

Decision Support System (DSS)

DSS FY19 User's Guide

**Software Version 3.0
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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 FY19 User's 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 Encoding
- 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 the Web site or the information, products, or services contained therein. The VA does not exercise any editorial control over the information found 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, actual social security numbers (SSNs), actual 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 purpose 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_DDD	DSS FY19 Data Definitions Document	Provides detailed information on formatting and defines the data terminology.
DSS_DIBR	DSS FY19 Distribution, Installation, Back-out, and Rollback Guide	Provides detailed information for site IT staff for distributing, installing, backing out and rolling back DSS software patches.
DSS_TM	DSS FY19 Technical Manual	Describes the DSS Extract technical (high-level) terminology.
DSS_UG	DSS FY19 User's Guide	Provides an overview of the functionality and enhancements of the DSS Extract application.

File Name	Manual Name	Description
DSS_VDD	DSS FY19 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 (NSD)	Tier 1 Support	OI&T	Nationalservicedeskanr@va.gov 1-855-673-4357
Health Product Support (HPS)	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, transmission routines, and purge routines. 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 FY19:

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

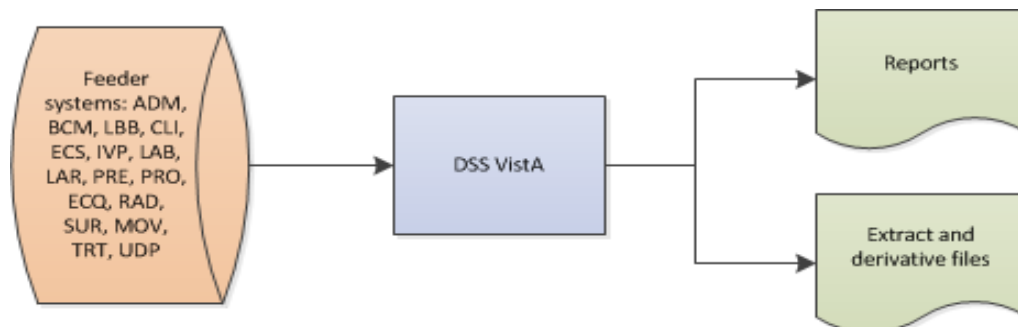
2.1 System Configuration

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 through the Kernel Key Management functions in VistA. Simple adjustments make it possible to assign the Extract Manager's [ECXMGR] option 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 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. That information can be found in 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 Systems Manager menu. The options displayed are dependent on the user's assigned permissions; those permissions are granted by the site's IT staff 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 screen. 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 in 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

```

ECXMGR - Extract Manager's Options:

M      Maintenance ...
R      Pre-Extract Audit Reports ...
P      Package Extracts ...
S      SAS Extract Audit Reports ...
E      Extract Audit Reports ...
T      Transmission Management ...

```

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. Figure 4 shows the options available on the Maintenance menu.

Figure 4: Maintenance Menu Options

```

CBO    CBOC Activity Report
INQ    CPT/ICD Inquiry ...
WRD    Enter/Edit DSS Ward
LAB    Laboratory ...
PHA    Pharmacy ...
KEY    Print Feeder Keys
LOC    Print Feeder Locations
PRO    Prosthetics ...
CLI    Setup for DSS Clinic Information ...
CEN    Setup for Inpatient Census Information ...
TST    Test Patient List
G&L    View G&L Corrections

```

4.1.1 CBOC Activity Report

This report provides information from every Clinic (CLI) extract record, by extract number, 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 is prompted to confirm that the data should be purged. If the report was generated prior to the purge, no additional prompts are displayed.

To produce the CBOC Activity Report:

Step 1. Select CBO (CBOC Activity Report) from the Maintenance menu, then press <Enter>.

- A list of selectable Clinic extracts is displayed (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 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 characters per line, and 9999 defines the number of rows to print.

The report output is grouped by Feeder Key, Division, and Clinic. The detail lines include the Patient Name, SSN, and Visit Date/Time. Also displayed are the total number of unique SSNs for the Division, Feeder Key, and the entire report, as well as the number of visits for each (Figure 6).

Figure 6: CBOC Activity Report

CBOC Activity Report JUL 2007		Page: 429 Report Run Date: JUN 06, 2017
Feeder Key: 56112506000TH0	Division: 660GB	Clinic: ZZOGD MH/SW 39 PCT G
Patient	SSN	Visit Date/Time
-----	-----	-----
TEST,PATIENT 1	XXXXXXXXXX	Jul 16, 2007@12:03
TEST,PATIENT 1	XXXXXXXXXX	Jul 16, 2007@16:39
TEST,PATIENT 1	XXXXXXXXXX	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 which can then 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	
56112506000TH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXXX	July 16, 2007@12:03	
56112506000TH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXXX	July 16, 2007@16:39	
56112506000TH0	660GB	ZZOGD MH/SW 39 PCT GRPI	TEST, PATIENT 1	XXXXXXXXXX	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

Choosing the CPT/ICD Inquiry option from the Maintenance menu displays two options, as seen in Figure 8. The sub-sections that follow describe the functionality of each option.

Figure 8: CPT/ICD Inquiry Options

```
Select Maintenance Option: INQ CPT/ICD Inquiry
Select CPT/ICD Inquiry Option:
    1 CPT Inquiry
    2 ICD Inquiry
Select CPT/ICD Inquiry Option:
```


4.1.2.1 CPT Inquiry

This option allows the user to select a CPT code, then displays the Short Name, Category, and Description for the selected code (Figure 9).

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, then press <Enter>.

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

Figure 9: 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:
```

4.1.2.2 ICD Inquiry

This option allows the user to enter a diagnosis (2 - 245 characters in length) or a diagnosis code, then displays the ICD code and diagnosis of the record(s) that match the entry.

To perform an ICD inquiry:

Step 1. From the CPT/ICD Inquiry options, select ICD Inquiry <2>, then press <Enter>.

Step 2. At the prompt, type the desired ICD diagnosis code, then 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 10.

Figure 10: 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

This option allows the user to select a ward from the DSS WARD file (#727.4), then enter or edit the DSS Department and suffix to complete the DSS Department code (Figure 11).

Note:

- This option should only be used by the DSS Site Manager to enter or edit the DSS Department code associated with each medical center ward.

To add or edit a DSS Ward:

Step 1. Select WRD (Enter/Edit DSS Ward) from the Maintenance menu, 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 as shown in Figure 11, and the user may edit the value. The DSS Department code consists of a minimum of 4 characters in the following format:

ABBCxxx

The code is derived as follows:

A = DSS CODE in the NATIONAL SERVICE file (#730)

BB = DSS PRODUCTION UNIT CODE in the DSS PRODUCTION UNIT file (#729)

C = DSS DIVISION IDENTIFIER in the 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.

Figure 11: Enter/Edit DSS Ward – Selection Screen

```

Select WARD LOCATION NAME: 11-B MEDICINE XREF

Ward:                11-B MEDICINE XREF
Ward Bedsection:    GEN MED
Ward Specialty:     GENERAL (ACUTE MEDICINE)
Ward Service:       MEDICINE
Division:           AUGUSTA VAMC, DOWNTOWN DIVISION/524

DSS Department for Ward: ABCD// ABCD

```

- 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.
- After entering or editing the information, the new DSS Department code displays and the system prompts the user to verify its accuracy.

4.1.4 Laboratory

Choosing the Laboratory (LAB) option from the Maintenance menu options displays three options related to Lab Results (Figure 12). The sub-sections 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.

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. Users 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. From the Laboratory menu, select "Lab Results Extract Untranslatable Results Report", 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 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 13.

Figure 13: 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. Each detail line includes the first four characters of the patient's last name, SSN, Date/Time Collected, Test Code, Test Name and Result (Figure 14).

Figure 14: Lab Results Extract Untranslatable Results Report

LAR Extract Untranslatable Results Audit Report					Page: 1
Start Date: MAR 09, 2015			Report Run Date: JUN 08, 2016		
End Date: MAR 10, 2015					
Pat. Name	SSN	Date/Time Collected	Test Code	Test Name	Result
PAT1	XXXXXXXX	3/9/15@13:15	88	Hepatitis C genotype	TYPE 2
PAT1	XXXXXXXX	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 15).

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 15: Exported LAR Extract Untranslatable Results Report

A	B	C	D	E	F
PATIENT NAME	SSN	DATE/TIME COLLECTED	TEST CODE	TEST NAME	RESULT
PAT1	XXXXXXXX	3/9/15@13:15	88	Hepatitis C genotype	TYPE 2
PAT2	XXXXXXXX	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 "site not using LOINC code that DSS collects". For these records, the 'local' fields (i.e., fields coming from file #64) are not populated.

To run the Lab Results DSS LOINC Code Report:

Step 1. From the Laboratory menu, select "Lab Results DSS LOINC Code Report", then press <Enter>.

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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 16.

Figure 16: 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 17).

Figure 17: 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)										
LAR TEST#	LAR TEST NAME	LAR UNITS	LAR LOINC	F	LOCAL TEST NAME	LOC SPEC TYPE	LOC WKLD IEN	LOC WKLD CODE		
(#727.29)	(#727.29)	(#727.29)	(#727.29)	L	(#64)	(#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 18).

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 18: 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 options (Figure 19). The following sub-sections describe the functionality of each option.

Figure 19: 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 (Figure 20).

To enter or edit an IV room division:

Step 1. From the Pharmacy menu, select “Enter/Edit IV Room Division”, 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 (e.g., DIVISION: CHEYENNE VAMROC//).

- To delete an assigned division, type @, then press <Enter>.

Figure 20: 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 “Print IV Room Worksheet”, 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 21.

Figure 21: 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 22).

Figure 22: 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 23).

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 23: 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 Encoding.

To perform a Pharmacy NDC Lookup:

Step 1. From the Pharmacy menu, select "Pharmacy NDC Lookup", then press <Enter>.

- Information about pharmacy feeder keys appears (Figure 24).

Figure 24: Pharmacy NDC Lookup Feeder Key Information

```

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

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")

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 digits or 'LCL' and 9 digits at the prompt or <cr> to exit.

Select NDC:

```

Step 2. At the 'Select NDC:' prompt, type the desired 12-digit NDC or 'LCL' followed by 9 digits, 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, the VA Classification, the Dispense Unit, and the Price per Dispense Unit for any drug assigned the specified NDC (Figure 25).

Figure 25: Pharmacy NDC Lookup Results

```

AZATHIOPRINE 50MG TAB
-----
NDC:                65050-119-93          VA Classification:      IM600
Dispense Unit:      Price per Dispense Unit: 0.1478

Enter 12 digits or 'LCL' and 9 digits at the prompt or <cr> to exit.

Select NDC:

```

4.1.5.4 Pharmacy Edit and Edit Log

Choosing the Pharmacy Edit and Edit Log option from the Pharmacy menu displays two options related to editing various fields in the pharmacy files (Figure 26). The sub-sections that follow describe the functionality of each option.

Figure 26: 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 has been transmitted. Contact the MCAO Customer Service Help Desk (CSHD) for assistance.

To perform a Pharmacy Volume Edit:

Step 1. From the Pharmacy Edit and Edit Log menu, select “Pharmacy Volume Edit”, 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 the 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 edit 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 (e.g., QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 28.

Notes:

- Figure 27 shows an example of performing a pharmacy volume edit for the Prescription extract (PRE).
- The steps to perform pharmacy volume edits are similar for the PRE, IVP, UDP and BCM extracts. The fields available for edit will vary, depending on the extract selected.

Figure 27: 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 XXXXXXXX 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 allows authorized users to view changes made to the Pharmacy extracts (BCM, IVP, PRE and UDP) through the Pharmacy Volume Edit option.

To view the Pharmacy Volume Edit Log:

- Step 1. From the Pharmacy Edit and Edit Log menu, select “Pharmacy Volume Edit Log”, 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 the name of the user 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 28.

Notes:

- Figure 28 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 28: 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 29).

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 29: 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 prints 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 KEY (Print Feeder Keys) from the Maintenance menu options.

Step 2. Select whether to produce the output in exportable format.

- 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, multiple 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 characters per line, and 9999 defines the number of rows to print.

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

Figure 30: 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 a header showing the Feeder System selected, and detail lines containing the Feeder Key and Description (Figure 31).

Notes:

- Figure 31 shows an example of running the Print Feeder Keys option for the Prosthetics (PRO) feeder system.
- The steps to display the feeder keys are similar for the 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 31: 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 32).

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 32: 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 LOC (Print Feeder Locations) from the Maintenance menu.

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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 33.

Figure 33: 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; each detail line displays the Feeder Location and Description (Figure 34).

Figure 34: Print Feeder Locations

Feeder Location List For Feeder System PRO		Page: 7
FEEDER LOCATION	DESCRIPTION	
552H02	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 35).

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 35: 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 36). The following sub-sections describe the functionality of each option.

Figure 36: 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.** From the Prosthetics menu, select “Cost by PSAS HCPC Report”, then press <Enter>.
- 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 37.

Figure 37: 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 detail lines containing the following fields: PSAS HCPC, Feeder Key, Description, Form, Quantity, Unit of Issue, and Cost. The report also contains a Grand Total representing the sum of all costs (Figure 38). At the bottom of each page is a key which describes the forms represented numerically on the detail lines.

Figure 38: 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 ARMY PRSS DEV	11	2	EACH	\$ 12.00	
A7038	A9900NCS	FLTR DISP W/POS ARMY 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 ARMY PRSS DEV	11	2	EACH	\$ 6.00	
A7038	A9900NCS	FLTR DISP W/POS ARMY PRSS DEV	11	2	EACH	\$ 7.90	
A7038	A9900NCS	FLTR DISP W/POS ARMY PRSS DEV	11	1	EACH	\$ 2.50	
A7029	A9900NCS	REPL NASAL PILLOW COMB MASK	11	1	EACH	\$ 53.01	
A7034	A9900NCS	NASL INTFCE POS ARMY 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 called 'Form Description' and does not include the 'Grand Total' field (Figure 39).

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 39: Exported Cost by PSAS HCPC Report

A	B	C	D	E	F	G	H
PSAS				FORM		UNIT OF	
HCPC	FEEDER KEY	DESCRIPTION	FORM	DESCRIPTION	QTY	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.

Multi-divisional 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. From the Prosthetics menu, select “Prosthetics (PRO) YTD HCPCS Report”, then press <Enter>.

Step 2. Select a primary division for the report, if prompted.

- For sites and users belonging to more than one division, a primary division must be selected for the report (Figure 40).

Figure 40: 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 0(ne) or A(11): 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 41.

Figure 41: 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 (Initial, Replacement, or Spare); Repair, and Rental. Figure 42 is an example of the New activities, Figure 43 shows Repair activities, and Figure 44 shows the Rental activities of the report. Each detail line displays the PSAS HCPCS code and description followed by three sets of Quantity, Total Cost, and Average Cost values. The sets include values representing the commercial sector, the VA, and items produced in the prosthetics laboratory of the facility. The last column is the average cost of the item derived by dividing the sum of all total costs by the sum of all quantities for each PSAS HCPCS line item.

Figure 42: 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)

PSAS HCPCS	Qty. -Comm-	Total \$ -Comm-	Ave. \$ -Comm-	Qty. -VA-	Total \$ -VA-	Ave. \$ -VA-	Qty. -Lab-	Total \$ -Lab-	Ave. \$ -Lab-	Ave. \$ -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 43: 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

PSAS HCPCS	Qty. -Comm-	Total \$ -Comm-	Ave. \$ -Comm-	Qty. -VA-	Total \$ -VA-	Ave. \$ -VA-	Qty. -Lab-	Total \$ -Lab-	Ave. \$ -Lab-	Ave. \$ -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 O2	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 O2	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 O2	89	18156	204.01	0	0	0.00	0	0	0.00	204.01
E0441 STATIONARY O2 CONTENTS, GA	1	36	36.47	0	0	0.00	0	0	0.00	36.47
E0443 PORTABLE O2 CONTENTS, GAS	28731	229565	7.99	0	0	0.00	0	0	0.00	7.99
E0444 PORTABLE O2 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 44: 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 45).

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 45: 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.

Multi-divisional 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 Laboratory Report:

Step 1. From the Prosthetics menu, select “Prosthetics (PRO) YTD Laboratory Report”, then press <Enter>.

Step 2. Select a primary division for the report, if prompted.

- For sites belonging to more than one division, a primary division must be selected for the report (Figure 46).

Figure 46: 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 0(ne) or A(11): 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 47.

Figure 47: 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 48) and Repairs (Figure 49). Each detail line contains the PSAS HCPCS code and description, followed by two sets of Quantity, Labor Cost, Materials Cost, and Average Cost values. The first set represents items produced for use at the local site; the second set represents items produced for other VA stations.

Figure 48: 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)
    
```

PSAS HCPCS	Produced for Station #552				Produced for all other stations			
	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 49: Prosthetics (PRO) YTD Laboratory Report - Repair

Prosthetics (PRO) Extract YTD Laboratory Report									
FY Date Range: OCT 01, 2016 to MAR 31, 2017									Page 1
Facility: DAYTON (552)									
Run Date/Time: SEP 06, 2017@20:25									
REPORT OF REPAIR PROSTHETICS ACTIVITIES (
PSAS HCPCS	Produced for Station #552				Produced for all other stations				
	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 50).

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 50: 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

Choosing the Prosthetics Edit and Edit Log option from the Prosthetics menu displays two options related to editing the quantity value in the Prosthetics extract file. The sub-sections that follow describe the functionality of each option (Figure 51).

Figure 51: Prosthetics Edit and Edit Log Options

```
Select Prosthetics Option: 5 Prosthetics Edit and Edit Log

1 Prosthetics Extract Edit
2 Prosthetics Extract Edit Log

Select Prosthetics Edit and Edit Log Option: 1 Prosthetics Extract Edit
```

4.1.8.4.1 Prosthetics Extract 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. Contact the MCAO Customer Service Help Desk (CSDH) for assistance.

To perform a Prosthetics Extract Edit:

Step 1. From the Prosthetics Edit and Edit Log menu, select “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 containing 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 (e.g., QUANTITY: 1//).

The enumerated steps described above display on the screen as shown in Figure 52.

Figure 52: Performing a Prosthetics Extract 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      XXXXXXXXXX  JAN 03, 2017  2
825891      XXXXXXXXXX  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 Extract Edit Log

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

To view the Prosthetics Extract Edit Log:

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

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

- The system can sort by the name of the user 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 53.

Figure 53: Running the Prosthetics Edit Extract 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 54).

Figure 54: 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.** From the Prosthetics menu, select “Prosthetics Monthly Rental Report”, 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 characters per line, 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 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 output includes Patient Name, Quantity, PSAS HCPCS, Initiator, and Item Description (Figure 56).

Figure 56: Prosthetics Monthly Rental Report

Prosthetics monthly rental listing				JUN 25, 2018@14:18	PAGE 1
PATIENT NAME	QTY	PSAS HCPCS	INITIATOR	ITEM DESCRIPTION	
PATIENT, ONE	1	E1594	PROVIDER, ELEVEN	CYCLIST DIALYSIS MACHINE	
TEST, PATIENT	1	E1594	PROVIDER, TEST	RECYCLER DIALYSIS MACHINE	
PATIENT, TWO	1	E1810	PROVIDER, EIGHT	DYNAMIC ADJ KNEE E/F DEVICE	

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 57).

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 57: Exported Prosthetics Monthly Rental Report

PATIENT NAME	QUANTITY	PSAS HCPCS	INITIATOR	ITEM DESCRIPTION
PATIENT,ONE	1	E1594	PROVIDER,ELEVEN	CYCLIST DIALYSIS MACHINE
TEST,PATIENT	1	E1594	PROVIDER,TEST	RECYCLER DIALYSIS MACHINE
PATIENT,TWO	1	E1810	PROVIDER,EIGHT	DYNAMIC ADJ KNEE E/F DEVICE

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. From the Prosthetics menu, select “Prosthetics Unit of Issue Report”, 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 58.

Figure 58: 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 59).

Figure 59: 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 60).

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 60: 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 options needed to accurately define DSS clinic information (Figure 61). The sub-sections that follow describe the functionality of each option.

Figure 61: 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. From the Setup for DSS Clinic Information menu, select "CHAR4 Codes List", 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 62.

Figure 62: 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 63).

Figure 63: 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 64).

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 64: 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 was run.

Note:

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

To create a DSS Clinic Stop Code File:

Step 1. From the Setup for DSS Clinic Information menu, select “Create DSS Clinic Stop Code File”, 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 65.

Figure 65: 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 the HOSPITAL LOCATION file (#44)
3	DSS STOP CODE	STOP CODE NUMBER field (#8) in the HOSPITAL LOCATION file (#44)
4	DSS CREDIT STOP CODE	CREDIT STOP CODE field (#2503) in the HOSPITAL LOCATION file (#44)
5	ACTION TO SEND	5: SEND STOP CODE(S) WITHOUT CHAR4 CODE (If Clinic is <u>not</u> 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. From the Setup for DSS Clinic Information menu, select “Clinics and DSS Stop Codes Print”, then press <Enter>.

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

- Options include (A) All Clinics, (C) Active Clinics, (D) Duplicate Clinics, (I) 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 66.

Figure 66: 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 67).

Figure 67: Clinics and DSS Stop Codes Print - All Clinics

CLINIC	STOP CODE	CREDIT STOP CODE	ACTION	CHAR4 CODE	MCA LABOR CODE	C/N	DSS PRODUCT DEPARTMENT	NON-OR DSS IDENTIFIER
WORKSHEET FOR DSS CLINIC STOPS (last approved on 02/28/2017) Print Date:09/07/17 Page: 1								
(* - 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 fields: 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 68).

Figure 68: Clinics and DSS Stop Codes Print – All Active Clinics

WORKSHEET FOR DSS CLINIC STOPS (last approved on 02/28/2017)								Page: 1
								Print Date:06/07/17
CLINIC	STOP CODE	CREDIT STOP CODE	ACTION	CHAR4 CODE	MCA LABOR CODE	C/N	DSS PRODUCT DEPARTMENT	NON-OR DSS 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	OTH0	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 69).

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

WORKSHEET FOR DSS CLINIC STOPS (DUPLICATE CLINIC LIST) (last approved on 02/28/2017)								Page: 1
								Print Date:06/07/17
CLINIC NAME	CLINIC IEN	STOP CODE	CRED STOP CODE	CHAR4 CODE	MCA LABOR CODE	CLINIC APPT LENGTH	DIV	
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 Inactive 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 70).

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

WORKSHEET FOR DSS CLINIC STOPS (last approved on 02/28/2017) Print Date:09/07/17								Page: 1
CLINIC	STOP CODE	CREDIT STOP CODE	ACTION	CHAR4 CODE	MCA LABOR CODE	C/N	DSS PRODUCT DEPARTMENT	NON-OR DSS 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, Action, CHAR4 Code, MCA Labor Code, Count/Non-Count status, DSS Product Department, and Non-OR DSS Identifier (Figure 71). 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 71: Clinics and DSS Stop Codes Print – Unreviewed Clinics

WORKSHEET FOR DSS CLINIC STOPS (last approved on 02/28/2017) Print Date:09/07/17								Page: 1
CLINIC	STOP CODE	CREDIT STOP CODE	ACTION	CHAR4 CODE	MCA LABOR CODE	C/N	DSS PRODUCT DEPARTMENT	NON-OR DSS 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	E0TH		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 72).

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 72: 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				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 73). This information is the same as that contained in the print version of the duplicate clinics report.

Figure 73: 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
DAY GI FELLOW 1 (NEW)	5598	307		OTHA		42	30
MID MH TELEHEALTH GRP DS	6792	550	690	TOTH		23	60

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 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. From the Setup for DSS Clinic Information menu, select "Enter/Edit Clinic Parameters", 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 the next clinic name.

The enumerated steps described above display on the screen as shown in Figure 74.

Figure 74: 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. From the Setup for DSS Clinic Information menu, select “Approve Reviewed DSS Clinic Worksheet”, 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, 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 75.

Figure 75: 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 identifies 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 to 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 comply with restriction types.

The clinic's Stop Code and Credit Stop Code 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 identical Stop Code and Credit Stop Code values
- 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 meet the criteria for validity listed above. Up to three errors and one warning (for Stop Codes or Credit Stop Codes with a pending inactivation date) can be displayed for each clinic.

To run the Clinic & Stop Codes Validity Report:

Step 1. From the Setup for DSS Clinic Information menu, select "Clinic & Stop Codes Validity Report", 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 characters per line, 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 76.

Figure 76: 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(s) and/or warning is also included on the report (Figure 77).

Figure 77: Clinic & Stop Codes Validity Report

CLINIC & STOP CODES VALIDITY REPORT					Page: 1
IEN#	CLINIC NAME	STOP CODE	CREDIT STOP CODE	CHAR4 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 78).

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 78: 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 the 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. From the Setup for DSS Clinic Information menu, select “Clinic Edit Log Report”, then press <Enter>

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

- The system can sort by the name of the user 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 79.

Figure 79: 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 80).

Figure 80: 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 81).

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 81: 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 82). The sub-sections that follow describe the functionality of each option.

Figure 82: Setup for Inpatient 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. From the Setup for Inpatient Census Information menu, select “Trial for Setup Extract”, 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 selected, 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 characters per line, 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 83.

Figure 83: 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 84: Trial for Setup Extract

INPATIENT WARD LIST (DSS) FOR Apr 01, 2017 FOR WARD 410 D		
PATIENT	SSN	ADMIT DATE
DSSPATIENT, ONE	XXXXXXXXXX	Feb 04, 2017
DSSPATIENT, TWO	XXXXXXXXXX	Feb 10, 2017
DSSPATIENT, THREE	XXXXXXXXXX	Jan 04, 2017
DSSPATIENT, FOUR	XXXXXXXXXX	Jan 05, 2017
DSSPATIENT, FIVE	XXXXXXXXXX	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. From the Setup for Inpatient Census Information menu, select “Generate the Inpatient Setup Extract”, 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 when the extract process is completed.

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

Figure 85: 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. From the Setup for Inpatient Census Information menu, select “Active MAS Wards for Fiscal Year Print”, 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;24**. 0 directs the output to the user’s screen, 132 defines the number of characters per line, and 24 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 86.

Figure 86: 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 FY2019. 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//

This report requires a print width of 132 characters.

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

The report output is sorted by medical center division and includes Ward, DSS Department, Pointer to File #44 (HOSPITAL LOCATION file), Ward Service and Ward Specialty (Figure 87).

Figure 87: Active MAS Wards for Fiscal Year Print

```
Active Wards for FY2019
Printed on OCT 01,2018@13:56
```

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

DIVISION: SALT LAKE CITY PR RTP NS LODGER		3663	NON-COUNT	SUBSTANCE ABUSE RES TRMT PROG
DIVISION: SALT LAKE CITY VA FACILITY DOM SARRDOM		5111	DOMICILIARY	SUBSTANCE ABUSE RESID PROG
DIVISION: SALT LAKE CITY VAMC 3-A		2841	PSYCHIATRY	ACUTE PSYCHIATRY (<45 DAYS)
3-W LODGER		2532	NON-COUNT	GENERAL SURGERY
3-WEST		4	SURGERY	GENERAL SURGERY
ACUTE MEDICINE		2516	MEDICINE	GENERAL (ACUTE MEDICINE)
REHAB		1030	REHAB MEDICINE	REHABILITATION MEDICINE

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 88).

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 88: 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-PR RTP	7C MED	ABCD	197	MEDICINE	GENERAL (ACUTE MEDICINE)
ALB-PR RTP	PR RTP-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. From the Setup for Inpatient Census Information menu, select “Primary Care Team Print”, 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 89.

Figure 89: 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 90).

Figure 90: Primary Care Team Print Report

Primary Care Teams	MAY 30, 2017@06:33	PAGE 1
TEAM NAME	TEAM FILE 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 91).

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 91: 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 standards.

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 is true:

- The SSN starts with the number 9 (e.g., 987-12-3456).
- 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 SSN ends in zeros (e.g., 147-66-0000).

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 a test patient.

To run the Test Patient List report:

Step 1. Select TST (Test Patient List) from the Maintenance menu, 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 92.

Figure 92: 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 the Name, SSN, Test Patient Indicator (VistA), and DSS Test Patient Indicator (Figure 93).

Figure 93: Test Patient List

Test Patient List on May 30, 2017@07:57				Page: 1
NAME	SSN	TEST PATIENT INDICATOR	DSS TEST PAT 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 94).

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 94: 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

4.1.12 View G&L Corrections

This option is used to view corrections to inpatient activity which have been captured by the system. To select the correction to be viewed, the user may enter either the date of the correction or, if known, the patient (name or SSN) for whom the correction was made.

To view G&L corrections:

Step 1. Select G&L (View G&L Corrections) from the Maintenance menu, then press <Enter>.

Step 2. The user is prompted "Select G&L CORRECTIONS DATE OF CHANGE:".

- Enter the date for which changes want to be viewed, or enter the name or SSN of the patient.
- If multiple records exist, the user will be prompted to select from the list.

Step 3. Select the device output format.

- For example, at the prompt, type **0;80;99**. 0 directs the output to the user's screen, 80 defines the number of characters per line, and 99 defines the number of rows to print.
- Only one record will be displayed. The length of the line can be either 80 or 132.

The enumerated steps described above display on the screen as shown in Figure 95.

Figure 95: Running the View G&L Corrections Option

```
Select Maintenance <PREPROD ACCOUNT> Option: G&L View G&L Corrections

Select G&L CORRECTIONS DATE OF CHANGE: ?
Answer with G&L CORRECTIONS DATE OF CHANGE, or PATIENT
Do you want the entire 882-Entry G&L CORRECTIONS List? N (No)
Select G&L CORRECTIONS DATE OF CHANGE: PATIENT,ONE,ONE PATIENT,ONE
      9-20-70      666001234      YES      SC VETERAN      SL
Enrollment Priority: GROUP 3      Category: ENROLLED      End Date:

      1 PATIENT,ONE MAR 13, 2018      ADMISSION DATE EDITED      PATIENT,ONE      03-12-18
      2 PATIENT,ONE MAR 13, 2018      FACILITY TS DATE EDITED      PATIENT,ONE      03-12-18
CHOOSE 1-2: 1 MAR 13, 2018      ADMISSION DATE EDITED      PATIENT,ONE      03-12-18

DEVICE: 0;80;99 HOME (CRT)
```

The report output includes the Name, SSN, Test Patient Indicator (VistA), and DSS Test Patient Indicator (Figure 96).

Figure 96: G&L Corrections List

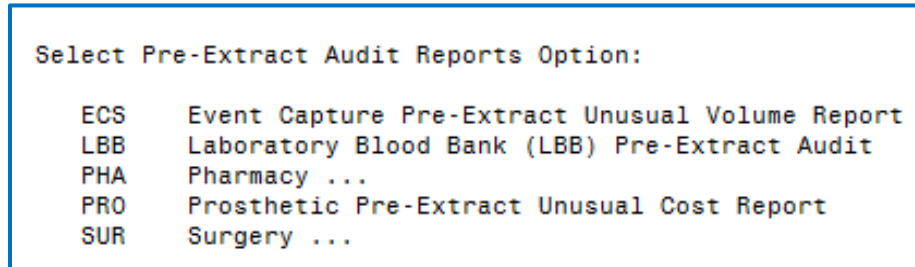
```
G&L CORRECTIONS List                                AUG 02, 2018@14:33 PAGE 1
-----

DATE OF CHANGE: MAR 13, 2018                        TYPE OF CHANGE: ADMISSION DATE EDITED
OLD VALUE: 03/12/2018@1315                          NEW VALUE: 03/12/2018@1315
PATIENT: PATIENT,ONE
ADMISSION THIS APPLIES TO: MAR 12, 2018@13:15
ENTRY PERSON: PROVIDER,ELEVEN                        RECALCULATION DATE: MAR 13, 2018
```

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 Audit Reports Options



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, select ECS (Event Capture Pre-Extract Unusual Volume Report), the press <Enter>.

- 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, 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 one specific DSS Unit.

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, Procedure Date/Time, Procedure Name, Volume and Provider (Figure 99).

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

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

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

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

Step 1. From the Pre-Extract Audit Reports menu, select LBB [Laboratory Blood Bank (LBB) Pre-Extract Audit], then press <Enter>.

- Information about the report appears.

Step 2. Select a Starting with Date for the report.

Step 3. Select an Ending with 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 (LBB) 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 the first four letters of the patient's last name, SSN, Feeder Location, Transfusion Date, Component, and Number of Units (Figure 102).

Figure 102: Laboratory Blood Bank (LBB) Pre-Extract Audit Report

Laboratory Blood Bank (LBB) Pre-Extract Audit Report					Page 1
10 Mar 2018 - 11 Mar 2018					Run Date: 25 Jun 2018
Name	SSN	FDR LOC	Transf Date	COMP	Number of Units
TEST	000001234	BB660	3/11/18	CRYO	1
PATO	666001234	BB660	3/11/18	RBC	1
PATT	123456789	BB660	3/10/18	FFP	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).

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 103: Exported Laboratory Blood Bank (LBB) Pre-Extract Audit Report

A	B	C	D	E	F
NAME	SSN	FEEDER LOCATION	TRANSFUSION DATE	COMPONENT	NUMBER OF UNITS
TEST, PATIENT1	XXXXXXXXXX	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 sub-sections 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 exist 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 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 the 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. From the Pharmacy menu, select "Pharmacy Pre-Extract Incomplete Feeder Key Reports", then press <Enter>.

- Additional options appear.

Step 2. Select the pharmacy extract for 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 characters per line, 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, 2018							Report Run Date/Time: JUN 25, 2018
End Date: JAN 10, 2018							
Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost	
No PSNDF VA Product Name Entry (Five leading zeros)							
11023	LIDO-DIPHEN-ALUM/MAG HYD MIX 300ML	00000COUMPOUNDED000000	7	3,000	\$0.0167	\$50.10	
14691	OMEPRAZOLE 2MG/ML ORAL SUSP	00000065628007010	1	600	\$0.2422	\$145.32	
						TOTAL	\$195.42
Prescription Pre-Extract Incomplete Feeder Key Report							Page: 2
Start Date: JAN 01, 2018							Report Run Date/Time: JUN 25, 2018
End Date: JAN 10, 2018							
Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost	
No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)							
712	BAG,LEG LATEX REUSABLE NSTR L C#68001	219100000000000000	2	5	\$16.7700	\$83.85	
2233	GAUZE BAND STRCH STRL CURAD 2IN 4.1YDS	14050S88452115709	1	20	\$0.9900	\$19.80	
9990	CATHETERIZATION TRAY W/O CATH-30ML SYR	209460000000000000	1	2	\$2.4030	\$4.81	
11334	MED ORGANIZER 7DAY/4 SLOT APEX#70027	144720000000000000	20	23	\$3.4300	\$78.89	
						TOTAL	\$187.35
Prescription Pre-Extract Incomplete Feeder Key Report							Page: 3
Start Date: JAN 01, 2018							Report Run Date/Time: JUN 25, 2018
End Date: JAN 10, 2018							
Drug Entry	Generic Name	Feeder Key	# of Records	Total Quantity	Unit Price	Total Cost	
No PSNDF VA Product Name Entry or National Drug Code (NDC)							
10526	NEBULIZER M.P. W/TEE ADAPTER, 7FT TUBE	000000000000000000	1	1	\$1.8476	\$1.85	
11122	DIPHENHYDRAMINE-LIDOCAINE 1:1 MIX 200ML	000000000000000000	2	2	\$5.0000	\$10.00	
13737	LIDOCA-ALUM/MAG HYDROX SUSP 200ML	000000000000000000	1	800	\$0.0150	\$12.00	
14540	DRESSING KIT, LVAD W/BIOPATCH #DM700	000000000000000000	4	150	\$20.3500	\$3,052.50	
						TOTAL	\$3,076.35
						GRAND TOTAL	\$3,459.12
** Supply items with no NDC will print as 'LCL'+ local IEN in the NDC portion of the feeder key for other reports and extracts. **							

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).

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 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	11023	LIDO-DIPHEN-ALUM/MAG HYD MIX 300ML	00000COUMPOUNDED000000	7	3000	0.0167	50.10	No PSNDF VA Product Name Entry (Five leading zeros)
Prescription	14691	OMEPRAZOLE 2MG/ML ORAL SUSP	65628007010	1	600	0.2422	145.32	No PSNDF VA Product Name Entry (Five leading zeros)
Prescription	712	BAG,LEG LATEX REUSABLE NSTRLC#68001	2191000000000000000	2	5	16.7700	83.85	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	2233	GAUZE BAND STRCH STRL CURAD 2IN 4.1YDS	14050588452115709	1	20	0.9900	19.80	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	9990	CATHETERIZATION TRAY W/O CATH-30ML SYR	2094600000000000000	1	2	2.4030	4.81	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	11334	MED ORGANIZER 7DAY/4 SLOT APEX#70027	1447200000000000000	20	23	3.4300	78.89	No National Drug Code (NDC) (Last 12 zeros, 'N/A', or 'S' prefix)
Prescription	10526	NEBULIZER M.P. W/TEE ADAPTER, 7FT TUBE	0000000000000000000	1	1	1.8476	1.85	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	11122	DIPHENHYDRAMINE-LIDOCAINE 1:1 MIX 200ML	0000000000000000000	2	2	5.0000	10.00	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	13737	LIDOCA-ALUM/MAG HYDROX SUSP 200ML	0000000000000000000	1	800	0.0150	12.00	No PSNDF VA Product Name Entry or National Drug Code (NDC)
Prescription	14540	DRESSING KIT, LVAD W/BIOPATCH #DM700	0000000000000000000	4	150	20.3500	3052.50	No PSNDF VA Product Name Entry or National Drug Code (NDC)

Note:

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

4.2.3.1.1 PRE Extracts Incomplete Feeder Key Report

This report contains 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.

Refer to Section 4.2.3.1 for additional information and sample output.

4.2.3.1.2 IVP Extracts Incomplete Feeder Key Report

This report contains 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.

Refer to Section 4.2.3.1 for additional information and sample output.

4.2.3.1.3 UDP Extracts Incomplete Feeder Key Report

This report contains 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.

Refer to Section 4.2.3.1 for additional information and sample 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. From the Pharmacy menu, select “Pharmacy Pre-Extract Unusual Cost Reports”, then press <Enter>.

- Information about the report appears.

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

Step 3. Select the pharmacy extract for 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 characters per line, 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	XXXXXXXXXX	01/17	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000168035755	270 GM	\$142.1280	90
PATIENT2	XXXXXXXXXX	01/24	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000168035755	270 GM	\$142.1280	90
PATIENT3	XXXXXXXXXX	01/20	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000168035755	150 GM	\$78.9600	90
PATIENT4	XXXXXXXXXX	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).

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 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	XXXXXXXXXX	24-Jan	LIDOCAINE 2.5/PRILOCAINE 2.5% CREAM	10002000591207000.00	180 GM	\$230.40	90
TEST2	XXXXXXXXXX	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's 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.

Refer to Section 4.2.3.2 for additional information and sample 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 IPV 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 UDP extract. This listing can be used to identify and correct erroneous costs.

Refer to Section 4.2.3.2 for additional information and sample 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 when identifying 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. From the Pharmacy menu, select “Pharmacy Pre-Extract Unusual Volume Reports”, then press <Enter>.

- Information about the report appears.

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

Step 3. Select the pharmacy extract for 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 sub-sections 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 characters per line, 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 Pre-Extract Unusual Volume Report							Page: 1
Start Date: MAR 01, 2018			Report Run Date/Time: JUN 25, 2018				
End Date: MAR 05, 2018			Threshold Value = 20				
Name	SSN	Day	Generic Name	Feeder Key	Quantity	Total Cost	Days Supply
TEST	000001234	03/02	NONOXYNOL-9 3% VAG GEL	10084034362030213	81 GRAM	\$9.3636	30
PATO	666001234	03/05	NUTRITION SUPL ENSURE VANILLA PWDR	10222070074060750	4764 GRAM	\$42.3996	28
PATT	123456789	03/01	NUTRITION SUPL ENSURE PLUS/CHOC LIQUID	10230070074064910	72 240ML C	\$29.2824	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 114).

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 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	XXXXXXXXXX	01/04	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	\$34.80	30
DSS1	XXXXXXXXXX	01/23	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	\$34.80	90
DSS1	XXXXXXXXXX	01/23	CALCIUM ACETATE 667MG (CA 169MG) TAB	10093063717091000	600 TAB	\$34.80	90
DSS1	XXXXXXXXXX	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 characters per line, 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 Pre-Extract Unusual Volume Report							Page: 1
Start Date: MAR 01, 2018			Report Run Date/Time: JUN 25, 2018				
End Date: MAR 05, 2018			Threshold Value = 50				
Name	SSN	Day	Generic Name	Feeder Key	Total Doses Per Day	Total Cost	
TEST	000001234	03/02	CISATRACURIUM BESYL 2MG/ML INJ 5ML	12518000074438010	500 MG	\$494.8000	
PATO	666001234	03/03	DILUENT, STERILE / FLOLAN INJ	12522000173051800	66.64 ML	\$21.5247	
PATT	123456789	03/01	MEROPENEM 500MG INJ 20ML	12612063323050720	3000 MG	\$22.5000	

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).

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 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	XXXXXXXXXX	28-Jan	MEROPENEM 500MG VIAL	12612063323050700	2500 MG	\$26.70
TEST2	XXXXXXXXXX	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 characters per line, 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 would display on the second line for each entry.

Figure 119: Unusual Volume Report with SIG/Order Directions - UDP

Unit Dose Local Pre-Extract Unusual Volume Report							Page: 1
Start Date: MAR 01, 2018			Report Run Date/Time: JUN 25, 2018				
End Date: MAR 31, 2018			Threshold Value = 5				
Name	SSN	Day	Generic Name	Feeder Key	Quantity	Total Cost	
TEST	000001234	03/13	LOPERAMIDE HCL 1MG/5ML LIQUID UD	12924050383061806	8 CUP	\$11.7064	
	SIG: 10 CUP TID						
PATO	666001234	03/13	DIVALPROEX 500MG 24HR (ER) SA TAB UD	14725051079076708	7 TAB	\$15.0608	
	SIG: 20 TAB OZ.						
PATT	123456789	03/14	IRON SUCROSE COMPLEX 20MG/ML 5ML INJ	15334000517234010	100 MG	\$22.8800	
	SIG: 900 MG Q6H						

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).

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 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	XXXXXXXXXX	7-Jan	GABAPENTIN 300MG CAP	11801052343003100	12 CAP	\$0.36	600 MG TID-WITH FOOD
TEST2	XXXXXXXXXX	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 of 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 when identifying 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 characters per line, 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 would 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	XXXXXXXX	01/01	QUETIAPINE FUMARATE 25MG TAB	12750060429041310	6 TAB	\$0.1380	
	SIG: 150 MG QHS						
DSS1	XXXXXXXX	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).

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 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	XXXXXXXXXX	1-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	\$0.1380	150 MG QHS
DSS1	XXXXXXXXXX	2-Jan	QUETIAPINE FUMERATE 25MG TAB	12750060429041300	6 TAB	\$0.1380	150 MG QHS

4.2.3.4 IVP/UDP Source Audit Reports

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 IVP and UDP intermediate source files IV EXTRACT DATA file (#728.113) and UNIT DOSE EXTRACT DATA file (#728.904).

To run a Pharmacy IVP/UDP Source Audit Report:

Step 1. From the Pharmacy menu, select “IVP/UDP Source Audit Reports”, 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 characters per line, 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 the IVP and UDP source audit reports. Therefore, only one example is provided in this user’s 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: 1 IVP
Select division: ALL//
Enter Report Start Date: Jun 25, 2018// 3/1/18 (MAR 01, 2018)
Enter Report End Date: Jun 25, 2018// 3/31/18 (MAR 31, 2018)

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: Jun 25, 2018			
Start Date: Mar 01, 2018			
End Date: Mar 04, 2018			
Division	Date	Record Count	
552	Mar 01, 2018	345	
552	Mar 02, 2018	353	
552GB	Mar 02, 2018	237	
552	Mar 03, 2018	238	
552	Mar 04, 2018	341	
552GB	Mar 04, 2018	416	

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).

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 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. From the Pre-Extract Audit Reports menu, select “PRO (Prosthetic Pre-Extract Unusual Cost Report”, 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 characters per line, 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

Name	SSN	Date of Service	FORM	PSAS HCPCS CODE	Feeder Key	Quantity	Cost of Transaction	Tran Type
DSS1	XXXXXXXXXX	01/05/17	14	A4556	A4556NC	1	\$1,000.00	I
DSS2	XXXXXXXXXX	01/17/17	14	A4556	A4556NC	1	\$2,000.00	I
DSS3	XXXXXXXXXX	01/09/17	14	A4913	A4913NC	19	\$702.00	I
DSS4	XXXXXXXXXX	01/09/17	14	A4913	A4913NC	14	\$537.00	I
DSS5	XXXXXXXXXX	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).

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 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	DESCRIPTION	PSAS HCPCS CODE	FEEDER KEY	QUANTITY	COST OF TRANSACTION	TRANSACTION TYPE	TRAN TYPE DESC
DSS1	XXXXXXXXXX	1/5/2017	14	VISA	A4556	A4556NC	1	\$1,000.00	I	INITIAL ISSUE
DSS2	XXXXXXXXXX	1/17/2017	14	VISA	A4556	A4556NC	1	\$2,000.00	I	INITIAL ISSUE
DSS3	XXXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	19	\$702.00	I	INITIAL ISSUE
DSS4	XXXXXXXXXX	1/9/2017	14	VISA	A4913	A4913NC	14	\$537.00	I	INITIAL ISSUE
DSS5	XXXXXXXXXX	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 sub-sections that follow describe the functionality of each option.

Figure 130: Surgery Menu Options

```
Select Pre-Extract Audit Reports 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.

To run the Surgery Pre-Extract Volume Report:

- Step 1.** From the Surgery menu, select "Surgery Pre-Extract Volume Report", 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 characters per line, 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													
Name	SSN	Day	Case Number	Encounter Number	Pt Holding Time	Anesthesia Time	Patient Time	Operation Time	PACU Time	OR Clean Time	Canc/Abort	Principal Procedure	
DSS1	XXXXXXXXXX	01/26/17	119416	54943332917026430	31.0	19.0	5.0	4	5.0	NO TIMES		TURP	
DSS2	XXXXXXXXXX	01/23/17	120480	52835848717023429	26.0	17.0	15.0	12	5.0	NO TIMES		LEFT ACHILLES R	
DSS3	XXXXXXXXXX	01/09/17	120234	529684340170109I	23.0	21.0	1.0	12	NO TIMES	NO TIMES		RIGHT GROIN EXP	
DSS4	XXXXXXXXXX	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).

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 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	XXXXXXXXXX	1/26/2017	119416	12345678917026400	31.0	19.0	5.0	4	5.0	NO TIMES		TURP
DSS2	XXXXXXXXXX	1/23/2017	120480	12345678917026500	26.0	17.0	15.0	12	5.0	NO TIMES		LEFT ACHILLES R
DSS3	XXXXXXXXXX	1/9/2017	120234	12345678917026900	23.0	21.0	1.0	12	NO TIMES	NO TIMES		RIGHT GROIN EXP
DSS4	XXXXXXXXXX	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. From the Surgery menu, select “Surgery Pre-Extract Unusual Volume Report”, 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 characters per line, 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 Pre-Extract Unusual Volume Report

Surgery Pre-Extract Unusual Volume Report													Page: 1
Start Date: MAR 01, 2018													Report Run Date/Time: JUN 25, 2018
End Date: MAR 10, 2018													Threshold Value: 10
Name	SSN	Day	Case Number	Encounter Number	Pt Holding Time	Anesthesia Time	Patient Time	Operation Time	PACU Time	OR Clean Time	Canc/Abort	Principal Procedure	
TEST	000001234	03/08/18	125678	51858151218067430	NO	BEG TM	9.0	7.0	5	11.0	NO TIMES	RIGHT ROBOTIC P	
PATF	000987654	03/07/18	123456	528780659180306I			5.0	18.0	11	NO TIMES	NO TIMES	LAPAROSCOPIC BI	
PATO	666001234	03/07/18	124567	18838503218066429		NO END TM	2.0	12.0	9	5.0	NO TIMES	CABG X2	
PATT	123456789	03/09/18	126789	14244068618068429			5.0	18.0	15	5.0	NO TIMES	LEFT CARTILAGE	

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).

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 136: Exported Surgery Pre-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	XXXXXXXXXX	3/5/2014	73319	XXXXXXXXXX140304I	1.0	9.0	8.0	7.0	9.0	NO TIMES		ILEOCECTOMY WITH ANASTOMOSIS
PAT2	XXXXXXXXXX	3/3/2014	73064	XXXXXXXXXX140303I	4.0	13.0	9.0	7.0	9.0	NO TIMES		LEFT FEMORAL ANGIOGRAM
PAT3	XXXXXXXXXX	3/7/2014	73353	XXXXXXXXXX1406429I	2.0	10.0	9.0	7.0	8.0	NO TIMES		GASTROJEJUNOSTOMY
	XXXXXXXXXX	3/3/2014	73306	XXXXXXXXXX140227I	NO BEG TM	10.0	9.0	7.0	8.0	NO TIMES		PARTIAL LEFT COLECTOMY WITH END COLOSTOMY (HARTMANN'S PROCEDURE)
PAT4												
PAT5	XXXXXXXXXX	3/3/2014	72909	XXXXXXXXXX140303I	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.

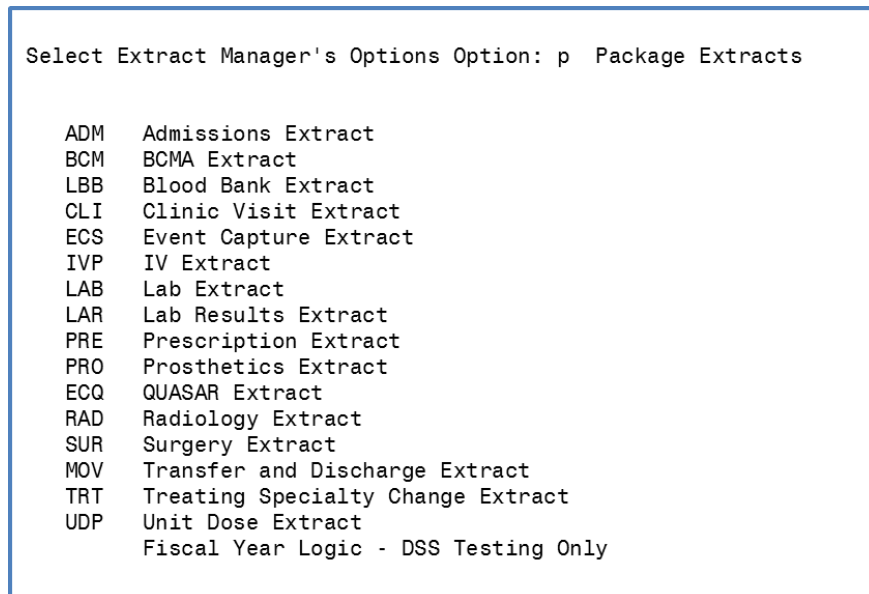
Notes:

- Use caution when rerunning an extract; running multiple extracts simultaneously can be resource intensive.
- The DSS application automatically removes tildes (~) from extract data prior to transmitting. The tilde character is used as an end-of-record indicator at the AITC, so tildes within a record could cause unexpected results.

For detailed information regarding extract record layouts, refer to the current DSS FY19 Data Definitions Document available on the VDL.

When the Package Extracts option is selected from the Extract Manager's menu, a list of individual package extracts displays (Figure 137).

Figure 137: Package Extracts Options



To run a package extract:

- Step 1. From the Package Extracts menu, 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 process has completed, a confirmation message is sent to the user's MailMan account.

The following example (Figure 138) shows sample 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 Admissions 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 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 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 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 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 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 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 extracts 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 exception message of the records identified 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 QUASAR EXTRACT file (#727.825) 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 extracts 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 extracts 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 sample 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 AITC (Figure 140). The following sub-sections contain a brief description followed by 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 FY19 Data Definitions Document.

Figure 140: SAS Extract 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 Encoding.

To run the SAS Prescription Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select “SAS Prescription Audit Report”, then press <Enter>.

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 characters per line, 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 the 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).

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 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 Encoding.

To run the SAS Radiology Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select “SAS Radiology Audit Report”, then press <Enter>.

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 characters per line, 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 the 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).

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 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 Encoding.

To run the SAS Surgery Audit Report:

Step 1. From the SAS Extract Audit Reports menu, select "SAS Surgery Audit Report", then press <Enter>.

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 characters per line, and 9999 defines the number of rows to print.
- The output prints according to the user-selected print device.

- The audit printed report includes the Feeder Location, Feeder Key, and Quantity of records created.

The enumerated steps described above display on the screen as shown in Figure 147.

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 the 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 Location	Feeder Location Name	Feeder Key	Quantity
552C321	NON-OR	NON-30	38
552C321A	NON-OR - ANESTHESIA	NON-21 NON-27	8 64
552C321S	NON-OR - SURGERY	NON-40	49
552ORCA	CARDIAC OR	050-10 050-30 050-60 054-10	76 22 50 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).

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 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 sub-sections that follow contain a brief description followed by a sample output for each Extract Audit Report option.

Refer to the current DSS FY19 Data Definitions Document available on the VDL for more information about the record layout for the extracted fields.

Figure 150: 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) Comparative Report
MOV	Physical Movement (MOV) Extract Audit
PRO	Prosthetics (PRO) Extract Audit
RAD	Radiology (RAD) Extract Audit
RCP	Radiology (RAD) Extract CPT Code Audit
SUR	Surgery (SUR) Extract Audit
TRT	Treating Specialty Change (TRT) Extract Audit
VSC	Extract Stop Code Validity Report

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 the user 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 characters per line, 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 152).

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 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 creates a summary report from the ADMISSION EXTRACT file (#727.802) that displays the number of patient admissions by ward and ward group (Figure 153). The report also identifies records that are missing a ward, missing a treating specialty, or whose last movement indicates that an admitted patient is Absent Sick in Hospital (ASIH) Other Facility.

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).

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 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 creates 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: QUASAR (ECQ) 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).

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 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 creates 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 the user to select whether to include these records in the audit report.

Figure 157: Event Capture (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 158).

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 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 creates 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 (LAB) 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).

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 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 creates 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.
- If no workload exists for a DSS test, "Not in extract" displays in the Total Count column.

Figure 161: Lab Results(LAR) Extract Audit Report

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).

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 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 (#6002.03), which is the source file for blood bank activity reported to DSS to the extracted records in the BLOOD BANK EXTRACT file (#727.829) 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: LBB Extract Comparative Report

LOCAL BLOOD BANK SOURCE						LBB EXTRACT (#4998)			
Name	SSN	FDR LOC	Transf Date	COMP	Number of Units	SSN	Transf Date	COMP	Number of Units
PATT	123456789	BB660	2/3/18	CRYO	1	123456789	2/3/18	CRYO	1
TEST	000001234	BB660	2/3/18	CRYO	1	000001234	2/3/18	CRYO	1
PATO	666001234	BB660	2/27/18	CRYO	1	666001234	2/27/18	CRYO	1
					CRYO TOTAL	3			
PATT	123456789	BB660	2/3/18	RBC	1	123456789	2/3/18	RBC	1
PATO	666001234	BB660	2/27/18	RBC	1	666001234	2/3/18	RBC	1
					RBC TOTAL	2			
TOTAL					5				

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).

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 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	XXXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/1/2015	RBC	1	4346	XXXXXXXXXX	12/1/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/10/2015	RBC	1	4346	XXXXXXXXXX	12/10/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/28/2015	RBC	1	4346	XXXXXXXXXX	12/28/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXXX	12/17/2015	RBC	1
DSS1	XXXXXXXXXX	BB552	12/17/2015	RBC	1	4346	XXXXXXXXXX	12/17/2015	RBC	1
TOTAL					124					124

4.5.7 Physical Movement (MOV) Extract Audit

This option creates 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). In addition, the report identifies records that are missing a ward, and indicate whether the last movement was ASIH (Other Facility) for the patient whose lreord is missing a ward.

Figure 165: Movement (MOV) Extract Audit Report

Movement (MOV) Extract Audit Report															
DSS Extract Log #: 4347															Page: 1
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>															
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).

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 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 creates either a detail or summary report based on data found in the PROSTHETICS EXTRACT file (#727.826).

Note:

- Multi-divisional prosthetics sites may choose to generate a specific report for one division or a combined report for all divisions.

When the Prosthetics (PRO) Extract Audit option is selected from the Extract Audit Reports 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 National Prosthetic Patient Database (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).

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 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 data 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), PSAS HCPCS

Code, Quantity, Type (i.e., initial or repair), Cost, Date, 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).

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 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 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).

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 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 Division DAYTON (552)			625	5542

4.5.10 Radiology (RAD) Extract CPT Code Audit

This option produces a report that identifies records in the RADIOLOGY EXTRACT file (#727.814) that have a CPT code that is either missing or was inactive on the date of the procedure.

The user selects a specific extract log number and the report will review all records contained in the extract for CPT code issues. Records listed on this report indicate a problem with the procedure's CPT code in the radiology package and should be resolved prior to transmitting the extract. Once changes are

made in the radiology package, the extract for this time frame will need to be run again to ensure that any changes made are captured in the extract. (Figure 174).

Figure 174: Radiology (RAD) Extract CPT Code Audit Report

```

Radiology (RAD) Extract CPT Code Audit
DSS Extract Log #: 4567
Date Range of Audit: JAN 02, 2018 to JAN 02, 2018
Report Run Date/Time: Jun 25, 2018@14:47
Division/Site: MY LOCAL VAMC (999)
Page: 1

Imaging Type (Feeder Location)          Procedure
FdrKey Procedure                        Date      DFN
-----
GENERAL RADIOLOGY (999-1)
58 CHEST PA&LAT                          01/02/18 123456
GENERAL RADIOLOGY (999-1)
172 ABDOMEN 1 VIEW (KUB)                  01/02/18 234567
GENERAL RADIOLOGY (999-1)
56 CHEST SINGLE VIEW                      01/02/18 345678
    
```

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).

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 175: Exported Radiology (RAD) Extract CPT Code Audit Report

A	B	C	D	E	F	G
EXTRACT LOG #	DIVISION/SITE	IMAGING TYPE (FEEDER LOCATION)	PROCEDURE DATE	FEEDER KEY	PROCEDURE	PATIENT DFN
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	58	CHEST PA&LAT	123456
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	172	ABDOMEN 1 VIEW (KUB)	234567
4567	MY LOCAL VAMC(999)	GENERAL RADIOLOGY (999-1)	1/2/2018	56	CHEST SINGLE VIEW	345678

4.5.11 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 176).

Figure 176: 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 177).

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 177: 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

4.5.12 Treating Specialty Change (TRT) Extract Audit

This option prints 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 178).

Figure 178: 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 179).

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 179: 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

4.5.13 Extract Stop Code Validity Report

This report allows the user to select an extract from either the CLI, ECS, or RAD systems and will then review the stop code associated with each record in the extract. If the stop code was inactive/invalid at the time of service for the selected extract and record, it will be included on the report.

To run an Extract Stop Code Validity Report:

Step 1. From the Extract Audit Reports menu, select "Extract Stop Code Validity Report", then press <Enter>.

Step 2. Select the extract for which to run the report (Clinic, Event Capture or Radiology), then press <Enter>.

Step 3. Enter the DSS extract log record number, then press <Enter>.

- Information related to the selected extract will be displayed, including the start and end dates of data extracted and the number of records extracted.
- 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 characters per line, and 9999 defines the number of rows to print.
- The message "This report requires 132 characters to display correctly." is displayed.

The enumerated steps described above display on the screen as shown in Figure 180.

Figure 180: Running the Extract Stop Code Validity Report

```

Select Extract Audit Reports Option: V  Extract Stop Code Validity Report

This option will identify extract records with an invalid or inactive
stop code.

Select one of the following extracts:

    1 Clinic
    2 Event Capture
    3 Radiology

Select Extract Type: 1  Clinic
Select DSS EXTRACT LOG RECORD NUMBER: 5678      06-25-18      Clinic

    Extract:      Clinic #5678

    Start date:   FEB 29, 2018
    End date:     FEB 29, 2018
    # of Records: 4700

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

This report requires 132 characters to display correctly.

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

4.5.13.1 Clinic Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected CLI extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 181).

Figure 181: Clinic Extract Stop Code Audit

Clinic Extract Stop Code Audit										
DSS Extract Log #: 5678										Page: 1
Report Run Date/Time: Nov 10, 2018@07:44										
SEQUENCE	FACILITY	SSN	NAME	DAY	FEEDER	KEY	ENCOUNTER	STOP	CLINIC	CLINIC
	NUMBER				LOC		NUMBER	CODE	IEN	STOP CODE
11208128	999GA	1234	PATO	20181002	3231880150000N		99900123417275323	323	1539	
11208289	999	1234	TEST	20181016	323117015S0THN		88800123417289323	323	2267	
11209647	999GB	6789	PATT	20181020	3231880600000N		12345678917293323	323	2615	
11208337	999GA	1234	PATO	20181002	3231850300000N		99900123418093323	323	5769	

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 182).

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 182: Exported Clinic Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ.#	EXTRACT #	FACILITY	SSN	NAME	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Clinic	11208128	5678	999GA	1234	PATO	20181002	3231880150000N		99900123417275323	323	1539	
Clinic	11208289	5678	999	1234	TEST	20181016	323117015S0THN		88800123417289323	323	2267	
Clinic	11209647	5678	999GB	6789	PATT	20181020	3231880600000N		12345678917293323	323	2615	
Clinic	11208337	5678	999GA	1234	PATO	20181002	3231850300000N		99900123418093323	323	5769	

4.5.13.2 Event Capture Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected ECS extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 183).

Figure 183: Event Capture Extract Stop Code Audit

Event Capture Extract Stop Code Audit												
DSS Extract Log #: 4567											Page: 1	
Report Run Date/Time: Nov 10, 2018@08:44												
SEQUENCE	FACILITY NUMBER	SSN	NAME	DAY	FEEDER KEY	FEEDER LOC	ENCOUNTER NUMBER	STOP CODE	CLINIC IEN	CLINIC STOP CODE		
781412	999GA	1234	TEST	20181002	SM004N	172	88800123418060323	323	7285			
781413	999	6789	PATT	20181002	SM002N	56	12345678918060323	323	5530			
781414	999GG	1234	PATO	20181002	SM002N	176	99900123418060323	323	7291			
781415	999GJ	1234	TEST	20181002	SM002N	93	88800123418060323	323	7284			

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 184).

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 184: Exported Event Capture Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ.#	EXTRACT #	FACILITY	SSN	NAME	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Event Capture	781412	4567	999GA	1234	TEST	20181002	SM004N	172	88800123418060323	323	7285	
Event Capture	781413	4567	999	6789	PATT	20181002	SM002N	56	12345678918060323	323	5530	
Event Capture	781414	4567	999GG	1234	PATO	20181002	SM002N	176	99900123418060323	323	7291	
Event Capture	781415	4567	999GJ	1234	TEST	20181002	SM002N	93	88800123418060323	323	7284	

4.5.13.3 Radiology Extract Stop Code Audit

This report reviews the stop code associated with each record in the selected RAD extract. If the stop code was inactive or invalid at the time of service, the record will be included on the report (Figure 185).

Figure 185: Radiology Extract Stop Code Audit

Radiology Extract Stop Code Audit												
DSS Extract Log #: 6789											Page: 1	
Report Run Date/Time: Nov 10, 2018@09:44												
SEQUENCE	FACILITY NUMBER	SSN	NAME	DAY	FEEDER KEY	FEEDER LOC	ENCOUNTER NUMBER	STOP CODE	CLINIC IEN	CLINIC STOP CODE		
955563	999	6789	PATT	20181010	PERCUTANEOUS CHOLEC (1102)	6	123456789180130I	153				
955569	999	1234	PATO	20181011	A-Z TUBE REPLACEMEN (1468)	6	99900123418025105	153	7031			153
955622	999	1234	TEST	20181012	ANG INJ PARAVERT F (1560)	6	88800123418031105	153	5366			337
955628	999	6789	PATT	20181013	EPIDURAL W/IMAGING (1713)	6	12345678918017105	153	1490			315

The exportable version of the report produces the same information in a delimited text format that can be imported into an Excel spreadsheet (Figure 186).

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 186: Exported Radiology Extract Stop Code Audit

A	B	C	D	E	F	G	H	I	J	K	L	M
EXTRACT TYPE	SEQ #	EXTRACT #	FACILITY	SSN	NAM E	DAY	FEEDER KEY	FEEDER LOCATION	ENCOUNTER #	STOP CODE	CLINIC IEN	CLINIC STOP CODE
Radiology	955563	6789	999	6789	PATT	20181010	PERCUTANEOUS CHOLEC (1102)	6	123456789180130I	153		
Radiology	955569	6789	999	1234	PATO	20181011	A-Z TUBE REPLACEMEN (1468)	6	99900123418025105	153	7031	153
Radiology	955622	6789	999	1234	TEST	20181012	ANG INJ PARAVERT F (1560)	6	88800123418031105	153	5366	337
Radiology	955628	6789	999	6789	PATT	20181013	EPIDURAL W/IMAGING (1713)	6	12345678918017105	153	1490	315

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 187). The subsections that follow describe the functionality of each option.

Figure 187: 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:

- the extract abbreviation and log record number;
- the number of records extracted;
- the date the extract was generated;
- the date range for which records were extracted;
- division;
- date purged (if applicable);
- date transmitted;
- transmission messages confirmation status (Figure 188).

Figure 188: 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.** From the Transmission Management menu, select “Transmit Data from Extract Files”, 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 189.

Figure 189: 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 transmission is complete, a message is sent to the user's MailMan account (Figure 190).

Figure 190: Sample Mail Message – Transmission of 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: <XXXXXXXXXX@XXXXXXXXXX.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 191).

Figure 191: 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. From the Transmission Management menu, select “Summary Report of Extract Logs”, 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 characters per line, and 9999 defines the number of rows to print.

The enumerated steps described above display on the screen as shown in Figure 192.

Figure 192: 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 the Extract Number, Vista Package name of extract, Data Set Dates, Record Count, Date Transmitted, Date Purged, Date Extracted, Data Month, Messages Unconfirmed, and Requestor (Figure 193).

Figure 193: 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 194).

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 194: 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 being deleted and may be resource intensive.
- Users should queue this process during off-peak hours and limit the number of extracts to be deleted in a single queued session.

To delete extract files:

Step 1. From the Transmission Management menu, select "Delete Extract Files", then press <Enter>.

- Information about the option appears.

Step 2. Select whether to continue to delete extract files.

- At the 'Delete Extract Files?? NO//' prompt, type **Y**, then press **<Enter>** to confirm and continue to the next prompt.
- To cancel the action and return to the Transmission Management menu, 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, 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 195.

Figure 195: 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 being purged and may be resource intensive.
- Users should queue this process 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. From the Transmission Management menu, select “Purge Extract Holding Files”, 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, 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 when the extract holding file has been successfully purged.

The enumerated steps described above display on the screen as shown in Figure 196.

Figure 196: 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. From the Transmission Management menu, select "Recreate Extract Holding Files", 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, 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 when the extract holding file has been recreated.

The enumerated steps described above display on the screen as shown in Figure 197.

Figure 197: 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 by the application for troubleshooting and error correction. Refer to the National Service Desk and Organizational Contacts section for additional information.

Appendix A Abbreviations and Acronyms

Table 7 provides a list of abbreviations and acronyms used throughout the DSS FY19 User's Guide.

Table 7: Acronyms

Abbreviation/Acronym	Description
ADM	Admissions Extract
AITC	Austin Information Technology Center
ASIH	Absent Sick in Hospital
BCM	BCMA Extract
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 Extract
FY	Fiscal Year
HAS	Health Administration Service (formerly MAS)
HCPC	Healthcare Common Procedure Coding
HCPCS	Healthcare Common Procedure Coding System
HPS	Health Product Support
ICD	International Classification of Diseases
IEN	Internal Entry Number
IVP	IV Extract
LAB	Laboratory Extract
LAR	Laboratory Results Extract
LBB	Blood Bank Extract
LMIP	Laboratory Management Index Program
LOINC	Logical Observation Identifiers, Names, and Codes
MAS	Medical Administration Service (now known as HAS)
MCA	Managerial Cost Accounting
MCAO	Managerial Cost Accounting Office
MOV	Movement Extract (Transfers & Discharges)
NDC	National Drug Code
NDF	National Drug File
NPPD	National Prosthetic Patient Database
NSD	National Service Desk
OI&T	Office of Information and Technology

Abbreviation/Acronym	Description
OR	Operating Room
PACU	Post Anesthesia Care Unit
PIMS	Patient Information Management System
PRE	Prescription Extract
PRO	Prosthetics Extract
PSAS	Prosthetic and Sensory Aids Service
QUASAR	Quality: Audiology and Speech Pathology Audit & Review
RAD	Radiology Extract
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 Document 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 the Health Administration Service (HAS, formerly MAS).
DSS Credit Stop Code	The Credit Stop Code as determined by MCA.
DSS Product Department	<p>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:</p> <p>ABBCxxx</p> <p>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.</p>
DSS Division Identifier	A one-character code, either numeric (but not zero) or an uppercase alpha character. The character used in the DSS DIVISION IDENTIFIER file (#727.3) as a 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 the Health Administration Service (HAS, formerly 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 Encoding

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 Encoding 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 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 textual strings, with their translated values, are shown in Table 10.:

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
NONREACTIVE	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		

RAW	Translation		RAW	Translation		RAW	Translation
BRDLNE	2		DONE	5			
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			

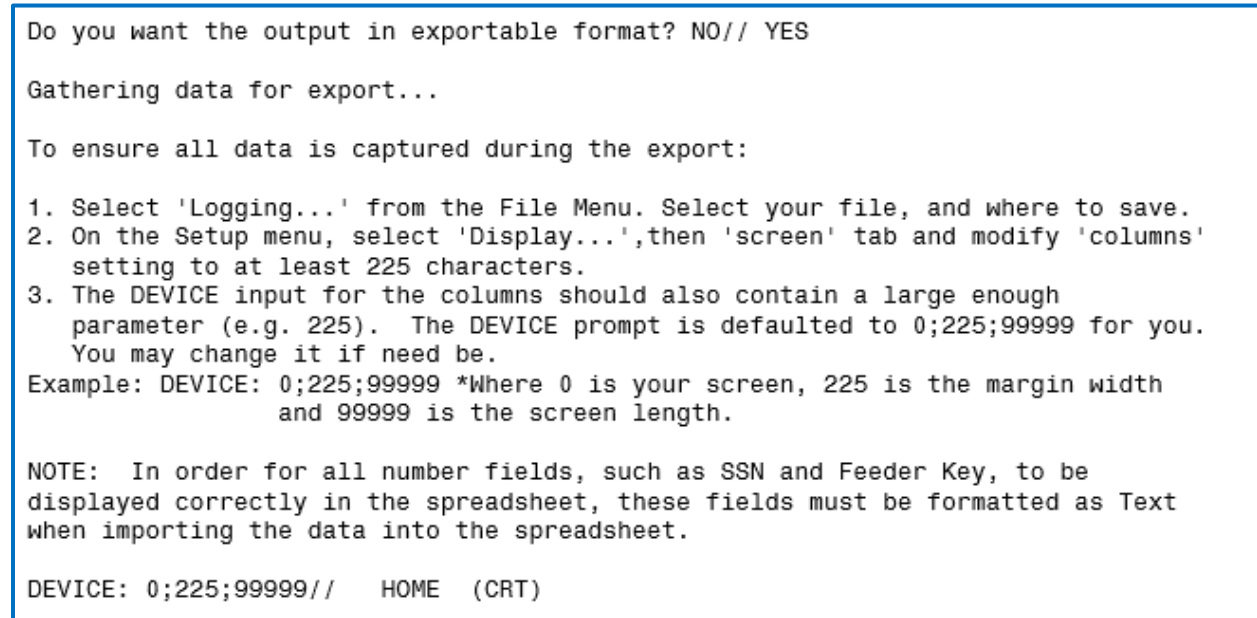
Notes:

- 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 198). Detailed instructions are provided below.

Figure 198: Selecting an Exportable Format for a Report



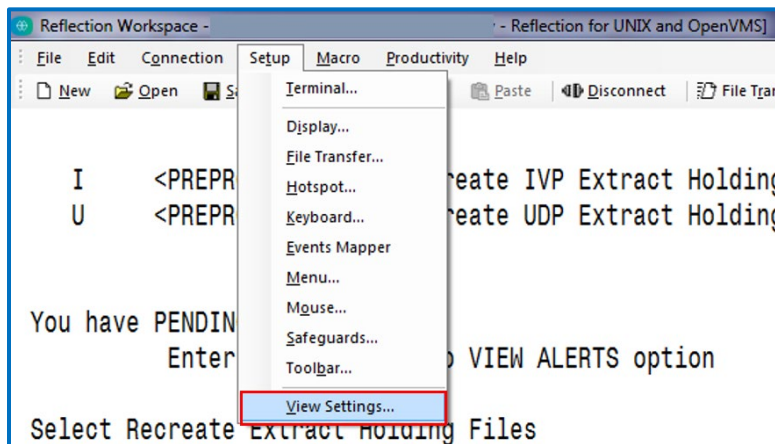
Note:

- 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 Reflection Workspace for logging an exportable format:

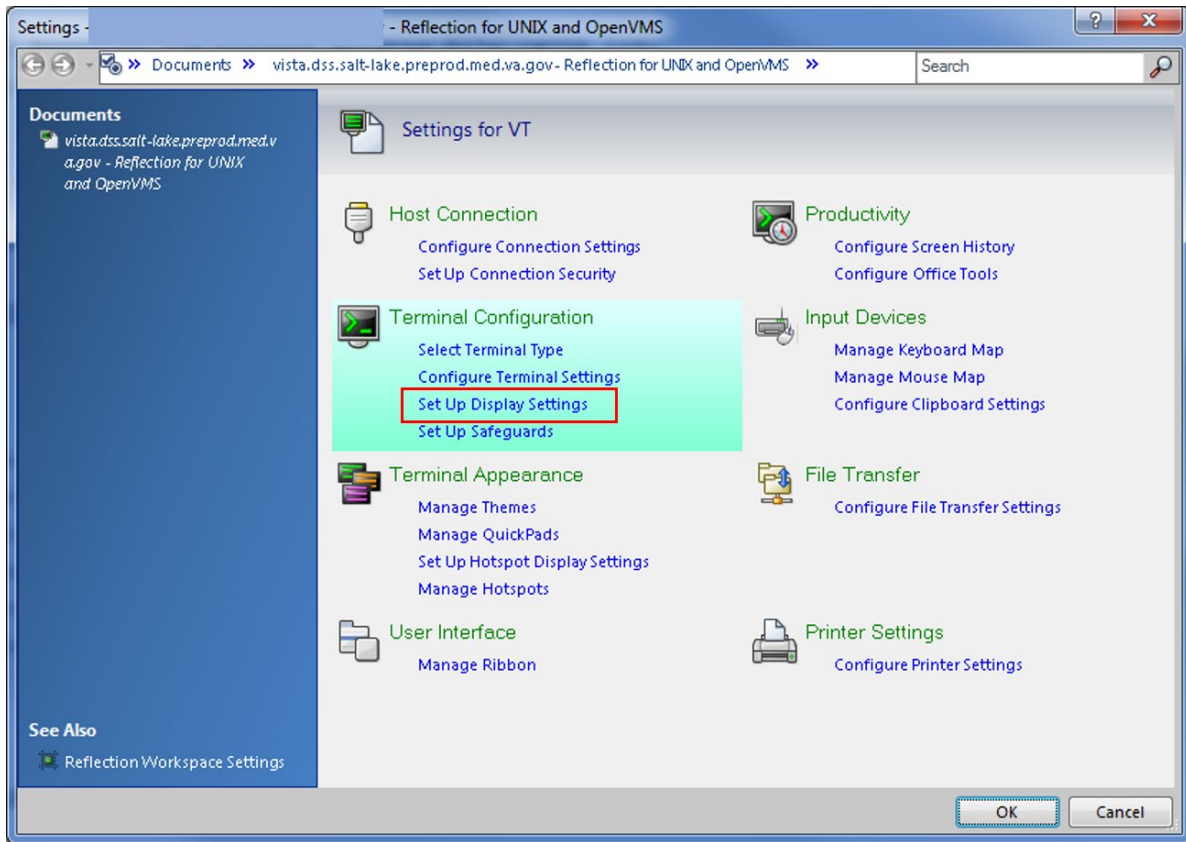
Step 1. In Reflection Workspace, select “View Settings” from the Setup menu (Figure 199).

Figure 199: Reflection Workspace Setup Menu > View Settings



Step 2. On the Settings screen, under Terminal Configuration, click the “Set Up Display Settings” link (Figure 200).

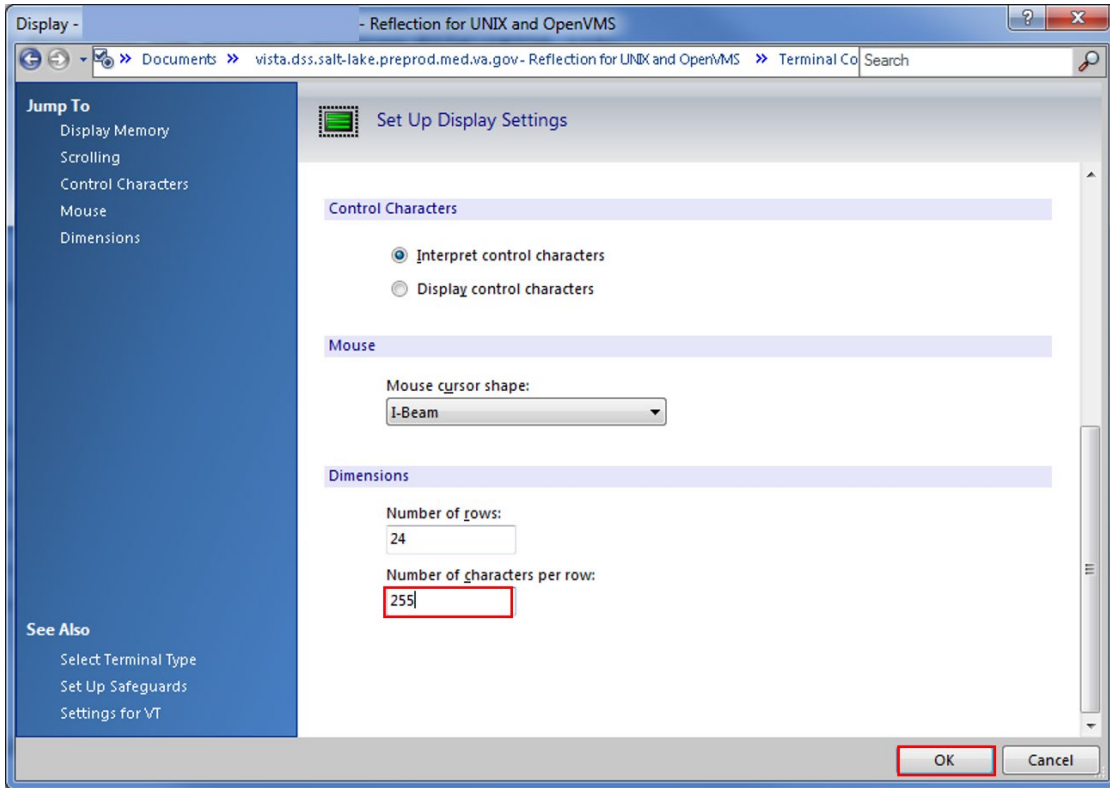
Figure 200: Reflection Workspace Settings Screen



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 201).

- 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 Reflection Workspace screen adjusts to the user-defined settings.

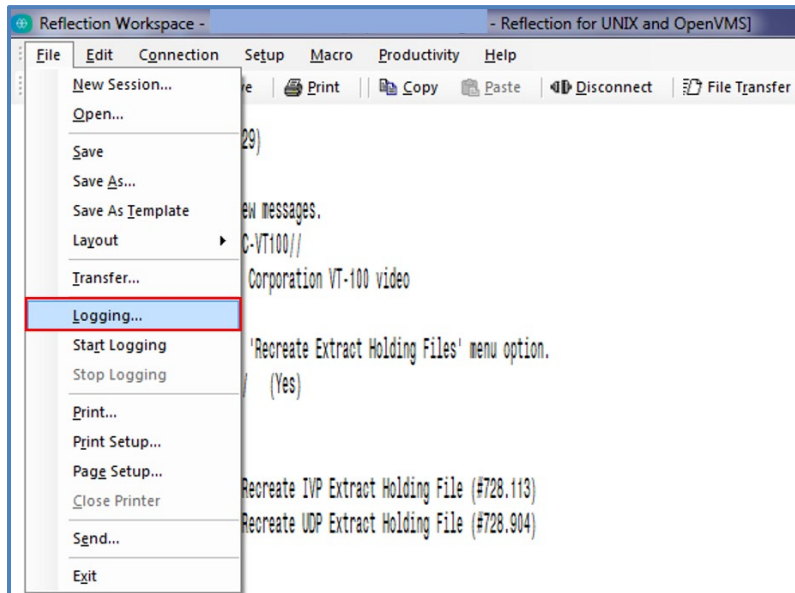
Figure 201: Changing the Characters per Row in Reflection Workspace



Step 4. On the Reflection Workspace File menu, select “Logging...” (Figure 202).

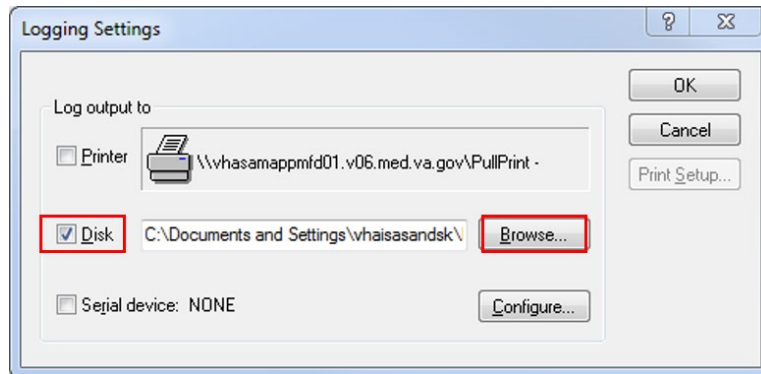
- The Logging Settings window appears.

Figure 202: Reflection Workspace File Menu > Logging



Step 5. On the Logging Settings window, check the “Disk” checkbox, then click the Browse button (Figure 203).

Figure 203: Reflection Workspace Logging Settings



Step 6. Select the desired location where the logging text file will be stored, type the desired file name, then click the Save button.

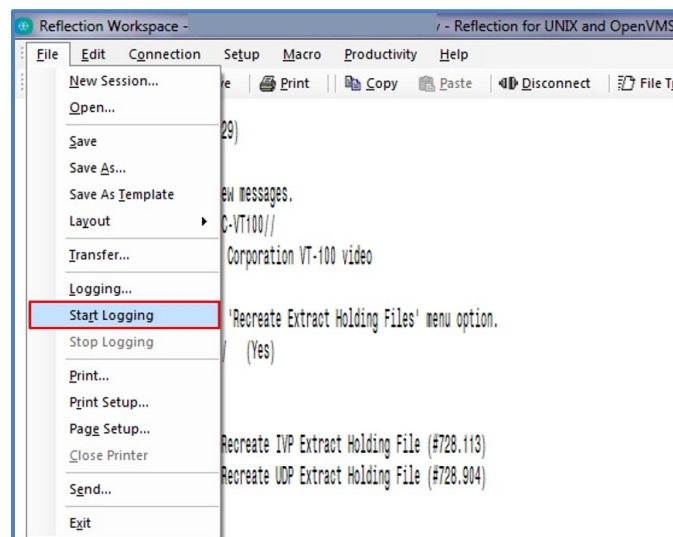
- The logged output that is captured within Reflection Workspace will be stored to the selected location with the specified file name.
- Once the Save button is clicked, the user is returned to the Logging Settings window.

Step 7. Click the OK button on the Logging Settings window.

- The Logging Settings window closes, and the user is returned to the Reflection Workspace.

Step 8. Select Start Logging from the File menu (Figure 204).

Figure 204: Reflection Workspace File Menu > Start Logging

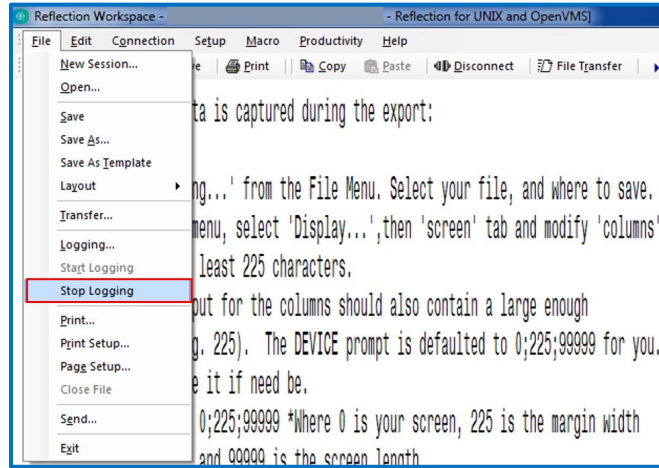


Step 9. At the 'DEVICE: 0;225;99999//' prompt, press <Enter> to accept the default parameters.

- The report output is displayed on the user's screen in a delimited format.

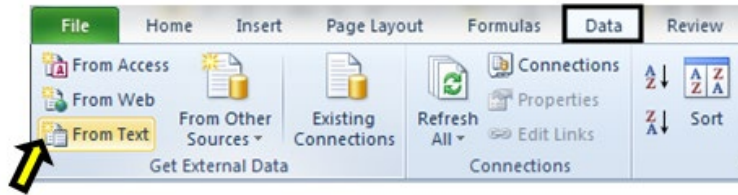
Step 10. Once the report has completed, go to the Reflection Workspace File menu and select “Stop Logging” (Figure 205).

Figure 205: Reflection Workspace File Menu > Stop Logging



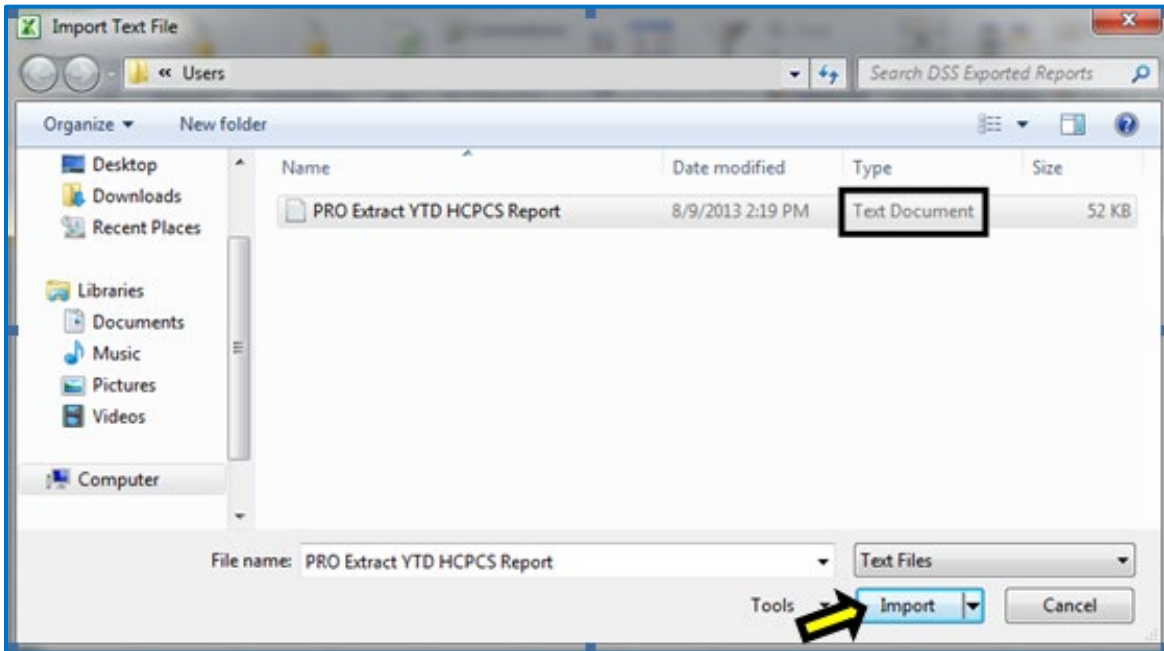
Step 11. Open a new Excel workbook, click the Data tab, then select the “From Text” option (Figure 206).

Figure 206: Excel Import From Text Option



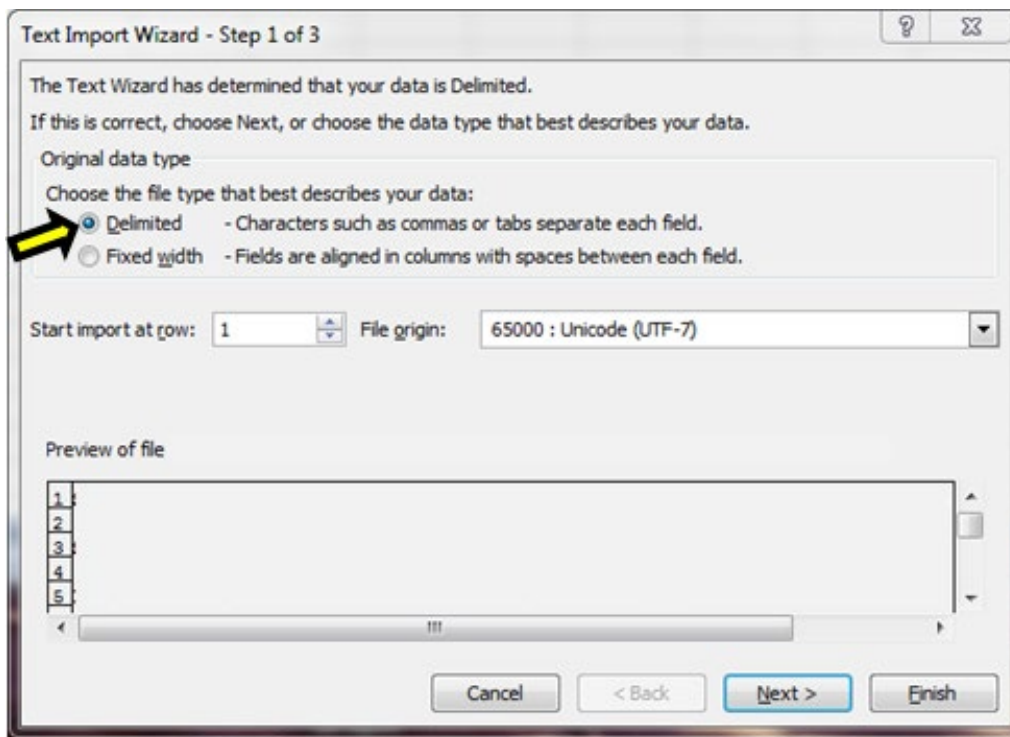
Step 12. Select the text file that was created, then click the “Import” button (Figure 207).

Figure 207: Import Text File Screen



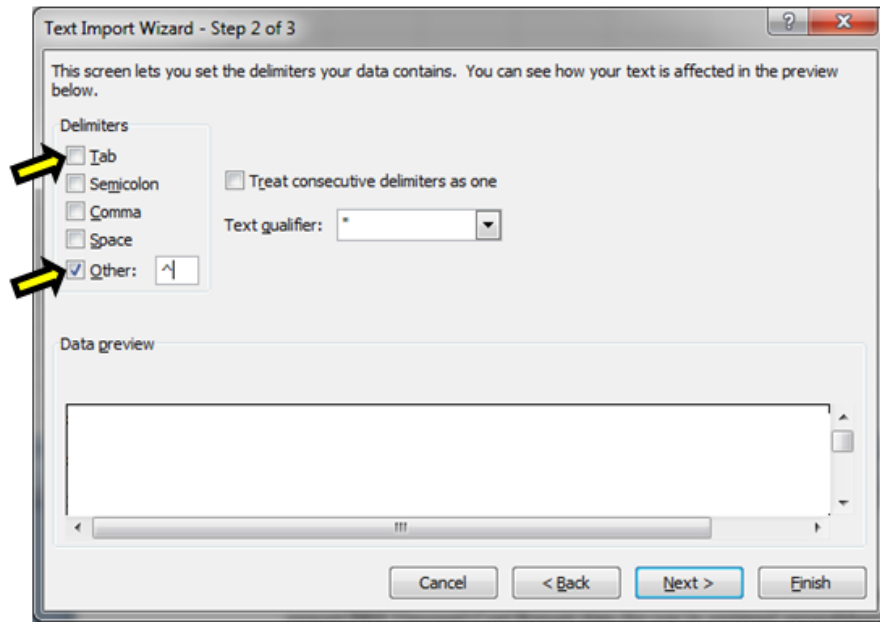
Step 13. Select the Delimited radio button, then, click the Next button (Figure 208).

Figure 208: Text Import Wizard – Step 1 of 3



Step 14. From the list of Delimiters, uncheck the “Tab” checkbox, check the “Other” checkbox and type a caret (^) symbol as the delimiter value, then click the “Next” button (Figure 209).

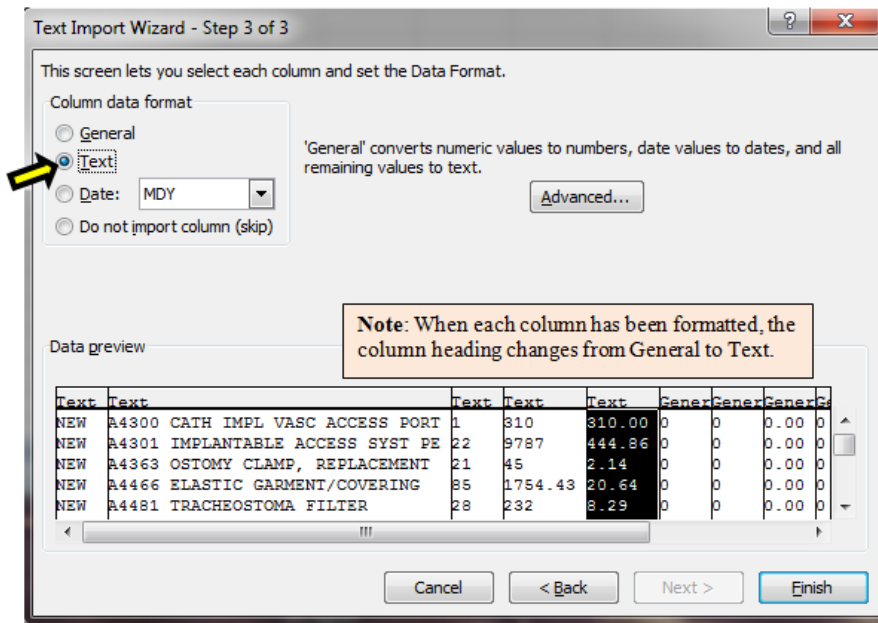
Figure 209: Text Import Wizard – Step 2 of 3



Step 15. In the Data Preview section of the screen, click to highlight the columns, select “Text” as the column data format, then click the “Finish” button (Figure 210).

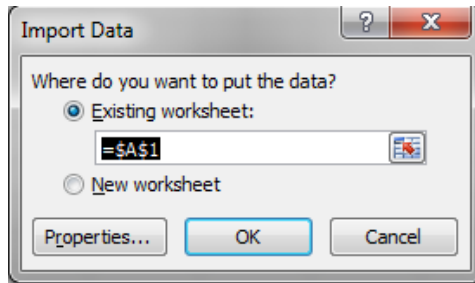
- To format all columns at once, hold the Shift key while clicking columns to select all columns, then select the Text radio button.

Figure 210: Text Import Wizard – Step 3 of 3



Step 16. Click the “OK” button on the Import Data screen (Figure 211).

Figure 211: Import Data Screen



- The report will be created and displayed in an Excel spreadsheet (Figure 212).

Figure 212: Text File Imported 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

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