          1
DSS4        xxxxxxxxx      BB623     3/5/09       LPC            1     xxxxxxxxx     3/5/09     LPC          1
DSS4        xxxxxxxxx      BB623     3/25/09      LPC            1     xxxxxxxxx     3/25/09    LPC          1

---------------------------------------------------------------------------------------------------------------
                                                  LPC  TOTAL     4                              APHP TOTAL   4
---------------------------------------------------------------------------------------------------------------
TOTAL                                                        7                                         7
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 164).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 164: Exported Laboratory Blood Bank (LBB) Comparative Report

A	B	C	D	E	F	G	H	I	J	K
LOCAL NAME	LOCAL SSN	LOCAL FDR LOC	LOCAL TRANSF DATE	LOCAL COMP	LOCAL NUMBER OF UNITS	LBB EXTRACT LOG NUMBER	LBB EXTRACT SSN	LBB EXTRACT TRANSF DATE	LBB EXTRACT COMP	LBB EXTRACT NUMBER OF UNITS
DSS1	XXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXX	12/17/2015	RBC	1
DSS1	XXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXX	12/17/2015	RBC	1
TOTAL					124					124

4.5.7 Physical Movement (MOV) Extract Audit

This option is used to create a summary report from the PHYSICAL MOVEMENT EXTRACT file (#727.808) that displays the total count of each PIMS movement type (transfers and discharges) by ward and ward group (Figure 165).

Figure 165: Physical Movement (MOV) Extract Audit Report

```
Movement (MOV) Extract Audit Report
DSS Extract Log #:       4347
Date Range of Audit:     DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time:    JUN 06, 2016@16:55
Medical Center Division: DAYTON (552) <D>                                                    Page: 1

Ward <DSS Dept.>            MAS Movement (Transfer) Types
                              1     2     3     4    13    14    22    23    24    25    26    43    44    45   Total
-------------------------------------------------------------------------------------------------------------------------

ICU (S)                       0     0     0     6     0     0     0     0     0     0     0     0     0     0       6
TCU (S)                       0     0     0     7     0     0     0     0     0     0     0     0     0     0       7
SAM (S)                       0     0     0     7     0     1     0     0     0     0     0     0     0     0       8
4 N (S)                       0     0     0     0     0     0     0     0     0     0     0     0     0     0       0
                    ---------------------------------------------------------------------------------------------------
Ward group SURGERY subtotals:
                              0     0     0    20     0     1     0     0     0     0     0     0     0     0      21


7 S                           0     0     0     0     0     0     0     0     0     0     0     0     0     0       0
                    ---------------------------------------------------------------------------------------------------
Ward group PSYCHIATRY subtotals:
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 166).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 166: Exported Physical Movement (MOV) Extract Audit Report

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
EXTRACT LOG #	DIVISION	WARD <DSS DEPT>	1	2	3	4	13	14	22	23	24	25	26	43	44	45	TRANSFER TOTALS				
4347	DAYTON (552)	ICU (S)	0	0	0	6	0	0	0	0	0	0	0	0	0	0	6				
4347	DAYTON (552)	TCU (S)	0	0	0	7	0	0	0	0	0	0	0	0	0	0	7				
		Ward Group SURGERY transfer subtotals	0	0	0	20	0	1	0	0	0	0	0	0	0	0	21				
4347	DAYTON (552)	7 S	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
		Ward Group PSYCHIATRY transfer subtotals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0				
	Division DAYTON Grand Totals		32	0	4	129	13	11	3	27	0	0	0	1	0	1	221				
**********																					
EXTRACT LOG #	DIVISION	WARD	10	11	12	16	17	21	27	31	32	33	34	35	37	38	41	42	46	47	DISCHARGE TOTALS
4347	DAYTON (552)	ICU (S)	0	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5
4347	DAYTON (552)	TCU (S)	1	4	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6
		Ward Group SURGERY discharge subtotals	4	55	0	5	0	0	0	0	0	0	1	0	0	0	1	0	0	0	66
4347	DAYTON (552)	7 S	0	29	0	1	0	1	0	0	2	0	0	0	0	0	0	0	0	0	33

4.5.8 Prosthetics (PRO) Extract Audit

This option is used to create either a detail or summary report based on data found in the PROSTHETICS EXTRACT file (#727.826).

Note:

- Multidivisional prosthetics sites may choose to generate a specific report for one division or a combined report for all divisions.

When the PRO Extract Audit option is selected from the Extract Audit Options Menu, options to create a detailed or summary report are displayed (Figure 167).

Figure 167: PRO Extract Audit Menu

```
     Select one of the following:

          D         DETAIL
          S         SUMMARY

Type of Report: SUMMARY//
```

The summary report displays line items grouped by NPPD group. The report includes Line Item, VA quantity, Commercial quantity, Total quantity, Total Cost and Average Commercial Cost. Within each NPPD group, the summary data for each NPPD line item is displayed, followed by the group totals. Summary totals are also broken down for new, rental and repair sections (Figure 168).

Figure 168: Prosthetics (PRO) Extract Audit Report – Summary Version

```
Prosthetics (PRO) Extract Audit Report                          Page 1
DSS Extract Log #:       3897
Date Range of Audit:     FEB 01, 2013 to FEB 28, 2013
Station (#):             552 (DAYTON)
Report Run Date/Time:    AUG 19, 2013@16:25

REPORT OF NEW PROSTHETICS ACTIVITIES
Line  Item                  VA      Com     Total     Cost ($)  Ave Com ($)
-------------------------------------------------------------------------------

WHEELCHAIRS AND ACCESSORIES
100 A                        1       12       13      20912     1743
100 A1                       0        2        2          0        0
100 B                        0       13       13       1804      139
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 169).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 169: Exported Prosthetics (PRO) Extract Audit Report – Summary Version

A	B	C	D	E	F	G	H	I	J
STATION #	EXTRACT LOG #	TYPE	NPPD GROUP	NPPD LINE	VA	COM	TOTAL	COST	AVE COM
552	4349	NEW	WHEELCHAIRS AND ACCESSORIES	100 A	0	9	9	13200	1467
552	4349	NEW	WHEELCHAIRS AND ACCESSORIES	100 A1	0	16	16	17563	1098
552	4349	REPAIR	WHEELCHAIRS AND ACCESSORIES	R10 A	0	104	104	6440	62
552	4349	REPAIR	WHEELCHAIRS AND ACCESSORIES	R10 B	0	10	10	760	76
552	4349	RENTAL	OXYGEN AND RESPIRATORY	800 F	0	1	1	975	975
552	4349	RENTAL	OXYGEN AND RESPIRATORY	800 H	0	3	3	820	273

The detail report displays individual patient detail grouped by NPPD line item. The report includes Patient Name (first four characters of patient's last name), SSN (last four digits of patient's SSN), Quantity, Type (i.e., initial or repair), Cost, Date, HCPCS code, HCPCS description, Station Number, and the NPPD Entry Date (Figure 170).

Figure 170: Prosthetics (PRO) Extract Audit Report – Detail Version

```
Prosthetics (PRO) Extract Audit Report Detail                          Page 1
DSS Extract Log #:       4349
Date Range of Audit:     DEC 01, 2015 to DEC 31, 2015
Station:                 552 (DAYTON)
Report Run Date/Time:    JUN 07, 2016@09:47
-------------------------------------------------------------------------------
100 A -- MOTORIZED                                                      NPPD
NAME SSN  HCPCS  QTY      TYP COST    DATE  HCPCS DESC           STN#   ENTRY DT
-------------------------------------------------------------------------------

DSS1 XXXX K0822  1        I C 1200    12/01 PWC,GP2,STD SLNG/SOL 552    20151118
DSS1 XXXX K0848  1        I C 1600.0012/02 PWC,GP3,STD,SLNG/SOL 552    20151118
DSS1 XXXX K0822  1        I C 1200    12/03 PWC,GP2,STD SLNG/SOL 552    20151118
DSS1 XXXX K0848  1        I C 1600.0012/03 PWC,GP3,STD,SLNG/SOL 552    20151120
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 171).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 171: Exported Prosthetics (PRO) Extract Audit Report – Detail Version

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT LOG #	NPPD GROUP	NPPD LINE	NAME	SSN	HCPCS	QTY	TYPE	COST	DATE	HCPCS DESC	STATION #	NPPD ENTRY DATE
4349	100 A	MOTORIZED	DSS1	XXXX	K0822	1	I C	1200	1-Dec	PWC,GP2,STD SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	2-Dec	PWC,GP3,STD,SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0822	1	I C	1200	3-Dec	PWC,GP2,STD SLNG/SOL	552	20151118
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	3-Dec	PWC,GP3,STD,SLNG/SOL	552	20151120
4349	100 A	MOTORIZED	DSS1	XXXX	K0848	1	I C	1600	3-Dec	PWC,GP3,STD,SLNG/SOL	552	20151123

4.5.9 Radiology (RAD) Extract Audit

This option is creates a summary report from the RADIOLOGY EXTRACT file (#727.814) that displays the total count of each radiological procedure within a Feeder Location (Figure 172).

Figure 172: Radiology (RAD) Extract Audit Report

```
Radiology (RAD) Extract Audit Report
DSS Extract Log #:    4350
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 07, 2016@10:51
Radiology Division:   DAYTON (552)                          Page: 14

Imaging Type (Feeder Location)                              # of Procedures
   CPT Code   Procedure                                     Inpt.     Outpt.
-------------------------------------------------------------------------------
   74000      ABDOMEN 1 VIEW                                  18         9
   74010      ABDOMEN 2 VIEWS                                 11        14
   74022      ABDOMEN MIN 3 VIEWS+CHEST                        3        39
   74220      ESOPHAGUS                                        1        10
   74230      SPEECH PATHOLOGY VIDEO SWALLOW                   4        22
   74246      UPPER GI AIR CONT W/O KUB                        0         3
   74249      UPPER GI AIR CONT W/SMALL BOWEL                  0         1
   74250      SMALL BOWEL MULT IMAGES                          0         2
   76000      FLURO CHEST(SEPARATE PROCEDURE)                 17         8
   77075      BONE SURVEY COMPLETE                             0         2

     -------------------------------------------------------------------------
Sub-totals for GENERAL RADIOLOGY (552-1):                     292      2700
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 173).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 173: Exported Radiology (RAD) Extract Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	RADIOLOGY DIVISION	IMAGING TYPE (FEEDER LOCATION)	CPT CODE	PROCEDURE	# OF INPT PROCEDURES	# OF OUTPT PROCEDURES
4350	DAYTON (552)	ANGIO/NEURO/INTERVENTIONAL (552-6)	20225	BIOPSY,BONE DEEP PERCUT (ANGIO)	1	0
4350	DAYTON (552)	ANGIO/NEURO/INTERVENTIONAL (552-6)	20552	INJECT TRIGGER POINT, 1 OR 2 MUSCLES	0	21
		Sub-totals for ANGIO/NEURO/INTERVENTIONAL (552-6)			54	405
4350	DAYTON (552)	ULTRASOUND (552-3)	47000	BIOPSY LIVER SEPARATE ULTRASOUND	1	1
4350	DAYTON (552)	ULTRASOUND (552-3)	49180	BIOPSY ABDOMEN RETROPERIOTONEAL ULTRASOUND	0	1
		Sub-totals for ULTRASOUND (552-3)			70	452
		Grand Total for Divsion DAYTON (552)			625	5542

4.5.10 Surgery (SUR) Extract Audit

This option generates a summary report from the SURGERY EXTRACT file (#727.811) that displays the number of surgical procedures and surgical cases performed in O.R. and Non-OR. locations (Figure 174).

Figure 174: Surgery (SUR) Extract Audit Report

```
Surgery (SUR) Extract Audit Report
DSS Extract Log #:    4354
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 07, 2016@11:03
Surgery Division:     DAYTON (552)                          Page: 1

O.R. Surgical Procedures
   CPT Code   Procedure                                    # of Procedures
-------------------------------------------------------------------------------

   64721      CARPAL TUNNEL SURGERY                           3
   66030      INJECTION TREATMENT OF EYE                      1
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total O.R. Surgical Procedures:                          225
   Total O.R. Surgical Cases:                               171

Non-O.R. Surgical Procedures
   CPT Code   Procedure                                    # of Procedures
-------------------------------------------------------------------------------

   43235      EGD DIAGNOSTIC BRUSH WASH                       5
   43260      ERCP W/SPECIMEN COLLECTION                      1
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total Non-O.R. Surgical Procedures:                      22
   Total Non-O.R. Surgical Cases:                           19

Cancelled/Aborted Procedures
   CPT Code   Procedure                                    # of Procedures
-------------------------------------------------------------------------------

   Unknown    Unknown                                      11
   ---------------------------------------------------------------

For Division DAYTON (552)--
   Total Cancelled/Aborted Procedures:                      11
   Total Cancelled/Aborted Cases:                           11
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 175).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 175: Exported Surgery (SUR) Extract Audit Report

A	B	C	D	E	F
EXTRACT LOG #	SURGERY DIVISION	TYPE OF PROCEDURES	CPT CODE	PROCEDURE	# OF PROCEDURES
4354	DAYTON (552)	O.R. Surgical Procedures	10061	DRAINAGE OF SKIN ABSCESS	1
4354	DAYTON (552)	O.R. Surgical Procedures	10140	DRAINAGE OF HEMATOMA/FLUID	1
	For Division DAYTON (552)			Total O.R. Surgical Procedures	225
	For Division DAYTON (552)			Total O.R. Surgical Cases	171
4354	DAYTON (552)	Non-O.R. Surgical Procedures	43235	EGD DIAGNOSTIC BRUSH WASH	5
4354	DAYTON (552)	Non-O.R. Surgical Procedures	43260	ERCP W/SPECIMEN COLLECTION	1
	For Division DAYTON (552)			Total Non-O.R. Surgical Procedures	22
	For Division DAYTON (552)			Total Non-O.R. Surgical Cases	19
4354	DAYTON (552)	Cancelled/Aborted Procedures	Unknown	Unknown	11
	For Division DAYTON (552)			Total Cancelled/Aborted Procedures	11
	For Division DAYTON (552)			Total Cancelled/Aborted Cases	11

4.5.11 Treating Specialty Change (TRT) Extract Audit

This option is used to print a summary report from the TREATING SPECIALTY CHANGE EXTRACT file (#727.817) that displays the total number of losses within each treating specialty of a medical center service (Figure 176).

Figure 176: Treating Specialty Change (TRT) Extract Audit Report

```
Treating Specialty Change (TRT) Extract Audit Report
DSS Extract Log #:    4352
Date Range of Audit:  DEC 01, 2015 to DEC 31, 2015
Report Run Date/Time: JUN 29, 2016@09:47
DSS Site:             DAYTON (552)                                  Page: 1

Service               Specialty (DSS Code)                          # of Losses
                         Facility Treating Specialty
-------------------------------------------------------------------------------

DOMICILIARY           DOMICILIARY (85)                                 10
                         DOMICILIARY
                         SERIOUSLY MENTALLY ILL
                      DOMICILIARY CHV (37)                              9
                         DOM CHV
                      DOMICILIARY PTSD (88)                             4
                         DOMICILIARY PTSD
                      DOMICILIARY SUBSTANCE ABUSE (86)                 21
                         DOM SUBSTANCE ABUSE
                      PTSD RESID REHAB PROG (110)                       1
                         PTSD RESID REHAB PROG
                      ---------------------------------------------------

Total for DOMICILIARY:                                                 45

Grand Total for all Services:                                         595
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 177).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 177: Exported Treating Specialty Change (TRT) Extract Audit Report

A	B	C	D	E	F
EXTRACT LOG #	DSS SITE	SERVICE	SPECIALTY (DSS CODE)	FACILITY TREATING SPECIALTY	# OF LOSSES
4352	DAYTON (552)	DOMICILIARY	DOMICILIARY (85)	DOMICILIARY	10
4352	DAYTON (552)	DOMICILIARY	DOMICILIARY (85)	SERIOUSLY MENTALLY ILL	
		Total for DOMICILIARY			45
4352	DAYTON (552)	MEDICINE	GENERAL(ACUTE MEDICINE) (15)	GEN MEDICINE	228
4352	DAYTON (552)	MEDICINE	GENERAL(ACUTE MEDICINE) (15)	ZZ4 N (M) - GEN MEDICINE	
		Total for MEDICINE			356
4352	DAYTON (552)	NHCU	NH GEM NURSING HOME CARE (81)	NH GEM NURSING HOME CARE	6
4352	DAYTON (552)	NHCU	NH HOSPICE (96)	NH HOSPICE	15
		Total for NHCU			57
		Grand Total for all Services			595

4.6 Transmission Management

Selecting the Transmission Management option from the Extract Manager's Menu provides a list of options to assist with preparing for transmitting data from extract files to the AITC (Figure 178). The subsections that follow describe the functionality of each option.

Figure 178: Transmission Management Options Menu

```
Select Extract Manager's Options Option: T  Transmission Management


   R     Review a Particular Extract for Transmission
   T     Transmit Data from Extract Files
   S     Summary Report of Extract Logs
   D     Delete Extract Files
   P     Purge Extract Holding Files
   Q     Recreate Extract Holding Files ...


Select Transmission Management Option:
```

4.6.1 Review a Particular Extract for Transmission

This option allows users to review a particular extract to verify the transmission of messages to the AITC. Once an extract log record number is selected, the output includes Extract Log Record Number, Extract Name, Generated Date, Division, Purged Date, Transmitted Date, and Message Confirmation Status (Figure 179).

Figure 179: Review a Particular Extract for Transmission

```
Select Transmission Management  Option: r  Review a Particular Extract for Transmission
Select DSS EXTRACT LOG RECORD NUMBER: ??

   Choose from:

   366        01-19-95     Movement (setup)
   367        01-19-95     Treating specialty change (setup)
   368        01-31-95     Nursing
   369        02-07-95     IVs (detail)
   370        02-07-95     Laboratory
   371        02-07-95     Admission

Select DSS EXTRACT LOG RECORD NUMBER: 371       02-07-95     Admission

ADM Extract (#371)                        Records:    542
Generated:   FEB 07, 1995                 Start date: OCT 01, 1994
Division:    OLIN E. TEAGUE VET CENTER    End date:   OCT 31, 1994
DEVICE: HOME// 0;132;9999  HOME (CRT)


Status Report for DSS Extract #371 (Admission)
------------------------------------------------------------------------------

ADM Extract (#371)                        Records:    542
Generated:   FEB 07, 1995                 Start date: OCT 01, 1994
Division:    OLIN E. TEAGUE VET CENTER    End date:   OCT 31, 1994
Purged:      JUL 15, 1995
Transmitted: MAY 24, 1995
All transmission messages confirmed.


Select DSS EXTRACT LOG RECORD NUMBER:
```

4.6.2 Transmit Data from Extract Files

This option allows users to transmit a series of mail messages containing data from an individual extract to the AITC. Members of the associated mail group(s) receive confirmation messages indicating that an extract was completed, transmitted, and received in Austin. Users can only transmit extracts for their assigned division.

Note:

- To receive mail messages confirming transmission of extract data, the user must be assigned to the DSS mail group associated with the extract being transmitted.

To Transmit Data from an Extract File:

Step 1. Select the Transmit Data from Extract Files option from the Transmission Management Options menu, then press <Enter>.

Step 2. Type the desired DSS extract log record number for extract to be transmitted, then press <Enter>.

- Typing **??** at the prompt will list any available extract log numbers that can be used.
- Once selected, information about the selected extract will appear including the start and end dates, the number of records in the extract and the fiscal year logic that was used to generate the extract.

Step 3. Type the desired start time for the transmission, then press <Enter>.

- Press **<Enter>** to accept 'NOW' as the default time.

- The request is queued. Depending on the size of the selected extract, it may take a few minutes for transmission to complete.

The enumerated steps described above display on the screen as shown in Figure 180.

Figure 180: Transmitting Data from an Extract File

```
Select Transmission Management Option: T  Transmit Data from Extract Files

Your user setup will only allow you to transmit extracts from the
following divisions:

   DAYTON

If you can't select an extract, it is probably from another division.


Enter RETURN to continue or '^' to exit:


Transmit which extract: 4501       06-06-16     Treating specialty change

TRT Extract (#4501)                        Records:    977
Generated on: JUN 06, 2016                 Start date: MAR 01, 2016
Division:     DAYTON                       End date:   MAR 31, 2016

The data was extracted using fiscal year 2017 logic.

MailMan transmission of the Treating specialty change extract is set to a
limit of 131,000 bytes per message.  Each extract record ends with a ^~.

** This extract is being sent from a field office domain. **
** Extract messages(s) will only be delivered to you and  **
** Will be placed into your 'DSSXMIT' mail basket.       **

Request Start Time: NOW//  (JUN 7, 2016@13:09:14)

Request queued as Task #33798
```

When the extract has completed, the user receives a confirmation email in his/her MailMan email account (Figure 181).

Figure 181: Sample Mail Message - Completed Extracted Data

```
Subj: ADMS 444 - ADM DSS EXTRACT MESSAGE 1 OF 2 [#7058653] 14 Sep 99 19:03   8 lines
From: DSS SYSTEM  In 'IN' basket.   Page 1
---------------------------------------------------------------------------
The DSS-Admission extract (#759) for Jul 01, 1999
through Jul 31, 1999 was begun on Sep 14, 1999 at 19:02
and completed on Sep 14, 1999 at 19:03.

A total of 489 records were written.

Extract time was [HH:MM:SS]  0:00:48

Enter message action (in IN basket): IGNORE//

Sample Mail Message - Transmission of Extracted Data

Subj: QSR 444 - QSR DSS EXTRACT MESSAGE 1 OF 2 [#7058779] 05 Oct 99 03:16   10 lines
From: DSS SYSTEM  In 'IN' basket.   Page 1
---------------------------------------------------------------------------
The DSS QUASAR (ECQ) extract, #786,
was transmitted on Oct 05, 1999 at 03:15.

Maximum number of lines (records) per message: 200

A total of 861 records were written.
A total of 5 messages were sent.
    Message numbers :
           7058774          7058775          7058776          7058777
           7058778

Enter message action (in IN basket): IGNORE//

Sample Mail Message - Confirmation of Extracted Data

Subj: DRS1928 DMS Confirmation  [#415417] 03 Dec 97 20:10 CST  2 Lines
From: <XXXXXXXX@XXXXXXXX.VA.GOV>  in 'IN' basket.   Page 1
---------------------------------------------------------------------------
Ref:  Your DMS message #841928 with Austin ID #80378631,is assigned confirmation
number 942512003079972.

Enter message action (in IN basket): IGNORE//
```

Note:

- Extracts that contain zero records cannot be transmitted.
- When attempting to transmit an extract with zero records, the system displays a message that the extract cannot be transmitted (Figure 182).

Figure 182: System Message When Attempting to Transmit an Empty Extract

```
Transmit which extract: 5382

*****************************************************************************
* You may not transmit this extract because it has 0 records.               *
* Please check your selected extract to be sure it has at least one record.  *
*****************************************************************************
```

4.6.3 Summary Report of Extract Logs

This option generates a summary report from the EXTRACT LOG file (#727).

To run a Summary Report of Extract Logs:

Step 1. Select the Summary Report of Extract Logs option from the Transmission Management Options menu, then press <Enter>.

Step 2. Type the desired start date for the report, then press <Enter>.

Step 3. Type the desired end date for the report, then press <Enter>.

Step 4. Select whether to produce exportable output.

- At the 'Do you want the output in exportable format? NO//' prompt, press **<Enter>** to accept 'NO' as the default.

Step 5. Select the device output format.

- For example, at the prompt, type **0;132;9999**. 0 directs the output to the user's screen, 132 defines the number of columns, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 183.

Figure 183: Running the Summary Report of Extract Logs Option

```
Select Transmission Management Option: s  Summary Report of Extract Logs
Enter Report Start Date:  3/1/17  (MAR 01, 2017)
Enter Report Ending Date:  (MAR 01, 2017-SEP 13, 2017): 8/31/17  (AUG 31, 2017)

Do you want the output in exportable format? NO//

** REPORT REQUIRES 132 COLUMNS TO PRINT CORRECTLY **

DEVICE: HOME// 0;132;99999  HOME (CRT)
```

The report generates and lists information for extract records within the specified date range. The report includes Extract Number, VistA Package (Extract) Name, Data Set Dates, Record Count, Date Transmitted, Date Purged, Date Extracted, Data Month, Messages Unconfirmed, and Requestor (Figure 184).

Figure 184: Summary Report of Extract Logs

```
DSS EXTRACT LOG STATISTICS
Page: 1

EXTRACT NUMBER     VISTA PACKAGE      DATA SET DATES      RECORD COUNT    DATE TRANSMITTED      DATE PURGED
   DATE EXTRACTED        DATA MONTH     MSG UNCONF          REQUESTOR
 ------------------------------------------------------------------------------------------------------------

 5356              Admission          170301-170331       918
   Jul 03, 2017          Mar 2017       0                   USER, ONE

 5404              Admission          170301-170331       918             Aug 16, 2017
   Aug 11, 2017          Mar 2017       3                   USER, TWO

 5344              BAR CODE MEDI      170301-170331       20427
   Apr 05, 2017          Mar 2017       0                   USER, THREE
```

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 185).

Guidance for capturing exported data into spreadsheets and the additional steps required to produce exportable versions of reports is located in Appendix E: Exporting a Report to a Spreadsheet.

Figure 185: Exported Summary Report of Extract Logs

A	B	C	D	E	F	G	H	I	J
EXTRACT NUMBER	VISTA PACKAGE	DATA SET DATES	RECORD COUNT	DATE TRANSMITTED	DATE PURGED	DATE EXTRACTED	DATA MONTH	MSG UNCONF	REQUESTOR
2398	Admission	060301-060331	579	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2474	Admission	060701-060731	420	30-Aug-06	27-Oct-06	29-Aug-06	Jul-06	0	USER, ONE
2399	Blood Bank	060301-060331	238	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2418	Blood Bank	060401-060430	271	30-May-06	1-Aug-06	26-May-06	Apr-06	0	USER, ONE
2400	Clinic	060301-060331	53882	1-May-06	1-Aug-06	24-Apr-06	Mar-06	0	USER, ONE
2416	Clinic	060401-060430	55538	30-May-06	1-Aug-06	22-May-06	Apr-06	0	USER, ONE

4.6.4 Delete Extract Files

This option allows extract managers (i.e., holders of the ECXMGR security key) to delete individual extracts residing in files #727.802 through #727.833 or a range of extracts.

Authorized users may only delete extracts that are associated with his/her division as assigned in the NEW PERSON file (#200). Any existing complete, incomplete, transmitted or un-transmitted extract may be deleted.

Note:

- Choosing a range of extracts could result in an excessively large number of records to be deleted and may be resource intensive.
- Users should queue this report during off-peak hours and limit the number of extracts to be deleted in a single queued session.

To Delete Extract Files:

Step 1. Select the Delete Extract Files option from the Transmission Management Options menu, then press <Enter>.

- Information about the option appears.

Step 2. Select whether to continue to delete extract files.

- The At the 'Delete Extract Files?? NO//' prompt, type **Y**, and then press **<Enter>** to confirm and continue to the next prompt.
- To cancel the action and return to the Transmission Management menu options, press **<Enter>** at the prompt to accept the default.

Step 3. Select whether to print a list of all extracts that can be deleted, then press <Enter>.

- At the 'Do you want to print a list of extracts that can be deleted NO//' prompt, press **<Enter>** to accept the default 'NO' and continue to the next prompt.

Step 4. Select an extract record log number or a range of records to be deleted, then press <Enter>.

- A confirmation message appears indicating which extracts will be deleted.

Step 5. Confirm the deletion, then press <Enter>

- At the 'Is this OK? NO//' prompt, type **Y** to confirm the deletion of the extracts as presented in the confirmation message.
- To accept the default answer of 'NO' and cancel the deletion, press **<Enter>**.

Step 6. Type the desired start time for the deletion process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, simply press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.

The enumerated steps described above display on the screen as shown in Figure 186.

Figure 186: Running the Delete Extract Files Option

```
Select Transmission Management Option: d  Delete Extract Files


This option will allow you to delete an
individual or a range of DSS extracts files.

Care must be taken for several reasons:

-  You can delete ANY existing extract.  This includes transmitted and non-
   transmitted extracts as well as extracts that did not run to completion
   due to errors or system problems.
-  Choosing a range of extracts could mean an excessively large number
   of records and be very CPU intensive.
   Please be sure to queue this deletion for off-hours and
   limit the number of extracts to be deleted per a single queued session.



Delete Extract Files?? NO// y  YES

...one moment please

Do you want to print a list of extracts that can be deleted? NO//
You will not be able to select an extract that is not from your division.


Select extracts to be deleted:  (2862-4894): 4893

I will delete the following extract(s):
     #4893 - BAR CODE MEDICATION ADM          01/01/2017 to 01/31/2017


Is this OK? NO// y  YES

   <<This deletion should be queued to run during non-peak hours.>>

Requested Start Time: NOW//  (AUG 14, 2017@11:53:24)
Request queued as Task #5753.
```

4.6.5 Purge Extract Holding Files

This option allows users to purge data in the holding files for the IVP or UDP extracts or VBECS.

The IVP, UDP and VBECS holding files are intermediate files that are populated in real time by inpatient pharmacy and VBECS activity. These files are then used to generate the IVP, UDP and VBECS extracts. The IV EXTRACT DATA file (#728.113) and the UNIT DOSE EXTRACT DATA file (#728.904) can become excessively large if purging is not performed. It is recommended that records over two years old be purged from the IV EXTRACT DATA file (#728.113) and the UNIT DOSE EXTRACT DATA file (#728.904).

VBECS holding files can also be purged. Once purged, these files cannot be recreated for any time period.

Purging of any local VistA extract data or VistA source extract data (i.e., lab data, etc.) is not recommended until the facility has successfully created extracts, transmitted them to the AITC, audited the counts, loaded the data into DSS, and validated the results.

Note:

- Choosing a broad range of holding files could result in an excessively large number of records to be purged and may be resource intensive.
- Users should queue this report during off-peak hours and limit the number of holding files to be purged in a single queued session.

To Purge Extract Holding Files:

Step 1. Select the Purge Extract Holding Files option from the Transmission Management Options menu, then press <Enter>.

- Information about the option appears.

Step 2. Select a holding file to purge (IVP, UDP or VBECS), then press <Enter>.

- Information for the date range of data contained in the selected holding file appears.

Step 3. Type the desired start date for the purge, then press <Enter>.

Step 4. Type the desired end date for the purge, then press <Enter>.

- A confirmation message appears indicating which extracts will be deleted.

Step 5. Confirm the deletion, then press <Enter>

- At the 'Is this OK? NO//' prompt, type **Y** to confirm the deletion of the extracts as presented in the confirmation message.
- To accept the default answer of 'NO' and cancel the deletion, press **<Enter>**.

Step 6. Type the desired start time for the purge process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, simply press **<Enter>** at the prompt.
- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the purge is queued.
- The system sends a confirmation MailMan message to the user once the extract holding file has been successfully purged.

The enumerated steps described above display on the screen as shown in Figure 187.

Figure 187: Running the Purge Extract Holding Files Option

```
Select Transmission Management Option: p  Purge Extract Holding Files


This option will allow you to purge:
1. data that resides in the "holding files" for the IVP and UDP extracts.
2. data that resides in the "holding file" for the VBECS extract

Care must be taken for several reasons:
-  The IVP, UDP and VBECS "holding" files are intermediate files that
   are populated "realtime" by inpatient pharmacy and VBECS activity.
   These files are then used to generate the IVP, UDP and VBECS extracts.
   NOTE:    The VBECS files CANNOT be regenerated.
   Once it is purged for a date range, extracts can no longer be
   generated for that time period.

Purge (I)VP data, (U)DP data or (V)BECS data? i  IVP Holding File


This file currently holds IVP data from <Jul 01, 2005> to <Apr 10, 2017>.

Beginning date for purge: 7/1/05  (JUL 01, 2005)
Ending date for purge: 12/31/05  (DEC 31, 2005)

I will purge the IVP holding file from <Jul 01, 2005> to <Dec 31, 2005>.


Is this OK? NO// y  YES

   <<This deletion should be queued to run during non-peak hours.>>

Requested Start Time: NOW//  (SEP 14, 2017@12:12:48)
Request queued as Task #5756.
```

4.6.6 Recreate Extract Holding Files

This option allows users to recreate an IVP or UDP extract holding file that has been purged at the local site.

To Recreate Extract Holding Files:

Step 1. Select the Recreate Extract Holding Files option from the Transmission Management Options menu, then press <Enter>.

- Additional options appear.

Step 2. Select a holding file to recreate (IVP or UDP), then press <Enter>.

- Information for the date range of data contained in the selected holding file appears.

Step 3. Type the desired start date for the holding file, then press <Enter>.

Step 4. Type the desired end date for the holding file, then press <Enter>.

Step 5. Type the desired start time for the recreation process, then press <Enter>.

- The default value for the requested start time is now. To accept the default value, simply press **<Enter>** at the prompt.

- To change the requested start date, type a valid date and/or time, then press **<Enter>**.
- Once the desired start time is entered, the system indicates that the approval is queued.
- The system sends a confirmation MailMan message to the user once the extract holding file has been recreated.

The enumerated steps described above display on the screen as shown in Figure 189.

Figure 188: Running the Recreate Extract Holding File Option

```
Select Transmission Management Option: q  Recreate Extract Holding Files


   I     Recreate IVP Extract Holding File (#728.113)
   U     Recreate UDP Extract Holding File (#728.904)


You have PENDING ALERTS
          Enter  "VA to jump to VIEW ALERTS option

Select Recreate Extract Holding Files Option: i  Recreate IVP
 Extract Holding File (#728.113)
Enter Start Date:  7/1/05
Enter Stop Date:  12/31/05
Requested Start Time: NOW//  (SEP 14, 2017@14:18:02)
Request queued as Task #5765.
```

5 Troubleshooting

The following section provides information on error handling and correction.

5.1 Special Instructions for Error Correction

Users are encouraged to contact support staff when encountering errors in application performance. There are no special utilities provided for troubleshooting and error correction by the application. Please refer to the National Service Desk (NSD) and Organizational Contacts section for additional information.

Appendix A Abbreviations and Acronyms

Table 7 provides a listing of abbreviations and acronyms used throughout the User Guide.

Table 7: Acronyms

Abbreviation/Acronym	Description
ADM	Admission Extract
AITC	Austin Information Technology Center
BCM	Bar Code Medication
BCMA	Bar Code Medication Administration
CBOC	Community Based Outpatient Clinic
CLI	Clinic Extract
CPT	Current Procedural Terminology
CSHD	Customer Service Help Desk
DSS	Decision Support System
ECQ	Quasar Extract
ECS	Event Capture System and Event Capture Extract
FAQ	Frequently Asked Question
FY	Fiscal Year
HCPC	Healthcare Common Procedure Coding
HCPCS	Healthcare Common Procedure Coding System
ICD	International Classification of Disease
IEN	Internal Entry Number
IVP	IV Extract
LAR	Laboratory
LBB	Laboratory Blood Bank
LOINC	Logical Observation Identifiers, Names, and Codes
MAS	Medical Administration Service
MCA	Managerial Cost Accounting
MCAO	Managerial Cost Accounting Office
MOV	Movement Extract (Transfer & Discharge)
NDC	National Drug Code
NDF	National Drug File
NPPD	National Prosthetic Patient Database
NSD	National Service Desk
OI&T	Office of Information and Technology
OR	Operating Room
PACU	Post Anesthesia Care Unit
PIMS	Patient Information Management System
PRE	Prescriptions

Abbreviation/Acronym	Description
PRO	Prosthetic
PSAS	Prosthetic and Sensory Aids Service
QUASAR	Quality: Audiology and Speech Pathology Audit & Review
RAD	Radiology
SAS	Statistical Analysis System
SSN	Social Security Number
SUR	Surgery Extract
TRT	Treating Specialty Change Extract
UDP	Unit Dose Local Extract
U.S.C	United States Code
VA	Department of Veterans Affairs
VBECS	VistA Blood Establishment Computer Software
VDL	VA Software Documentation Library
VHA	Veterans Health Administration
VISN	Veterans Integrated Service Network
VistA	Veterans Health Information Systems and Technology Architecture
YTD	Year-to-Date

Appendix B Glossary

Table 8 lists terms found in this document that may aid the reader in understanding.

Table 8: Glossary

Term	Definition
Action to Send Code	Indicates which, if any, code(s) should be sent to the DSS commercial software (e.g., stop code and credit stop code, with or without CHAR4 code).
Credit Stop Code	The Credit Stop Code (from the HOSPITAL LOCATION file [#44]) as determined by Medical Administration Service (MAS).
DSS Credit Stop Code	The Credit Stop Code as determined by MCA.
DSS Product Department	A code associated with products or services, which assists in the categorization and costing of those products. At this time, only medical center wards are being associated with a DSS Product Department in the DSS WARD file (#727.4). The DSS Product Department consists of a minimum of 4 characters as: ABBCxxx A = DSS CODE in NATIONAL SERVICE file (#730) BB = DSS PRODUCTION UNIT CODE in DSS PRODUCTION UNIT file (#729) C = DSS DIVISION IDENTIFIER in DSS DIVISION IDENTIFIER file (#727.3) xxx = A suffix of not more than three characters which must be numeric digits or uppercase alpha characters. The first character of the string may be "-", but that is not recommended.
DSS Division Identifier	A single character code, either numeric (but not zero) or an uppercase alpha character. The character used in VistA file #727.3 (DSS DIVISION IDENTIFIER) as division identifier should exactly match the identifier associated with a medical center division in DSS/Austin.
DSS Production Unit	A two-character code which may contain both numeric and uppercase alphabetic characters. These DSS-compatible codes are based on the FMS sub-cost center scheme to categorize production unit output. The DSS PRODUCTION UNIT file (#729) holds the production unit codes approved for use by DSS.
DSS Stop Code	The Stop Code as determined by MCA.
Extract	Management tool used to track and account for procedures and delivered services, which are not handled in any existing VistA package.
Extract Files	The files that hold the data that has been extracted via the DSS Extract software.
Feeder Key	The product for workload extracted.
Feeder Location	The site location of data extracted.
Provider	The actual provider of care performing the procedure. This provider can be a doctor, nurse, technician or any designated team of medical professionals.
Stop Code	The Stop Code (from the HOSPITAL LOCATION file [#44]) as determined by Medical Administration Service (MAS).
Volume	Volume is associated with the number of procedures performed or the length of time actually spent performing the procedures.

Appendix C Feeder Key Transmission

The Feeder Key for the Clinic Extract contains the stop code (SSS), credit stop code (CCC), time length of appointment (TTT), CHAR4 code (4444), no-show code (N) and MCA Labor Code associated with the clinic (LL) with format SSSCCCTTT4444NLL.

These characters are determined by the ACTION TO SEND code as indicated in Table 9.

Table 9: Feeder Key Transmission Table

Action to Send Code	Description
4: SEND STOP CODE(S) WITH CHAR4 CODE	SSS is the Stop Code. CCC is the Credit Stop Code. If no Credit Stop Code assigned then "000" TTT is the length of appointment. 4444 is the CHAR4 Code. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned)
5: SEND STOP CODE(S) WITHOUT CHAR4 CODE	SSS is the Stop Code. CCC is the Credit Stop Code. TTT is the length of appointment. 4444 = 0000. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned)
6: DO NOT SEND	SSS = 000. CCC = 000. TTT is the length of appointment or "000" if not present. 4444=0000. N if a no-show, otherwise '0' (zero). LL is the MCA labor code assigned to the clinic (blank if no labor code is assigned)

Appendix D Create a LAR Translation Table

A translation table is required to convert entries in the results field of the LAR extract from a free text to a numeric value for all types of lab tests. The translation table is a new table for the DSS VistA Extract Package. LAR TRANSLATION TABLE will convert free text results to a numeric value for all lab tests.

The translated numeric values are:

0 - Negative, Non-Reactive.

1 - Positive, Reactive.

2 - Borderline, Indeterminate.

3 - Test not Performed, Qty not sufficient or other reason.

5 - Result cannot be translated.

The Lab Results free-form text field contains many different coding schemes to indicate whether the results are negative or positive. The list of text, with the translated values is as follows:

Table 10: LAR Translation Table

RAW	Translation	RAW	Translation	RAW	Translation
Negative	0	EQUIV	2	REM	5
Positive	1	NRG	5	ND	0
NEGATIVE	0	N	0	NRE	5
POSITIVE	1	R	1	See com	5
Neg	0	Borderline	2	See rpt	5
Pos	1	NEG.	0	Reac	1
nonreactive	0	POS.	1	NREACT	0
NONREATIVE	0	ND	0	Type 1	5
reactive	1	Reactive	1	2b	5
REACTIVE	1	Detected.	1	3a	5
NEG	0	React	1	BAS	5
POS	1	Nonreact	0	N-I	5
NOTDET	0	WK POS	1	Pend	5
DETEC	1	+/-=pos	2	RPC	5
NON REAC	0	LSG	5	QNS	3
REAC	1	Reactive*	1	P	1
WK.POS	1	=+pos	1	FFT	5
WK.POS.	1	NEGATIV	0	+	1
NEG#	0	ND	0	-	0
POS#	1	INCONC.	2		
BRDLINE	2	DONE	5		

RAW	Translation	RAW	Translation	RAW	Translation
NR	0	NEH	5		
Non-react	0	MEG	5		
BRDLNE	2	P	1		
**pos	1	NRG	5		
***pos	1	Repeat	2		
BDL	2	NE	5		
EQUIVOCAL	2	NGE	5		

Notes:

- Any value not in the table should return a "5".
- The sites are responsible for maintaining/updating the table.
- Translations cannot change the meaning of the free text field.
- Non-numeric reported values for all tests would be stored in the translation field and available to Ad Hoc and SQL.
- This report can take more than an hour to run, and the user's screen may be inaccessible once the report is running.

Appendix E Exporting a Report to a Spreadsheet

Some reports within DSS are available in an exportable format. This format creates a delimited text file that can be imported into an Excel spreadsheet. Instructions are provided to the user for setting up the logging feature (Figure 189). Detailed instructions are provided below.

Figure 189: Selecting an Exportable Format for a Report

```
Do you want the output in exportable format? NO// YES

Gathering data for export...

To ensure all data is captured during the export:

1. Select 'Logging...' from the File Menu. Select your file, and where to save.
2. On the Setup menu, select 'Display...',then 'screen' tab and modify 'columns'
   setting to at least 225 characters.
3. The DEVICE input for the columns should also contain a large enough
   parameter (e.g. 225).  The DEVICE prompt is defaulted to 0;225;99999 for you.
   You may change it if need be.
Example: DEVICE: 0;225;99999 *Where 0 is your screen, 225 is the margin width
                 and 99999 is the screen length.

NOTE:  In order for all number fields, such as SSN and Feeder Key, to be
displayed correctly in the spreadsheet, these fields must be formatted as Text
when importing the data into the spreadsheet.

DEVICE: 0;225;99999//   HOME  (CRT)
```

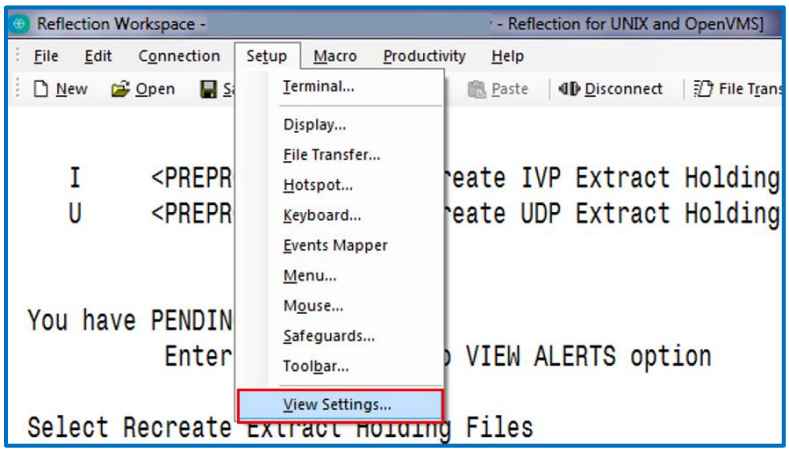
Note:

- The instructions that follow were produced using Micro Focus Reflection Desktop Pro v16.0 SP1 for UNIX and OpenVMS within a Microsoft® Windows environment.

To Set Up the Reflections Workspace for Logging an Exportable Format:

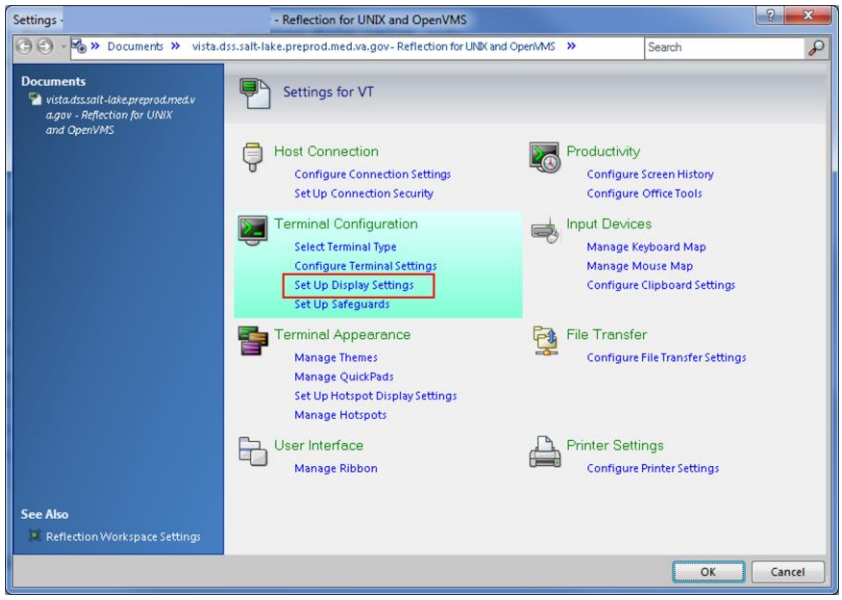
Step 1. In the Reflections Workspace, select 'View Settings' from the Setup menu (Figure 190).

Figure 190: Reflections Setup Menu > View Settings



Step 2. One the Settings screen, under Terminal Configuration, click the 'Set Up Display Settings' link (Figure 191).

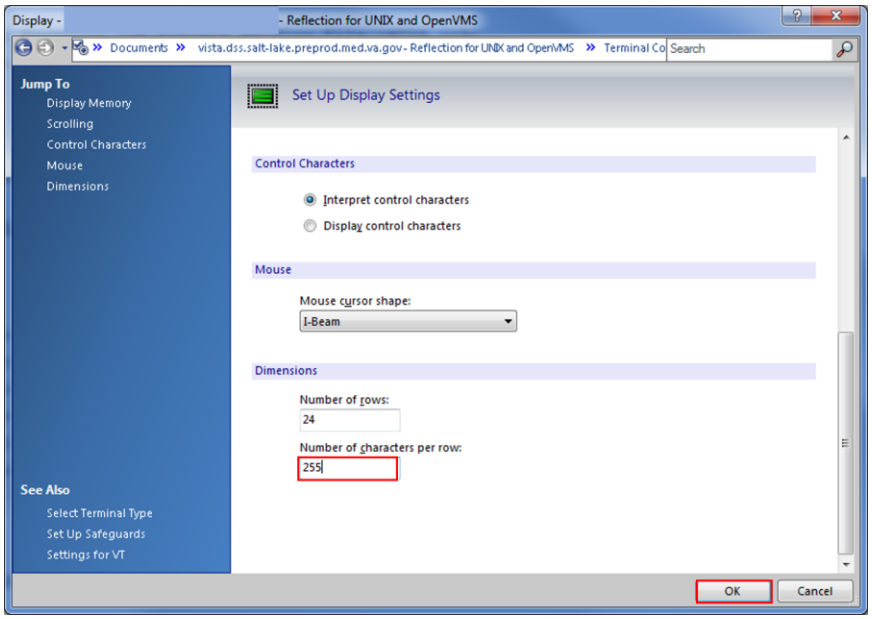
Figure 191: Reflections Workspace Settings Screen



Step 3. On the Display screen, scroll down to the 'Dimensions' section and type 255 as the value for the 'Number of characters per row' field, then click the OK button (Figure 192).

- Many of the DSS audits are available in exportable formats with character widths of 132 or 225. To make logging format more valuable, the screen display should be adjusted to fit the character width.
- The text displayed on the Reflections Workspace screen adjusts to the user-defined settings.

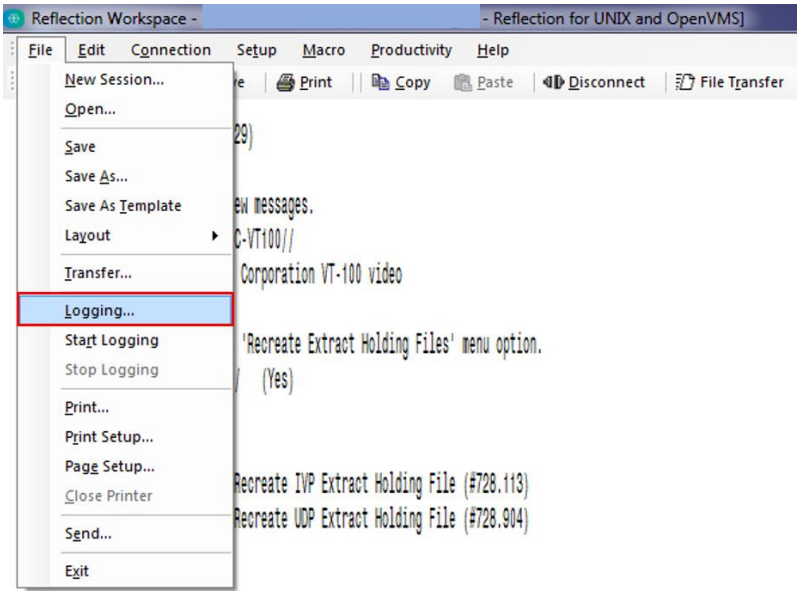
Figure 192: Changing the Character Width for Display in Reflections



Step 4. On the Reflections File menu, select Logging (Figure 193).

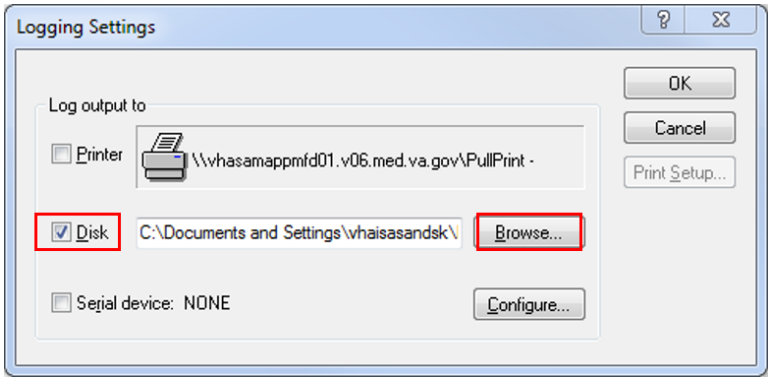
- The Logging Settings window appears.

Figure 193: Reflections File Menu > Logging



Step 5. On the Logging Settings window, check the 'Disk' checkbox, then click the Browse button (Figure 194).

Figure 194: Reflections Logging Settings



Step 6. Select the desired location where the logging text file will be saved and type the desired file name, then click the Save button.

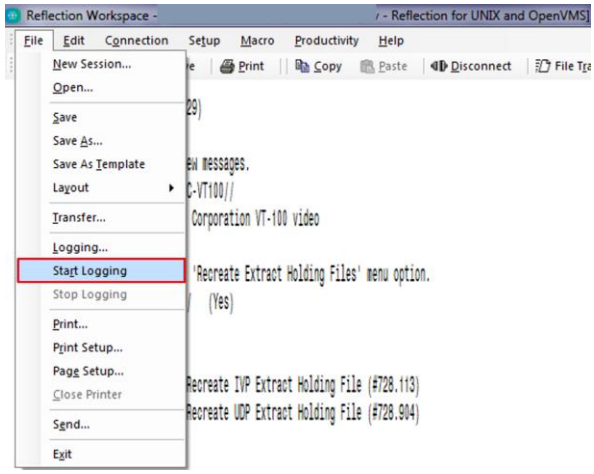
- The logged output that is captured within Reflections Workspace will be saved to the selected location with the specified file name.
- Once the Save button is clicked, the user is returned to the Logging Settings window.

Step 7. Click the OK button on the Logging Settings window.

- The Logging Settings window closes, and the user is returned to the Reflections Workspace.

Step 8. Select Start Logging from the File menu (Figure 195).

Figure 195: Reflections File Menu > Start Logging

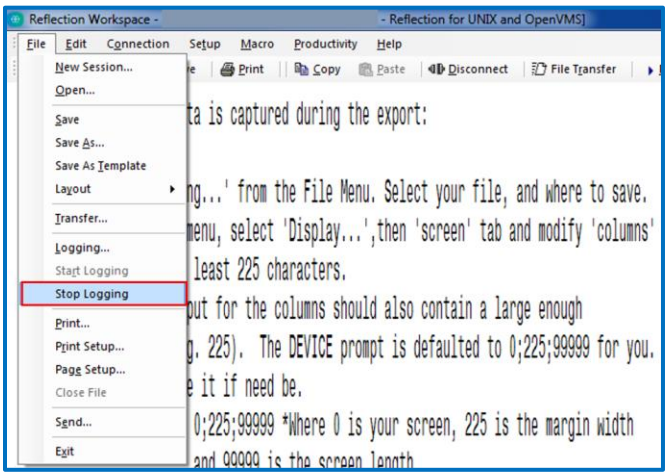


Step 9. At the 'DEVICE: 0;225;99999//' prompt, press <Enter> to accept the default parameters.

- The report output generates to the user's screen in a delimited format.

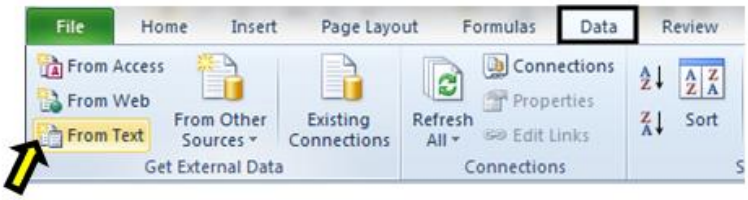
Step 10. Once the report has completed, go to the Reflections File menu and select 'Stop Logging' (Figure 196).

Figure 196: Reflections File Menu > Stop Logging



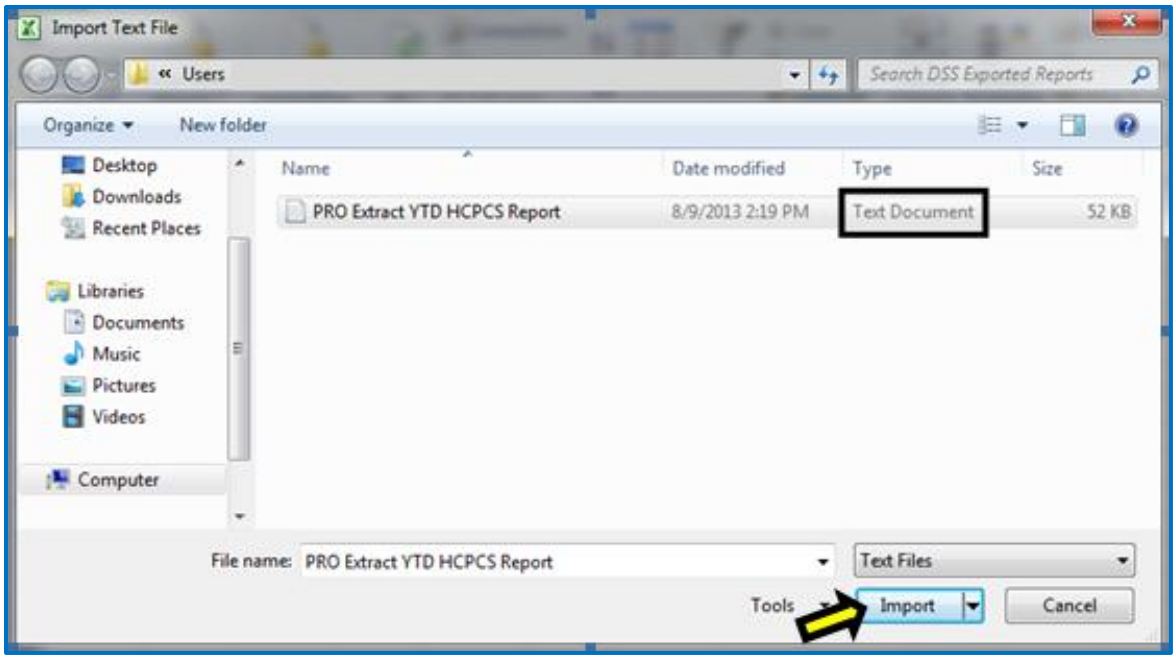
Step 11. Open a new Excel workbook, then click the Data tab and select the 'From Text' option (Figure 197).

Figure 197: Excel Import From Text Option



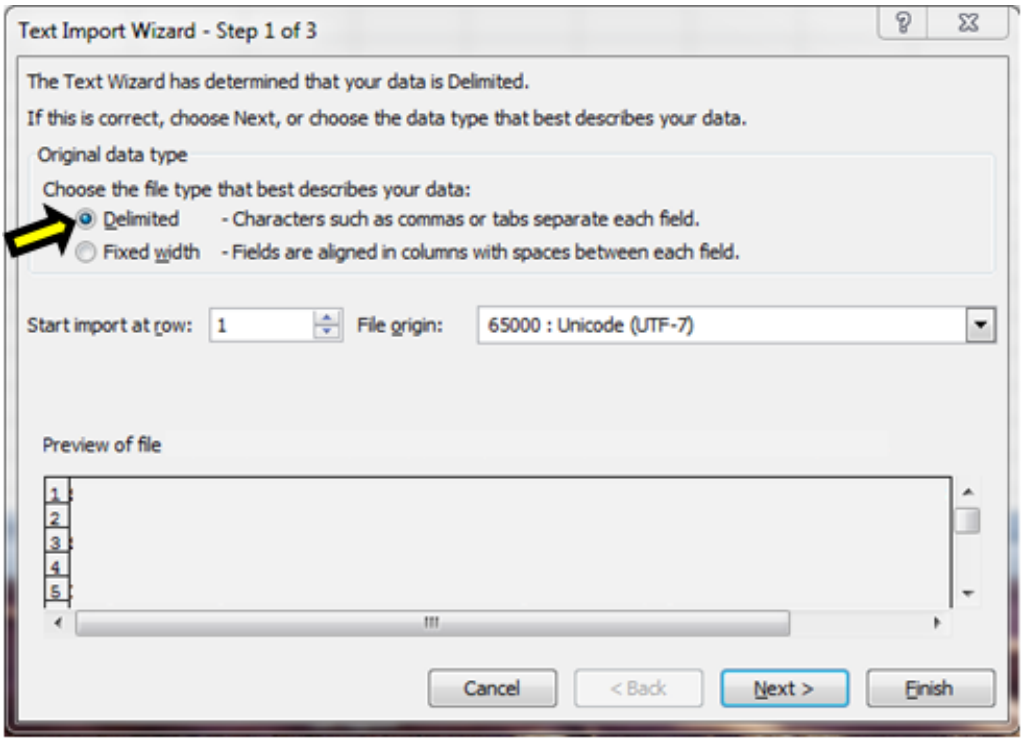
Step 12. Select the text file that was created, then click the Import button (Figure 198).

Figure 198: Import Text File Screen



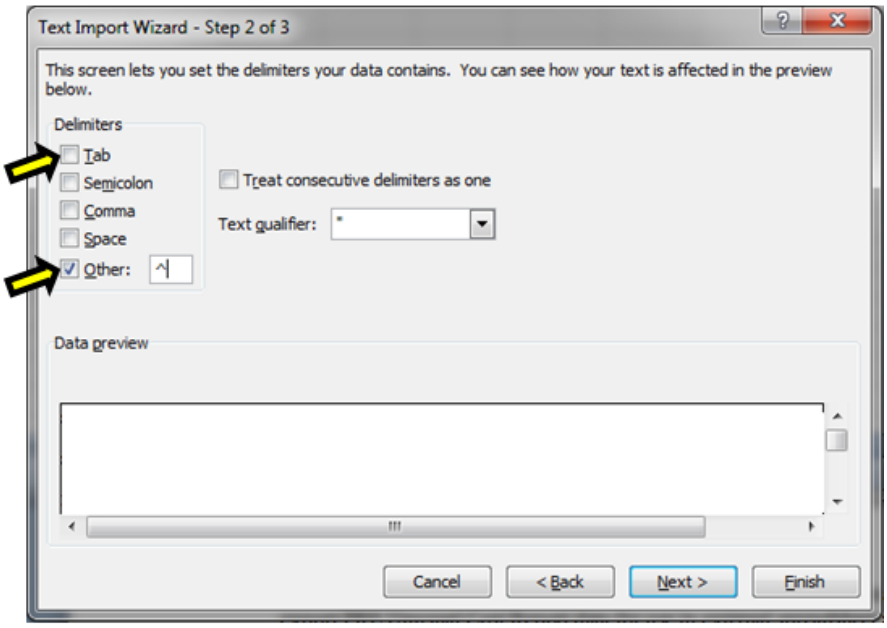
Step 13. Select the Delimited radio button, then, click the Next button (Figure 199).

Figure 199: Text Import Wizard – Step 1 of 3



Step 14. Under Delimiters section, uncheck the 'Tab' checkbox, check the 'Other' checkbox and type a caret (^) as the delimiter value, then click the Next button (Figure 200).

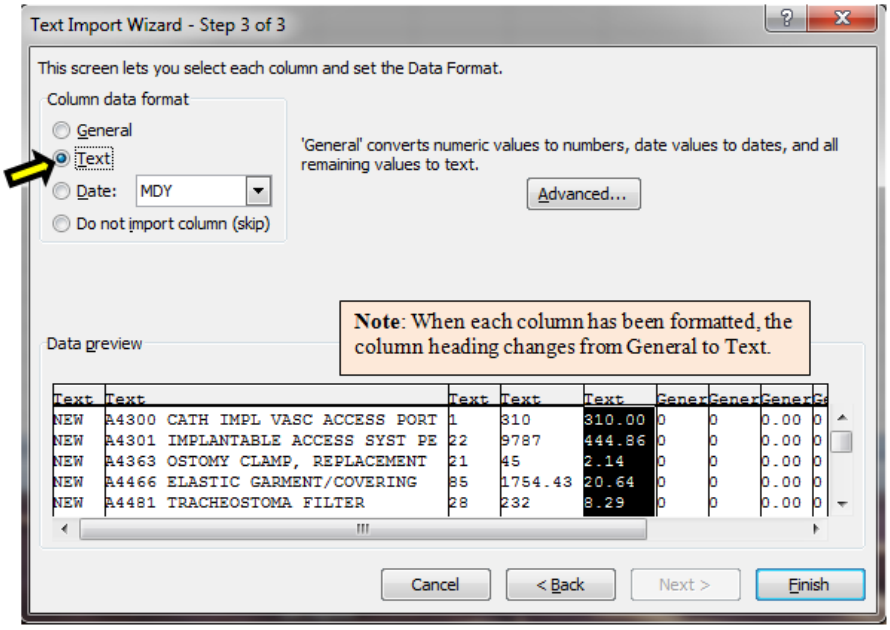
Figure 200: Text Import Wizard – Step 2 of 3



Step 15. In the Data Preview section of the screen, click to highlight the columns and select Text as the data format, then click the Finish button (Figure 201).

- To format all columns at once, hold the Shift key while clicking columns to select all columns, then select the Text radio button.

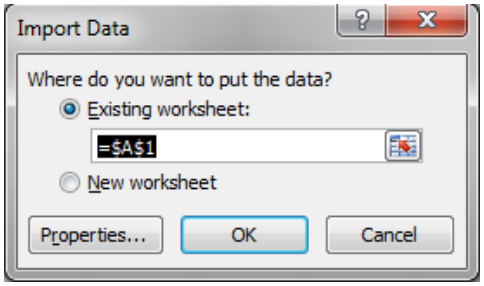
Figure 201: Text Import Wizard – Step 3 of 3



Text	Text	Text	Text	Text	Gener	Gener	Gener	Ge
NEW	A4300 CATH IMPL VASC ACCESS PORT	1	310	310.00	0	0	0.00	0
NEW	A4301 IMPLANTABLE ACCESS SYST PE	22	9787	444.86	0	0	0.00	0
NEW	A4363 OSTOMY CLAMP, REPLACEMENT	21	45	2.14	0	0	0.00	0
NEW	A4466 ELASTIC GARMENT/COVERING	85	1754.43	20.64	0	0	0.00	0
NEW	A4481 TRACHEOSTOMA FILTER	28	232	8.29	0	0	0.00	0

Step 16. Click the OK button on the Import Data screen (Figure 202).

Figure 202: Import Data screen



- The report will be created and displayed in an Excel spreadsheet (Figure 203).

Figure 203: Imported Text File in Excel

A	B	C	D	E	F	G	H	I
REPORT TYPE	PSAS HCPCS	QTY COM	TOTAL COM	AVE COM	QTY VA	TOTAL VA	AVE VA	QTY LABE
NEW	A4265 PARAFFIN	68	1455.32	21.40	0	0	0	0
NEW	A4300 CATH IMPL VASC ACCESS PORT	1	310	310.00	0	0	0	0
NEW	A4301 IMPLANTABLE ACCESS SYST PE	22	9787	444.86	0	0	0	0
NEW	A4363 OSTOMY CLAMP, REPLACEMENT	21	45	2.14	0	0	0	0
NEW	A4466 ELASTIC GARMENT/COVERING	85	1754.43	20.64	0	0	0	0
NEW	A4481 TRACHEOSTOMA FILTER	28	232	8.29	0	0	0	0

Appendix F Index