PROSTHETICS
TECHNICAL MANUAL

Version 3.0

August 2000

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Department of Veterans Affairs
V*IST*A Health System Design & Development (HSD&D)

Revision History

Date	Description	Project Manager	Technical Writer
October 2014	Patch RMPR*3*173. Add **Purge Obsolete Data** menu option. See page 22.	T Downing	R Sutton
August 2011	RMPR*3*167, Modify text when referencing Form 1358. See page 36.	M Anthony	C Arceneaux

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Introduction

Overview

Prosthetics Package Description

The **V***IST***A** (Veterans Health Information Systems and Technology Architecture) Prosthetics package automates purchasing for Prosthetics. The Record of Prosthetics Service, VAF 10-2319, and the appropriate VAF 4-1358 obligation, are updated at the time of purchase (entry into the computer) of the item or service provided to the veteran. This update is accomplished through direct links to IFCAP (Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement) and the Electronic Patient VAF 10-2319.

Purchasing is simplified by entering the information only once into the computer and letting it update your VAF 4-1358 account balances and VAF 10-2319. The Prosthetics package automates the tracking of appliances and services issued, suspense records, correspondence to veterans and vendors, and scheduled meetings and home/liaison visits. It also provides counts for AMIS and generates code sheets for segments 120-121, and 122-131/139.

Module Descriptions

The following pages list each module and the descriptions of each module.

Purchasing Module

Purchasing interfaces with IFCAP into the IFCAP 1358 module. Forms printed include VAF 10-2421, Prosthetics Authorization and Invoice, and Form Letter 10-55, Authority to Exceed Amount on Service Card.

For tracking transactions associated with purchasing, Prosthetics will accommodate VAF 10-2520, Prosthetic Service Card Invoice, VAF 10-2914, Prescription and Authorization for Eyeglasses, No-Form, Pickup/Delivery Charges, Request for Estimate (FL 10-90), and Patient Notification Letter.

Electronic Record of Prosthetic Services Module

The Record of Prosthetics Services, VAF 10-2319, is fully incorporated into **V***IST***A**, displayed in multiple terminal screens. Appliances and services issued are automatically recorded to the electronic VAF 10-2319 when purchases are obligated or issued from stock.

In addition, Prosthetic Service Card (PSC), Clothing Allowance, Auto-Adaptive Equipment, Patient Correspondence, and other patient data, is recorded and displayed within the electronic VAF 10-2319 module. This is the module that provides the basis for AMIS (Automated Management Information System) reports.

Overview, Continued

AMIS Module   This module calculates the new and repair work sheets based on the information collected in the electronic VAF 10-2319 file.

Inventory Module   This module tracks quantities of prosthetic items that facilities have in the Prosthetics Sensory and AIDS Service (PSAS) inventory by automating the creation of VA Form 10-1210 Issue and Stock Control Record – Prosthetics Stock Items. This module provides the means to manage the following.

- Inventory data
- Track lab employee time and salary for dispensing stock
- Send a mail message when stock is low
- Automatically calculate stock quantities when stock is ordered or issued.

Correspondence Module   Letters to patients are generated from this module. Denial letters are counted on AMIS automatically when end-of-quarter AMIS reports are run.

Scheduled Meetings and Home/Liaison Visits Module   Appointment information for Prosthetics Clinics may be pulled over into VAF 10-2527 to be printed as Appointment Roster and Action Sheets. Home/liaison visits may also be entered and printed in this module. All appointment visits and home/liaison visits will be calculated on AMIS at the end of the quarter.

Prosthetic Lab Module   The Prosthetic Lab module automates VAF 10-2529-3, Request and Receipt for Prosthetic Appliances or Services, which is used to maintain a consolidated record of Prosthetic services furnished to eligible veterans.

This module includes the following activities.

- Orthotic Laboratories
- Restoration Laboratories
- Shoe Last Clinics
- Wheelchair Repair Shops
- National Foot Centers
- Denver Distribution Center.

Overview, Continued

Entitlement Module

Information collected by Medical Administration Service (MAS) regarding veteran's eligibility benefits is displayed in this module.

Patient data includes the following: name, social security number, date of birth, address, remarks, temporary address, phone, sex, next of kin, military service, eligibility status, verification of eligibility, disability ratings, diagnostic codes, admission date, discharge date, type of discharge, clinic enrollment, and pending appointments.

Administrative Home Oxygen Module

This module provides for the recording of patient information for invoice billing reporting which can be used as a check against bills received from the contractor for each patient. The module facilitates the coordination of services when contractors change at the end of a contract cycle. It also provides correspondence support to remind patients when they need to renew their Home Oxygen prescriptions.

Suspense (Electronic Order) Module

The purpose of the Electronic Order module is to provide a method for any Prosthetic service request or items request to be ordered electronically. Requests are made either through the Prosthetics system or through CPRS (Computerized Patient Record System). The Electronic Order module has two basic parts that includes 1) the Suspense Processing, and 2) the Electronic Order (which are received from CPRS via Consult Tracking).

A Suspense Request is a request for service or an item that is tracked by a Five-Day Delayed Order Report. The five workday policy refers to the process or time it takes to make an initial action on a request to the time the request is fulfilled. If this process takes more than five workdays, it is flagged on the report for monitoring and reporting purposes.

There are two main types of suspense items, MANUAL and ROUTINE (CPRS via Consult Tracking). The following are the four types of Prosthetics Consults.

1. Prosthetic Request (Routine)
2. Eyeglass Request
3. Contact Lens Request
4. Home Oxygen Request

Continued on next page

Overview, Continued

NPPD Tools Module

The **NPPD** (National Prosthetics Patient Database) **Tools** menu, a VISTA based program, is used to routinely view, analyze, and validate the medical center PSAS (Prosthetic Sensory Aids Service) patient transaction data and resides at the medical center level. The **NPPD Tools** menu is used by the following.

- VISN staff
- VISN Prosthetics Representatives
- Prosthetics Program Managers
- Other Prosthetics staff.

The mission of the NPPD feature is to provide a clinical review, to increase quality, reduce costs, and improve efficiencies of the Prosthetics Program.

Prosthetic HCPCS are mapped to the NPPD Groups/Lines, providing a means to analyze, validate, summarize, and report usage and cost at the medical center and national levels. Data is rolled up at each facility and transmitted to Hines. That data is returned to the VISNs on Compact Disks and formatted for Microsoft's Access database program. Through this program, pre-defined and ad hoc queries can be made against the data, providing a full range of reports for viewing and analysis.

Implementation and Maintenance

Journaling

Globals Journaling is recommended for the following.

- ^RMPO (Home Oxygen) global
- ^RMPR global

Introduction to Implementation Procedures

Introduction Most of the following steps are for those sites doing virgin installations.

Note: Ignore any steps that have already been done following the installation of previous versions.

Implementation Checklist Here's a checklist of the Implementation Procedures that follow in the next few pages.

- ☐ Assign Menus
- ☐ Create Correspondence Skeleton Letters
- ☐ Set up Site Parameters
- ☐ Auto-Adaptive Equipment
- ☐ Load Prosthetic Items
- ☐ Load Prosthetic Vendors
- ☐ Set up Mail Groups
- ☐ Assign Mail Group
- ☐ Schedule a Task

Assign Security Keys

RMPR Security Keys

The Chief of Prosthetics Service should be assigned all of the RMPR security keys. Other Prosthetics employees may also be assigned appropriate keys, pertaining to their job assignments.

Exported Security Keys

The following security keys are exported with Prosthetics. The keys and the options or actions they control are as follows.

KEY	Description
RMPR FCP MANAGER	This key will allow the holder to view any encrypted Purchase Card Number. This should be given to the FCP Official.
RMPR LAB ADMIN	The holders of the RMPR LAB ADMIN key will receive vital messages when a purchasing transaction associated with the lab has been canceled or closed by either the Lab or the Administration section. Since the receipt of this mail is so critical, its delivery is based on this key instead of relying on a Mail Group. The mail is mandatory, and is not up to the users to decide if they want it delivered or not.

Assign Security Keys, Continued

Exported Security Keys (continued)

The following security keys are exported with Prosthetics. The keys and the options or actions they control are as follows.

KEY	Description
RMPRSUPERVISOR	Prosthetics Purchasing Agents can function fully as independent users of the Prosthetics package without the RMPRSUPERVISOR key, but they will not be able to complete a purchase if the vendor or item they select is not in the appropriate file. The RMPRSUPERVISOR enables users to add/edit entries in the IFCAP ITEM MASTER and VENDOR files. It is strongly urged that this key be given to Prosthetics users who frequently purchase equipment and supplies for patients. Options locked with this key: • Close-Out [RMPR CLOSE-OUT] • Enter/Edit Prosthetics Item Master [RMPR ADD ITEM MASTER] • IFCAP Utilities [RMPR VEN/ITEM] • Print All Prosthetic Items [RMPR PRINT ALL ITEMS] • Add/Edit HCPCS Synonyms [RMPR ADD/EDIT HCPCS SYNONYM] • Print Employee Lab Issue Statistics [RMPR INV PRINT LAB ITEM] • Inactivate/Activate Oxygen Patient [RMPO INACT/ACT]

Assign Security Keys, Continued

Exported Security Keys (continued)

The following security keys are exported with Prosthetics. The keys and the options or actions they control are as follows.

KEY	Description
RMPRMANAGER	The RMPRMANAGER key is required to enter or edit site parameters, delete inventory locations, purge data, enter or edit skeleton letters, and set CPT modifier rental flags. Options locked with this key: • Enter/Edit Site Parameters [RMPR SITE MENU] • Enter/Edit Station Site Parameters [RMPR SITE PARA] • Purge Obsolete Data [RMPR PURGE MENU] • Add/Edit Correspondence Skeleton Letter [RMPR CORR EDIT] • Reconcile Item Balance [RMPR INV RECONCILE] • Delete Inventory Location [RMPR INV DELETE] • Set CPT Modifier Rental Flag [RMPR SET RENTAL FLAG]
RMPR LAB MENU	This key is intended for the Prosthetic Treatment Center technicians. The holder of this key will be allowed access to the Lab menus. Option locked with this key: Prosthetic Lab Menu [RMPR LAB MENU]
RMPR LAB SUPERVISOR	The holder of this security key is designated as a Prosthetic Treatment Center Lab Supervisor and may review and complete the 2529-3 lab requests. Holders of this key will also be sent a message when a 2421 Request for Work Order has been initiated, returned to the Lab, canceled, delivered, or is awaiting approval. Options locked with this key: • Assign 2529-3 to Technician [RMPR 2529-3 ASSIGN] • Generate Worksheet 10-2937a [RMPR 10-2937a] • Complete Form 2529-3 [RMPR COMPLETE 2529-3]

Assign Menus

RMPR Official and RMPR Clerk Menus

Prosthetic Official's Menu [RMPR OFFICIAL]: Assign this menu to the Chief, Prosthetics Service.

Prosthetic Clerk's Menu [RMPR CLERK]: Assign this menu to all purchasing personnel (other than the Chief) using the Prosthetics package and to the Prosthetics Laboratory personnel.

Create Correspondence Skeleton Letters

Create Correspondence Skeleton Letters

Skeleton letters are developed by the individual Prosthetics Services specific to their needs (e.g., request for telephone numbers, denial of eyeglass tint, prescription expiration for Home Oxygen, etc.). Creating Correspondence Skeleton Letters can be done by the Prosthetics Service. Instructions and examples can be found in the Prosthetics User Manual.

Set Up Site Parameters

Site Parameters Set-Up

If you have a PSAS Service, it would be best to have them edit the site parameters.

Note: Never delete a site parameter.

1. Use the **Purchase Card Site Parameter** option under the **Enter New Request** Menu from the Purchasing module. Enter the Site, and the Station Number that will be used for all your Purchase Card Transactions. Bypass the Fiscal Year prompt and take the default entry.

2. Use of the **Enter/Edit Station Site Parameters** option under the **Utilities** Menu is documented in the Prosthetics User Manual. Rental flags (**Set CPT Modifier Rental Flag** option) should be set for all Prosthetic HCPCs that are rented.

3. Use of the **Site Parameters Enter/Edit** option for **Home Oxygen** is documented in the *Prosthetics Administrative Home Oxygen Module User Manual*.

Continued on next page

Set Up Site Parameters, Continued

Grouper Counter

The Grouper Counter field is populated in the background when a new site is entered into the site parameters. It is used to associate multiple entries to a single patient visit in File 660, RECORD OF PROS APPLIANCE/REPAIR, and File 664.1, PROSTHETIC 2529-3.

Note: This counter is initially set at 99999999, then counts backwards. **Do *NOT* edit this number.**

Devices

In the site parameters under the **Utilities** Menu, you will need to add devices for Purchasing, Orthotic Lab, Restoration Clinic, Shoe Last Clinic, and Wheelchair Repair Shop for each Prosthetics Site.

Auto-Adaptive Equipment

Enter/Edit Auto – Adaptive Equipment

The Prosthetics Service can do this step. Under the **PSC/Entitlement Records** Menu option, select **Enter/Edit Auto Adaptive Info** and then the **Enter/Edit Auto Adaptive Equipment**.

Warning: Be very careful not to enter duplicate entries into this file. At the "Select PROS AUTO-ADAPTIVE EQUIP NAME:" prompt, enter the name of the equipment to be added.

Normally, it is best to enter the first few characters of the equipment name and let the computer search for entries already in the file. The computer will then display all entries beginning with the characters you entered. If the computer does not recognize the name, it will ask if you are adding a new entry. Enter **Y** for YES and the new item will be added to the ADAPTIVE EQUIPMENT file.

Enter/Edit Auto-Adaptive Manufacturers

Under the **PSC/Entitlement Records** Menu option, select **Enter/Edit Auto Adaptive Info,** and then the **Enter/Edit Auto Adaptive Manufacturer**. At the "Select AUTO-ADAPTIVE MANUFACTURER NAME:" prompt, enter the name of the manufacturer to be added.

Load Prosthetic Items

IFCAP	Use the **Item File Edit** [PRCHPC ITEM EDIT] option included in the Prosthetics **IFCAP Utilities** option under the **Utilities** Menu to load Prosthetics items.
	Warning: Be careful to ensure that the structure of these file entries is in accordance with IFCAP naming standards.
Prosthetics	Once the items are in IFCAP, they must be entered into Prosthetics (File 661, PROS ITEM MASTER File) using the **Enter/Edit Prosthetics Item Master** [RMPR ADD ITEM MASTER] option under the **Utilities** Menu.
	File 661 is a pointer to the IFCAP ITEM MASTER File 441. When entering items in File 661, you must assign an AMIS code to each item. Populating these two files takes a lot of time, but once completed, changes to the files are infrequent.
Prosthetics Inventory Module	The inventory must also be populated using the option **Add Inventory LOCATION**, **HCPCS** or **ITEMS** found under the **Prosthetic Inventory Main** Menu.
	For more information regarding this, see the *Prosthetics Inventory System User Manual*.

Load Prosthetic Vendors

Load Prosthetic Vendors	Many vendors used by Prosthetics Service are already in the VENDOR File 440. For vendors that are not in the file, the **IFCAP Vendor File Edit** [PRCHPC VEN EDIT] option has been included as a Prosthetics menu item under the **Utilities** Menu, **IFCAP Utilities**. When adding new vendors, care must be taken to avoid duplicate entries.
	Employees that have been provided this option must fully understand abbreviated responses in V*IST*A. Entries added to this file must also be in accordance with IFCAP naming standards. Acquisition and Materiel Management Service (A&MMS) personnel may need to provide training for Prosthetics Purchasing Agents concerning proper maintenance of the VENDOR file.

Set Up Mail Groups

Mail Groups   The following are the mail groups that need to be set up.

Mail Group	Description
RMPR CANCEL TRANSACTION	Create a mail group called RMPR CANCEL TRANSACTION and place Prosthetics Service supervisors in the group. Use the Manage Mailman option and then the Mail Group Edit option to create the mail group. Make the mail group public but *DO NOT* allow self-enrollment.
RMPR INVENTORY	This mail group receives the Inventory Task Balance Check message whenever the balance for an item is below the re-order level. It must have at least one member, either the Prosthetics Chief or a designated person responsible for the Prosthetics Inventory module.
RMPR SERVER	This Mail Group is used to alert Prosthetic Service Chiefs that the National Data Extract Server has been activated, by who, and for what dates. The Prosthetics Chief and at least one IRM person responsible for Prosthetics should be in this mail group.
RMPR SUSP	This Mail Group is used to alert Prosthetic Service Chiefs that a request failed to create a Suspense Record.

Assign Mail Group

Bulletin	**Assign Mail Group to RMPR CANCEL TRANSACTION Bulletin**.

Assign the RMPR CANCEL TRANSACTION mail group to the RMPR CANCEL TRANSACTION bulletin after Prosthetics installation.

Use the **Manage MailMan** option, then the **Group/Distribution Management** option, and then the **Bulletin Edit** option to assign the RMPR CANCEL TRANSACTION mail group to the RMPR CANCEL TRANSACTION bulletin.

This bulletin advises Prosthetics supervisors whenever a transaction is canceled. The REMARKS field on a transaction cancellation is a mandatory entry that tells the computer to issue a bulletin to the mail group.

Schedule a Task

Inventory Task Balance Check	Schedule the Inventory Task Balance Check [RMPR INV TASK BALANCE] to run every night. This option will check all items in each Prosthetic location and send a Prosthetic Inventory Message if the balance is below the re-order level for an item.

Using Files

File Contents

Below are the files used in Prosthetics including the file number, the name of the file, content description and the template(s) associated with that file.

File #	Name	Content Description / Template(s)
660	Record of Pros Appliance/Repair	This is the main file for Prosthetic Purchasing transactions. AMIS is calculated from this file based on item issued and disability served. This file is also the permanent record for the patient VAF 10-2319 of items issued to the veteran. **INPUT TEMPLATE:** RMPRE2319, RMPRE2319X. **PRINT TEMPLATE:** 2529 NT.
660.1	Pros Returned/Condemned	This file contains items that have been flagged as returned or condemned. Also used to store Returned item information.
661	Pros Item Master	This is the ITEM MASTER file for Prosthetics that points to File 441, IFCAP ITEM MASTER file. The main purpose of this file is to store AMIS codes for Prosthetic items. **INPUT TEMPLATE:** RMPR ITEM EDIT. **PRINT TEMPLATES:** CAPTIONED; RMPR PRINT ITEM. **SORT TEMPLATE:** RMPR PRINT ITEM.
661.1	Prosthetic HCPCS	This is a standardized Prosthetic HCPCS file that contains HCPCS code used in Prosthetics. Sites are not allowed to update, add, edit, or delete entries from this file. Only the SYNONYM field is editable and can be edited in the sites; all other fields will only be updated by the Prosthetics Data Validation Group and updated nationally and will take place through a patch. **PRINT TEMPLATE:** CAPTIONED; RMPR LIST **SORT TEMPLATE:** RMPR LIST.

File Contents, Continued

Files   Below are the files used in Prosthetic. (continued)

File #	Name	Content Description / Template(s)
661.2	Pros Stock Item Record	This is a Prosthetics Stock Item Record file that holds all issue and stock control records. This is the main file for Prosthetics Inventory as in form 10-1210. All transactions that pertain to an item being tracked are kept in this file.
661.3	Pros Item Location	This is a Prosthetics Location file that contains all Locations and Items being tracked for inventory. Never delete a Location or Item from this file. Use option **Remove Item from Inventory** to deactivate an Item.
662	Pros Disability Code	Contains Disability Codes related to patient Prosthetic Disabilities. These Disability Codes are viewed on the patient VAF 10-2319 record to determine eligibility.
663	Pros AMIS Codes	Contains Prosthetic AMIS Codes assigned to each item purchased for a veteran. File 661, PROS ITEM MASTER, points to this file. Do not edit these codes.
663.2	Activities New/Repair Worksheet Totals	This file holds the current AMIS totals for Prosthetics. Only one AMIS report (the most current) is stored in this file.
663.3	Prosthetic Disability Worksheet	This file contains the category names that the Prosthetic Disability Codes will fall under. When AMIS is generated, the calculations for the quarter will be stored as temporary information in this file. **PRINT TEMPLATES:** CAPTIONED; RMPR 7306D 1st; RMPR 7306D 2nd; RMPR 7306D 3rd; RMPR 7306D 4th.
663.4	Prosthetic Appointment Worksheet	Contains Scheduled Clinic Visit information to be printed on VAF 10-2527 and AMIS calculations. **PRINT TEMPLATES:** RMPR 2527 HDR; RMPR 2527 PHDR; RMPR CLINIC PRINT.

File Contents, Continued

Files   Below are the files used in Prosthetics. (continued)

File #	Name	Content Description / Template(s)
664	Prosthetic 1358	This is a Bridge File used to temporarily store purchasing information that links with the 1358 Daily Record File (424) prior to close out. Upon close out, transactions may be purged by using the **Purge** menu option. Normally, purging this file may be done for transactions over 180 days old. The purge retaining time is set in the Site Parameter File. PARAMETER file (669.9). **INPUT TEMPLATES:** RMPR 2520; RMPR4 PC, RMPR55; RMPREYE. **PRINT TEMPLATES:** CAPTIONED; RMPR 2421 LETTER INFO; RMPR APPROVE; RMPR ITEM; RMPR NEED APP BY FORM TYPE; RMPR OPEN TRANS. **SORT TEMPLATES:** RMPR NEED APP BY FORM TYPE; RMPR OPEN TRANS.
664.1	Prosthetic 2529-3	This file will contain all information related to providing a patient with items/services via the automated VAF 10-2529-3. The items/services will be provided locally by the Orthotic Laboratory, Restoration Laboratory, or Wheelchair Repair Shops or remote services such as the Denver Distribution Center, National Foot Center, or a remote Orthotic Laboratory. This file is the main file for the Prosthetic Lab module. Request and Receipt for Prosthetic Appliances or Services, which is used to maintain a consolidated record of Prosthetic items and services furnished to eligible veterans. **PRINT TEMPLATES:** CAPTIONED; RMPR 2529 EDT; RMPR 2529 HDR; RMPR 2529 INQ; RMPR 2529-3 STATUS; RMPR 25293. **SORT TEMPLATE:** RMPR TECH PAT.

File Contents, Continued

Files   Below are the files used in Prosthetics. (continued)

File #	Name	Content Description / Template(s)
664.2	Prosthetic Work Order	This file contains VAF 10-2529-3 Work Order information that will be stored for AMIS calculations. This file will only be updated if the facility has an active Prosthetic Lab. **PRINT TEMPLATES:** CAPTIONED; RMPR 2529 VIEW; RMPR JOB LST.
664.3	Prosthetic Lab Hours Date	This file will contain dates, rates, and Lab Technicians' hours having fabricated, fitted or repaired a Prosthetic item/service.
664.4	Pros Laboratory / Restorations Worksheets	This file will hold an entry for each time the Lab AMIS is generated.
665	Prosthetics Patient	This file holds vital 10-2319 patient information. Included are PSC, Auto Adaptive Equipment, Clothing Allowance, Hearing Aid, Returned Status and other critical patient data. **INPUT TEMPLATES:** RMPO ACT; RMPO ADD/EDIT NON-ITEM; RMPR PATIENT ADD. **PRINT TEMPLATES:** CAPTIONED, RMPO ACTIVE PRINT; RMPO PAT LIST; RMPO-BILLING-PRESORT; RMPO-PRINT-RPD2; RMPO-RPT-HOPRIITM; RMPO-RPT-PRINT-HOACTZIPLIST; RMPO-RPT-PRINT-HORXEXP. **SORT TEMPLATES:** RMPO PI; RMPO-BILLING-PRESORT; RMPO-RPT-HOACTZIPLIST; RMPO-RPT-HOINACTIVE; RMPO-RPT-HOPATIENTLIST; RMPO-RPT-HOPRIITM; RMPO-RPT-HORXEXP.
665.1	Prosthetic Home/Liaison Visits	This file contains information regarding Prosthetic Home/Liaison Visits that are to be counted on AMIS. **PRINT TEMPLATES:** CAPTIONED; RMPR CLOSED VISITS; RMPR OPEN VISITS. **SORT TEMPLATES:** RMPR CLOSED VISITS; RMPR OPEN VISITS.

File Contents, Continued

Files   Below are the files used in Prosthetics. (continued)

File #	Name	Content Description / Template(s)
665.2	Pros Letter	This file contains skeleton letters for Prosthetics.
665.4	Pros Letter Transaction File	This file stores all patient letters generated by Prosthetic Purchasing Agents. **INPUT TEMPLATE:** RMPR FL 10-90 ADP. **PRINT TEMPLATES:** RMPR BLANK; RMPR FL 10-90 ADP; RMPR FL 10-90 CONT HEAD; RMPR FL 10-90 CONT TRLR; RMPR ITEM; RMPR PAGE. **SORT TEMPLATES:** RMPR FL 10-90 ADP
665.72	Home Oxygen Transactions File	This file contains monthly billing transactions for home oxygen patients filed by site, by month, by patient, by vendor, and by item.
667	Vehicle of Record	This file contains information on vehicles and vehicle auto-adaptive equipment related to Prosthetics.
667.1	Pros Auto-Adaptive Equip	This file contains auto-adaptive equipment and van modification equipment.
667.2	Auto-Adaptive Manufacturer	This file contains automotive manufacturers.
667.3	V.O.R. Transaction	This file contains all items that are added as new, repair, or van modifications to be counted on AMIS.
668	Prosthetic Suspense	The Prosthetic Suspense file is used to hold information regarding pending and closed requests. **INPUT TEMPLATE:** RMPR OTHER NOTE. **PRINT TEMPLATES:** CAPTIONED; RMPR OACT NOTE; RMPR PRINT SUSPENSE; RMPR SUSPENSE CLOSE; RMPR VIEW COMP NOTE; RMPR VIEW INITIAL ACTION; RMPR VIEW REQUEST. **SORT TEMPLATE:** RMPR SUSPENSE CLOSE.

Continued on next page

File Contents, Continued

Files   Below are the files used in Prosthetics. (continued)

File #	Name	Content Description / Template(s)
669.1	Prosthetic Lab W.O #	This file will contain the current work order number for the VAF 10-2529-3 that has been initiated and sent to the local Prosthetic Lab. VAF 10-2529-3s that are sent to a remote procurement source will not have work order numbers.
669.9	Prosthetics Site Parameters	This file holds the list of parameters that can change the operation of the Prosthetics package at a site. It should be noted that these parameters are generally copied into a local variable when entering the Prosthetics program. This means that, in general, a change to this file will not take effect until the users currently using the package leave the Prosthetics system and come back into it again. This file may have one or more entries. During the installation process, some of the parameters for the first site may be set for you. Never edit or delete the AMIS GROUPER field. Never delete an entry in this file, only edit it. **INPUT TEMPLATE:** RMPO-EDIT-SITE. **PRINT TEMPLATE:** CAPTIONED

Obtaining Routines

Description   To obtain a list of routines online, use the instructions as shown below. Prosthetic's namespaces are **RMPR** and **RMPO** (Administrative Home Oxygen routines).

Steps   Below are the steps to obtain a list of routines online.

Step	Action
1	Select the **Programmers Options** Menu.
2	Select the **Routine Tools** option.
3	Select the **First Line Routine Print** option.
4	Select the following option: **ROUTINE TOOLS** XUPR-ROUTINE-TOOLS Routine Tools.

Screen output

```
%Index of Routines
Check Routines on Other CPUs
Compare routines on tape to disk
Compare two routines
Delete Routines
First Line Routine Print
Flow Chart Entire Routine
Flow Chart from Entry Point
Group Routine Edit
Input routines
List Routines
Output routines
Routine Edit
Routines by Patch Number
Variable changer
Version number update
```

Step	Action
5	Select Routine Tools Option: **FIRST** Line Routine Print PRINTS FIRST LINES.

Screen Output

```
routine(s) ?   >   RMPR*
searching directory ...
routine(s) ?   >   RMPO*
searching directory ...
routine(s) ?   >   <RET>

(A)lpha, (D)ate ,(P)atched, OR (S)ize ORDER: A// <RET>
Include line 2? NO// <RET>
DEVICE: HOME//
```

Obtaining Exported Options

Introduction   To obtain a diagram of the menus and options exported with this version, use the
Display Menus and Options under the **Menu Management** Menu.

Screen sample

```
Select Menu Management Option:  Display Menus and Options


          Abbreviated Menu Diagrams
          Diagram Menus
          Inquire
          Menu Diagrams (with Entry/Exit Actions)
          Print Option File

Select Display Menus and Options Option: Diagram Menus

Select USER (U.xxxxx) or OPTION (O.xxxxx) name: O.RMPR OFFICIAL
Prosthetic
 Official's Menu
DEVICE: HOME//
```

**Stand Alone
Options**   The following are the stand-alone options.

- RMPR INV TASK BALANCE (Taskman job)

- RMPR AMIS SERVER (Server option)

Archiving and Purging

Description   The **Purge Obsolete Data** [RMPR PURGE MENU] (Locked with the RMPRMANAGER KEY) Menu is used to purge data no longer needed.

- PAF   Purge Aged Purchasing Transactions
- PCL   Purge Closed Purchasing Transactions
- PCX   Purge Cancelled Transactions
- PSU   Purge Suspense Records

Callable Routines/Entry Points/Application Programmer Interfaces (APIs)

Not applicable.

External Relations

Introduction

In this section   This section includes the following.

- Package Minimum Version Table
- DBIAs including the steps to obtain a list of DBIAs

**Package
Minimum
Version Table**   This package was created using the following external relations.

Name	Minimum Version Needed
IFCAP	5.0
VA FileMan	22.0
Kernel	8.0
PIMS	5.3
Integrated Billing	2.0
CPRS	3.0
Consult/Request Tracking	3.0
VISTA HL7	1.6

DBIAs

Database Integration Agreements

Obtaining a list of Database Integration Agreements (DBIAs) can be done in FORUM.

Steps

To obtain a list of DBIAs, follow these steps.

Step	Action
1	Select **DBA** Menu.
2	Select **Integration Agreements** Menu.
3	Select **Subscriber Package** Menu.
4	Select **Print ACTIVE by Subscribing Package** option.
Note:	Or for custodial DBIAs, use the **Custodial Package** Menu and **ACTIVE by Custodial Package**.

Screen sample

```
Select Software Services Primary Menu Option: DBA

Select DBA Option: Integration Agreements Menu

Select Integration Agreements Menu Option: Subscriber Package Menu

Select Subscriber Package Menu Option: Print ACTIVE by Subscribing Pack
  * Previous selection: SUBSCRIBING PACKAGE from HEALTH SUM to HEALTH
SUMMARY
START WITH SUBSCRIBING PACKAGE: FIRST// PROSTHETICS
GO TO SUBSCRIBING PACKAGE: LAST// PROSTHETICS
DEVICE:

Select Integration Agreements Menu Option: 8  Custodial Package Menu


   1      ACTIVE by Custodial Package
   2      Print ALL by Custodial Package
   3      Supported References Print All
Select Custodial Package Menu Option: 1  ACTIVE by Custodial Package
Select PACKAGE NAME: PROSTHETICS         RMPR
DEVICE: HOME//
```

External Interfaces

Prosthetic Consults (Electronic Order) – Patch RMPR*3*45

Patch GMRC*3*16	Patch GMRC*3*16 imports data for the four (4) services in the Request Services file (#123.5).

1. Prosthetic Request
2. Eyeglass Request
3. Contact Lens Request
4. Home Oxygen Request

Prior to installing the patch, you should check File #123.5 for any entries containing either an exact or partial match of any of the four services listed above. A partial match is one that contains the entire string along with other text (e.g., ZZEYEGLASS REQUEST or EYEGLASS REQUEST CONSULT, etc.).

After installing patch GMRC*3*16, all exact or partial match entries in that file will go to Prosthetics. If you do not want those consults to be sent to Prosthetics, then you must change the name of that entry prior to the installation of the patch.

What Gets Filed?

What Consults Get Filed as Prosthetic Consults?

The HL7 message (XQORMSG array) for every physician order in CPRS is scanned for three pieces of data.

1. ORC segment contains "|NW|" which means it is a new order,
2. OBR segment contains one of the Prosthetics names in the variable RMPSS:

   a. Prosthetic Request
   b. Eyeglass Request
   c. Contact Lens Request
   d. Home Oxygen Request

3. OBR segment contains "99CON"

If all three pieces are present, then the consult gets filed as a Prosthetic Consult.

Prosthetic Consults (Electronic Order) – Patch RMPR*3*45,
Continued

Example HL7 Message

```
If ORC segment and ORC|NW then it is a new order to be reviewed.
If OBR segment and contains one of the Prosthetics Names, in variable RMPRSS
then need to file.
If RMPRSS contained one of the 4 names, then it will be filed.  I will need to
change field #9 definition in file 668 from set of codes to Free Text.
All other orders quit.

S XQORMSG(1)="MSH|^~\&|ORDER ENTRY|660|CONSULTS|660|20000211111422||ORM"
S XQORMSG(2)="PID|||110||REDDIX,HERMIS"
S XQORMSG(3)="PV1||I|14|||||||||||||||||||"
S
XQORMSG(4)="ORC|NW|7093944;1^OR|||||^^^^^R||200002111112|1322||2182|||20000211
111422|E^ELECTRONICALLY ENTERED^99ORN^^^"
S XQORMSG(5)="OBR||||^^^7^PROSTHETICS REQUEST^99CON|||||||||||||||OC|1374"
S XQORMSG(6)="ZSV|^^^7^PROSTHETICS REQUEST^99CON"
S XQORMSG(7)="OBX|1|TX|2000.02^REASON FOR REQUEST^AS4||CONTACT LENS RX:"
S XQORMSG(7,1)="      Base     Power      DIA      OZ    Thick    SEC      PER
EDGE"
S XQORMSG(7,2)="Right   ?          ?           ?"
S XQORMSG(7,3)="Left"
S XQORMSG(7,4)="------------------------------------------------------------
---------"
S XQORMSG(7,5)=" "
S XQORMSG(7,6)="MFG:                                      LENS TYPE:"
S XQORMSG(7,7)="TINT:                                     DOT:"


S XQORMSG(7,8)="------------------------------------------------------------
---------"
S XQORMSG(7,9)="_____D.W.                                 ORDERING INFORMATION-"
S XQORMSG(7,10)="_____E.W.                                  OBLIGATION
#:_____"
S XQORMSG(7,11)="_____Mon
TOTALCOST_____"
S XQORMSG(7,12)="                                          VISA
#_____"
```

Internal Relations

Introduction   The Prosthetics package files are in the range of 660 to 669.9. Data dictionaries of Prosthetics files may be printed using VA FileMan's option **List File Attributes** under **Data Dictionary Utilities**.

File 19   Any Prosthetics option in File 19 that is a menu option can run independently provided the user has the following.

- Appropriate keys
- FileMan access
- Prosthetics package-wide variables.

Package-wide Variables

Two Package-wide Variables	There are two package-wide variables as follows.
	1. RMPRSITE 2. RMPR.

RMPR   Below are the RMPR package-wide variables.

Name	Description
RMPR ("ADD")	Street Address of VA Medical Center
RMPR ("CITY")	City in Which VA Medical Center Resides
RMPR ("L)	Line of Dashes the Length of IOM
RMPR ("NAME")	Name of VA Medical Center
RMPR ("PHONE")	Internal Telephone Number
RMPR ("SBT")	Signature Block
RMPR (SIG")	Signature Block of Chief, Prosthetics Service
RMPR ("STA")	VA Medical Center Station Number

RMPRSITE   Below are the RMPRSITE package-wide variables.

Name	Description
RMPRSITE	Internal site number

Note   These variables are set by the routine DIV4^RMPRSIT.

Package Security

Security Management

Privacy Act   Prosthetics deals extensively with patient record information and accounting data. Personal information accessed in this package is covered by the Privacy Act. Only those with a "need to know" should have access to the data.

Integration Agreements with Other Software Products

Integration Agreements   See the previous section: **External Relations - DBIAs**.

Mail Groups and Alerts

Introduction   Mail Groups and Bulletins for Prosthetics are name spaced RMPR.

Mail Groups   See the previous section: **Set Up Mail Groups**.

Bulletins   See the previous section: **Implementation and Maintenance – Assign Mail Group**.

Remote Systems

Transaction data   Transaction data is transmitted to the NPPD located at the Hines OI Office.

Archiving/Purging

Purge Obsolete Data (PGE)	Select the **Utilities** Menu from the main **Prosthetics** Menu. Then select the **Purge Obsolete Data (PGE)** menu. This menu contains three options which allow the user to do the following.

- Purge Closed Purchasing Transactions (PCL)
- Purge Cancelled Transactions (PCX)
- Purge Suspense Records (PSU).

Records for Closed (PCL)/Cancelled (PCX) transactions are purged from the PROSTHETICS 1358 file 664. Suspense (PSU) records are purged from the PROSTHETICS SUSPENSE file 668.

The **Purge Obsolete Data (PGE)** option is locked with the RMPRMANAGER key. This key is usually given to the Chief, Prosthetics Service/designee.

Enter/Edit Site Parameters Option

The length of time obsolete records must remain in the files prior to being purged is dependent on the number of days entered in the **Enter/Edit Site Parameters (SP)** option for the following fields.

- Suspense Purge
- Close-out Purchasing Purge
- Cancellation Purchasing Purge

Each site should determine an appropriate number of days for each of the three options, and enter the number of days in the appropriate field in the site parameters.

Prosthetics Service Print

The Prosthetics Service printer (where a list of items purged may be printed) should also be designated in the **Enter/Edit Site Parameters** option.

Archiving

Archiving functionality is not available at this time.

Contingency Planning

Local Facility Contingency Plan

Services that utilize this package must develop a Local Contingency Plan to be used in the event of product problems in a live environment.

The Facility Contingency Plan must identify the procedure for maintaining functionality provided by this package in the event of system outage.

Field station ISOs may obtain assistance from their Regional Information Security Officer (RISO).

Interfacing

Specialized Products

There are **no** specialized (not-VA produced) products embedded within or required by the program. The CPT codes that are used in this package are HCPCS.

Electronic Signatures

Electronic Signature Code

Electronic signatures are used in the **Process Form 2529-3** Menu option and the **Administrative Home Oxygen** module.

Individuals who have the authority to approve actions must have an electronic signature code. This code is required before the documents pass on to a new level for processing or review. IRM will need to be contacted for an electronic signature to be set up.

Menus

Menus

See the previous section: **Implementation and Maintenance – Assign Menus**.

Security Keys

Security Keys See the previous section: **Implementation and Maintenance – Assign Security Keys**.

File Security

VA FileMan Access Codes
VA FileMan Access Codes have been assigned to the Prosthetics files. The at-sign (@) code restricts action unless the user is assigned the programmer access code. Prosthetics users should not be assigned the at-sign (@) code as their FileMan Access Code.

Number	Name	DD	RD	WR	DEL	LAY
660	Record of Pros Appliance/Repair	@			@	
660.1	Pros Returned/Condemned	@				
661	Pros Item Master	@			@	
661.1	Prosthetics HCPCS	@		@	@	@
661.2	Pros Stock Item Record	@				
661.3	Pros Item Location	@			@	
662	Pros Disability Code	@		@	@	@
663	Pros AMIS Codes	@		@	@	@
663.2	Activities New/Repair Worksheet Totals	@			@	
663.3	Prosthetic Disability Worksheet	@			@	
663.4	Prosthetic Appointment Worksheet	@				
664	Prosthetic 1358	@				
664.1	Prosthetic 2529-3	@				
664.2	Prosthetic Work Order	@				
664.3	Prosthetic lab Hours Date	@				
664.4	Pros Laboratory/Restorations Worksheets	@	@	@	@	@
665	Prosthetics Patient	@			@	
665.1	Prosthetic Home/Liaison Visits	@				
665.2	Pros Letter	@			@	
665.4	Pros Letter Transactions File	@				
665.72	Home Oxygen Transactions File	@				
667	Vehicle of Record	@			@	
667.1	Pros Auto-Adaptive Equip	@			@	
667.2	Auto-Adaptive Manufacturer	@			@	
667.3	V.O.R. Transaction	@				
668	Prosthetic Suspense	@				
669.1	Prosthetic Lab W.O#	@		@	@	@
669.9	Prosthetics Site Parameters	@				

Glossary

Term	Definition
AMIS	Automated Management Information System.
Authorization	An estimated payment that will be applied to the 1358.
Control Point	The division of monies to a specified service, activity, or purpose from an appropriation. This is a financial element, existing only in IFCAP, which corresponds to the ACCS number in FMS.
CPT Codes	Codes listed in the *Physicians Current Procedural Terminology Handbook.*
Default	A normal or suggested response to a prompt that is provided by the system.
FMS	Financial Management System, which has replaced CALM as the primary accounting system for administration appropriations. FMS has a comprehensive database that provides for flexible on-line and/or batch processing, ad-hoc reporting, interactive query capability, and extensive security. FMS is concerned with budget execution, general ledger, funds control, accounts receivable, accounts payable, and cost accounting.
Fund Control Point	CALM accounting element that is not used by FMS.
Funds Distribution	A group of fiscal options that allow the budget analyst to distribute funds to control points and track budget distribution reports information.
GIP	Generic Inventory package.
Grouper Counter	The grouper counter is used to associate multiple entries in file 660, Record of Appliance/Repair, to a single patient. A post-init routine initially sets the counter for you at 99999999, then counts backwards. Do not edit this number.
ICD-9-CM	*International Classification of Diseases, Ninth Edition, with Clinical Modifications*
IFCAP	Integrated Funds Distribution, Control Point Activity, Accounting, and Procurement.
HCPCS	HCFA Common Procedure Coding System.

Term	Definition
Obligation	The commitment of funds. The process that Fiscal Service completes to set aside monies to cover the cost of a purchase order.
Obligation Number	The C prefix number that Fiscal Service assigns to the 1358.
Purchasing Agents	A&MM employees legally empowered to purchase goods and services from commercial vendors.
Site Parameters	Information such as station number, cashier address, billing address, etc., that is unique to your station.
Transaction	Any action that affects a bill or an account. All transactions are numbered sequentially and may be examined individually.
VA	The Department of Veterans Affairs, formerly called the Veterans Administration.
VA Form 4-1358	This VA form is used to record estimated obligations or changes in estimated obligations.
VA Form 10-2319	Each time a patient receives medical equipment, supplies, or services from Prosthetics Service, the item purchased is recorded on this form (Record of Appliance/Repair). This is an overall list of all appliances/repairs purchased for a veteran.
VA Form 10-2421	This is the main purchasing authorization and invoice form for items or services issued by Prosthetics Service.
VA Form 10-2520	This form is used to authorize repairs for prosthetic items/appliances prior to the item being sent to a vendor for repair.
VA Form 10-2527	Appointment roster and action sheet for clinics.
VA Form 10-2914	Eyeglasses are authorized for purchase on this form.
VA Form 10-55	This repair authorization form letter is used by Prosthetics Service to authorize repairs of prosthetic items/appliances sent directly to the vendor by the veteran, without prior Prosthetic Service approval on VA Form 10-2520.
VA Form 2421PC	This form keeps track of purchases that are used with a PC. Form 1358 is no longer available when a PC is used.

Term	Definition
Vendor File	An IFCAP file (440) of vendors that the facility does business with. This file contains ordering and billing addresses, contract information, FPDS information, and telephone numbers.
V*IST*A	Veterans Health Information Systems and Technology Architecture, formerly **D**ecentralized **H**ospital **C**omputer **P**rogram of the Veterans Health Administration (VHA), Department of Veterans Affairs (VA). V*IST*A software, developed by the VA, is used to support clinical and administrative functions at VA Medical Centers nationwide. It is written in M and, via the Kernel, runs on all major M implementations regardless of vendor. V*IST*A is composed of packages that undergo a verification process to ensure conformity with namespacing and other V*IST*A standards and conventions.